

Subcontractor Opportunity

Business Specialist

Deadline for submission on Thursday, May 26th

The Coalition for Responsible Community Development (CRCDD) is seeking a part-time Consultant to staff its newly created Southeast Los Angeles BusinessSource Center. Successful applicants will provide one-on-one assistance to small businesses, street vendors, and aspiring entrepreneurs in the South LA area.

The Southeast Los Angeles BusinessSource Center has a mission to provide an array of services to new and existing business owners, which include strengthening the local economy through planning, access to capital, small business stabilization, and supporting the resiliency of the South LA community.

The City of Los Angeles requires CRCDD to conduct a formal procurement process to identify and select potential subcontractors for inclusion in CRCDD's proposal to the City. CRCDD will review and score subcontractor proposals in a competitive process. Selected subcontractors will be included in CRCDD's proposal to the city.

Eligible Subcontractors

The following are eligible proposers to submit a proposal to CRCDD to serve as a potential Business Source Center subcontractor:

1. Proposer must have a Los Angeles City Business Tax Registration Certificate (BTRC), or a Vendor Registration Number (VRN) prior to the execution of a contract;
2. Proposer must not have been determined to be non-responsible, nor been debarred by the City pursuant to the Contractor Responsibility Ordinance;
3. Proposer must not have been debarred by the federal, State, or local government;
4. Proposer must have demonstrated experience providing similar services for a minimum of three (3) consecutive years within the last ten (10) years;

Scope of Services for Subcontractors

CRCDD is seeking proposals from potential subcontractors to provide **all** of the following program elements:

1. Conduct initial outreach, intake, and assessment of individual small businesses and vendors through discovery meetings.
2. Document findings, identify business needs and provide best practices to assist street vendors including permit assistance, liaison with LA County Health Department, City Council office, etc.

3. Provide information regarding resources, events, and opportunities for existing/aspiring street vendors
4. Coordinate small business informational meetings to identify and disseminate strategies for employing best-practices for food vendors
5. Identify other technical assistance providers that support the growth of small business and utilize those services as appropriate for client success.
6. Support activities to ensure the center meets or exceeds annual goals and milestones and operates in compliance with program and network policies and procedures
7. Track activity, create client files, and maintain records of economic impact of vendor outreach and engagement