



ADDENDUM NO. 1

TO THAT CERTAIN DETAILED REQUEST FOR PROPOSAL FOR SMALL BUSINESS TECHNICAL ASSISTANCE PROVIDERS

Addendum Date: September 8th, 2025

The following changes, additions, clarifications and/or amendments are made to the Request for Qualifications as of the Addendum Date. All capitalized terms not defined herein shall have the meanings ascribed to them in the Request for Qualifications (“RFQC”).

Note: This document is intended for informational purposes only. Any changes to the RFQC must occur through a separate published addendum. Invest Atlanta received the following inquiries with respect to the RFQC. For the benefit of all potential respondents, Invest Atlanta now elects to publish each timely submitted inquiry, edited for clarity, along with Invest Atlanta’s response thereto. In the event of a conflict between previously released information and the information contained herein, the latter shall control.

Q & A Responses

RFQC Number: RFQC-ADA-20250819, PE-66789-NONST-2026-000000011	RFQC Title: Small Business Technical Assistance Providers
Requesting Entity: Invest Atlanta	Date: 9/08/2025
Issuing Officer/Procurement Manager: Lazerick Russell	RFP Initially Posted to the Internet: August 19 th 2025
eMail Address: lrussell@investatlanta.com	Telephone: 404 609 3224 ext 3224

QUESTIONS SUBMITTED TO INVEST ATLANTA ON OR PRIOR TO 5:00 P.M., August 29th 2025:

#	Questions	Answers
1.	When is the response due date? Under the Submittal Deadline section in the RFQ the response date says "no later than 5:00 p.m., Tuesday, September 16, 2025." but in the Timeline	Responses are due by 5:00pm on 9/16/2025

#	Questions	Answers
	and Deliverables section it says responses are due on 9/12/25.	
2.	Are you prioritizing proposals that have an established course curriculum and emphasize educational workshops over one-on-one services delivered directly to small businesses?	The expectation is primarily one-on-one technical assistance.
3.	Does Invest Atlanta envision businesses requiring a \$5K service level and a \$10K service level or maybe a couple of \$10K service levels to suit the need (bigger scope)?	Invest Atlanta anticipates that each business will require either a \$5K curriculum or a \$10K curriculum.
4.	The RFQC shows 9/12 as the due date but doesn't specify a time. Does this mean Invest Atlanta will accept proposals through midnight?	<p>Please see the section titled "Submittal Deadline" on pg. 3 in the RFP document.</p> <p>"All responses to this RFQC (each, a "Response") must be submitted in electronic Portable Document Format (PDF) copy via email to the issuing officer at lrussell@investatlanta.com by no later than 5:00 p.m..."</p>
5.	Could you confirm whether the businesses to be served must be physically located within City of Atlanta limits, or if businesses in the broader metro area are eligible?	Businesses served must be within the city of Atlanta, Additionally, IA's programmatic team will provide more guidance on eligible businesses after award.
6.	Can we propose a blended delivery model (for example, a mix of virtual workshops and one-on-one technical assistance), or is the expectation primarily one-on-one technical assistance?	The expectation is primarily one-on-one technical assistance.
7.	The RFQ notes a minimum of 10 small businesses per provider. Is there a maximum cap per provider, or will that depend on the demand Invest Atlanta receives	There is no maximum at this time. The number of businesses served over the duration of the program will depend on the amount of funds available.

#	Questions	Answers
	Evaluation of Impact – Beyond surveys and CRM tracking, are there specific metrics Invest Atlanta expects TA providers to measure (e.g., revenue growth, job creation, digital presence improvements)?	
8.	The RFQ mentions one-time funding through June 30, 2026. Does Invest Atlanta anticipate opportunities for continued partnership beyond this program?	Currently, there is no additional funding beyond June 30, 2026.
9.	Since the technical assistance is outlined across four categories — business planning, marketing, website development, and financial literacy — does Invest Atlanta expect vendors to submit one \$5,000 and one \$10,000 curriculum that each cover all four categories, or may vendors also propose category-specific \$5,000 packages (for example, a Website-Only or Marketing-Only package) in addition to a comprehensive curriculum?	Respondents must submit a curriculum for a minimum of one category. The curriculum can have a specific focus if it fits within one of the scopes of the four areas of expertise. Additionally, Respondents are encouraged to provide both a \$5,000 tier level curriculum and a \$10,000 tier level curriculum.
10.	My business is registered in Powder Springs, GA, and holds a valid Occupational Tax Certificate (business license) issued by the City of Powder Springs. Will this license suffice for eligibility, or is a City of Atlanta Occupational Tax Certificate required for contracting under this program?	A valid business license is required to do business. If the business is located within the City of Atlanta, the respondent must have a current City of Atlanta business license.
11.	Please confirm: vendors will only be paid after each client's curriculum is documented and marked complete. Will Invest Atlanta provide a reporting template for this, or are providers	Invest Atlanta will provide a standardized process for ensuring and documenting the curriculum is complete.

