

INDIANA ECONOMIC DEVELOPMENT CORPORATION

Request for Proposal

Solicitation For:

**State Small Business Credit Initiative
Technical Assistance Providers**

**Proposals Accepted Until May 4th, 2025
Please Submit Proposals to: SSBCI@IEDC.IN.GOV**

**SECTION ONE
GENERAL INFORMATION AND TECHNICAL ASSISTANCE PROVIDER
OPPORTUNITY DESCRIPTION**

1.1 INTRODUCTION

The Indiana Economic Development Corporation (IEDC) is issuing this Request for Proposal (RFP) for technical assistance (TA) providers to deliver comprehensive, one-on-one assistance and/or group training to eligible entrepreneurs and small businesses who are applying for, preparing to apply for, or have applied for capital from an IEDC State Small Business Credit Initiative (SSBCI) capital program or other eligible federal or jurisdictional programs. This RFP details the submission requirements of the Technical Assistance Provider Program. It is the intent of the IEDC to solicit responses to this RFP in accordance with the Proposal Details (Attachment A), Section Three of this document, and other specifications contained within this document. This RFP will be posted to the IEDC's website after initial launch of the program. Neither this RFP nor any response (Proposal) submitted hereto are to be construed as a legal offer.

Programing for this opportunity is provided from monies awarded to the State of Indiana from the U.S. Department of the Treasury (Treasury) under The American Rescue Plan Act (ARPA), which reauthorized the SSBCI and the TA Grant Program. This SSBCI TA program provides funding to assist small socially and economically disadvantaged (SEDI)-owned businesses and entrepreneurs and very small businesses (VSBs) in accessing capital needed to invest in job-creating opportunities as the country emerges from the pandemic. The SSBCI TA Program shall prioritize services that meet the IEDC's goals of increasing awareness and readiness to apply for capital, the successful acquisition of capital and support throughout the length of the loan, increased financial and business management skills, and geographic coverage across the state.

1.2 PURPOSE OF THIS RFP

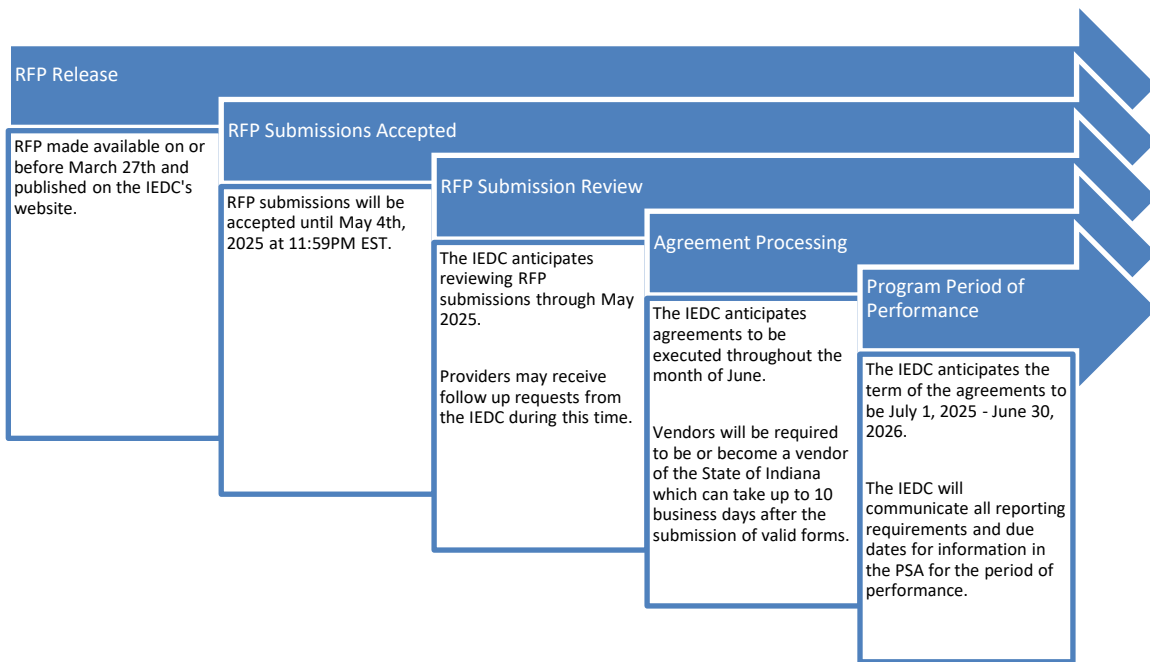
The IEDC wishes to improve access to capital throughout the state for the purpose of fostering and promoting the development of entrepreneurs and small businesses in historically underserved communities throughout the state and supporting the Indiana economy. The purpose of this RFP is to solicit proposals from qualified technical service providers to deliver one-on-one counseling and group training opportunities to support SEDI-owned businesses and entrepreneurs and VSBs as they prepare for, apply for, and deploy capital obtained through the IEDC's SSBCI programs and other federal or jurisdictional capital programs as approved by the IEDC. Any provider selected by the IEDC through this RFP process will be required to execute a professional services agreement with the IEDC to carry out agreed upon services.

