

## **Request for Proposals (RFP)**

### **Consultant Services to Support Small Businesses in the Bidding Process**

**Issue Date:** Monday, June 9, 2025

**Proposal Deadline:** 5 p.m. on Friday, June 20, 2025

**Contact:**

Marcela Montero

Director of the Hispanic Business Council

Indy Chamber

Email: [mmontero@indychamber.com](mailto:mmontero@indychamber.com)

Phone: (317) 464 - 2247

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## **1. Introduction**

The Indy Chamber's Hispanic Business Council (HBC) is seeking proposals from qualified consultants or firms to provide specialized support services to Hispanic-owned small businesses. The objective is to equip these businesses with the knowledge, resources, and technical assistance necessary to successfully compete for contracting and procurement opportunities in both the public and private sectors.

The HBC intends to select three (3) consultants as approved providers. These consultants will be available as options for up to 20 Hispanic-owned small businesses participating in this program. The HBC will sponsor up to three (3) hours of service per business, during which the selected consultants will assist business owners with understanding and preparing for bidding opportunities.

After the initial three (3) hours, it will be at the discretion of the business and consultant to continue working together independently.

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## **2. Scope of Work**

Depending on the stage of the business, the selected consultant will:

- Educate small businesses on identifying relevant bidding opportunities (e.g., local, state, federal, corporate).
- Provide step-by-step guidance through the bidding process.
- Assist in interpreting Requests for Proposals (RFPs), Requests for Quotes (RFQs), and Invitations to Bid (ITBs).

- Help businesses prepare complete and compliant bid packages, including:
    - Understanding scope and specifications
    - Meeting documentation and certification requirements
    - Pricing strategy
    - Submission protocols
  - Offer individualized technical assistance as needed.
  - Deliver training (in-person and/or virtual) and create accessible reference materials.
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### **3. Qualifications**

Successful applicants will demonstrate:

- Proven experience in procurement, contract compliance, or supplier diversity.
  - Knowledge of public and/or private sector bidding processes.
  - Experience working with small or disadvantaged businesses.
  - Strong communication and teaching skills.
  - Ability to provide culturally responsive and language-accessible support (preferred).
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### **4. Proposal Requirements**

Please include the following in your proposal:

1. **Cover Letter**
  2. **Experience & Qualifications** – Describe relevant work, especially with small businesses.
  3. **Approach & Work Plan** – Explain how you plan to deliver services.
  4. **Project Team** – Include resumes or bios of key personnel.
  5. **Budget & Fee Structure** – Provide a detailed cost breakdown.
  6. **References** – Provide at least two professional references.
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## 5. Timeline

- **RFP Issued:** Monday, June 9, 2025
  - **Proposals Due:** 5 p.m. on Friday, June 20, 2025
  - **Selection Announcement:** Monday, June 30, 2025
  - **Start Date:** Monday, July 7, 2025
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## 6. Evaluation Criteria

Proposals will be evaluated on the following:

- Demonstrated expertise and experience (30%)
  - Clarity and feasibility of the work plan (25%)
  - Understanding of small business challenges (20%)
  - Cost-effectiveness (15%)
  - References and past performance (10%)
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## 7. Submission Instructions

Submit proposals via email to:

Marcela Montero

mmontero@indychamber.com

Subject Line: *RFP – Small Business Bidding Consultant*

Proposals must be received **no later than 5 p.m. on Friday, June 20, 2025.**