#	Questions	Answers
	expected to submit their own documentation for approval?	
12.	Since the RFQ specifies one-on-one delivery, can vendors provide standardized curriculums where each client receives the same modules individually, or must every program be customized to the client's unique needs?	Respondents may design curriculum that can be tailored to the specific needs of each client.
13.	If a client requires additional assistance beyond the curriculum hours, can providers propose supplemental services outside of this program, or must all overages be delivered at no additional cost?	Any overages beyond the defined curriculum will not be funded.
14.	Please confirm the expected delivery period: will the contract cover the full program timeline through June 30, 2026, or is the November 1 – December 31, 2025 delivery window final?	Funds must be spent by June 30, 2026. The expected delivery window is November 1, 2025 – May 31, 2026. This will allow time during the month of June to settle any outstanding invoices.
15.	Will each provider be guaranteed a minimum of 10 clients, and is there a possibility of serving more if other providers cannot fulfill capacity?	There is a possibility of serving more than 10 clients depending on capacity and demand.
16.	Could Invest Atlanta provide more clarity on the specific challenges this program is intended to address within the four categories (business planning, marketing, website development, and financial literacy)? For example, are most small businesses struggling with startup basics (licenses, business plans, entry-level websites), or with growth-stage challenges (capital readiness, scaling systems, advanced marketing)? Understanding the core needs Invest Atlanta is prioritizing will help	Small businesses in this program are existing businesses at varying stages (some new, some more experienced). This program intends to support their different challenges, including economic disruption.

#	Questions	Answers
	ensure our curriculum design is targeted, measurable, and impactful.	
17.	Does the term “and more” (Scope of Services, Page 4) indicate that the submitting firm should include in the submission other services that it understand are vital for small businesses?	Yes, Respondents may include other services they specialize in.
18.	What are the eligibility criteria Invest Atlanta will use to define “small businesses” for participation?	IA’s programmatic team will provide more guidance on eligible businesses after award.
19.	Please clarify if the amount of time services will be provided would be from approximately 11/1 2025 to 6/30/2026, a total of 8 months?	Funds must be spent by June 30, 2026. The expected delivery window is November 1, 2025 – May 31, 2026. This will allow time during the month of June to settle any outstanding invoices.
20.	For the \$5,000 and \$10,000 curriculum packages, does Invest Atlanta expect providers to submit a standardized, fully developed course outlines within each of the 2 tiers, or may providers design modular curriculum that can be tailored to the specific needs of each client while remaining within the defined budget tiers?	Respondents may design curriculum that can be tailored to the specific needs of each client. The curriculum must remain within the defined budget tiers.
21.	Should the providers design curriculum that is focused primarily educating the business owner from the several options they will be offered, or should the design allow for some consultative work to assist the business owner to apply learning to their specific circumstances?	Respondents may design curriculum that can be tailored to the specific needs of each client. The curriculum must remain within the defined budget tiers.
22.	Will providers be paid directly upon some timeframe or milestone of the service provided, or	All funds will be disbursed after the services are rendered.

#	Questions	Answers
	are all funds disbursed only after services be rendered?	
23.	Will all qualified providers be selected up-front at the start of the program, and then assigned to a TA, or will small businesses enter the program on a rolling basis throughout the six-month timeframe?	Invest Atlanta may refer small businesses to providers at the start of and throughout the program.
24.	Will Invest Atlanta provide access to its Microsoft CRM system for direct entry, or are TAs to perform the tracking they deem appropriate and then report that in some template to Invest Atlanta?	Invest Atlanta will provide a standardized process for reporting. TA providers are responsible for maintaining tracking and reporting.
25.	Will the actual digital brochure be developed by Invest Atlanta with curriculum information that is outlined by the consultants in the RFQ?	Respondents will provide content for the digital brochure that outlines the technical assistance services provided by the organization as well as biographical and credentialing profiles of the individual(s) who will be providing the services. The brochure should also include contact information. Invest Atlanta will compile the content to create the brochure.
26.	How will the “quality of advice/assistance” (Scope of Services, Page 4) be measured beyond client surveys (e.g., business growth, new employment, or revenue metrics)? Is there a standard Survey tool already in place and will the respondents have access to that?	Invest Atlanta will create a standardized survey for providers to disseminate to their clients.
27.	Regarding the section for “Technical Assistance Responsibilities” (Page 4, bullet 6), is the tracking system designed or is the design left to the discretion of the Provider?	Invest Atlanta will provide a standardized process for reporting. TA providers are responsible for maintaining tracking and reporting.

