

# LONG BEACH COMMUNITY COLLEGE DISTRICT

**Request for Qualifications (RFQ) – Expires 6/30/2028**

**Economic Development Programs Business Advisors**

**RFQ 25-D003 (On-Going)**

The Long Beach Community College District (LBCCD or District) is currently seeking professional service Business Advisors and qualified organizations/partners for economic development programs offered through the District's Small Business Development Center, Center for International Trade Development, Veterans Business Outreach Program; and other new programs as they are developed. The District is seeking qualified and experienced small business subject matter expertise in areas which include: access to capital, supply chain management, restaurant and retail, manufacturing, marketing and sales, start-ups, government contracting, international trade development and other small business entrepreneurship-related disciplines.

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 October 1, 2024 through September 30, 2028. 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.

## **PRIMARY LBCCD ECONOMIC DEVELOPMENT PROGRAMS**

### **Los Angeles Regional 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 small business 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 63 Network Lead Centers covering each U.S. state and territory that oversee 900+ SBDCs (Service Centers). In California, there are five lead centers and over 35 service centers. Long Beach Community College District is the program host of the Los Angeles Regional SBDC

Network covering the counties of: Los Angeles, Ventura and Santa Barbara. It also hosts the Long Beach SBDC Service Center which provides services to entrepreneurs within Long Beach and the neighboring cities within Los Angeles County.

SBDC Business Advisors provide technical consulting and coaching to both current and prospective small businesses (from sole proprietors up to firms with 500 employees). They work one-on-one, confidentially with clients and may also participate in group workshops and/or seminars.

The Small Business Development Center program is 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.

### **Los Angeles Regional Veterans Business Outreach Center**

The Veterans Business Outreach Centers (VBOCs) are funded in-part by the U.S. Small Business Administration (SBA) and serve as the premier small business technical assistance organization for military veterans, current service members and service-connected families. VBOCs provide no-cost, customized, one-on-one consultations to both existing business owners and those who wish to start a small business. VBOCs also provide low-cost or no-cost training workshops to the small business community. Long Beach Community College District is the program host of the Los Angeles Regional VBOC Network covering the counties of: Los Angeles, Orange, Riverside, San Bernardino, Santa Barbara, and Ventura.

VBOC Business Advisors provide technical consulting and coaching to both current and prospective veteran-owned small businesses (from sole proprietors up to firms with 500 employees). They work one-on-one, confidentially with clients and may also participate in group workshops and/or seminars. VBOC Business Advisors may also present training workshops in-person at regional military installations to current service members and/or service-connected families as part of the 'Boots to Business' and 'Pathways' programs.

The Veterans Business Outreach Center program is 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.

## **Economic Development Programs Business Advisor Proposal**

**DESIRED EDUCATION AND EXPERIENCE:** LBCCD is seeking Business Advisors to support this program with at least three (3) years of direct experience in business growth. The preferred

educational experience is a Bachelor's Degree in Business or a related field. A finance background is strongly desired. Although this is preferred, candidates with a combination of education and experience will be considered.

**DEADLINE:** Responses will be reviewed on a rolling basis as they are received. Responses may be submitted throughout the RFQ period which will end on June 30, 2028. Responses received after this date, may, at the discretion of the District, be rejected without consideration.

**TO SUBMIT:** Email completed RFQ 25-D003 Response Form to [rfq@SmallBizLA.org](mailto:rfq@SmallBizLA.org). ONLY emailed responses will be accepted. No faxed responses will be considered.

**QUESTIONS/INQUIRIES:** All questions and inquiries regarding this RFQ and the process must be submitted solely by email to [rfq@SmallBizLA.org](mailto:rfq@SmallBizLA.org). No other LBCCD 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 responses at the sole discretion of the District. Any updates or changes to this RFQ will be solely posted on the District's website at: <https://www.lbcc.edu/pod/current-bid-rfp-opportunities>

It is the responsibility of any interested party to watch this website for any changes or updates. The District will not email any updates to any parties.

**TIMELINE:** Individuals selected for the preapproved list of Business Advisors will be notified throughout the term of this RFQ as assignments and needs arise. While we would like to contact everyone and provide you an update on your response (regrets included), the number of applications may prevent us from doing so.

**INTERVIEWS:** The District reserves the right to interview Business Advisors as part of the review process. If the District elects to have interviews, these will take place virtually or on the LBCCD campus based on schedules and availability.

**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 response 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 responses does not commit the District to award a contract. The District expressly reserves the right to postpone proposal

opening for 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 Certificate of Insurance and Additional Insured Endorsement Page(s), only applicable to business advisors who will be on-campus
- A Drug Free Work Place Certification Form (provided by the District)
- A Program Confidentiality Form