



**NORTHWEST
NATIVE
CHAMBER**

PROFESSIONAL SUPPORT SERVICES FOR SMALL BUSINESSES

Organization Background

The Northwest Native Chamber (NWNK) is a 501c3 organization dedicated to working with all members to transform the economic landscape for Native and tribal people in the Northwest.

Short Form Request for Proposals

RFP: On-Demand Technical Assistance/ Professional Services	Proposal Due By: Rolling - Opens July 1, 2025 - Ends June 30, 2027	Proposal Due To: Northwest Native Chamber (NWNK)
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Project Overview

NWNK is seeking qualified applicants to provide professional services and expert consulting through one-on-one technical assistance to individual entrepreneurs and small businesses, and to further NWNK's mission of providing economic support to traditionally under-served communities. This includes industry experts such as CPAs, tax preparers, marketing advisors, bookkeeping consultants, attorneys, and more.

Our Professional Service Provider (PSP) network offers innovative no-cost technical assistance and support to small businesses who face systemic barriers to success. The expanded technical assistance resources are designated to provide services to under-served, hard to reach, and rural

communities, along with Black, Indigenous & People of Color (BIPOC) owned small businesses, with a foundation in serving American Indian, Alaskan Native, and Native Hawaiian.

NWNC, through federal, state, and philanthropic funding, is expanding access to PSP services for Native-owned businesses and the broader community. By leveraging existing resources and fostering partnerships with small firms, we aim to cultivate a network of PSPs that regenerate and sustain local economies, creating a cycle of growth and opportunity that supports regional economic resilience.

Project Goals

Increased resiliency of small businesses through:

- Increased number of diverse, low-income, and rural businesses receiving specialized legal support
- Increased number of diverse, low-income, and rural businesses receiving specialized human resources support
- Increased number of diverse, low-income, and rural businesses receiving specialized accounting support and improved knowledge of personal and business financial management
- Increased number of diverse, low-income, and rural businesses receiving web, e-commerce, and digital marketing support
- Additional leveraged capital among diverse, low-income, and rural businesses by increasing access to loans, grants, and other financial assistance
- Increased number of diverse, low-income, and rural businesses receiving mentoring, coaching, and networking opportunities
- Increased number of diverse, low-income, and rural businesses whose business plans, success plans and other needs are reviewed, screened, and then addressed
- Increased number of diverse, low-income, and rural businesses who receive business technical assistance that is culturally competent or culturally specific

Evaluation Metrics and Criteria

Businesses and individuals seeking to qualify for inclusion in NWNC's database of on-call Professional Service Providers are evaluated based on:

- Ability to provide quality, timely, and responsive resolution of priority issue(s) facing the small business and as identified in the referral.
- Experience providing similar services and subsequent results.
- Ability to report necessary information requested by NWNC in a timely manner to track small business assistance received.
- Cost-effectiveness of services provided and/or costs are within generally accepted ranges for similar services.
- Ability to provide culturally competent or culturally responsive services.
- Availability and capacity to serve businesses within the project's time frame.

The performance of Professional Service Providers (and their subsequent continued inclusion in the database) is evaluated on an ongoing basis through the following non-exhaustive criteria:

- Ability to provide metrics, intake forms, and other reporting in a timely manner.
- Satisfaction surveys are distributed to businesses participating in services.

Submission Requirements

- Ability to provide services within the scope timeframe
- Description of services provided
- Hourly rate(s) for each service(s) provided
- Number of clients the Provider can serve within the time frame
- Specify one or more states Provider can serve clients (OR, WA, ID)
- Is your business COBID certified? (not required for this solicitation)
- Do you consider your business to be identified as any of the following (not required for this solicitation):
 - Minority Business Enterprise
 - Women Business Enterprise
 - Service- Disabled Veteran Business Enterprise
 - Emerging Small Business
 - List any similar certifications your business has

Project End Date: June 30, 2027

Point of Contact:

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