#	Questions	Answers
28.	If Invest Atlanta amends the contract scope during the six-month term, will additional funding be made available to cover expanded services?	Final scope and budget will be determined prior to contract execution.
29.	Could you please clarify how compensation is handled if a client begins a curriculum but does not complete all scheduled sessions? For example, if 75% of the sessions and deliverables have been completed but the client discontinues participation, would providers be able to invoice for partial completion, or is payment strictly contingent upon full program completion?	Providers will be able to invoice for partial completion if the client discontinues participation.
30.	For the Training and Technical Assistance offerings, can you provide a remote-only course that will be hosted by staff, rather than prerecorded?	Respondents may design curriculum that can be tailored to the specific needs of each client.
31.	If a Proposer submittal is more than 30 pages is that person deemed non responsive?	Submissions should be no more than 30 pages, inclusive of all submission requirements, narratives, and addenda.
32.	On the cover page, the due date is listed as September 12, 2025, whereas in the Submittal Deadline, it is September 15, 2025. Please clarify the correct due date.	Responses are due by 5:00pm on 9/16/2025.
33.	May providers include or pass through subscription fees (e.g., QBO, CRM sub-accounts, hosting) as part of the \$5,000 / \$10,000 curriculum package, or are such fees not allowable under this program?	All expenses required to complete the services should be included in the curriculum cost.
34.	If allowable: should providers (a) cover a defined initial period (e.g., 30–60 days) and then transition billing to the client, or (b) create accounts in the	This is not allowable. Qualified contractors shall not bill the client for any services included in the agreed upon curriculum for the

#	Questions	Answers
	client's name with the client responsible from day one?	client. Services provided as a part of this program shall not be billed to the client.
35.	If a client disengages mid-program, how should tools already provisioned be handled? May the provider cease payment on those subscriptions immediately and note this in the completion/partial-completion documentation?	Providers will be able to invoice for partial completion if the client discontinues participation.
36.	Invest Atlanta's Small Business Technical Assistance Program's Course Curriculum: Will there be possible changes to the proposed course curriculum upon completion of the RFQC evaluation process when negotiating a detailed scope of work, comprehensive of all potential services?	Scope of services may be negotiated during the contract drafting process and will be finalized prior to contract execution.
37.	Scope of Service (fully encompass all activities in the Respondent's Proposal for the particular area of expertise): Each small business is unique and experience different business problems, does technical assistance (TA) providers need to define the activities provided within a business consulting service?	Respondents must submit a curriculum for a minimum of one category. The curriculum can have a specific focus if it fits within one of the scopes of the four categories. Respondents may design curriculum that can be tailored to the specific needs of each client.
38.	Goals: Are TA providers responsible for developing and delivering a measurement tool (i.e., survey or questionnaire) for the small businesses served to assess the helpfulness of the assistance provided, measurement of the growth for the business, new employment, and overall growth of the business? Please explain	Invest Atlanta will create a standardized survey for providers to disseminate to their clients.

#	Questions	Answers
39.	Invest Atlanta anticipates that TA providers will assist a minimum of 10 small businesses as a part of this program. Are the TA providers in control of their own schedules for servicing a minimum of 10 small businesses?	Yes, the TA providers are in control of their own schedules.
40.	Work with Invest Atlanta to set up the protocols and, as needed, the technical infrastructure (phone, website, chat functionality, web-based platform, etc.) necessary to accept, screen/prioritize, and respond to small business requests for technical assistance. At any time, are TA providers expected to work onsite at Invest Atlanta's location? If so, explain the plans and coordination.	No, providers are not expected to work onsite at Invest Atlanta's location.
41.	Track and compile data to integrate with Microsoft CRM. Are the TA providers expected to use Invest Atlanta's Microsoft CRM platform or the TA provider's Microsoft CRM platform? Please explain	Invest Atlanta will provide a standardized process for reporting. TA providers are responsible for maintaining tracking and reporting.
42.	Track requests for assistance, and client outcomes and satisfaction. What should the method of tracking requests for assistance, referrals, and client outcomes and satisfaction look like (i.e. surveys, questionnaires, interviews, or logs)? How often should tracking documentation be submitted to Invest Atlanta (i.e. daily, weekly, monthly, or quarterly)? Please explain.	Invest Atlanta will provide a standardized process for reporting. TA providers are responsible for maintaining tracking and reporting.
43.	Deliverables: Timely , courteous, helpful, and tangible responses to requests for assistance from	TA providers should be able to deliver services to small businesses in a manner that meets the small businesses' needs.

#	Questions	Answers
	small businesses, based on their needs and the services the organization has been contracted to provide; service deliver is expected to take place both remotely (phone, tele-conference, email) and in-person. Is it a requirement that service delivery take place both remotely and in-person?	Locality/accessibility to clients is a key consideration for IA's programmatic team when managing requests for technical assistance.
44.	Regular documentation on the number of referrals/requests received, the number and types of businesses served, the type and amount of technical assistance provided to them, and to the extent possible, the resulting actions taken by the small business. Should this documentation be in a Word document format, PDF, or other form? How often should documentation be submitted (i.e., daily, weekly, monthly, or quarterly)? How should the documentation be submitted (i.e., email, mail, hand delivered)? Please explain.	Invest Atlanta will provide a standardized process for reporting. TA providers are responsible for maintaining tracking and reporting.
45.	The selected organizations will provide technical services to businesses throughout the entirety of the Technical Assistance program or according to the availability of funds for the program. Currently, the program has approximately \$500,000 in funds available through June 30, 2026. How many TA providers will be selected? How will the \$500,000 be distributed amongst the TA providers? Will the Technical Assistance Program last through June 30, 2026? If not, please explain.	Invest Atlanta is seeking up to 5 TA providers. Funds will be distributed based on capacity and demand for services. The program concludes June 30, 2026.

