



Request for Proposals (RFP) RFP#:

BCWBC107

Deadline: June 30, 2022 – 5:00 p.m.

Financial Small Business Advisor (One Contractual Position)

OBJECTIVE AND SCOPE OF SERVICES

A. BACKGROUND INFORMATION

Benedict College Women's Business Center (BCWBC) creates a gateway out of poverty for socially and economically disadvantaged women entrepreneurs by starting, growing, and expanding their businesses. Through a statewide ecosystem the BCWBC works with minority women-owned businesses to create jobs, increase revenue and the achieve of economic independence. While the BCWBC provides assistance to all businesses, efforts are primarily focused on women, particularly minority women that have historically experienced more social and economic disparities in comparison to their counterparts.

B. OBJECTIVE

BCWBC seeks a qualified financial professional to provide direct technical assistance and training to BCWBC clients and contacts.

C. SCOPE OF WORK

The selected firm must have at minimum three (3) years professional expertise and demonstrated experience in finance, loan packaging, and small business financial management and technical assistance.

SPECIFIED TASKS AFTER CONTRACT AWARD:

- i. FINANCE & BANKING TRAINING** - The selected firm will develop and implement a financial and banking training platform strategy for small businesses that includes: loan packaging, loan applications, building banking relationships, business credit, and financial analytics & management and financial projections. At least three (3) trainings must be held during the contract period, July 1 - August 31, 2022.
- ii. FINANCIAL TECHNICAL ASSISTANCE** - The selected firm will be responsible for providing direct financial technical assistance to BCWBC clients and contacts as needed during the contract period, July 1 - August 31, 2022. Referrals will be made by BCWBC director and staff.

EVALUATION PROCESS/NOTICE OF AWARD

All properly submitted proposals will be reviewed and evaluated. By submitting a proposal in response to this RFP, proposer accepts the evaluation process as outlined below. Further, the Owner may elect to reject all Proposals and/or elect not to select any.

Step 1 – Proposal Submission - This RFP is the first step in the process for selecting a Firm. This RFP provides the information necessary to prepare and submit proposals for consideration by the BCWBC.

Step 2 – Notice of Award –The proposal will be evaluated based upon each Proposer’s stated qualifications. Interviews with proposers may be conducted at the BCWBC’s sole discretion and the BCWBC reserves the right to make a selection based solely on the proposals received.

Step 3 – Professional Services Agreement Executed

All quotes should include BCWBC RFP number and emailed to Ms. Cheryl Salley at csalley@bcwbc.org by 5:00 p.m. on June 30th. For questions or inquires, please contact Ms. Salley at 803-705-4441.