

Economic Development Programs Business Advisors RFQ 19-D1004 (On-Going)

This On-Going RFQ process is to increase outreach to potential candidates in supply chain management, procurement, food service and manufacturing, distribution and contracting, marketing, evaluation and on-boarding assistance, government contracting, and trade development.

The Long Beach Community College District (LBCC or District) is seeking through this On-Going RFQ, consultants to advise clients and promote/market economic development programs offered through the District's Small Business Development Center, Center for International Trade Development, Goldman Sachs 10,000 Small Businesses Program; and other new programs as they are developed. The District is seeking qualified and experienced subject matter expertise in areas that include but are not limited to, supply chain management, procurement, food service, food manufacturing, distribution and contracting, marketing, evaluation and on-boarding assistance, government contracting, and international trade development. This On-Going RFQ process will allow applicants to apply for these opportunities through June 30, 2020, be evaluated and interviewed as the applications are received, and if qualified, and are and meet the current needs of the programs be offered a contract for services. **If you have completed a similar RFQ with the district and awarded a contract, there is no need to reapply.**

The rate of pay varies based on programs. The rate is on average \$60 per hour, **set at the discretion of the Executive Director according to program budget, requirements of the assignment, and experience.** The assignments will be limited in scope, with work averaging 8 -20 hours per week based on the needs of each program.

Applicants with expertise in the areas listed in the document below are encouraged to apply. Previous or current small business owners and consultants are strongly encouraged to apply. After an evaluation process, the District will select business advisors to be part of a preapproved list for business advising assignments which will be assigned to begin between July 1, 2019 through June 31, 2022. Any work assigned as part of this process will be through a contract issued by the District. 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.

Small Business Development Center

The Small Business Development Centers (SBDCs) are funded in-part by the U.S. Small Business Administration (SBA) and represent the largest technical assistance organization in the country. SBDCs provide no- cost, customized, one-on-one consultations to both existing business owners and those who wish to start a small business. SBDCs also provide low-cost or no-cost training workshops to the small business community. There is a national network of SBDCs with 62 Lead Centers that oversee 900+ SBDCs (Service Centers). In California, there are five lead centers and over 35 service centers. The reach of the SBDC program is extensive.

Advisors will provide technical consulting to both current and prospective small to mid-size businesses. They will work one-on-one, confidentially with clients and may also participate in group workshops and/or seminars. Standard SBDC services include: financial counseling, marketing advice, and management guidance. Specialized services may include expertise in specific industries, such as international trade, social media, and etc.

*** The Lead Center for the Los Angeles Regional SBDC Network is operated by Long Beach**

Community College District and oversees the SBDC program for the counties of Los Angeles, Ventura, and Santa Barbara. The Small Business Development Centers are funded by the U.S. Small Business Administration, center host institutions, state and local funds, and corporate partners. Funding is not an endorsement of any product, opinion, or service. All Federal and State funded programs are extended to the public on a nondiscriminatory basis. *Special arrangements for individuals with disability will be made if requested in advance.*

Center for International Trade Development

Established in 1989, the California Centers for International Trade Development (CITD) are funded by the California Community College's Chancellor's Office to promote the state's international trade and competitiveness, assist exporters and importers, and advance economic and job growth. The CITDs assist California business to expand internationally as well as help colleges become more globalized.

The California CITDs have offices across the state and provide a full range of trade assistance services to companies and individuals in the state of California. Services are either free or low cost. Whether new or experienced in export or import, CITD experts and resources are ready to assist. Our programs and services include one-on-one technical assistance and consulting, market research, training and educational programs, trade leads, and special events.

Key services include:

- **Deliver** Export and Import Training and Assistance
- **Inform** Career Pathways and Technical Assistance
- **Expand** Global Trade Curriculum and International Marketing Opportunities

Consultants will work with small to mid-size businesses generally, direct and facilitate contact with our established state and federal trade partners, and may lead workshops and/or seminars in specialized areas of global business. Services may include: one-on-one business consulting, providing foreign market research, and providing timely information relative to trade policy and regulatory issues as they pertain to small to mid-size business.

