

Coushatta Tribe of Louisiana

# Request for Proposals

SSBCI Technical Assistance Grant  
Program

August 1, 2024

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# 1. Introduction

The Tribe ("the Tribe") is soliciting proposals from qualified firms or individuals to provide Technical Assistance ("TA") services under the State Small Business Credit Initiative ("SSBCI") program. The SSBCI, established by the U.S. Department of the Treasury, aims to support small businesses by enhancing access to capital and credit through state driven programs. The Tribe has received funding under this initiative to implement its SSBCI programs and seeks to engage a technical assistance provider to strengthen these efforts.

## 1.1. Background

The American Rescue Plan Act of 2021 (ARPA) reauthorized and amended the Small Business Jobs Act of 2010 (SBJA), allocating \$9.5 billion to the State Small Business Credit Initiative (SSBCI). Administered by the Department of the Treasury (UST), SSBCI aims to expand access to capital, promote economic resiliency, create new jobs, and increase economic opportunities. ARPA designated \$9.5 billion for SSBCI capital programs for states, the District of Columbia, territories, Tribal governments, and eligible municipalities, along with \$200 million for federally allocated technical assistance (TA) funding.

## 1.2. Purpose of the Request for Proposal

The purpose of this Request for Proposals ("RFP") is to solicit proposals to establish one (1) contract through competitive negotiations with a qualified organization, group of organizations, or person to develop, manage, and provide tailored business technical assistance for Very Small Businesses (VSBs) and Socially Economically Disadvantaged Businesses (SEDI) for the U.S. Department of the Treasury's SSBCI Technical Assistance program. This RFP is being issued specifically to find qualified contractors in accounting financial advisory services.

## 1.3. Proposal Process and Schedule

RFP issued	April 18, 2025
Bidder Questions and Clarification	Ongoing. Replies to be sent to all bidders.
Bids Due	May 18, 2025
Contract awarded	May 23, 2025
Project Start	Upon contract award

# 2. Scope of Work

Selected Technical Assistance (TA) provider will be responsible for delivering targeted, customized technical assistance to VSB and SEDI-owned small businesses. Chosen Technical Assistance (TA) provider will offer specialized, tailored support in accounting and financial advisory services. This assistance will be directed towards eligible beneficiaries, equipping them with the necessary tools and knowledge to successfully apply for loans available through the Tribe's SSBCI Capital Program. The TA provider will work closely with these beneficiaries to address their unique needs, ensuring they are well-prepared to navigate the application process.

This comprehensive support will include detailed guidance on accounting, compliance, financial planning, and strategic advice, all aimed at enhancing the beneficiaries' readiness and potential for securing funding.

### 3. Proposal Requirements

#### 3.1. Project Approach/Methodology

Provide a comprehensive overview of the Proposer's approach and methodology for the project. This section should clearly demonstrate the Proposer's thorough understanding of the program, including strategies for engaging and supporting eligible beneficiaries.

#### 3.2. Work Plan

Detail all program requirements along with the proposed tasks, services, and activities needed to fulfill the project's scope as outlined in this RFP. This section of the technical proposal should provide enough detail to demonstrate to the evaluation team the Proposer's expertise and understanding of the necessary subjects and skills to successfully complete the project.

#### 3.3. Project Experience

Provide prior experience working on SSBCI or similar programs such as revolving loan funds. A strong background in providing technical assistance to Tribal businesses, particularly VSB and SEDI-owned small businesses, is necessary. This includes demonstrated expertise in areas such as business planning, financial management, and access to capital. Experience with federal and state funding programs, especially those aimed at economic development and small business support, is crucial. Additionally, a track record of successful project management and measurable outcomes are essential. Familiarity with the specific goals and requirements of the SSBCI program will also be highly beneficial.

#### 3.4. Deliverables

Provide a detailed description of all deliverables to be submitted. This section should include a comprehensive list of each deliverable, along with a thorough explanation of its purpose, scope, and the specific requirements it must meet. Discuss the submission timeline, including any interim milestones or progress reports provided.

#### 3.5. Cost Proposal

Clearly outline all costs, including any expenses associated with performing the services required to achieve the RFP's objectives. The Proposer should provide a full budget that details staff costs and any other expenses necessary to complete the tasks and produce the deliverables. This budget should be itemized to show a clear breakdown of costs, ensuring transparency and ease of evaluation.

### 4. Proposal Evaluation and Selection Process

The Tribe may decide to interview certain respondents to obtain further details or ask questions about the proposed project. Additionally, the Tribe reserves the right to request supplemental information from any respondent after the official proposal opening and before the award. This

request will be limited to clarifying or expanding on information included in the original proposal. If the selected firm fails or refuses to execute the contract, the Tribe reserves the right to accept the next best proposal.

All proposals should be submitted by mail or hand delivered at the listed address by 4:30pm CST on Sunday, May 18<sup>th</sup>.

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