#	Questions	Answers
46.	Invest Atlanta anticipates the selected providers will begin offering services no later than November 1, 2025. Is there a possibility that services can begin before November 1, 2025? If so, what is that date?	Invest Atlanta anticipates the selected providers will begin offering services no later than November 1, 2025. Services will not begin until contracts are executed.
47.	Is a TA provider required to have a fax number?	No.
48.	What is the current stage of the business owners in their organizational life cycle? Are these newly established businesses, or have they been operating for five years or longer?	Small businesses in this program are existing businesses at varying stages (some new, some more experienced).
49.	For the two packages, are the limits strictly set at \$5K and \$10K? I would like to clarify if costs that fall between \$5K and \$10K would be acceptable for certain clients.	The limits are strictly set at \$5k and \$10k.
50.	<p>It was stated that proposers must submit an executed certification statement certifying responsibility and non-collusion. However, no such form or language appears in the RFQC package.</p> <p>Can you provide the Certification Statement template and confirm whether notarization is required?</p>	<p>The following shall be repeated in the Respondent's Response and signed by an individual authorized to bind the Respondent. Failure to include and provide an original signature of the certification statement may result in rejection of Response.</p> <p>"I agree to abide by the conditions of this RFP and certify that all the information provided in this Response is true and correct, that I am authorized to sign this Response for the Respondent, and that the Respondent is in compliance with all requirements of the RFP."</p> <p>Authorized Signature: Name:</p>

#	Questions	Answers
		<p>The following shall be repeated in the Respondent's Response and signed by an individual authorized to bind the Respondent. Failure to include and provide an original signature of the certification statement may result in rejection of Response.</p> <p>"I agree to abide by the conditions of this RFP and certify that all the information provided in this Response is true and correct, that I am authorized to sign this Response for the Respondent, and that the Respondent is in compliance with all requirements of the RFP."</p> <p>Authorized Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p>
51.	Will providers be assigned small businesses solely by Invest Atlanta staff, or may providers also recruit eligible businesses?	Invest Atlanta will refer small businesses to providers.
52.	Are firms expected to offer both \$5,000 and \$10,000 service packages, or may we propose services aligned with only one tier?	Respondents are encouraged to provide both a \$5,000 tier level curriculum and a \$10,000 tier level curriculum.
53.	Can curriculum packages be customized per business within the budget cap, or should they remain standardized across all businesses?	Respondents may design curriculum that can be tailored to the specific needs of each client.
54.	Will Invest Atlanta provide a standard reporting template for referrals, client outcomes, and service delivery, or should providers design their own?	Invest Atlanta will provide a standardized process for reporting. TA providers are responsible for maintaining tracking and reporting.

#	Questions	Answers
55.	For Microsoft CRM integration, will Invest Atlanta provide access and training, or is provider staff expected to already be CRM-compatible?	Invest Atlanta will provide a standardized process for reporting. TA providers are responsible for maintaining tracking and reporting.
56.	With approximately \$500,000 available through June 30, 2026, how will funds be distributed among selected firms—equally or based on the number of businesses served?	Invest Atlanta is seeking up to 5 TA providers. Funds will be distributed based on capacity and demand for services. The program concludes June 30, 2026.
57.	Is payment structured per service package delivered, or as a fixed award amount regardless of utilization?	Payment will be structured per service package.
58.	Is payment structured per service package delivered, or as a fixed award amount regardless of utilization?	Payment will be structured per service package.
59.	In the qualifications section (60 points), how will private-sector experience be weighed against government/nonprofit engagements?	Invest Atlanta is asking for a minimum of 3 government and/or nonprofit organization engagements conducted by the provider. Private-sector experience will be evaluated based on its relevance to the project.
60.	For the Diversity, Equity & Inclusion policy, is a formal written policy required, or are demonstrated practices sufficient?	A written description of the firm's DEI policy will be acceptable if a formal policy is not available.
61.	Is proof of insurance coverage required at the time of submission, or only upon selection?	Proof of insurance coverage will be required upon selection and prior to contract execution.
62.	For the E-Verify and SAVE affidavits, are scanned notarized documents acceptable, or must originals be provided?	Scanned notarized documents are acceptable.
63.	Is there potential for renewal or extension beyond the initial six-month contract term if additional funding becomes available?	Currently, there is no additional funding beyond June 30, 2026.

