

Request for Applications Professional Services for Financial Skills Training

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 to provide training on financial skills for minority and women-owned businesses on topics including but not limited to record keeping, accounting systems, financial statements, and cash flow analysis. Applicants selected for this initiative may be assigned to work with the IgniteAL project.

Request for Professional Services for Training on Financial Skills

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, recreation, housing, marketing, and technology related businesses. The SBDC is seeking business consultants to provide professional services to assist the SBDC to:

- 1) Deliver financial skills training in group sessions;
- 2) Provide training to guide participants through the process of establishing accounting and recordkeeping systems and building financial skills to operation a business;
- 3) Deliver services on a virtual basis, given pandemic related restrictions on face-to- face meetings and travel; and
- 4) Availability during the project period from February 1, 2021 to August 31, 2021.

Qualifications for evaluation may include:

- 1) Experience with accounting, tax, and financial literacy related assistance to small businesses;
- 2) Experience helping small businesses to establish accounting systems and record keeping;
- 3) Capacity to train participants in virtual sessions; and
- 4) Market coverage in specific industry sectors or business types and rural or urban areas of the state.

Selection and Guidelines

Applications will be evaluated based on relevant experience, proposed costs, and interviews. Selection of consultants will be made at various times during the project period 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 adhere to SBDC standards of conduct.

The consultant's fee is reimbursed based on costs per hour basis. Consultants submit invoices to the SBDC at The University of Alabama based on work completed. Appropriate project documentation must accompany each invoice to support work activities completed.

Application Submission

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

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