LBCC is seeking International Business Consultants with a minimum of 3 years of experience within one or more aspect of global trade. CGBP certification is helpful, though not required.

Goldman Sachs 10,000 Small Businesses Program

10,000 Small Businesses is a \$500 million initiative by Goldman Sachs Foundation (GSF) to unlock the growth and job-creation potential of 10,000 Small Businesses across the United States through greater access to business education, financial capital, and business support services. It is based on a broadly held view of leading experts that this combination of education, capital, and support services best addresses the barriers to growth for small businesses.

Long Beach Community College District is the Southern California Regional Center for the Goldman Sachs 10,000 Small Businesses program and serves an area from Bakersfield to San Diego. The College is also a part of a national network of fourteen (14) colleges across the country delivering the Business and Management Education program. In Southern California, the program is delivered at two sites, Long Beach City College (LBCC) and Los Angeles City College (LACC); **this RFQ is for the LBCC site only.** Business advisors to the Goldman Sachs program may be expected to facilitate and/or provide instruction for particular modules of the curriculum and/or provide outreach and recruitment services to attract qualified small business owners to the Program.

Advisors will work with established growth businesses in developing strategies, financial projections,

and a business growth plan. Depending on their level of expertise and knowledge, advisors for the 10,000 Small Businesses Program may also provide specialized services on projects at the direction of the Regional Executive Director.

LBCC is seeking business advisors to support this program with at least three years of direct experience in business growth. A finance background is strongly desired.

DESIRED EDUCATION AND EXPERIENCE: The preferred educational experience is a Bachelor's Degree in Business or a related field. Although this is preferred, candidates with a combination of education and experience will be considered.

DEADLINE: Proposals will be reviewed and awarded as they are received, however all responses to this Request for Qualification (RFQ) must be completed and delivered via email no later than **June 30, 2020 by 3:00 p.m.** The District is not responsible for delays in the transmission or receipt of electronically submitted responses. The time clock showing the date and time of receipt in the District's email system will be the time and date stamp of record.

TO SUBMIT: Please email applications to sbdc@lbcc.edu. ONLY emailed responses will be accepted. Proposals received after this date and time, may at the discretion of the District, be rejected without consideration. No faxed proposals will be considered. All questions and inquiries regarding this RFQ and the process must be submitted solely by email to sbdc@lbcc.edu. No other LBCC staff or contractors are to be contacted regarding this RFQ. No phone calls are allowed. Failure to follow this direction may result in the rejection of your proposal at the sole discretion of the District.

TIMELINE: Individuals selected for the preapproved list of Business Advisors will be **as they are approved and the District identifies a need for their expertise**. While we would like to contact everyone (regrets included), the number of applications may prevent us from doing so.

INTERVIEWS: The District reserves the right to interview advisors as part of the review process. If the District elects to have interviews, these will take place on the LBCC campus

PRE-CONTRACTUAL EXPENSES: Pre-contractual expenses are defined as any expenses incurred by the proposer in: (1) preparing its proposal in response to this RFQ; (2) submitting that proposal to the District; (3) negotiating with the District any matter related to this RFQ, including a possible contract; or (4) engaging in any other activity including the development of curriculum or training materials or training technology prior to the effective date of award, if any, of a contract resulting from this RFQ. **The District shall not, under any circumstance, be liable for any pre-contractual expenses incurred by proposers, and proposers shall not include any such expenses as part of their proposals.**

NO COMMITMENT TO AWARD: Issuance of this RFQ and receipt of proposals does not commit the District to award a contract. The District expressly reserves the right to review proposals at its own convenience, to accept or reject any or all proposals received in response to this RFQ, to negotiate with more than one proposer concurrently, or to cancel all or part of this RFQ.

INSURANCE AND OFFICIAL DOCUMENTS: The District will require the finalist chosen for a contract to submit the following documentation at contract time:

- A fully executed W-9 Form
- A Drug Free Work Place Certification Form (provided by the District)
- Professional Liability and Commercial Automobile Insurance Coverage at the districts minimum limits but no less than \$1,000,000 in coverage for each policy.