#	Questions	Answers
64.	Which delivery methods do you plan to implement to maximize engagement and impact—such as mentoring, peer learning, webinars, or one-on-one support?	Respondents may design curriculum that can be tailored to the specific needs of each client.
65.	How do you plan to track client progress and measure business outcomes (e.g., capital raised, revenue growth, job creation, improved credit readiness)?	Invest Atlanta will provide a standardized process for reporting. TA providers are responsible for maintaining tracking and reporting.
66.	How will you ensure language access and culturally relevant support?	<p><u>IA will tailor all outreach efforts to the specific community being targeted and determine language accessibility requirements based on relevant language assessments and other demographic analysis.</u></p> <p>IA determines language accessibility and cultural support requirements based on relevant demographic data of the specific community being targeted.</p>
67.	How do you ensure language accessibility and outreach to underserved or hard-to-reach business communities?	<p><u>A will tailor all outreach efforts to the specific community being targeted and determine language accessibility requirements based on relevant language assessments and other demographic analysis.</u></p> <p>IA determines language accessibility and cultural support requirements based on relevant demographic data of the specific community being targeted.</p>
68.	Why was this initiative with IA created? During the session it was mentioned that a relationship and insights with Wells Fargo and other organizations led to this solution. Can you say more about this relationship, the insights, and what was learned?	Invest Atlanta intends to establish contracts with a pool of Technical Assistance providers that will support Atlanta's small businesses with a range of services to support their needs.

#	Questions	Answers
69.	Have the small businesses who we would be working with already been selected?	IA's programmatic team will provide more guidance on eligible businesses after award.
70.	If so, what are the challenges that these businesses are generally facing?	Small businesses in this program are existing businesses at varying stages (some new, some more experienced). This program intends to support their different challenges, including economic disruption.
71.	Additionally, can you provide the presentation and statement discussed from the information session?	Yes, please see presentation attached.
72.	I have a question about insurance. Will I be able to successfully bid if I have 2 separate insurance providers?	Providers must be covered for all insurance requirements. Proof of insurance coverage will be required upon selection and prior to contract execution.

INVESTATLANTA

Request for Qualified Contractors (RFQC) for Small Business Technical Assistance

Bidder's Conference

August 26th 2025

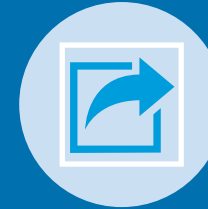
Agenda

- **Welcome & Introductions**
 - Meeting Notes
- **Opening Remarks**
 - Purpose of Bidder's Conference
- **Review of Solicitation Documents**
 - Overview of eRFP Sections
 - Mandatory Requirements
 - Mandatory Scored Requirements
 - Attachments to Include
- **Review of Schedule of Events**

Meeting Notes



This meeting is being attended in person



A copy of this presentation is available to participants upon request. Email request to lrussell@investatlanta.com



ONLY Written Questions will be officially answered within a consolidated response following the conference



When speaking, please speak loud enough for everyone to hear, state your name, company, then ask question(s)

