



**Wyoming SBDC Network CARES Act Recovery Program
Request for Proposals (RFP): Small Business Training, Consulting, and Advising**

About the Wyoming SBDC Network CARES Act Recovery Program

The Wyoming SBDC Network is operating a special temporary program from now through September 30, 2021 to offer technical assistance to businesses affected by the COVID-19 pandemic. The Wyoming SBDC Network CARES Act Recovery Program is meant to develop or enhance the SBDC's resources in education, training, and business advising to small businesses that have experienced supply chain disruptions, staffing challenges, a decrease in gross receipts or customers, or a closure as a result of COVID-19.

The Wyoming SBDC Network CARES Act Recovery Program will provide support and assistance throughout all four phases of business recovery: Response, Recovery, Resiliency, and Reinvention. A majority of the program's education, training, and advising will be delivered by contract personnel, and will rely heavily on technology for program delivery.

Who Are We Seeking?

We are seeking professional, flexible, and detail-oriented experts on a variety of relevant topics to serve as contractors to support these efforts. We will involve contractors in two ways:

1. **Education and/or Training:** Dynamic, engaging training with practical, applicable take-aways for Wyoming business owners. Most training will be delivered via web-based platform. We expect training events will be from 60 to 75 minutes and repeated multiple times. We will also consider multi-session 'series' trainings, depending on the topic and/or industry.
2. **Business Advising:** One-on-one advising for business owners to offer individualized support for planning, managing, and maintaining all aspects of business recovery. We expect most advising will be delivered via on-line platform or phone and scheduled according to individual client availability.
3. **Both:** A Combination of Education and/or Training, followed by Advising

Contractors Expectations

Contractors must ensure all advising and training is relevant to Wyoming businesses and Wyoming's business environment. All contractors hired for the Wyoming SBDC Network CARES Act Recovery Program are acting as independent contractors working on behalf of the Wyoming SBDC Network. You will be expected to maintain all required client information and documentation, and ensure all communication exchanged with clients is maintained with strict confidentiality. Contractors must sign a conflict of interest and confidentiality agreement as part of any contract. The Contractor or Consultant agrees to abide by all applicable provisions of Office of Management and Budget's (*OMB*) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR200)*.

Topics

Contractors will train and/or advise SBDC clients in the best methods for recovering small businesses affected by the COVID 19 pandemic, including specific areas of need by the client that matches the

expertise of the contractor. The needs of Wyoming’s business owners and entrepreneurs are diverse. The following topics have been identified as priority importance. Additional topics will be considered now, and as future needs become known.

Health & Safety <ul style="list-style-type: none"> • Safety & cleaning procedures • Reopening plans and policies • Stress management 	Technology <ul style="list-style-type: none"> • E-commerce • Cybersecurity • Remote work infrastructure • Website development 	Financial <ul style="list-style-type: none"> • Financial decision-making • Access to capital (emergency & on-going) • Negotiating with creditors, vendors/suppliers
Legal <ul style="list-style-type: none"> • Business structures • Business dissolution 	Human Resources <ul style="list-style-type: none"> • Personnel policies • Unemployment 	Leadership & Management <ul style="list-style-type: none"> • Managing change • Innovation and pivoting • Decision-making
Marketing & Communications <ul style="list-style-type: none"> • Messaging to clients & community • Branding (overall, and for special offerings or services) 	Risk Management <ul style="list-style-type: none"> • Planning for future emergencies • Insurance 	Industry Expertise: <ul style="list-style-type: none"> • Tourism • Agriculture • Hospitality/Hotel/Restaurants • Breweries/Distilleries • Personal Care & Fitness • Retail/Services

Submit Your Information

Be prepared to respond to the following information online at [THIS LINK:](#)

CONTRACTOR INFORMATION

Your Name:

Business/Organization Name:

Mailing Address:

Telephone:

Email:

Would you like to be considered for:

- Education and/or Training
- Business Advising
- Both

What are your desired hourly rates for:

- Education / Training: \$ ___ per hour for workshops/webinars
- Business Advising: \$ ___ per hour for client advising

UPLOADS

Be prepared to upload the following three documents, in PDF format (with you documents named, for example John_Doe_Resume):

- Your current resume

- A brief introduction letter that describes:
 - Your qualifications to meet the described advising and/or training needs
 - The topic(s) in which you have expertise, and
 - Your desire and availability to work with clients within the program parameters
- Four professional and/or customer-related references including your association and contact information

If requesting consideration for EDUCATION AND/OR TRAINING you will upload the following, in PDF format (with you documents named, for example: John_Doe_Presentation):

- Presentation Topic(s)
- Presentation Length
- Brief (\leq 150 words) presentation description and how it supports businesses affected by COVID-19

Please note: Submission of this RFP form and attachments is not a contract for services. We will reach out within a week of receiving your submission to discuss questions, timeline, invoicing and payment process and, if appropriate, next steps in the contracting process.