The Technical Assistance Program will provide a mix of individual and/or group advising options for small businesses and entrepreneurs to attend. The topics may include bookkeeping, cash flow analysis, business finance basics, financial statement creation, etc. This RFP outlines how the Technical Assistance Program will be implemented and includes all required documentation potential providers will be required to submit to be considered

for the Program. Programming offered through this Technical Assistance Program will be audited by the U.S Department of the Treasury and therefore are subject to the reporting and operational requirements of the Treasury, ARPA, and the IEDC. Applicants to this RFP must acknowledge their ability to comply with and their responsibility for all applicable record keeping and reporting requirements. Applicants will have access to the reporting tools made available to the IEDC to ensure the collection of all required metrics set forth by the Treasury.

Failure to comply with the terms, conditions, and requirements of the Treasury and the IEDC may result in non-payment.

1.3 RFP PROCESS AND TIMELINE



1.4 AGREEMENT OVERVIEW

The IEDC intends to execute professional services agreements with no more than fifteen qualified providers responding to this RFP for no more than \$949,000 in total program funds, subject to the availability of Technical Assistance Program funds and the quality of applications received. Upon review of submissions, the IEDC will review submissions, score submissions, make selections, and draft a professional services agreement (PSA) with the selected providers detailing the proposal submitted in this RFP. Selected providers will invoice the IEDC on a monthly basis to be reimbursed for agreed upon services detailed in the PSA.

PSAs will be made for one year time commitments. Eligible providers may submit proposals for a minimum of \$50,000 and maximum of \$350,000 to provide technical assistance support under this program. Final PSAs will be based on the TA Providers detailed budget provided in their submitted proposals based on factors such as anticipated number of businesses

assisted, geographic coverage area, scope of service, length of engagement, etc. Every effort will be made to ensure broad and equitable geographic distribution of funding and service coverage across the State. After proposals have been reviewed, the IEDC reserves the right to ask qualified providers to amend their proposals. This may include asking providers to expand their coverage area to encompass additional geographic territories that were not sufficiently represented in initial proposals.

The IEDC intends to renew and/or solicit additional proposals annually for three years for the services outlined in this RFP. The amounts and/or scope of services may change based on identified needs or Treasury and/or IEDC guidance. The IEDC, in its sole discretion, will determine the need to solicit additional proposals to this or an amended RFP or renew PSAs for additional programming.

The IEDC shall have full discretion to determine which RFPs best achieve program objectives. Applicants, however, may be precluded from receiving Technical Assistance Program contracts for the same project under related RFPs, IEDC programs, or SSBCI program funds, and Applicants approved under this RFP may be precluded from receiving other IEDC program agreements.

1.5 PROGRAM OVERVIEW

The IEDC intends to select up to ten one-on-one counseling providers and up to five group training providers but may deviate from these intentions based on the following details: geographic program coverage, scope of services offered, length of engagement, topic area of expertise, service pricing, etc.

The IEDC is seeking technical assistance service providers to deliver one or more of the following services related to accounting, bookkeeping, business financials, etc.:

- In-person one-on-one counseling
- Virtual one-on-one counseling
- In-person group training
- Virtual group training

Potential providers must indicate which types of services they propose to offer in their proposal.

Eligible small business recipients of service under this program are defined by the United States Department of the Treasury requires entrepreneurs and small businesses receiving TA services to be either SEDI-owned and/or VSBs that are applying for, preparing to apply for, or have previously applied for a SSBCI capital program or other federal or jurisdiction small business program. The federally designated definition for SEDI and VSB can be found on the U.S. Treasury's website [here](#).

