



## **LANE COMMUNITY COLLEGE**

### **REQUEST FOR PROPOSAL**

**RFP 25/26-05**

**Oregon SBDC Network  
LINN & BENTON SBDC OUTREACH CENTER - BUSINESS ADVISING**

**Issue Date: April 1, 2026 2:00 PM (PST)**

**Closing Date: May 4th, 2026 2:00 PM (PST)**

## **INDEX**

Invitation	Page 3
Submittal of Proposals	Page 3
Background	Page 3
General Requirements & Scope of Work	Pages 4-6
Point of Contact	Page 6
Assignments	Page 6
Compensation	Page 6
RFP Timeline	Page 7
Submittal Content	Pages 7-8
Selection Process	Page 8
Appendix A	Page 9
Appendix B	Page 10
Addenda Acknowledgement	Page 11

**1) INVITATION**

Lane Community College of Eugene, Oregon, is seeking proposals from individual independent contractors, that are qualified to provide business advice to pre-venture and existing for-profit small businesses located in Linn County, Oregon and Benton County, Oregon, on an ongoing basis. Only those who qualify in accordance with the General Requirements are invited to submit proposals to accomplish the Scope of Work.

Copies of the Request for Qualifications (RFP) may be obtained free of charge at <https://bidlocker.us/a/lanecc/BidLocker>

Lane Community College, a Community College District created within the context of Oregon Revised Statutes, is an Equal Opportunity Employer. Veterans, Minority and Women-Owned Businesses are encouraged to participate in this solicitation.

**2) SUBMITTAL OF PROPOSALS**

Interested individuals or firms may submit responses to this invitation by completing the requested documentation and submitting it by uploading the requested documents at: <https://bidlocker.us/a/lanecc/BidLocker>.

Delivery is the sole responsibility of the responder.

Statements of Qualifications not received by the time and date stated herein shall not be considered.

Proposals should be limited to no more than four pages (Excluding Appendix B).

**3) BACKGROUND**

The Oregon Small Business Development Center (SBDC) Network was founded in 1983 and is part of the America's Small Business Development Centers national network. The Oregon Network is a well-established partnership between Oregon's community colleges, the U.S. Small Business Administration and the Oregon Business Development Department. The Lead Office of the Network is housed at Lane Community College

The Oregon SBDC Network provides advising, training, and resources for small businesses throughout the state. Our Centers assist business owners in every aspect of business development and management.

Oregon's SBDCs deliver services to anyone who owns or operates a for-profit business or is planning to start one. We work with businesses in every industry and at every stage of growth, from startups to well-established companies, from one employee up to 500, depending on the SBA's size standards. In addition to no-cost confidential advising, we offer training and online courses that cover a wide range of business topics.

The Oregon SBDC Network has roughly 100 business advisors located all across the state, all of which are employees, contractors, or volunteers who serve under the supervision of a director who operates one of our full-service centers located at one of our host institutions. The contractor selected for this role will operate from our Linn & Benton SBDC Outreach Center. This service delivery model is streamlined and focused only on business advising with training being referred to the full-service centers within the Network. The contractor will work directly with the Oregon SBDC Lead Office.

Interested independent contractors, residing in Linn, Benton or an adjacent county, who are qualified to provide these services are invited to submit proposals to accomplish the Scope of Work defined within this invitation.

The college may, at its sole discretion, award one or more contracts under this RFP, based on the needs of the college and the specific skills and expertise of the Proposers. At the discretion of the college, individual contracts issued under this RFP may be renewed for up to an additional three years.

#### 4) GENERAL REQUIREMENTS & SCOPE OF WORK

**The scope of services is as follows but not limited to:**

The Proposer shall provide confidential, no-cost, one-on-one business advising services to business owners and prospective entrepreneurs on behalf of the Oregon SBDC Network. Services shall be performed in accordance with the standards and policies of the Oregon SBDC Network, which operates under a cooperative agreement with the U.S. Small Business Administration and Business Oregon.

**Services to Be Provided**

Provide confidential, individualized advising sessions in-person or on Zoom to for-profit business owners and potential owners. Advising topics may include, but are not limited to:

- Business formation and structure
- Business plan development
- Pre-venture feasibility and startup guidance
- Operations Management
- Financial management (including bookkeeping, budgeting, tax planning and cash flow)
- Marketing and sales strategies
- Human resource management
- Accessing sources of capital and funding
- Commercialization of products
- Intellectual property protection
- Utilization of artificial intelligence in business operations
- Cybersecurity best practices
- Business transition, exit planning, and succession
- Business resilience and recovery
- Strategic planning and growth

Accurately record all advising sessions and client interactions in the Oregon SBDC Network's Management Information System (Center IC) within five (5) business days of each client meeting in a format acceptable to OSBDCN. Entries shall include:

- Date and Time spent and activity category (Contact, Preparatory, or Travel)
  - Topics discussed
  - Recommendations and referrals provided
  - Agreed-upon next steps for both client and advisor
- 
- Capture and document client success stories, economic impacts, and outcomes as appropriate.
  - Ensure accuracy and confidentiality of all client data entered into Center IC.
  - Refer clients to relevant small business resources and ecosystem partners as well as training opportunities and SBDC workshops.
  - Maintain all scheduled client appointments and provide timely follow-up.

