

State Small Business Credit Initiative (SSBCI) TA RFQ Questions

Issued July 19, 2024

1. What is the major impact/results you want to see out of this project?

Capital readiness and ongoing sustainability of eligible recipients receiving Technical Assistance across Louisiana

2. What are your specific objectives? For example: Access to Capital, Improve Business Operations, Etc.

Our primary objective is to select qualified, experienced “technical assistance” provider organizations, which in turn will provide “technical assistance” to eligible small businesses in Louisiana, specifically in the areas of financial advisory, accounting and legal services. Proposing organizations should enumerate a scope of work that they believe will best address the needs of eligible recipients in achieving capital readiness and ongoing sustainability.

3. What is the overall goal of the project?

Capital readiness and ongoing sustainability of eligible recipients receiving Technical Assistance across Louisiana and participation of those recipients in SSBCI Programs

4. In reference to page 4, Section 1.2 Scope of Services, second paragraph, below, several questions:

“LED shall contract with provider organizations on an as needed, as requested basis, for the provision of “technical assistance” through one-on-one, group and/or classroom delivery. Even if an organization is selected by LED, there is no guarantee of the amount of assigned work. The programs of work for delivery of this “technical assistance” must fit within U.S. Treasury SSBCI TA Guidelines for eligible services.”

- **We are not sure we understand what you are asking for in this paragraph. Are you saying that provider organizations are tentatively approved to offer technical assistance, but specific projects or funding depend on additional criteria, or work is assigned based on demand?**

LED may select multiple eligible contractors and federal funding is subject to contingency upon initial utilization. Our intent is to contract for an agreed upon scope and dollar amount for the contractors to deliver proposed technical assistance over an agreed upon timeline, and any subsequent contract awarded will set forth applicable terms and conditions, as may be appropriate based upon the scope of work proposed.

- **Is there a time span granted to develop the capacity to provide technical assistance?**

Ramp up periods will be allowed and anticipated timelines should be included in RFQ responses.

- **If the work is assigned as needed, how does one budget or bill for this “as needed”? How does one budget without knowing what to expect? Is this supposed to be a fixed price**

contract or cost reimbursement contract? Are you primarily requesting budgets based on hourly rates only for say a business counseling project and the # of hours per project and \$ amount per training event and the # of training events projected to conduct? Or are you looking for a budget that has a project total cost broken out by major cost categories and then a section on deliverable based on the total budget (i.e. total # of business counseling projects, hours counseled, capitalizations obtained, # of training events conducted, # of training attendees, etc.)?

Proposals should include a total project cost with cost categories by specific technical assistance type (i.e. hours counseled, specific counseling type, specific training classes etc.) and related deliverables for each type of technical assistance provided (i.e. number of businesses trained or counseled, specific services provided, anticipated dollar amount of capital accessed etc.)

5. In reference to page 4, Section 1.2 Scope of Services, fourth paragraph:

“For the purposes of its application for this program to U.S. Treasury, LED conducted a statewide survey of resource providers, lenders, economic development organizations and other small business stakeholders seeking to identify the greatest areas of need within the eligible services for “technical assistance” under this program. Responses to the survey regarding the technical assistance needs of Louisiana small businesses related to capital preparedness and capital access provided the below indications.”

- **Is it possible to obtain a copy of the survey report and results?**

Relevant survey results are included within sub-bullets of Section 1.2, paragraph four.

6. In reference to page 7, Section 2.6 Billing and Payment, first paragraph:

“The participating organization’s hourly rates will be inclusive of all work performed for services and related costs, including all overhead, costs of doing business, use of organization equipment and in-house resources.”

- **Does this program allow for indirect costs or does this need to be figured in the hourly rate? Is there a sponsor limit to the amount of indirect costs that can be charged to this project?**

Proposed budgets should outline total project cost as well total reasonable cost for specific technical assistance. Detailed cost breakdown for each technical assistance delivered, including indirect costs such as overhead, need not be included.

7. Can legal or accounting services be subcontracted out?

Yes.

8. How many grant recipients are expected in North Louisiana?

No specific number of grant recipients has been established. Organizations will be selected based on provided scoring criteria with the intent to provide statewide coverage through local, regional and/or statewide delivery.

9. How many participants in the services are expected? (those receiving the technical services)

- **Has this audience already been identified?**

Refer to Section 2.7 Selection Process: Method of Approach regarding geographic reach, businesses served, and description of outreach activities. Audience should meet eligible recipient requirements, individual recipients have not been identified.

10. Where will the participants in workshops or recipients of the technical assistance come from?

Eligible recipients should be identified by organizations selected to provide Technical Assistance through this program.

- **Will the grant recipient have to market the services or will LED provide the participants on an as needed basis?**

Refer to Section 2.7 Selection Process: Method of Approach. Eligible recipients should be identified by organizations selected to provide Technical Assistance through this program.

- **Will LED provide participants/audiences or does grant recipient have to identify audience for services?**

Refer to Section 2.7 Selection Process: Method of Approach. Eligible recipients should be identified by organizations selected to provide Technical Assistance through this program.

11. What is the expected frequency of services?

- **If technical assistance is provided in a workshop, would it be weekly, monthly, quarterly, or as needed/requested?**

Frequency should be determined by responding organizations and outlined in the proposed scope.