Some businesses may qualify as both a SEDI-owned business and a VSB. The IEDC will consider these businesses as SEDI owned businesses, VSBs, or both for all technical assistance grant program purposes.

1.6 PROGRAM SERVICES TO BE RENDERED

It is the IEDC's intention to assist small businesses and entrepreneurs in accessing the capital they need to grow their businesses in Indiana. Alongside the capital programs offered by the IEDC through the SSBCI program, the IEDC intends to offer support as small business owners and entrepreneurs prepare to obtain capital and manage capital post-financing.

Services provided must be related to accounting and financial advisory services. Interested vendors should narrow down the scope of services they are interested in providing. Examples of such services are listed below.

Accounting Services

- Preparing audits, financial statements, or business records
- Digitizing financial records
- Advisory services or training regarding accounting practices, recordkeeping, or accounting software

Financial Advisory Services

- Assisting with the establishment of banking relationships or other financial services
- Assisting with applications for government small business programs, including preparing financial analyses
- Advising on factors that may impede access to financing for the business
- Advising on financial management
- Developing presentations to potential investors, loan documents, financial models, and business plans

Program participants are responsible for helping to build a pipeline of eligible businesses for Indiana's SSBCI capital programs – with a specific focus on the Legend Fund Loan Participation Program. At the time of the publication of this RFP, these funds are being deployed through non-depository lending institutions such as, CDFIs, CDCs, RLFs, etc. It is the intention of the program that by addressing the barriers at the start and throughout the length of the lending process – such as obtaining proper financial documentation, building business acumen, and cultivating business banking relationships – SEDI-owned businesses and VSBs will have an increased likelihood of both obtaining SSBCI capital and successfully managing this debt over time. More information on the IEDC's SSBCI programming can be found [here](#).

The IEDC aims to serve the best interest of the State by deploying Technical Assistance Program resources to organizations of all sizes that serve the entire population of the state with a specific focus on reaching SEDI-owned businesses and entrepreneurs and VSBs throughout the state. The IEDC is seeking qualified service providers with specific knowledge and expertise in reaching and working with SEDI-owned businesses and entrepreneurs and VSBs.

1.7 ELIGIBLE PROVIDERS

An eligible TA Provider may be a for-profit, non-profit, individual entity or collaborative group of two or more entities. An eligible TA Provider is eligible if each entity applying (whether individually or collaboratively) meets all of the following:

- Specializes or has demonstrated specialized partnerships with entities with expertise in accounting and/or financial advisory services.
- Can demonstrate a successful history of serving SEDI-owned or very small businesses, directly or through contracted services in technical service area.
- Sufficient operational infrastructure to engage with, serve, and report on technical assistance provided.
- Is headquartered in Indiana.
- Is in good standing with State of Indiana.
- Is or is willing to become a vendor of the State of Indiana
- Willing to enter into a professional services agreement with the IEDC to provide TA services.

The IEDC will review eligible providers' proposals based on the demonstration of services provided that will result in the following outcomes:

- Increase readiness to apply for capital through the IEDC's SSBCI programs and other eligible capital programs by improving business and financial acumen, improving financial management, and preparing financial statements
- Successful attainment of capital by SEDI-owned businesses and entrepreneurs and VSB borrowers
- Increase ability of borrower's ability to pay back loans through continued support

Collaborative proposals from more than one eligible entity will be considered. In a collaborative proposal, a lead organization must be identified. This entity will enter into the agreement with the IEDC and assume primary operational and financial responsibility for completing the scope of work show an agreement be executed. Proposals submitted by SEDI-owned or controlled entities will receive additional consideration.

1.8 PROGRAM REQUIREMENTS AND EXPECTATIONS

Program applicants must demonstrate the ability to manage, execute and administer the technical assistance service(s) identified within their application, complete timely reporting as determined by the IEDC and the United States Department of Treasury, and support program marketing and promotion efforts.

1.8.1 1.8.1 Program Requirements

TA providers will be responsible for the following activities during the term of the agreement executed with the IEDC for services:

Collateral and Engagement

- Create and share collateral, as requested by the IEDC, to market programming offered by vendor

- Create and maintain a profile on the IEDC's SSBCI website
- Respond to and engage with small businesses and potential technical assistance recipients through the IEDC's SSBCI website
- Maintain accurate and up-to-date list of trainings and service offerings for IEDC to be posted on the IEDC's SSBCI website
- Manage intake, registration, data collection, and event hosting as applicable per Applicant's Proposal.