- Represent the Oregon SBDC Network at community business events and outreach activities as needed to successfully achieve outcomes.
- Deliver business training only as needed.
- Participate in Oregon SBDC Network professional development, training, and networking opportunities.
- Maintain regular (quarterly minimum) communication with the Oregon SBDC Network Lead Office.
- Adhere to the Oregon SBDC Network Code of Ethics Policies and Oregon Public Official Law.

### **Qualifications**

Minimum of an Associate's degree (Bachelor's degree preferred) in business administration, economics, accounting, or a related field. At least three (5) years of practical business experience as a business owner, executive, or consultant, or a combination of education and business ownership experience. Business ownership is preferred.

Demonstrated understanding of business operations, including accounting, marketing, human resources, and management.

Ability to analyze barriers to business growth and provide actionable recommendations.

Strong written and verbal communication skills, including the ability to effectively convey information to clients and stakeholders.

Recordkeeping, data entry, and reporting proficiency.

Demonstrated ability to work cooperatively within the Oregon SBDC Network and the broader business community, including diverse populations.

Ability to deliver group presentations and represent the SBDC Network professionally.

Proficiency with Google and Microsoft Office tools (Word, Excel, PowerPoint), email, and database systems.

Familiarity with social media and willingness to adopt new technologies such as artificial intelligence tools.

Commitment to maintaining current knowledge of business and economic trends relevant to small business advising.

Residence in Linn, Benton, or an adjacent Oregon County. (Linn and Benton Counties preferred)

Contractors with experience with Small Business Development Centers (SBDCs) will be given preference.

### **Annual Deliverables**

Economic Impact and Outcomes (minimum):

Long Term 5+ Hour Advising Clients	32
Unique Advising Clients Served	200
Capital Formation Amount	\$1,000,000
Capital Formation Transaction Count	14
Jobs Created	15
Business Starts	6

### **Other non-goaled metrics to be entered in Center IC and tracked:**

Jobs Retained  
Sales Increased

### **Success Stories**

In accordance with OSBDCN procedures, submit no less than two complete success stories annually.

### **5) SINGLE POINT OF CONTACT**

Address all requests for clarification or additional information on this solicitation to:

Greg Davies  
Administrator, Contracts and Procurement  
Lane Community College  
4000 East 30th Avenue  
Eugene, OR 97405  
Email: daviesgm@lanecc.edu

### **6) ASSIGNMENTS**

Offers of contracts are at the College's discretion. No invoice or other request for payment shall be accepted except upon issuance by the College of a Purchase Order, prior to the performance of work.

### **7) COMPENSATION**

The compensation structure will be based on hourly rates, with the total amount per contract not exceeding \$100,000 per annum, plus reimbursable expenses, if any, as outlined in the Purchase Order. Proposers are required to submit their proposed offer rates for consideration. Any changes necessary will be accomplished by the issuance of change orders or additional purchase orders.

Billable hours will fall into the following categories:	(if only one contract is issued)
Contact and Prep Hours (must match Center IC Records)	600-800 hours
Travel Hours (must match Center IC Records)	160 hours maximum
Outreach Hours	120 hours maximum
Professional Development Hours (First Year, 80 thereafter)	100 hours maximum
OSBDCN Required Reporting Time	16 hours maximum

8) **TIMELINE**

Event	Date & Time
Issue Request for Proposal	April 1, 2026 2 PM
Deadline for submitting requests for scope clarification	April 17, 2026
Answers to Questions / Requests for Clarification Issued (approx.)	April 24, 2026
RFP Protest Period Ends	7 calendar days prior to RFP Opening
Opening (Proposal Due)	May 4, 2026 2 PM
Presentations, Demonstrations, or Interviews (if needed)	May 2026
Issuance of Notice of Intent to Award (approx.)	June 10, 2026
Award Protest Period Ends	7 calendar days after Notice of Intent to Award

9) **CHANGES OF SCOPE AND ADDITIONAL WORK**

The Contractor may be requested to perform special projects for the College. Because of variations in the demand for additional services from year to year, such work will be agreed upon in advance, contracted for, provided, and billed separately.

