

NORTHWEST NATIVE CHAMBER

Request for Applications

Washington Technical Assistance Network Partner

Program: Washington Small Business Technical Assistance & Entrepreneurship Growth Project

Funding Source: U.S. Small Business Administration – Congressionally Directed Spending

Issue Date: October 10, 2026

Applications Due: November 10, 2026

Anticipated Period of Performance: The agreement will end no later than the current grant end date (July 31, 2027). If NWNC receives formal approval of a No-Cost Extension (NCE) from the U.S. Small Business Administration, NWNC may, at its discretion and subject to continued funding and satisfactory performance, extend the agreement period through a written amendment.

Purpose

Northwest Native Chamber (NWNC) invites qualified organizations to apply for funding as Washington Technical Assistance Network partners. NWNC anticipates selecting approximately **three to four organizations** to expand access to small-business technical assistance, navigation, referrals, and related support throughout Washington State.

Approximately **\$260,000 over the project period to be allocated** amongst for three to four partner agreements.

Award amounts may vary based on the number of for-profit businesses expected to be served, depth of services provided, geographic and community reach, organizational capacity, and expected outcomes. NWNC does not expect selected partners to have identical scopes or funding amounts.

Project Overview

NWNC is implementing a statewide Small Business Technical Assistance & Entrepreneurship Growth Project supported by a \$2 million Congressionally Directed Spending award from the U.S. Small Business Administration. The project is intended to increase access to high-quality business support throughout Washington, including urban, rural, Tribal, and historically underserved communities.

Through the Technical Assistance Network, NWNC will work with organizations that bring established community relationships, regional reach, specialized expertise, and existing business-support capacity. The goal is to strengthen and connect existing resources while expanding access to services in communities where NWNC staff alone cannot reasonably provide statewide coverage.

Eligible Applicants

Applicants should be organizations with demonstrated experience in one or more of the following areas:

- For-profit small-business technical assistance;
- entrepreneurship support;
- economic or community development;
- business navigation and referrals;
- capital readiness;
- procurement readiness;
- Tribal or Native business development;
- rural business support; or
- related small-business services.

Competitive applicants should demonstrate established relationships with the communities they propose to serve and sufficient organizational capacity to complete the proposed scope. NWNC welcomes applications from organizations serving specific regions, communities, or populations. Applicants are not required to provide statewide coverage.

Technical Assistance Network Functions

Each selected partner will receive an individualized scope of work identifying the specific functions it is funded to perform. Partner scopes may include some or all of the following five functions.

Applicants are not required to propose all five functions.

1. Community Reach and Engagement

Activities may include:

- recruiting eligible entrepreneurs and small businesses;
- conducting culturally responsive outreach;
- participating in regional, Tribal, or community events;
- maintaining referral relationships;
- connecting businesses to available resources; and
- identifying regional needs and service gaps.

2. Direct Technical Assistance and Navigation

Activities may include:

- business intake and needs assessment;
- one-on-one technical assistance;
- business planning and startup support;
- financial and capital readiness;
- growth and operational assistance;
- procurement readiness;
- resource navigation;
- referrals;
- warm handoffs to other service providers; and
- follow-up with participating businesses.

3. Community of Practice Participation

Activities may include:

- participating in scheduled Community of Practice meetings;
- sharing regional knowledge and resources;
- identifying service gaps;
- strengthening referral pathways;
- contributing to statewide coordination; and
- helping refine the Washington technical-assistance model.

Community of Practice participation is intended to support implementation and service coordination and is not, by itself, the primary purpose of partner funding.

4. Data and Performance Reporting

Partners will be expected to:

- document businesses served;
- track technical-assistance activities;
- track referrals and outcomes;
- enter or transmit required program data;
- participate in data validation;
- submit required performance reports; and
- maintain sufficient documentation to support project reporting.

NWNC will provide reporting definitions and procedures to selected partners.

5. Regional Implementation

Activities may include:

- hosting workshops;
- providing office hours;
- organizing regional or Tribal business-support activities;
- supporting local delivery of statewide programs;
- coordinating services in communities where direct NWNC coverage is limited; and
- helping activate business resources within the partner's service area.