Assessment

- Perform an initial intake of small business to determine eligible fit and connect businesses that are not eligible for SSBCI TA services to other resources and programs that are relevant to the business. The IEDC will provide the information and resources to do so.
- Collect Intake Form, Privacy Notice, and Liability Forms as provided by the IEDC.
- Complete an initial business assessment, to be reviewed semi-annually, for each participating business in the technical assistance program.
- Develop a defined scope of work regarding the business' needs

Technical Assistance

- Provide one-on-one counseling and/or training guided by a defined scope of work. The scope of work must detail the assistance needed to support the business owner in preparation for or management of capital obtained. One-on-one counseling or training may be complemented with other resources and/or programs to meet the needs of the small business owner engaged with the provider.

IEDC Reporting

- Submit regular reporting to the IEDC including, but not limited to:
 - o TA recipient business and demographic information
 - o Signed TA recipient liability forms for each engagement
 - o Details regarding services provided by provider during reporting period
 - o Data regarding the status of TA recipient loans and/or investments
 - o Success stories based on completed scopes of work and technical assistance provided
- Attend in-person and/or virtual meetings with IEDC program staff, IEDC program stakeholders, and other TA providers as requested to discuss program specifics, share information, and share best practices.
- Connect with entrepreneurial ecosystem partners and SSBCI capital programs to share information on TA opportunities and resources and learn about capital opportunities.
- Coordinate with the IEDC program staff on announcements, press releases, and program collateral.

1.8.2 Program Expectations

- SEDI/VSB
 - o Technical Assistance providers are expected to work only with SEDI-owned businesses and Very Small Businesses as defined by the U.S. Treasury. Indiana has made a commitment to increasing equity through

- the program and has dedicated 37% of SSBCI funding to serving traditionally underserved businesses.
- Finance and Accounting Technical Assistance
 - o Applying for a loan is a daunting and highly technical task. TA providers must only provide counseling in the areas of finance and accounting. TA providers should understand SSBCI application requirements and tailor technical assistance to prepare a client to apply for funding.
 - 5-hour limit of 1:1 counseling
 - o A client should receive a maximum of 5 hours' worth of 1:1 counseling. A maximum allows TA providers to assist a larger number of clients. The hour maximum does not include work done by the client outside of counseling hours. Any counseling provided over the 5-hour limit must be approved by the IEDC in writing.
 - Vendors selected to provide services under this RFP shall not recommend the purchase of goods and/or services from a firm in which they have a family, business or other personal relationship while actively engaged in a PSA with the IEDC and for 6 months thereafter.
 - Vendors selected to provide services under this RFP shall not counsel with or otherwise advise clients with whom they have a financial, familial, or otherwise personal relationship while actively engaged in a PSA with the IEDC and for 6 months thereafter.
 - Vendors may not refer TA recipients to paid services from their personal business or a business or service in which they have a personal or familial interest in. Referrals may be given to TA recipients. Referrals must include no less than three reasonable options in the service category the TA recipient is seeking.

1.9 SELECTION PROCESS

Proposals will be accepted until **11:59 p.m. Eastern Time on May 4, 2025**. **Proposals should be submitted to SSBCI@IEDC.IN.GOV**. After an RFP submission is received and the IEDC determines all appropriate documentation has been submitted, the IEDC will convene appropriate staff and the group shall review the RFP in accord with the criteria set forth herein (Section 4). If additional documentation or further investigation is necessary for the IEDC to recommend awarding a proposal, the IEDC will request such documentation or conduct such investigation prior to making a qualification determination. Based on the staff's recommendation, the IEDC will select proposals submitted by vendors. Selections may be subject to the final approval by the IEDC's legal and/or accounting/finance team and the Indiana State Budget Agency.

1.10 PROPOSAL CLARIFICATIONS, DISCUSSIONS, AND DOCUMENTATION PROCESS AND PROCEDURES

- 1.10.1 The IEDC reserves the right to request clarifications on RFP proposals. The IEDC also reserves the right to conduct proposal discussions, either oral or written, with Applicants.

