

**California Manufacturing Technology Consulting (CMTC)**

Request for Proposal (RFP)

2018/19 Small Business

Consulting Expansion Program

CMTC Program Services

The purpose of this RFP is to invite proposals from Regional Economic Development Organizations to expand the capacity of CMTC, California’s Manufacturing Extension Partnership Center, to provide consulting services to small manufacturers in targeted regions of the state.

**Opening Date: Thursday, November 29, 2018**

**Closing Date: Friday, December 7, 2018**

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# Background

The California Small Business Technical Assistance Expansion Program (SBTAEP) was created in 2018 to expand the capacity of federal small business technical assistance programs in California and was enacted in Government Code Section 12100-12100.69. The Office of Small Business Advocate at the Governor’s Office of Business and Economic Development (GO-Biz) is charged with implementing and administering the SBTAEP. CMTC received an award under the SBTAEP program on September 27, 2018.

Federal small business technical assistance centers (Centers) are designated by federal funding partners to operate federal small business technical assistance programs throughout the state. These Centers provide one-on-one, confidential consulting and training to help small businesses and entrepreneurs start, expand, facilitate investment and create jobs in California. The SBTAEP provides state grant funding to expand consulting and training services provided by existing and new Centers, including satellite offices.

# CMTC seeks vendor organizations to assist CMTC in provide consulting services to manufacturers.

# Performance Period and Services Requested

The performance period will commence on October 1, 2018 and end on September 30, 2019.

The services requested from vendors under this RFP are:

1. One-on-one consulting with businesses and pre-venture entrepreneurs.
2. Workshops and classes for business owners.

#  Vendor Eligibility Requirements

1. Vendors must have a plan of action and commitment to fully deliver the approved proposal.
2. Vendors cannot use the funds received as match for any federal award it may receive separately.

# Proposal Contents

The proposal must follow the format specified in Appendix A - Scope of Work Requirements.

**Proposal Submission Process and Questions**

Proposals must be submitted in PDF format via email by the Closing Date specified in this RFP to:

**Wanna Bruce, CMTC Network Growth Coordinator**

**wbruce@cmtc.com**

**Evaluation Process**

Proposal packages that are deemed complete will be evaluated based on their comprehensiveness in accordance with the Evaluation Criteria.

CMTC will select up to five vendors using a merit-based review process. Qualified vendors will deliver proposed scopes of work that can be delivered within the performance period.

CMTC’s evaluation decision is final.

Vendor Proposals will be evaluated based on the following criteria:

1. Proposed scope of work to expand services manufacturers in a defined regional service area.
2. Collaboration and leveraging of resources. If proposer will be partnering with other Economic Development Entities for outreach to manufacturers in the defined region please identify them in the scope of work.

# Post-Evaluation Process

# CMTC will issue a Purchase Order to vendors who are selected during the Evaluation process. The Purchase Order will specify the services to be rendered during the performance period, vendor hours and rates, and a total dollar amount. The Purchase Order will also contain the invoicing, performance and reporting requirements.

CMTC’s payment terms are net 30 from receipt of approved invoice.

CMTC will regularly evaluate vendor performance against the Scope of Work.

## Appendix A: Scope of Work Requirements

## Section I. Vendor Information

|  |  |
| --- | --- |
| Legal Name of Organization  |  |
| Legal Name of Authorized Representative  |  |
| Federal Employer/Taxpayer Identification Number  |  |
| Organizational DUNS (if available) |  |

### Section II. Proposed Scope of Work (SOW)

A. Describe how your organization proposes to deliver the services requested in the RFP for the following service area:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. One-on-one consulting with businesses and pre-venture entrepreneurs.

1. Workshops and classes for business owners.

B. Collaboration and leveraging of resources. If proposer will be partnering with other Economic Development Entities for outreach to manufacturers in the defined region please identify them.

C. Describe if the proposed scope of work will provide new or enhanced services to underserved business groups, including women, minority and veteran-owned businesses and businesses in low-wealth, rural and disaster-impacted communities included in a state or federal emergency declaration or proclamation.

C. Include a price sheet in the following format.

**Note**: Hourly Rates should be based on the rate that your organization charges commercial clients less any discount. Travel time cannot be included.

|  |  |  |  |
| --- | --- | --- | --- |
| Consultant Name | Hourly Rate | Number of Hours  | Total |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Proposal Total 🡪 |  |

**END OF RFP**