

## **RFP 25/26-04 Rogue Valley Business Advising-Scope Clarification**

### **Addendum 2.1**

1) It is not clear whether the RFP requests proposals for a single person to provide advisor services for both Josephine & Jackson Counties, or if the plan is to contract for two people, one for each county. Please provide those specifics.

**We intend to have at least one person in each county.**

2) A direct follow up to question 1 is about references to the Office or Offices that will be provided. Will there be only a single office, or will there be two between the two counties?

**There will be an office for confidential advising in each county. One in Jackson and one in Josephine.**

3) It seems clear that the office(s) are not intended to receive “walk-in” client traffic & will not have any support admin staffing. Regardless, what location(s) are being identified / considered & what equipment & furnishings will be provided?

**The Jackson County office will be located at 37 N. Central Ave. in downtown Medford.**

**We are still looking for a location in Josephine County.**

**The office locations will be equipped with furniture suitable for advising (i.e. desk, table, chairs, bookshelf, etc.) No computer equipment will be provided.**

4) Will there be costs or expenses for the office operation expected from the contractor?

**The office space will be leased/rented and paid for by the Oregon SBDC Network.**

5) Since both Benton-Linn & Lane Community College are mentioned, who specifically will be the direct supervisor(s) for the contractor(s)?

**The contracts will be monitored/managed by the Oregon SBDC Network Lead Office (which is hosted by Lane Community College). Initially, the Associate State Director will be the contract manager.**

6) Will the contractor(s) be provided with SBDC laptops along with Zoom, Outlook, CIC access, & the other standard software presently used by SBDC advisors?

**No computer will be provided. Logins to all standard SBDC software will be provided and are cloud-based, including Zoom, Center IC, Claromentis, and an oregonsbdc.org email address. Software installed on the contractor's computer will be the responsibility of the contractor (i.e. Microsoft Office).**

7) The RFP mentions an allowance for travel hours. Will there be reimbursement for mileage?

**There is no mileage reimbursement. Travel time is paid and considered billable.**

8) What is the plan for the marketing & outreach to manage the combined transition from SOU & RCC centers closing?

**The Oregon SBDC Network will provide a monthly newsletter for the regions as well as maintain a social media presence, in coordination with our advisers in the field.**

9) What is the anticipated invoicing structure? Monthly? How are the tasks & program deliverables meant to be documented for invoice payment

**Invoices will be submitted monthly and categorized by hours within the primary categories. (Contact and Prep Hours, Travel Hours, Outreach Hours, Professional Development Hours, OSBDCN Required Reporting Time)**

10) Are there local agency & organization partners in the two counties that are participating in the process to transition to this new delivery of SBDC advising services?

**We have and will maintain relationships with the key referral sources and economic development partners for the SBDC's in the regions (Chambers, SCORE, Cities, Counties, RAIN, Business Oregon, SOREDI, etc.).**

11) What are the expectations/scope for in person events?

See response in Q12 below for expectation around in-person advising.

**In person events will be flexible and cannot be perfectly defined. For instance, an effective SBDC adviser in this model will need to attend local economic development functions in the interest of outreach and community connectivity. That may be a Chamber of Commerce gathering or a small business resource fair. In order to be successful, you will need to be part of the business community. We will not 'control' that.**

12) Is remote business advising an option?

**Yes, 40-60% of advising within the Oregon SBDC Network already happens on Zoom and we expect that to continue. Clients should be given the option of whether they will come to the advising office or meet with their advisor at their business location or on Zoom.**