

## **Request for Applications Consultants for Existing Business Growth**

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 advisement services to SBDC clients interested in growing an existing business.

### *Request for Consultants to Assist Existing Businesses with Growth Opportunities*

The SBDC provides technical assistance to a wide variety of businesses across the state including operations in retail, hospitality, medical, food products, personal care, agriculture, science and engineering services, 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 existing businesses and growth opportunities;
- 2) Provide individual advising to guide SBDC clients on a variety of business topics including strategic planning, customer segmentation, marketing, payroll and money management, and other business processes and expansion challenges;
- 3) Provide services on a virtual basis, given pandemic related restrictions on face to face meetings and travel;
- 4) Availability during the period from February 1, 2021 to September 30, 2021

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>