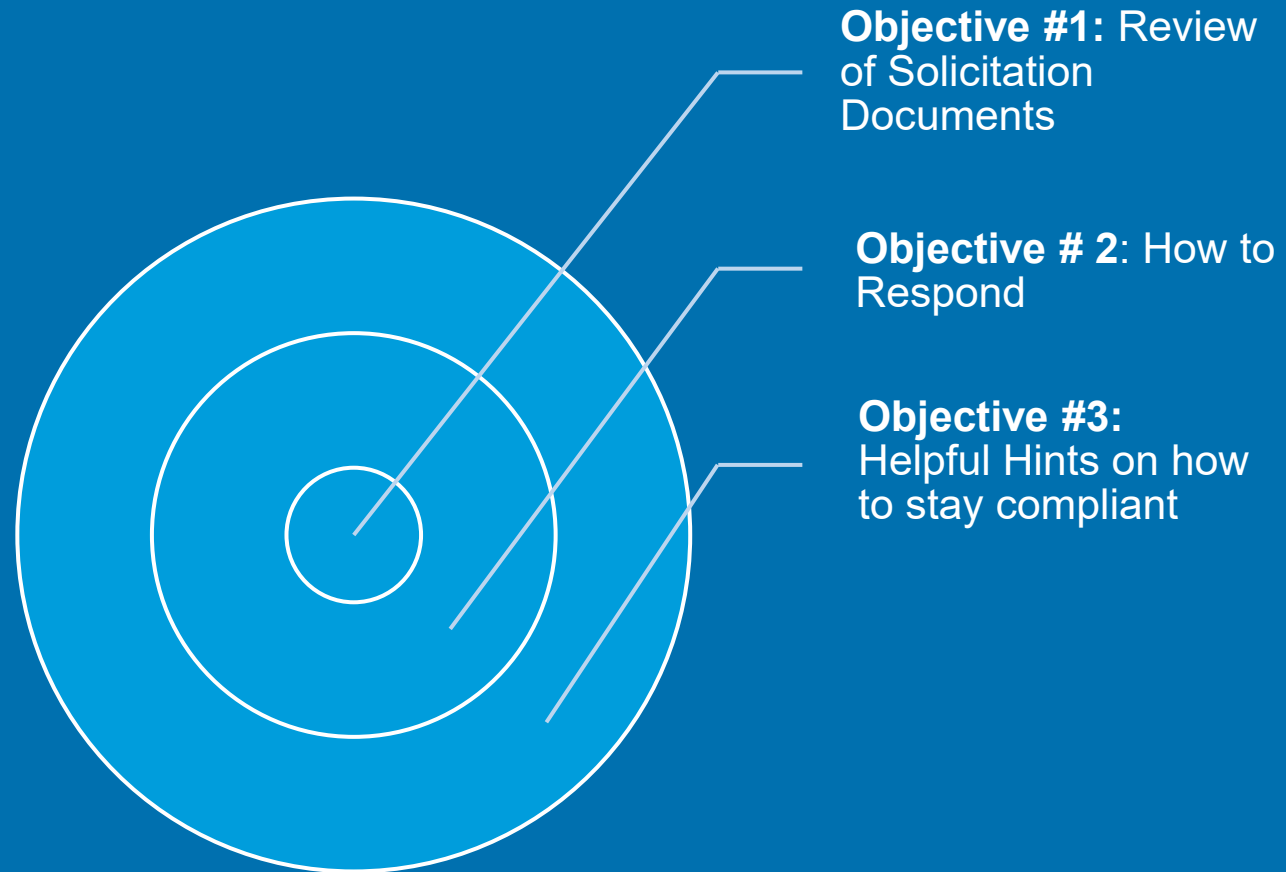


Respect the person talking

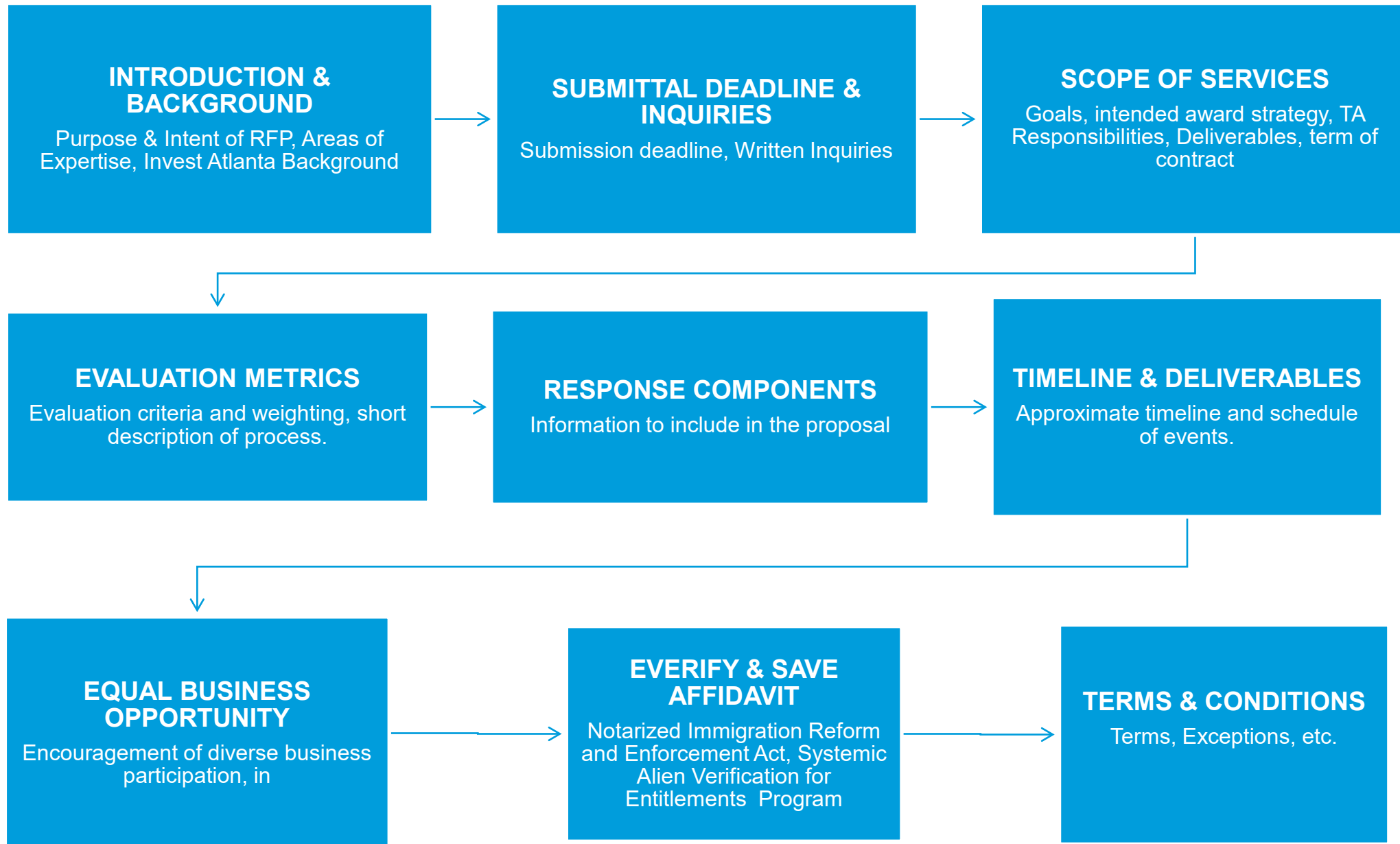


Please keep side conversations to a minimum and within your teams.

Purpose of Bidder's Conference: This Conference is designed to inform Suppliers about the solicitation documents and the solicitation process, with 3 main objectives in mind



RFP Document



RESPONSE COMPONENTS

RESPONSE COMPONENTS:

Responses submitted to this RFQC should include the following information outlined below in the following order:

Section I- Cover Letter

- The cover letter must include the Respondent's name, number, and be signed by a person authorized to sign on behalf of the Respondent.
- The letter should also include the name, title, address, and fax number of the person signing the letter and telephone number and fax number of one contact person and/or communications may be directed by Invest Atlanta that person is different from the person executing the work.
- The letter must designate the type of business (or organization) into a contract with Invest Atlanta and the identity of the person comprising the Respondent. The letter must also include the name, address, phone number, and fax number of the entity and a listing of major satellite offices. If the Respondent is incorporated or organized. If not a Georgia business in Georgia.
- The letter must include a declarative statement that a member of the Respondent team has an open discussion with Invest Atlanta regarding the project.

This section describes available resources to complete the scope of work in the time specified, including relevant prior experience and resumes for key individuals.

- Identify and provide resumes for ALL of the individuals that the Team will use to fill the following proposed positions: Partners; Directors; Managers; and Specialists.
- List of Relevant projects, including Client Name; project description; role of the individual; and project actual or expected completion date.
- Client List/Reference Contact (required submittal. A minimum of three (3) references are required).
- Also list in this section the most significant government and/or nonprofit organization engagements conducted by the firm (minimum of 3) that are similar to the engagement described in this request for proposal. The engagements should be ranked based on total staff hours. Indicate the scope of work, deliverables, size of organization, engagement partners, total hours, and the name and telephone number of the principal client.
- Please describe the firm's diversity, equity & inclusion policy

Section IV Methodology/Approach (40 points)