Project Deliverable Alignment

Partner work is expected to primarily support the following Washington project deliverables:

- **Deliverable 3:** Tribal relations, statewide partnerships, and intertribal ecosystem development;
- **Deliverable 4:** Direct technical assistance, navigation, and Native business development;
- **Deliverable 7:** Capital readiness and financial access;
- **Deliverable 8:** Professional Service Provider network and client service deployment;
- **Deliverable 9:** Community of Practice, regional convenings, and ecosystem activation;
- **Deliverable 10:** Data, CRM, performance measurement, evaluation, and reporting; and
- **Deliverable 11:** Communications, outreach, recruitment, and program visibility.

Not every partner is expected to support every deliverable. Each applicant should identify the project deliverables most directly supported by its proposed scope.

Funding

Approximately **\$260,000** is available in partner subawards to be allocated amongst three to four organizations.

Applicants should request an amount that is reasonable in relation to:

- number of businesses expected to be served;
- depth and intensity of technical assistance;
- geographic or community reach;
- staffing required;
- specialized expertise;
- expected business outcomes; and
- overall proposed scope.

Final subaward amounts and performance targets may be negotiated with selected applicants prior to execution of an agreement.

Expected Performance Measures

Each selected partner will have performance targets appropriate to its scope and level of funding. Applicants should propose targets in the areas that apply to their proposed work.

At minimum, proposals should address:

- Businesses engaged
- Businesses substantively served
- Technical-assistance hours or engagements
- Businesses receiving capital-readiness assistance
- Capital applications or financing opportunities supported
- Capital secured or accessed
- Resource or partner referrals completed
- Professional-service referrals, if applicable
- Workshops or group TA sessions, if applicable
- Other partner-specific outcome

Additional measures may include:

- businesses started;
- businesses completing business plans;
- businesses becoming loan-ready;
- contracts pursued or secured;
- procurement-readiness milestones;
- jobs supported;
- completed professional-service engagements; or
- other relevant business-development outcomes.

Final measures will be incorporated into each partner's approved scope of work.

Businesses Served and Service Intensity

NWNC intends to distinguish between outreach and substantive service delivery. For proposal purposes:

Businesses Engaged are businesses or entrepreneurs reached through outreach, events, initial contact, or general program information.

Businesses Substantively Served are businesses receiving individualized technical assistance, needs assessment, navigation, referral support, or other documented business-development services.

Applicants should base performance projections and cost-effectiveness calculations on businesses expected to receive substantive services rather than general outreach contacts. NWNC will establish final reporting definitions during partner onboarding.

Capital Outcomes

Partners proposing capital-readiness activities should identify expected outcomes such as:

- businesses receiving capital-readiness assistance;
- businesses completing financial-readiness milestones;
- financing applications supported;
- businesses referred to lenders, CDFIs, investors, or other capital sources;
- dollar amount of financing requested;
- dollar amount approved; and
- dollar amount of capital secured or accessed.

Capital outcomes should be reported where the partner's project-supported assistance contributed to the business's progress toward financing. NWNC recognizes that funding decisions are made by third parties and that capital secured is not fully within the control of the partner.

Approximate Investment per Business

Applicants must calculate:

Total Subaward Amount Requested ÷ Total Businesses Expected to Receive Substantive Technical Assistance = Approximate Investment per Business

Applicants should include:

Measure	Proposed Amount
Total subaward amount requested	\$
Businesses expected to be substantively served	#
Approximate investment per business	\$

Applicants should briefly explain the proposed investment per business, particularly where service intensity, geography, specialized expertise, travel, Tribal engagement, or other factors materially affect the cost of delivery. NWNC will use this measure as one indicator of program value and budget reasonableness. It will not be used as a lowest-cost selection formula.

Application Requirements

Organization Information

Provide:

- organization name;
- primary contact;
- address;
- email and phone;
- website;
- organization type;
- primary service area; and
- brief description of the organization.

Relevant Experience

Describe the organization's experience providing business technical assistance, entrepreneurship support, economic development, navigation, or related services.

Include relevant experience with the communities and geographic areas proposed.

Proposed Scope

Identify which Technical Assistance Network functions the organization proposes to perform:

- ☐ Community reach and engagement
- ☐ Direct technical assistance and navigation
- ☐ Community of Practice participation
- ☐ Data and performance reporting
- ☐ Regional implementation

Describe the proposed activities under each selected function.