Discussions, along with negotiations with Applicants may be conducted for any appropriate purpose. The IEDC will schedule all discussions. Any information gathered through oral discussions must be confirmed in writing.

- 1.10.2 Either before or after a proposal decision, the IEDC may require a site visit to the Applicant's place of business or copies of materials to assess management, programs, systems, and/or controls to either aid in the evaluation of the Applicant's RFP proposal or assist in the Applicant's ability to comply with the applicable program reporting requirements. A failure to promptly allow the IEDC to conduct a review of the entity's place of business, materials, or systems may delay or otherwise disqualify an Applicant from additional consideration.

SECTION TWO RFP AND SUBMISSION INFORMATION

2.1 QUESTIONS/INQUIRY PROCESS

All questions/inquiries regarding this RFP must be submitted in writing by the deadline of **5:00 p.m., Eastern Standard Time on April 25th, 2025**. Questions/Inquiries may be submitted via email to ssbci@iedc.in.gov and must be received by the IEDC by the time and date indicated above.

Following any question/inquiry process, IEDC personnel may compile a list of the questions/inquiries submitted by current Applicants in process if deemed necessary. The proposals may be posted to IEDC's websites according to the RFP timetable established herein. No Applicant shall rely upon, take any action, or make any decision based upon any verbal communication with any IEDC employee. Inquiries are not to be directed to any other staff member of the IEDC. Such action may disqualify Applicant from further consideration for the technical assistance program resulting from this RFP.

If it becomes necessary to revise any part of this RFP, or if additional information is necessary for a clearer interpretation of provisions of this RFP prior to the final due date for RFPs, an addendum will be posted on the afore-mentioned websites.

2.2 PROPOSALS FOR SUBMISSION

Proposals must be submitted electronically via email to ssbci@iedc.in.gov no later than **11:59 p.m. Eastern Time on May 4th, 2025**. All RFP proposal emails must be clearly marked with Subject: RFP 24-SSBCI-TA Program. The IEDC reserves the right to accept RFP proposals after this date and time.

Each Applicant must retain one (1) original copy and other related documentation as required in this RFP proposal, in their respective file for audit purposes for five (5) years after the program ends.

Proposals shall not exceed 10 pages in length, exclusive of all exhibits and attachments and 25 pages in length, including exhibits and attachments.

The original copy will be considered the Applicant's official proposal for purposes of evaluation and for audit purposes. The electronic copy of the proposal must follow the format indicated in Section Two of this document. Unnecessarily elaborate brochures or other presentations, beyond those necessary to present a complete and effective proposal, are not desired.

If hard documentation, excluding electronic correspondence, is requested, or needed please address as follows:

Indiana Economic Development Corporation Re: State Small Business Credit Initiative TA
One North Capitol, Suite 700

Indianapolis, Indiana 46204

Attn: Natasha Jensen-Matta, Vice President, Entrepreneurship and Innovation Development

Any Proposal received by the IEDC after the due date and time may not be considered under this solicitation. Late and Rejected Proposals may not be returned. After February 16, 2025, any late, new, or rejected RFP proposals may be placed on file with the IEDC for consideration in the event that the TA program continues. A proposal may be selected by the IEDC among the remaining proposals in its sole discretion. The State accepts no obligations for costs incurred by Applicants in anticipation of being provided with the purchase investment capital provide by the Technical Assistance Program.

2.3 COMPLIANCE CERTIFICATION

Responses to this RFP serve as a representation by the Applicant that it has no current or outstanding criminal, civil, or enforcement actions initiated by the State, and it agrees that it will immediately notify the IEDC of any such actions. The Applicant also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State or local authorities. The Applicant agrees that the IEDC may confirm, at any time, that no such liabilities exist, and, if such liabilities are discovered, that the IEDC may exclude the Applicant’s proposal from further consideration, bar the Applicant from further consideration, and be grounds for terminating any subsequent contracts. Additionally, all Applicants must execute and abide by the requirements set forth in Section 5.

2.4 SUMMARY OF MILESTONES

Qualification review and approval will be conducted by the IEDC in March 2025. The following timeline is only an illustration of the RFP process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these estimates are subject to change. At the conclusion of the evaluation process, all Applicants will be informed of the evaluation team’s decision.