- This section describes the proponent's organizational structure and the services required in the scope of work and to manage the flow of information, to establish and maintain the necessary communication among project team members, and activities to accomplish the project within time and budget constraints.
- The proposal should set forth a strategy to provide technical assistance to businesses. Please provide a description of each service being offered and the number of businesses the Respondent can serve within the budget expressed in this RFQC.
- The proposal should clearly identify the \$5,000 and/or \$10,000 fee that will be offered to participating small businesses. The proposal should include the area of expertise, the course curriculum per package and timeframe.
- Please include the location where services will be offered (virtual or in-person).

Invest Atlanta 7
Request for Proposals

litigation associated with work in progress or completed in both the private and public sector during the past five years.

Section II – Executive Summary

- Provide a brief overview of the proponent's qualifications and proposed approach to accomplish the project detailed in the scope of work.

Section III –Qualifications (60 points)

- This section describes available resources to complete the scope of work in the time specified, including relevant prior experience and resumes for key individuals.
- Identify and provide resumes for ALL of the individuals that the Team will use to fill the following proposed positions: Partners; Directors; Managers; and Specialists.
- List of Relevant projects, including Client Name; project description; role of the individual; and project actual or expected completion date.
- Client List/Reference Contact (required submittal. A minimum of three (3) references are required).
- Also list in this section the most significant government and/or nonprofit organization engagements conducted by the firm (minimum of 3) that are similar to the engagement described in this request for proposal. The engagements should be ranked based on total staff hours. Indicate the scope of work, deliverables, size of organization, engagement partners, total hours, and the name and telephone number of the principal client.
- Please describe the firm's diversity, equity & inclusion policy

Section IV Methodology/Approach (40 points)

1. Must address ALL Requirements
2. Be mindful of Requirements that require an uploaded attachment.
3. Proposals should be limited to 30 pages

SECTION VI EVALUATION CRITERIA AND SELECTION PROCESS

1. Response Components
 1. Qualifications (80 pts)
 2. Methodology/Approach (40pts)

2. A pool of vendors (up to 5) will be selected and awarded based on submitted qualifications and curriculum and ensuring that the majority of the areas of expertise are covered.

Attachments to Upload

Must Haves....

