



Request for Quotes
RFQ#: WBC-101
Benedict College's Women Business Center
Deadline: Wednesday, February 18 - 5:00 p.m.

Small Business Financial Training and Technical Assistance Consultation

Benedict College's Women Business Center is seeking quotes from qualified service providers to provide financial training and technical assistance to Benedict College Women's Business Center (BC WBC) clients to sustain business operations during and after a crisis. The time-period for service delivery is March 1– September 30, 2022.

The successful candidate must be an approved IRS agent, demonstrate extensive experience working with small, minority women-owned businesses. This experience should include bookkeeping services, providing direct training and technical assistance to small and disadvantage businesses, filing and correcting small business income taxes, and providing direct financial support to these businesses.

The proposed tasks and range of services sought are:

- Provide technical accounting training and support to small and minority-owned businesses (mainly women) to ensure that owners can perform essential financial and bookkeeping functions in response to the coronavirus.
- Develop on-line financial curriculum for courses to be used by BC WBC and its programs in perpetuity for women-owned and minority businesses.
- Provide accounting, tax, and bookkeeping webinars and seminars (online and in-person in accordance to COVID guidelines) and one-to-one coaching for QuickBooks, cash-flow management, financial planning, financial recovery after and during a crisis, internal controls, tax-related issues, and other basic accounting functions.
- Incur all travel related costs for virtual and statewide in-person events and technical assistance, not provided by the BC WBC.
- Collaborate with the BC WBC and other community organizations in targeted areas, such as SCORE, Volunteer Income Tax Assistance Organizations, South Carolina Small Business Development Center, Regional Small Business Development Agencies, and other BC WBC identified entities, to deliver financial services to BC WBC program clients.
- Develop and improve processes during the contract period based on industry standards and best accounting practices.
- In collaboration with the BC WBC, implement an online or in-person schedule for monthly classroom trainings (minimum of two (2) trainings per a month, for a total of six (6) during the contract period).
- In collaboration with the BC WBC, determine the vetting process for clients who need individual coaching (maximum of ten (10) clients per a month, for a total of 30 clients during the contract period).
- In collaboration with the BC WBC, determine when work requested are outside of the scope of work, such as audit, agreed-upon procedures, tax preparation, and tax resolution.

Benedict College reserves all rights to the retention of any documents developed or records that accrue as a result of final agreement execution.

All quotes should include WBC RFQ number and emailed to Ms. Cheryl Salley at csalley@bcwbc.org by 5:00 p.m. on February 18th. For questions or inquires, please contact Ms. Salley at 803-705-4441.