



Wyoming SBDC Network CARES Act Recovery Program
Request for Proposals: 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 in the form of education, training and business advising to Wyoming 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 (either temporary or permanent) as a result of COVID-19.

The Wyoming SBDC Network CARES Act Recovery Program will provide technical assistance throughout all 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. 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.
2. Education & 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.

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 complete a contract and sign a conflict of interest and confidentiality agreement.

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	Technology <ul style="list-style-type: none">• E-commerce	Financial
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<ul style="list-style-type: none"> • Safety & cleaning procedures • Reopening plans and policies • Stress Management 	<ul style="list-style-type: none"> • Cybersecurity • Remote work infrastructure • Website development 	<ul style="list-style-type: none"> • Financial decision-making • Access to capital (emergency & on-going) • Negotiating w/creditors, vendors/suppliers
Legal <ul style="list-style-type: none"> • Business structures • Business dissolution • Related legal topics 	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-Specific: <ul style="list-style-type: none"> • Hotel & Lodging • Restaurant & Bar • Agriculture • Health Care • Personal Services (salon, fitness, etc.)

Submit Your Information

To respond to this Request for Proposals, please visit [THIS LINK](#) where you will:

1. Complete the contractor contact information form
2. Submit (as PDF attachments):
 - a. Your current resume
 - b. A brief introduction letter describing the topic(s) in which you have expertise, your qualifications to meet the described advising and/or training needs, and your desire and availability to work with clients within the program parameters, and
 - c. Three professional or customer references including your association and contact information.
3. If you are requesting consideration to deliver education or training sessions, you will upload a separate document describing the session title(s), description(s), and how the topic supports businesses impacted by COVID-19.

If you have questions, please contact:



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