Example Key RFP Dates:

| Activity | Date |
|--|----------------------------------|
| Issue of RFP | March 27th, 2025 |
| Submit Written Questions | April 25th, 2025 |
| Response to Written Questions/RFP Amendments | Est. 5 – 10 business days |
| RFP Proposal Evaluation | May 5, 2025 |

2.5 CONFIDENTIALITY OF INFORMATION

Applicants are advised that materials contained in RFP proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 *et seq.* To the extent feasible and permissible by law, the IEDC will honor an Applicant's request that confidential information submitted to IEDC will remain confidential, as an application submitted under IC 5-28-16. It is further advised that the RFP proposal identify, mark and segregate into a separate appendix protected confidential information such as trade secrets or privileged or confidential commercial or financial information or other confidential information. The IEDC must disclose information required to be disclosed by law, as determined by the IEDC or the Public Access Counselor, or by judicial order. If the RFP application results in purchase investments, the honoring of confidentiality of identified data shall not limit the right of the IEDC to disclose the details and results of the award to the general public, and any investment documentation may be subject to public disclosure.

SECTION THREE PROPOSAL PREPARATION INSTRUCTIONS

3.1 GENERAL

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section. All Applicants are required to format their proposals in a manner consistent with the guidelines described below with each section and each item within each section being addressed in Applicant's Proposal:

- The Summary Letter must be in the form of a letter (see Section 3.2 items)
- Proposals must be organized under the specific section titles as listed herein:
- Applicant Proposal (see Section 3.3 items)
- Proposal Details (Attachment A)
- Assurances and Certifications
- Any additional attachments

3.2 SUMMARY LETTER

The Summary Letter must address the following topics except those specifically identified as "optional."

3.2.1 Agreement with Requirements listed in Section 1

The Applicant must explicitly acknowledge understanding of the general information presented in Section 1 and agreement with any requirements/conditions listed in Section 1. The Applicant must explicitly acknowledge the requirements associated with the SSBCI TA Programing of this RFP, which can be found [here](#).

3.2.2 Summary of Ability and Desire to Perform the Project

The Summary Letter must briefly summarize the Applicant's ability to meet the requirements stated in Program Requirements and Expectations (Section 1.8.).

3.2.3 Summary of Project Proposal

The Summary Letter must briefly describe the services the Applicant is proposing to fulfill.

3.2.4 Conflicts of Interest

The Applicant must include a statement describing any potential conflicts of interest, potential conflicts of interest, perceived conflicts of interest, or absence thereof.

3.2.5 Signature of Authorized Representative

Applicant personnel signing the Summary Letter of the proposal must be legally authorized by the organization to commit the Applicant. If sufficient documentation is not submitted

with the Proposal, the IEDC may require that such documentation be filed prior to approval. This individual must be able to certify that the information offered in the RFP proposal meets all terms and conditions of the RFP. **In the Summary Letter, please indicate the principal contact for the RFP along with an address, telephone number, and an e-mail address of the principal contact.**

3.2.6 Applicant Notification

Unless otherwise indicated in the Summary Letter, Applicants will be contacted via e-mail. It is the Applicant's obligation to notify the IEDC of any changes in any address, phone number, or email for the principal contact that may have occurred since the origination of this RFP. The IEDC is not responsible for incorrect Applicant contact information.

3.2.7 Other Information

If the Applicant would like any additional information (optional) to be considered with the Applicant's RFP proposal, beyond that described in the proposal, the location of any such additional information must be referenced in the Summary Letter.

3.3 APPLICANT PROPOSAL

The proposal section must address the following topics except those specifically identified as "optional." For a complete list of topics to include in a proposal, please refer to Attachment A: Proposal Details. **If a section asks for an attachment, please indicate whether the attachment is included as part of your response, and where it can be found in the Proposal.**

3.3.1 General

This section of the proposal should be used to summarize the Applicant's proposed technical assistance program and provide any introductory information the Applicant deems relevant or important to the State's consideration of its RFP. Such topics may include geographic focus, industry focus, client demographics, etc. The applicant should detail any previous work related to group trainings or 1:1 advising work they have conducted related to the topics described herein. If so desired, the Applicant may attach an example of their work product (sample reports, presentations, workbooks, etc.) to the RFP in Additional Attachments. Applicants should consider Attachment A: Proposal Details in building out their response.

