



REQUEST FOR PROPOSAL (RFP)
BUSINESS RECOVERY CENTERS

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1. SUMMARY AND BACKGROUND

In March, the CARES Act which allocated funding for the stimulus checks also designated money at the local level to help restart the economy. In June, at the suggestion of Jonathan Taylor, Economic Development Director for Tualatin, it was decided that several South Metro cities would pool their funds and hire a small business counselor who could provide direct, one-on-one, confidential, no cost counseling to business owners. Kathy Bazan was hired for this program which is funded through Dec. 31.

While Ms. Bazan can provide answers to business owners, the BRC believes that it would behoove the program to recruit professionals in law, accounting, graphic design, translating, web design, photography, and other fields who would be compensated for their work with those BRC clients who need a more specialized level of assistance.

The Business Recovery Center which serves Durham, Sherwood, Tigard, Tualatin, and Wilsonville is currently accepting proposals for consultative services. The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidates, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidates who best represent the direction the BRC wishes to go.

The BRC is focused on helping business owners survive and thrive in these challenging times. The BRC client base consists of other small and medium-sized businesses which seek our experience and expertise.

Our services include:

- Writing business plans and calculating financial projections.
- Identifying grants for non-profit entities and for profit enterprises.
- Matching clients to potential lenders (and packaging loans).
- Teaching safety compliance, human resources (recruiting, retention, employee development), and other topics.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5 PM PDT **August 15, 2020**. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

In your response should include:

- Your name and contact information

- Your education and any specialized trainings, certificates, etc.
- Your years of experience in this field.
- Which topics within your field on which you would like to consult with business owners. (e.g., a lawyer might consult on business law which includes contract review, legal structures, and intellectual property)
- Anything you would like us to know!

3. PROJECT PURPOSE AND DESCRIPTION.

The purpose of this project is as follows:

The BRC provides general business counseling. This project seeks to recruit professionals in many fields who would consult with business owners on an as needed basis.

Project Description:

As a professional, you would consult with business owners in this area who need help designing their websites, evaluating the purchase of business assets, the review of loan documents, the straightening out of accounting snafus, and other problems confronting business owners.

In addition, there are business owners who are more comfortable in their native languages. For that reason, we seek to hire translators who will be compensated from another segment of BRC funding. Spanish, Vietnamese, Korean, and other languages are spoken in our communities.

4. PROJECT SCOPE

The scope of this project includes creating an inventory of specialists and professionals who are willing to work with business owners to find solutions to their business challenges.

After the initial consultation, the specialists and professionals are allowed to continue their business relationship with these clients for as long as they deem viable.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 5PM PDT
August 15, 2020.

Evaluation of proposals will be conducted from **August 16, 2020 until September 15, 2020.**

Project Timeline:

The BRC already has clients who need help with translating, untangling the snarls in their accounting, with website design, and business photography. We anticipate a few legal questions very soon. For that reason, we want to hear from you as soon as possible so that you can meet with our clients.

6. BUDGET

As a professional, the BRC will pay up to \$50.00 for 30 minutes of your time with the client. We ask that you contribute 30 minutes of your time in addition. Due to our limited funding, the BRC will be able to fund 80 small business owners who seek your services.

7. FINAL NOTES

If you have knowledge which a small or medium business owner could leverage to grow their enterprise, we want to hear from you!

We appreciate your time and look forward to connecting you to local business owners!