

Subcontractor Opportunity Meeting & Events Consultant

Deadline for submission on Thursday, May 26th

The Coalition for Responsible Community Development (CRCD) is seeking a consultant to support the Southeast LA BusinessSource Center Director in providing small business workshops and quarterly convenings. Successful applicants will work closely with CRCD's Marketing Director on identifying relevant small business workshops and webinars, developing and organizing a calendar of events, and meeting site selection.

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

Eligible Subcontractors

The following are eligible proposers to submit a proposal to CRCD 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 (5) years.

Scope of Services for Subcontractors

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

1. Work closely with the CRCD Marketing Director and Business Source Director to identify and develop a list of subject-matter experts covering a wide-range of expertise in small business development.

2. Work in collaboration with CRCD and BusinessSource staff on developing a calendar of events & workshops targeting small businesses in our service delivery area.
3. Work with BusinessSource Director & CRCD Marketing Director to identify relevant small business meetings, conventions, and expos to present and exhibit.
4. Identify and select appropriate CRCD properties for meetings, trainings, and events.
5. Provide opportunity recommendations for attending and exhibiting small business meetings and trainings as they are announced.