El Camino College Small Business Development Center
Request for Qualifications (RFQ)

Economic Development Program Business Advisor
The El Camino College Small Business Development Center (SBDC) is currently seeking professional service Business Advisors. The SBDC is seeking qualified and experienced subject matter expertise in areas which may include: supply chain management, procurement, food service and manufacturing, access to capital, distribution and contracting, marketing, evaluation and on-boarding assistance, government contracting and international trade development. The rate of pay varies with an average rate of $50 per hour, set at the discretion of the SBDC director according to program budget, requirements of the assignment, and experience.

The assignments will be limited in scope, with work averaging 8-24 hours per week based on the needs of the program. Due to the COVID-19 Pandemic, the majority of the work will be done on a remote basis for the foreseeable future.

Applicants with expertise in the areas listed in the RFQ are encouraged to apply. Previous or current small business owners and consultants are strongly encouraged to apply. After an evaluation process, the SBDC director will select Business Advisors to be part of a preapproved list for business advising assignments which will be assigned to begin October 1, 2022. Any work assigned as part of this process will be through a contract issued by El Camino College and the SBDC. The District will not guarantee any minimum amount of work to any individual or firm chosen to be part of the preapproved business advisors list. Completion of the RFQ is not a guarantee of an assignment.

If selected, you will be required to sign a confidentiality and conflict of interest agreement. Business advisors are not allowed to solicit SBDC clients for services outside of the SBDC engagement.

Before completing the RFQ, please familiarize yourself with the SBDC program by reviewing the following:


https://www.southbaysbdc.org
RFQ Response

Contact Information:

Applicant/Organization Name:

Address:

Phone:

Email:

All applicants must complete information below. If you are applying on behalf of an organization, business, non-profit or other institution, please provide information relative to the project lead.

General:

1. Please list the names of any educational institutions you have attended and the degrees you obtained.

2. Are you fluent in a language other than English? If yes, please specify below.
3. If selected, how many hours per week would you be available (24 hours maximum):


4. Have you or your organization ever worked for any economic development or small business/business technical assistance programs? If so – in what capacity.


5. There is significant reporting associated with the SBDC. It is a requirement to be proficient in Microsoft Office (Word, Excel, and PowerPoint) as well as internet-based database tracking systems. Do you meet these requirements:
   Yes ☐   No ☐

Areas of Individual Specialization-Please check the boxes below next to the areas of expertise:

Functions

☐ Access to Capital
☐ Accounting
☐ Alternative Financing
☐ Business Expansion
☐ Business Plans
☐ Business Sales and Marketing
☐ Cash Flow
☐ Contracting and Procurement
☐ Corporate Structuring
☐ Credit Improvement
☐ E-Marketing
☐ Effective Management
☐ Entrepreneurial Success Strategies
☐ Export/Import Assistance
☐ Government Certification (including 8A) & Contracts
☐ Human Resources
☐ LEED Certification
☐ Loan Packaging Assistance
☐ New Product Launches
☐ Payroll
☐ Permits & Licensing Information
☐ Projections
☐ Quickbooks Basics
☐ Social Media
☐ Strategic Planning
☐ Tax Information
☐ Venture Capital Funding
☐ Website Development
Other (please specify):

Industries

☐ Construction  ☐ Retail
☐ Cosmetics     ☐ Service
☐ Entertainment ☐ Sustainable Technology
☐ Franchise     ☐ Technology
☐ Green Technology ☐ Transportation & Warehousing
☐ International Trade ☐ Architecture & Engineering
☐ Legal Issues  ☐ Professional Services: Accounting
☐ Logistics     ☐ Professional Services: Legal
☐ Manufacturing ☐ Apparel
☐ Medical       ☐ Financial Services
☐ Restaurant    ☐ Educational Services
☐ Sustainable Technology
☐ Technology
☐ Transportation & Warehousing
☐ Architecture & Engineering
☐ Professional Services: Accounting
☐ Professional Services: Legal
☐ Apparel
☐ Financial Services
☐ Educational Services
☐ Science & Technical Services

Other (please specify):

Questions (limit answers to 1-2 paragraphs):

1. In 200 words or less, please describe any relative experience you or your organization have in working with small businesses.
2. Please describe your knowledge of the general challenges faced by small business owners. How will you or your organization best assist with these challenges?

3. At what stage of a company are you or your organization most comfortable working with, start-ups or existing businesses? At which revenue thresholds (i.e. $1-$300k; $300k-$1M; $1M-$10M; or more. Please describe in 200 words or less):

4. The economic development programs at El Camino College are held to strict performance standards. How would you or your organization directly or indirectly help our clients achieve one or more of the following outcomes: (1) increase in sales (domestic or import/export sales); (2) creation of new jobs or retention of existing jobs; (3) creating a new business; (4) access to capital (loans/equity/debt/venture capital).
5. What type of capital (i.e. loans/VC) have you or your organization assisted small businesses in obtaining; how long ago; and what is the typical size of the loan(s) (please describe in 200 words or less):

6. Explain how you or your organization will attract and onboard small business clients into the Economic Development programs at El Camino College (please describe in 200 words or less):
**References:**

Please list at least two but no more than three references. Additionally, please provide details on the kind of work you did for them, including any consultation or advising.

**Reference 1**

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**Reference 2**

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Please include the following with your application:

1. Resume (if applying as an individual) or Summary of Organization

By signing this response to the Request for Qualifications, I am attesting that information provided is true and accurate, and I have the authority to issue this proposal on behalf of my firm.
Please email your completed and signed PDF and resume or summary of organization to eccsbdc@elcamino.edu.

Thank you for your interest in the SBDC program.