

## Contracting Opportunity

Opening Date: March 24, 2022

Closing Date: December 31, 2022

Assist the Iberia Development Foundation (IDF) with carrying out activities under the SBA Community Navigator Pilot Program (CNPP), (NOFO Number: CNP-2021-01)

Services needed include:

- 1) Assist small businesses and entrepreneurs with pandemic relief programs and recovery services. Recovery services can include applying for financial assistance, access to capital, contracting and procurement assistance, marketing, operations, business development, exporting and expansion.
- 3) Support for the “Navigator” network by engaging in 1:1 direct outreach for loan, grant and relief assistance preparation and provide additional technical assistance as needed. Applicants must show they are skilled in providing technical assistance to small businesses in areas like financial literacy, credit counseling, financial assistance, accessing government contracts and exporting rules and regulations.
- 4) Must be skilled in maintaining a focused, grassroots outreach programs to socially and economically disadvantaged populations including rural entrepreneurs, veterans, women entrepreneurs, individuals with disabilities, LGBTQ entrepreneurs and other underserved communities. Outreach activities include, but is not limited to, phone calls, texts, emails and other forms of engagement and outreach.
- 5) Document loans/grants and other assistance program metrics within the CNPP software to show engagement with SBA programs and services including loan packaging assistance and assistance in finding lenders or other sources of financial assistance, counseling activity reports, training and activity reports, and CNPP client evaluation forms;
- 6) Will be required to collect and input client’s data in accordance with required metric collections including CNPP reporting software, disaster assistance and recovery software and systems, and on-line business mentoring program system.

For consideration, please submit documentation showing your proficiency in the above six areas by

December 31, 2022 to:

Iberia Development Foundation, 101 Burke Street, New Iberia, LA 70560 or email to: [info@iberiabiz.org](mailto:info@iberiabiz.org).