

Summary & Background (high level description of what the request is for and purpose)

- America's Small Business Development Center (NJ) at The College of New Jersey provides strategic management and technical assistance and low- to no-cost training to well established Mercer County companies and nascent entrepreneurs.
- Funded by the U.S. Small Business Administration, State of New Jersey, The College of New Jersey and the Mercer County Office of Economic Development. Additional sponsors/partners include Bank of America, Customers Bank, and Berkshire Bank.
- An experienced business consultant to help advise established, high growth and some start-up companies to resolve issues, promote growth and expand opportunities.

Proposal Guidelines

- Need professional, experienced consultant to meet with/ on as need basis, and assist local Mercer County business owners to assess their need for information, access to resources or strategic planning to help them sustain and grow their companies.

Project Purpose & Description

- Provide confidential listening, feedback and connection to solutions and resources to the small business community in Mercer County.
- Follow mission and protocol according to our government funded contracts.

Project Scope (details of deliverables)

- Assessment of clients' challenges
- Evaluation of strengths, weaknesses or opportunities
- Action plan for next steps
- Monitor their progress
- Prepare informative reports/summaries for center files
- Maintain strict confidentiality

Timeline (for the bid process and then for the project)

- On as need basis though contracts can run months to a year

Budget

- Determined by the time of year the deliverables
- Fixed rate per hour

Qualifications (what you should have demonstrated skill in)

- Your experience in understanding financial statements
- Experience strategic counsel with cross section of established growing companies
- Excellent communication skills and knowledge of CEO needs and concerns
- Case studies of challenges and remedies you inspired and assisted
- Examples of strategic planning projects and their results
- Examples helping clients prepare for loans
- Knowledge of start-up requirements for nascent entrepreneurs

- Examples of business development training
- BONUS POINTS though not required:
 - Bilingual Spanish
 - Mercer County based

Evaluation Criteria

- Experience
- Responsiveness
- Organization
- Communication skills
- Availability
- Sincere desire to make a difference in assisting clients with issues facing their small businesses

Submission Requirements

EMAIL: all responses and questions should be sent to director@sbdcnj.com

Please include the appropriate SUBJECT line with your email response.

- BIO/RESUME for Lead Business Consultant

Submission Deadline: July 20, 2018