Communities and Geography

Identify:

- counties or regions served;
- Tribal communities served, where applicable;
- rural or urban communities served;
- priority populations;
- existing community relationships; and
- whether services will be provided in person, virtually, or through a hybrid model.

Expected Outcomes

Describe the measurable outcomes the organization expects to achieve through the proposed scope. Outcomes should be realistic, proportional to the amount of funding requested, and directly connected to the services the organization will provide.

At minimum, applicants should identify the anticipated number of businesses engaged and substantively served, the level of technical assistance to be provided, and expected referrals or resource connections. Where applicable, applicants should also identify anticipated capital-readiness activities, capital accessed or secured, professional-service referrals, workshops or group technical assistance, procurement-related outcomes, or other business-development results relevant to the proposed scope.

Applicants should distinguish between businesses reached through general outreach and businesses receiving substantive, individualized services. Proposed outcomes will be considered in relation to the amount requested, service intensity, geographic and community reach, and the applicant's approximate investment per business.

Final performance measures and targets will be negotiated with NWNC and incorporated into the approved scope of work.

Project Alignment

Identify the Washington project deliverables supported by the proposed work and briefly explain the connection.

Staffing and Capacity

Identify key personnel who will perform the work and briefly describe their relevant experience. Describe the organization's capacity to complete the proposed scope during the project period.

Budget

Provide the total amount requested and a simple proposed budget.

Budget Category	Total
Personnel	
Fringe Benefits	
Travel	
Supplies / Program Costs	
Contracted / Specialized Services	
Other Direct Costs	
Indirect Costs, if applicable	
Total Requested	

Include a brief budget narrative explaining the major costs.

Applicants are not required to assign a separate dollar amount to every project deliverable or performance measure.

Evaluation Criteria

Applications will be evaluated using the following criteria:

Criterion	Weight
Relevant organizational experience and qualifications	15%
Community relationships and geographic reach	20%
Quality and feasibility of proposed scope	20%
Expected business outcomes	20%
Budget reasonableness and value, including investment per business	15%
Organizational capacity, data, and reporting readiness	10%
Total	100%

NWNC may also consider the overall composition of the partner network, including geographic coverage, community reach, complementary expertise, and avoidance of unnecessary duplication.

Reporting and Coordination

Selected partners will be expected to:

- participate in project onboarding;
- designate a primary project contact;
- follow NWNC intake and referral procedures;
- maintain required business and service records;
- participate in Community of Practice activities required by their scope;
- report performance information;
- participate in data validation; and
- coordinate with NWNC and other network partners as appropriate.

NWNC will provide selected partners with applicable operating, reporting, and data requirements.

Federal Funding Requirements

Funding provided through this RFA originates from a federal award issued by the U.S. Small Business Administration.

Selected organizations will be required to comply with applicable federal award requirements, the terms of the NWNC subaward agreement, and applicable NWNC policies and procedures.

Final awards are subject to required eligibility, financial, risk, and compliance reviews.

Application Timeline

Activity	Date
RFA Released	October 10, 2026
Applications Due	November 10, 2026 4 PM PT
Review / Interviews (If Needed)	November 12-13, 2026
Preliminary Selection	November 16, 2026
Scope and Budget Finalization	November 20, 2026
Anticipated Start Date	December 1, 2026

Submission Instructions

Submit applications electronically to:

WABusiness@NWNC.org cc: Contracts@NWNC.org

Subject:

Washington TA Network Partner Application – [Organization Name]

Applications should be submitted as a single PDF and should not exceed **10 pages**, excluding the budget and required attachments.

Questions

Questions regarding this RFA should be directed to:

Amber Faist
Northwest Native Chamber
Support@NWNC.org

NWNC may publish responses to substantive applicant questions to ensure equal access to information.

Reservation of Rights

NWNC reserves the right to modify or cancel this RFA, reject any or all applications, request additional information, negotiate proposed scopes and budgets, select multiple organizations, or make no awards if doing so is in the best interests of the project and consistent with applicable funding requirements. Costs incurred in preparing an application are the responsibility of the applicant.