

LONG BEACH COMMUNITY COLLEGE DISTRICT

Request for Qualifications (RFQ) – Expires 6/30/2024

Economic Development Programs Business Advisors RFQ 20-D1002 (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, 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 which 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 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.

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 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 September 1, 2020 through August 31, 2024. 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.

LBCCD PROGRAMS

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.

Business 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

Business Advisors 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.

LBCCD is seeking International Business Advisors with a minimum of three (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 Community College District (LBCCD) and Los Angeles City College (LACC); **this RFQ is for the LBCCD 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.

Business 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, Business Advisors for the 10,000 Small Businesses Program may also provide specialized services on

projects at the direction of the Regional Executive Director.

LBCCD is seeking Business Advisors to support this program with at least three (3) years of direct experience in business growth. A finance background is strongly desired.

Economic Development Programs Business Advisor Proposal

DESIRED EDUCATION AND EXPERIENCE: The preferred educational experience is a Bachelor's Degree in Business or a related field. At least two members of partner organizations must also meet this criteria. Although this is preferred, candidates with a combination of education and experience will be considered.

DEADLINE: Proposals 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, 2024.

TO SUBMIT: Please email applications to rfq@smallbizla.org. ONLY emailed responses will be accepted. Proposals received after June 30, 2024, may at the discretion of the District, be rejected without consideration. No faxed or hand delivered proposals will be considered.

QUESTIONS/INQUIRIES: All questions and inquiries regarding this RFQ and the process must be submitted solely by email to sbdc@lbcc.edu. 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 proposal 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 proposal (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 when Covid protocols allow.

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 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 Drug Free Work Place Certification Form (provided by the District)