

# **Subcontractor Opportunity**

## **Senior Business Advisor**

Deadline for submission on Thursday, May 26th

The Coalition for Responsible Community Development (CRCD) is seeking a part-time Senior Business Advisor to staff its newly created Southeast Los Angeles BusinessSource Center. Successful applicants will provide one-on-one assistance to small businesses 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 owner, 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 five (5) consecutive years within the last ten (10) years.

## **SCOPE OF SERVICES FOR SUBCONTRACTORS**

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

1. Conduct initial intake and assessment of individual businesses through discovery meetings and document findings.

2. Identify business needs and provide best practices to assist with stabilizing, recovering, and/or rebuilding their business.
3. Document findings, identify funding sources, and review criteria with business clients
4. Provide loan packaging support, submit client applications to lenders, and serve as business advocate for capital access.
5. Identify other technical assistance providers that support the growth of small business and utilize those services as appropriate for client success.
6. Assist with organizing and promoting high quality collaborative business training programs that are responsive to the needs of the business community.
7. Maintain accurate, complete, timely and confidential client files for review and reporting
8. Support activities to ensure the center meets or exceeds annual goals and milestones and operates in compliance with program and network policies and procedures
9. Maintain detailed tracking of economic impact for businesses served.