10) **SUBMITTAL CONTENT**

Statements of Qualifications submitted in response to this invitation shall contain the following information in order to be considered responsive:

- a) **Cover letter:** State the responder's qualifications and interest in being considered; and responsiveness to assignments.
- b) **Personal information:** Include name, address, email, and telephone number(s) in Appendix B.
- c) **Scope of Services:** Identify the scope of services normally performed by the responder.
- d) **Qualifications:** Describe responder's specific qualifications to perform the type of work in the Scope of Work. Note any special expertise in those disciplines.
- e) **Experience:** Include a statement of experience with various types of projects as they relate to the Scope of Work.
- f) **References:** List of three (3) recent similar projects performed by the proposer showing names and phone numbers of clients who can be contacted as references (submittal of such names shall constitute permission by the proposer for OSBDCN or the College to contact the named individuals or firms without further notice.)
- g) **Proposed hourly rate**

11) **TERM**

The contract term should be an annual cost with the option of up to 3 yearly renewal terms.

12) **SELECTION PROCESS**

The following steps shall be taken to analyze and rank the proposals, and to finalize an agreement for the provision of services.

Written proposals submitted to the College in accordance with this RFP will be evaluated by a review committee.

Interviews of selected Proposers shall be held at the discretion of the committee and are tentatively scheduled within three weeks following the date that proposals are due; Proposers are asked to ensure availability during that time period.

13) **INSURANCE**

The Contractor shall maintain a broad form comprehensive general liability and automobile liability insurance policy with coverage of not less than \$1,000,000 combined single limit per occurrence, with aggregate of \$2,000,000 for bodily injury, personal injury, or property damage. Such policy shall contain a contractual liability endorsement naming the College as an additional insured, in a form satisfactory to the College, and shall expressly provide that the interest of the College shall not be affected by the Contractor's breach of policy provisions.



**APPENDIX A TO RFP 25/26-05**

**ANALYSIS SHEET**

NAME OF PROPOSER \_\_\_\_\_ ANALYZED BY \_\_\_\_\_ DATE \_\_\_\_\_

**1) RESPONSIVENESS** (Comment on each item)

If the proposer is non-responsive state reason and proceed no further with analysis.

**2) RESPONSIBLENESS** (comment on the Proposer's truthfulness, validity of registrations, quality of proposed delivery model and the Proposer's ability to perform the work.)

If the proposal is not responsible state reason and proceed no further with analysis.

**3) RATING CATEGORIES**

Rating Values: 10 = Exceptional; 8 = Above Average; 6 = Acceptable; 4 = Questionable, 1 = Unacceptable.

**COMMENTS AND NUMERICAL RATING**

Cover Letter	{_____}
Summary of Qualifications	{_____}
Business Ownership Preferred (+1 for each year)	{_____}
Similar Experiences & Corresponding References	{_____}
Experience with SBDC Program	{_____}
Cost Effectiveness of Fee Proposal	{_____}
Linn or Benton County Resident	{+5_____}
Federal or State Certification(s) (8a, HUB Zone, Women-Owned, Minority, etc.)	{_____}

**Total Materials Score** -----> -----

**4) PROPOSED FEE or FEE SCHEDULE**

Proposed Fee (Convert to Hourly Rate for Cost Comparison) -----> -----

**APPENDIX B TO RFP 25/26-05**

**PROPOSAL FORM & GENERAL INFORMATION**

The Proposer makes the following statements and representations as part of the proposal:

**COMPANY INFORMATION**

(To be used For All Legal and Contractual Correspondence)

PROPOSER NAME: \_\_\_\_\_

PROPOSER ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**FIRM INFORMATION**

1) Federal Taxpayer ID Number (or Social Security Number if not a corporation) \_\_\_\_\_

2) How long has the Proposer been in business? Under which names?

\_\_\_\_\_  
\_\_\_\_\_

**EXCEPTIONS & RESIDENCY**

1) Are there exceptions to the work scope or specifications in this proposal (circle one)?

YES

NO

Exceptions to any of the specifications or requirements shall be noted in writing, and attached to this Proposal Form when submitted. By taking exceptions and clearly stating them in writing on a separate sheet of paper headed Exceptions and showing the solicitation number and the Proposer's Name, and by offering alternates to replace the excepted requirements with clear pricing options corresponding to each exception taken, the Proposer may still compete in the solicitation. The College shall be the sole judge of the acceptability of any exceptions. In the absence of exceptions, the proposal shall be for all professional services precisely as specified.

2) Is the Proposer an Oregon resident (circle one)?

YES

NO

Oregon Resident, per ORS 279.029, means a Proposer that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the proposal, has a business address in this state, and has stated on this form that the Proposer is an "Oregon resident".

**ADDENDA ACKNOWLEDGEMENT**

The Proposer hereby acknowledges receipt of the following Addenda related to the subject solicitation documents (circle all received):

**/ NONE / 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10 /**