3.3.2 Applicant Company and Structure

The legal form of the Applicant's business organization, the state in which formed (accompanied by a certificate of authority), an explanation and a chart of the organization and its affiliates are to be included in this section. Applicant must detail how the Applicant has sufficient operational infrastructure to engage with, serve, and meet reporting requirements on assistance provided.

3.3.3 Advising and/or Training Plan

This section of the proposal should detail the services the Applicant is proposing to provide under this RFP in detail. This should include, the type of services offered, the topics of such services, the length of the engagement, the number of advising and/or training sessions to be held, the general structure of the services to be provided, the type of meetings/trainings to be conducted (in-person/virtual), the geographic coverage proposed, the ways in which the Applicant will communicate with TA recipients, and the Applicant's experience in providing such services in the manner proposed within their Proposal. To ensure a thorough description of proposed technical assistance plan, please refer to Attachment A: Proposal Details to write a thorough description of the plan.

3.3.4 Activity Cost

Applicant should detail a cost structure that outlines a total anticipated cost charged to the IEDC for Applicant's proposed activities under this RFP. This can be an hourly rate, a per training cost structure, or other relevant cost structure.

If Applicant wishes to charge an hourly rate or per meeting/training cost, please detail the proposed rate for activities. Applicants must include a total not to exceed price within their proposal.

3.3.5 Integrity of Applicant Company Structure and Ability

This section must include a statement indicating that the CEO and/or CFO has taken responsibility for the thoroughness and correctness of any/all information supplied with this RFP proposal.

3.3.6 Registration to do Business

If approved, the Applicant will be required to be registered, and be in good standing, with the Indiana Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations, and limited liability companies. The Applicant must indicate the status of registration, if applicable, in this section of the proposal.

SECTION FOUR PROJECT EVALUATION

4.1 PROJECT SELECTION

Project evaluation and selection is guided by the criteria as established by the IEDC, including the criteria listed herein.

4.2 REVIEW CRITERIA

RFP proposals will be evaluated based upon the proven ability of the Applicant to satisfy the requirements of the RFP. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category. The Grade associated with each category is indicated following the category name. If any one or more of the listed criteria on which the responses to this RFP will be evaluated are found to be inconsistent or incompatible with applicable federal laws, regulations or policies, the specific criterion or criteria will be disregarded, and the responses will be evaluated and graded without taking into account such criterion or criteria.

Summary of Evaluation Criteria:

| Criteria | Grade |
|--|------------------|
| 1. Compliance with RFP Requirements | Pass/Fail |
| 2. Meets Program Requirements and Expectations (Section 1.8) | Pass/Fail |
| 3. Indiana Economic Impact for SEDI-owned and Very Small Businesses (Attachment A) | Pass/Fail |
| 4. Technical Assistance Specialization in Finance and Accounting | Pass/Fail |
| Recommendation | Pass/Fail |

Within each Criteria, Proposal information, including the following aspects, will be evaluated and ranked using the grading criteria set forth above:

RFP Compliance

Any RFP proposal which does not provide all required documentation, executed forms or other mandatory conditions for consideration under this RFP shall fail the evaluation and may not receive further consideration.

Program Requirements and Expectations

Each RFP must meet the above Compliance criteria, and the RFP will be evaluated to consider the Applicant's compliance with the Program Requirements set forth in Section 1.8.

Indiana Economic Impact for SEDI-owned businesses and VSBs

Each RFP's ability to support economic impact for and ability to reach and serve SEDI-owned and Very Small Businesses will be evaluated.

Technical Assistance Specialization and Service Offering

Each RFP will be evaluated based on the qualifications of key personnel providing Technical Assistance and their specializations in finance, accounting, or legal counseling and their ability to provide group training and/or individual advising on their specialization.

4.3 PROJECT EVALUATION PROCEDURE

All evaluation personnel will use the evaluation criteria stated in Section 4.2, and from those evaluations, the IEDC will determine which proposals to approve, based upon the best means of servicing the interests of the State's SSBCI 2.0 Program objectives.

