



## Working with the Rutgers-Newark SBDC RFP for CONSULTANTS

For consultant seeking a working relationship with the Rutgers-Newark SBDC, before we can schedule a face to face meeting, we require the following:

A proposal outlining the following:

1. Proposed scope of work/service you would like to deliver to us
2. Proposed delivery and implementation design
3. Propose timeline/availability
4. Proposed measurable deliverables
5. Proposed budget/rate of pay
6. Proposal Supporting documents:
  - ◆ Reference of like events you have done in the last 3 years
  - ◆ References of clients you have offered similar proposed services (including contact names/telephone & email contact information of clients)
  - ◆ Samples of related work in the last 3-5 years
  - ◆ For training presentation: samples of training materials or PowerPoint presentations in related subject topic

Most recent personal Bio detailing (but not limited to) the following:

1. Relevant area of expertise
2. Applicable qualifications
3. Relevant work/contract experience
4. Three personal character references

Updated Company profile:

1. Including description of business services/products
2. Contact information or Website link (if available)
3. Copy of Business legal registration (Sole proprietorship/partnership/LCC/Inc certificates)
4. 4 Letters of references from Clients you have provided business services to in the past 2 - 3 years.

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Please send information to:  
Attention: Dr. Tendai Ndoro, Regional Director  
Rutgers-Newark SBDC, 43 Bleeker Street, Newark, NJ 07102

Or email: [tndoro@njsbdc.com](mailto:tndoro@njsbdc.com)

*After careful consideration of capability and compatibility with out program needs, a response and/or meeting will be scheduled as needed.*

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