

Request for Applications Professional Services for QuickBooks® 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 with experience to provide training to small businesses on QuickBooks® and the establishment of accounting systems.

Request for Professional Services for QuickBooks® Training

The SBDC provides technical assistance to a wide variety of 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 provide professional services to assist the SBDC to:

- 1) Deliver QuickBooks® training to groups of participants;
- 2) Provide training to guide participants through the process of establishing accounting systems;
- 3) Deliver training services on a virtual basis, until pandemic related restrictions on face-to-face meetings are eased;

Qualifications for evaluation may include:

- 1) Experience helping small businesses to establish accounting systems and reports;
- 2) Certification and experience as a QuickBooks® trainer;
- 3) Capacity to train multiple participants in groups and provide individual assistance as needed;
- 4) Market coverage in specific industry sectors, rural/urban demographics, or regional areas

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 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 adhere to SBDC client confidentiality and standards of conduct.

Consultants submit invoices to the SBDC at The University of Alabama based on work completed. Required SBDC training reports must accompany each invoice to support work activities completed.

Application Submission

Please submit your application by completing the form at the link below. A proposal, resume of instructor, and other documents may be uploaded. The consultant's proposal should contain the following: number of workshops to be conducted, maximum number of participants per workshop, estimated costs per course for each participant which may include the cost for QuickBooks subscription. The proposal should also contain a cost per hour or professional fee for each workshop for the consultant to provide promotion and registration activities, course preparation and instruction, and individual assistance to participants.

There is not a specific deadline to respond to this request for applications.

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