The procedure for evaluating the RFP proposals against the evaluation criteria will be as follows:

- 4.3.1 Each RFP proposal will be evaluated for adherence to requirements on a pass/fail basis. RFP proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.
- 4.3.2 Each RFP proposal will be evaluated on the basis of the categories included in Section 4.2. A grade of pass/fail has been established for each category.
- 4.3.3 The qualifying RFP proposals determined to be the most advantageous to the State, considering all of the evaluation factors and the SSBCI TA Program objectives, will be selected for further action, which may include additional investigations regarding financial wherewithal and/or confirmation of RFP requirements and compliance. If, however, the IEDC determines that no proposal is sufficiently advantageous to the State, the State may take whatever further action is deemed necessary to satisfy the Treasury. If, for any reason, a Proposal is selected and the Applicant is not able to execute an Agreement, the IEDC may cancel all further negotiations.

SECTION FIVE OTHER REQUIREMENTS UNDER SSBCI TA PROGRAM

5.1 REPORTING REQUIREMENTS

Activities carried out and results achieved with SSBCI Technical Assistance Program will be tracked carefully and regularly reported on in a quantifiable manner. Applicants will be responsible for providing the IEDC with regular activity progress reports, detailed small business interactions, and enough detail to thoroughly report their time and effort as it relates to the invoices submitted to the IEDC. **Reports may be due on a monthly basis and must meet the special reporting requirements set forth under the SSBCI TA Program.**

The IEDC will be responsible for submitting multiple reports to the Treasury on the SSBCI Technical Assistance Programs. Please be advised that Applicants carrying out any activity under this program must submit reports to the IEDC to meet Treasury requirements as requested by the IEDC. Reports that may be due are as follows:

- Monthly Performance Results Summary
- Annual Performance Results Summary
- Final Annual Report
- Success Stories
- Best Practices

Notwithstanding the foregoing, the IEDC may unilaterally increase or decrease the frequency and the scope of the Applicant's reporting requirements to ensure compliance with Treasury and IEDC reporting requirements.

Applicants will be required to work with IEDC in collecting metrics required by the Treasury or IEDC. Certain forms and documents are required for each client served. Required client forms and documents are as follows:

- Client intake form
- Client assessment
- Client demographics form
- Client release form
- Client scope of work form

The IEDC currently manages the client intake form collection process. Program partners will be expected to utilize the existing reporting system using excel and Microsoft Sharepoint. Applicants will be given the appropriate templates and/or data reporting requirements by the IEDC and be required to submit completed forms to the IEDC.

5.2 OTHER POLICY REQUIREMENTS

All Applicants will be required to adhere to the policies and requirements set forth in the IEDC's Professional Services Agreements. These policies and requirements may include, but are not limited to topics such as: Debarment and Suspension, Drug-Free Workplace Certification, Nondiscrimination, Insurance, Information Technology Accessibility Standards, and Non Collusion

ATTACHMENT A PROPOSAL DETAILS

All Applicants must address the following items within their proposal. This can be achieved through addressing such topics within their narrative proposal as outlined in Section 3 or submitting an Attachment to their proposal including a detailed description of the Applicant's plan to address such items herein.

1. Describe the services the Applicant wishes to be considered for under this program (one-on-one advising, group training, cohort-based training, etc.) and the Applicant's relative experience to provide each service.
2. Describe the expertise and experience the Applicant or Applicant's proposed partners have in the areas of Technical Assistance to be provided: accounting, bookkeeping, and finance services. Include what percentage of staff are dedicated to providing each service area offered.
3. Describe Applicant's prior experiences as they relate to serving SEDI-owned businesses and VSBs. Describe how providing SSBCI Technical Assistance for SEDI-owned businesses and VSBs aligns with the Participant's current operations and/or organizational mission.
4. Describe how the Applicant will structure programmatic content to meet the unique needs of target clients.
5. Describe the likely geographic locations and demographics of potential clients seeking Technical Assistance from the Applicant based on trends and Applicant's areas of expertise. Specifically describe the Applicant's planned geographic reach within the state of Indiana. Please indicate if the Applicant intends to hold in-person or virtual meetings.
6. Outline the anticipated number of clients to be served through Applicant's proposed activity.
7. Discuss management's ability to obtain and provide the IEDC the required metrics and reporting to be submitted to the IEDC.
8. Describe the Applicant's strategy to market services and engage SEDI-owned businesses and VSBs within the Applicant's proposed geographic region. Describe how Applicant will create a pipeline of clients to receive services.
9. Provide outline of Applicant's cost structure associated with the planned Technical Assistance to be provided.
10. Provide brief resumes of key personnel that will provide specialized Technical Assistance to clients.