



Board of County Commissioners

Steven A. Davis
Jeffrey M. Fix
David L. Levacy

REQUEST FOR QUOTATIONS

To: Interested and qualified individuals or entities interested in providing business consulting and/or financial services for potential applicants and recipients of Fairfield County CARES Act Revolving Loan Fund monies.

From: Fairfield County Economic and Workforce Development

Issued: November 17, 2021

Deadline: December 3, 2021

PURPOSE

On behalf of the Commissioners of Fairfield County, the Fairfield County Economic and Workforce Development office is seeking quotes from qualified individuals or entities to perform business support services for CARES Act Revolving Loan Fund recipients or potential applicants.

QUALIFICATIONS

Interested parties must have experience in general business consulting, including but not limited to: business plan creation, financial forecasting and monitoring, strategic planning, marketing, operations, technology, continuous improvement, and human resources.

SCOPE OF WORK

Upon application and/or receipt of Fairfield County Revolving Loan funds, companies may be required to partner with a business consulting or coaching service to further strengthen their business practices and ensure long-term success. The Revolving Loan Fund will reimburse businesses up to \$2,500 for costs incurred for the business consulting. Services should be focused on assisting businesses with accounting, cash flow, debt repayment, projections, strategic planning, business advice and coaching, and general accounting.

REQUIREMENTS

Interested parties must submit a brief Statement of Qualifications and a fee structure for services. The consulting is estimated to begin on December 1, 2021 and run through June 30, 2022. Statement of Qualifications should include the individual or organization's history of business consulting or accounting services, Ability to meet with business owners and appropriate staff virtually and in-person throughout Fairfield County and provide aforementioned services in a timely and professional manner.

Responses to this R.F.Q. should be forwarded to:

Rick Szabrak, Director of Economic Development for Fairfield County

rick.szabrak@fairfieldcountyohio.gov

and

Vince Carpico, Economic Development Specialist

vince.carpico@fairfieldcountyohio.gov

If you have questions or need additional information, please call 740-652-7160 or email Rick or Vince

