

## **Request for Applications Consultants for Business Start-up Assistance**

The Alabama Small Business Development Center (SBDC) Network is a state-wide program based at The University of Alabama that provides management and technical assistance for business start-up, growth, and access to capital. The Alabama SBDC is seeking qualified business consultants with experience and background to provide advising and training to SBDC clients interested in starting a business.

### Request for Consultants to Assist with Business Start-up

The SBDC provides technical assistance to a wide variety of start-up businesses across the state including operations in retail, hospitality, medical, food products, agriculture, science and engineering, recreation, housing, marketing, and technology related businesses. The SBDC is seeking business consultants to serve as independent contractors to assist the SBDC to:

- 1) Identify and assess the needs of pre-venture clients interested in starting a new business;
- 2) Provide individual advising to guide SBDC clients through the business start-up process;
- 3) Provide training in group settings via webinars on the process of starting a business and the resources available to assist in business start-up and growth;
- 4) Provide services on a virtual basis, given pandemic related restrictions on face to face meetings and travel;

Qualifications for evaluation may include:

- 1) Experience in operating or working in a small business;
- 2) Experience in small business consulting;
- 3) Knowledge of specific industry sectors, rural/urban demographics, or regional area of the state;
- 4) Experience with SBDC programs and or SBA lending programs are a plus.

### Selection and Guidelines

Consultants will be evaluated based on relevant experience, proposed costs, and interviews. Selection of consultants will be made at various times during the year based on demand for services.

Consultants must meet the requirements to be qualified to work as independent contractors for The University of Alabama and comply with all UA regulations governing independent contractors. All consultants are required to review and sign the SBDC Conflict of Interests Statement and adhere to client confidentiality and standards of conduct.

The consultant's labor fee is reimbursed based on a cost per hour. Travel expenses are reimbursed separately from the labor fee and are based on UA travel policy. Consultants submit invoices to the SBDC at The University of Alabama based on work completed. Appropriate case documentation must accompany each invoice and include narratives to support work activities completed for each project.

### Application Submission

Please submit your application by completing the form at the link below. Resumes and other documents may be uploaded. All applications must include a proposed cost per hour to be considered. There is not a specific deadline to respond to this request for applications.

<http://bit.ly/SBDC-Contractor>