- **Proposal Contents**
 - **Cover Letter & Executive Summary (less than 2 pgs)**
 - **Qualifications (Resumes, 3 references, minimum of 3 government or nonprofit relevant projects)**
 - **Outline & Description of Curriculum(per tier level)**
- Executed **Certification Statement**
- Recently Completed **E-Verify and SAVE Affidavit**
- **W9**
- **Business License**

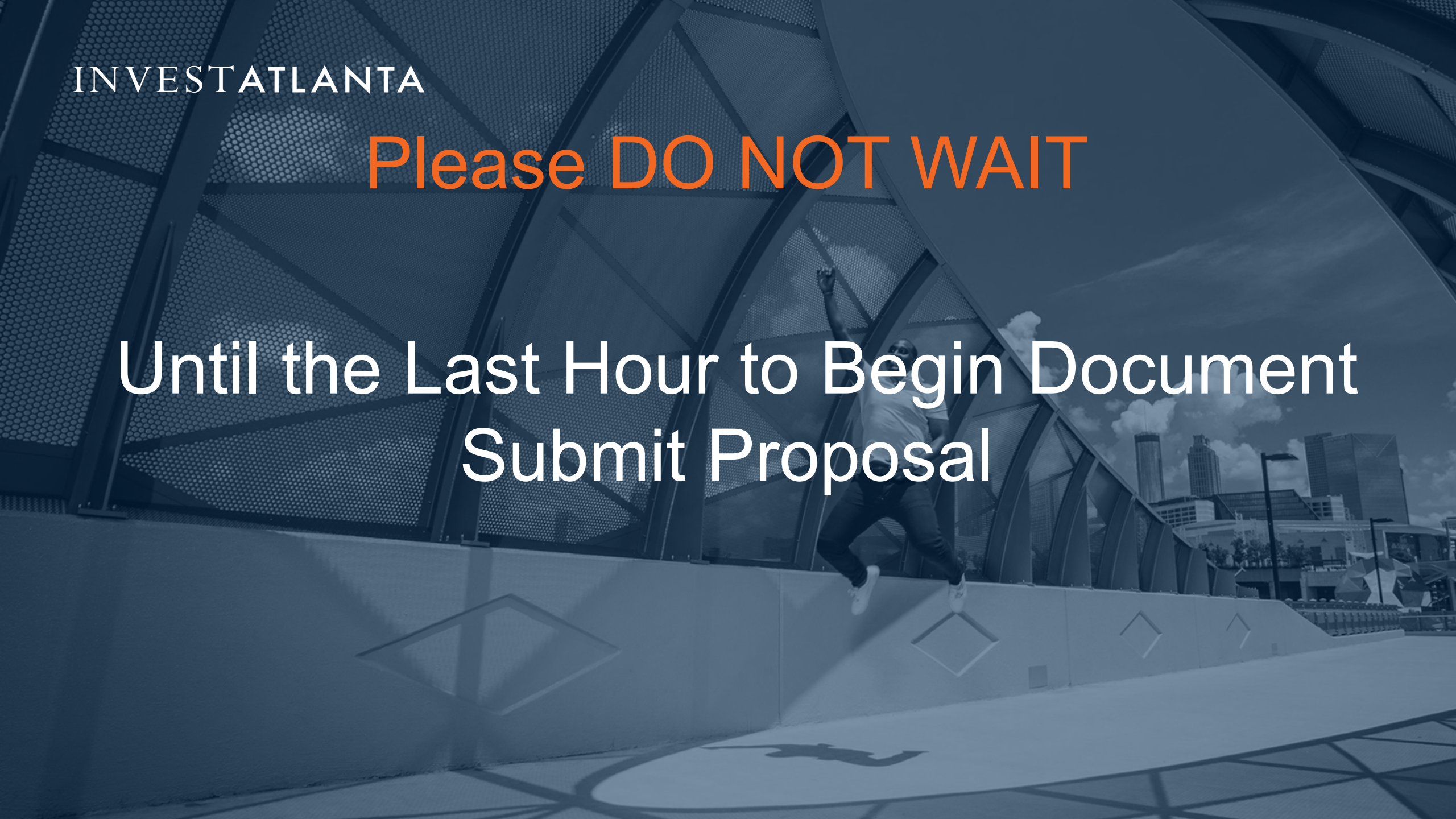
Maybe/Optional...

- Redline of Contract/Contract template
- Diversity Business Certification (s)

INVESTATLANTA

Please DO NOT WAIT

Until the Last Hour to Begin Document
Submit Proposal



Schedule of Events

The Road Ahead

Release of RFQC:	8/19/2025	
Informational Session	8/26/2025	11:00 a.m. ET
Deadline for written questions:	8/29/2025	5:00 p.m. ET
Responses to Written Questions:	9/8/2025	
Responses Due/Close Date/Time:	9/16/2025	5:00 p.m. ET

Invest Atlanta Website

<https://www.investatlanta.com/about-us/invest-atlanta-rfps>

(**For Small Business Technical Assistance Providers.)



THANK YOU

INVESTATLANTA