

## **2023 Consultant Expansion for ABC Program**

The City of Seattle's Office of Economic Development (OED) is seeking to expand the Consultant roster for the [Accounting and Business Consulting \(ABC\) Program](#). OED is committed to building an inclusive economy within the city that supports Seattle-based small businesses and entrepreneurs. This program provides targeted operational support to establish and/or grow their businesses for long-term success. The program is not intended to provide ongoing business, accounting, and bookkeeping services.

### **I. Introduction**

OED is looking to expand the ABC Program with experienced Specialists who will provide one-on-one consulting sessions to new or established Seattle-based, small businesses with up to 50 employees and annual gross revenues of up to \$5 million.

We are seeking to expand our current roster with the following specialists in the Accounting and Business Sectors:

- **Bookkeepers**
- **Certified Public Accountants (CPA)**
- **Enrolled Agents (EAs)**
- **Marketing Specialists**
- **Business Consultants**
- **Credit Specialists**

Adding these additional supports will allow our wealth-building initiatives to be more effective and provide ABC participants with a broader range of services to sustainably and independently manage their own accounting systems and business operations. Consultants who are fluent in languages other than English are encouraged to apply. In general, the Consultant will provide between 5-10 hours of accounting and business consulting to each participant. All additional hours incurred by the participant will be paid directly to the Consultant at an agreed-upon rate.

### **II. Scope of Work**

Services the Consultant will provide to small businesses might include but are not limited to:

1. Consulting around general business practices such as utilizing eCommerce solutions, establishing a social media/online presence, finalizing business plans, creating financial projections, optimizing operational capacity, providing support with business setup, addressing compliance issues, assisting with financial planning goals, launching marketing initiatives, etc.
2. Providing assistance and guidance with accounting and bookkeeping practices including establishing, cleaning up, or migrating an accounting system
3. Educating participants on the importance of credit, creating a plan for credit repair, and/or assisting with becoming "loan ready"

**Deliverables that will be provided by the Consultant to OED may include:**

- Collecting business information, demographics and additional data to meet program reporting metrics
- Reporting on recommendations made, description of services and number of service hours provided to each participant
- Updating the Outreach Log
- Completing qualitative reporting metrics to include a summary of accomplishments and lessons learned by the Consultant, to include stories of impact and feedback from participants
- Following-up with the participant 6-months and 12-months after completion of work to assess the impact of the services provided

### **III. Qualifications**

Prior to entering into an Agreement with OED, Consultants should have the following:

- Valid Washington State Business License. You may apply/renew [here](#)
- Valid City of Seattle Business License. You may apply/renew [here](#)
- Registered with the City of Seattle Online Business Directory. You may apply [here](#)
- Willingness to obtain Liability Insurance, may obtain after Agreement is signed
- Have a minimum of 3-5 years of experience providing consulting, support, and/or working with diverse Seattle-based small businesses

#### **IV. Compensation**

Compensation to the Consultant for service rendered in connection with this service shall be made based on negotiated work hours and billable rates for the actual work performed.

**V. Consultants interested in being considered should submit a Scope of Work to OED along with the following supporting documents:**

- Consultant's resume and relevant Team Member's resume(s): Please also define the Consultant's role and the role of other team members participating in this program
- Copies of any certifications and valid licenses held, if applicable, in areas of expertise listed on the Consultant's and Team Member's resume(s) or proof of compliance with industry standards
- Two letters of reference for the Consultant's Business (written within the last six months)

**The Scope of Work should include:**

- Your experience working with BIPOC communities, small businesses in neighborhoods at high risk of displacement, and women-owned businesses
- Services you can provide that will assist small businesses to successfully and sustainably grow their business and independently manage their own operational, finance, and accounting systems for long-term wealth-building
- Descriptions, links and/or samples of previous work, workshops, social media account, website, etc.
- Level of immediate availability for requested projects (i.e., When are you able to start)
- Hourly consulting rate
- Any other pertinent information the Consultant feels should be presented to OED that could impact the quality and capacity of services provided

#### **VI. Evaluation Criteria**

Submissions will be reviewed on a rolling basis on or before Friday, March 24<sup>th</sup>, 2023. Consultants will be selected after an overall evaluation and review of all submitted documents, virtual interview, and a completed reference check. Final decisions are expected to be made on or before Friday, April 7<sup>th</sup>, 2023.

**Inquiries, questions, and submissions (i.e., scope of work and supporting documents) should be directed to Robyn Duckett at [robyn.duckett@seattle.gov](mailto:robyn.duckett@seattle.gov)**