



**Minneapolis**  
City of Lakes

# B TAP

**PROFESSIONAL SERIES**

Facilitating Business Knowledge  
Exchange

**PROFESSIONAL SERIES SOLICITATION: TECHNICAL ASSISTANCE AND TRAINING**



Minneapolis  
City of Lakes

**B TAP**  
PROFESSIONAL SERIES

**BUSINESS TECHNICAL ASSISTANCE PROGRAM**  
Supporting Business Growth in the City of Minneapolis



LA LOMA



### About B-TAP Professional Series

Facilitating Business Knowledge Exchange

*B-TAP Professional Series*, a component of the City of Minneapolis' Business Technical Assistance Program ([B-TAP](#)), aims to respond quickly to opportunities to support small business growth. The goal is to sponsor a series of events in 2018 where local professional experts provide training or technical assistance on topics that help entrepreneurs, particularly those that have been underrepresented, take their businesses to the next level.

### Why is the City creating this program?

We believe that our city has vast professional talent, innovation, and creativity that can benefit our small business community. We want to tap into the innovative ideas of those professionals that respond to the needs of entrepreneurs. We want to provide more specialized assistance beyond that offered in the core B-TAP program and to an expanded audience of businesses.

### How it works:

The City of Minneapolis is piloting this call for ideas from local professionals and technical assistance providers. Responders will propose an idea for some sort of technical assistance for businesses that responds to a need that they have and if selected will have to deliver it in a short timeframe. Awards vary from \$2,500 to \$7,500, depending on the level of detail and impact in the target population. Up to five ideas will be selected.

## Do you have an idea to benefit the Minneapolis Small Business Community? Can you deliver it through Technical Assistance, Training or Coaching?

The City is requesting proposals to provide training or technical assistance to Minneapolis small businesses through it's **B-TAP Professional Series** program.

### **PROJECT BACKGROUND**

In 2017, the City of Minneapolis expanded its Business Technical Assistance Program (B-TAP) by creating the *Professional Series*. This is the most dynamic component of City of Minneapolis Business Technical Assistance Program (B-TAP). The goal is to create a series of events in 2018 where local professional experts provide training or technical assistance on topics that help entrepreneurs, particularly those that have been underrepresented, take their businesses to the next level.

### **PROFESSIONAL SERIES GOALS**

- Support the development of businesses with high potential so they can advance to the next level and create additional employment.
- Respond quickly to specific market needs or opportunities that address the well-being of Minneapolis entrepreneurs and small businesses.
- Support the development of minority, women, and low-income owned businesses.

### **HOW IT WORKS**

The City of Minneapolis is piloting this call for ideas from local professionals and technical assistance providers. Responders will propose an idea for some sort of technical assistance for businesses that responds to a need that they have and if selected will have to deliver it in a short timeframe.

### **AWARD AMOUNT**

Responders will have a short timeline to implement their idea. Awards vary from \$2,500 to \$7,500, depending on the level of detail and impact in the target population.

### **TARGET POPULATION**

The training and technical assistance is targeted at, but not limited to, the following audience:

- Small and medium-sized businesses
- Minority and women-owned businesses
- Businesses with traction ready to advance to the next level

[Download B-TAP PS Application \(word\)](#)



## BUSINESS TECHNICAL ASSISTANCE PROGRAM

Facilitating Business Knowledge Exchange



### PROPOSAL DEADLINE

Proposals are due by January 5th, 2018 email (pdf format) to Daniel Bonilla, [daniel.bonilla@minneapolismn.gov](mailto:daniel.bonilla@minneapolismn.gov), City of Minneapolis, Department of Community Planning and Economic Development

### TIMELINE:

- **RFP Opens:** November 17<sup>th</sup>, 2017
- **RFP Deadline:** January 5<sup>th</sup>, 2018
- **Selection and Notifications:** January 15<sup>th</sup>, 2018
- **Contracting:** January, 2018
- **Idea Implementation:** 2018 (to be scheduled)

Proposals received after the deadline will not be accepted. It is neither the City's responsibility nor practice to acknowledge receipt of any proposal. It is the responder's responsibility to assure that a proposal is received in a timely manner. Please make sure your proposal is complete. Incomplete proposals will not be accepted.

### SELECTION PROCESS

The ideas will be screened by a committee, which will score each application. The scoring points are listed next to each question in the application.

Up to five projects will be selected. Awards will vary from \$2,500 to \$7,500, depending on the level of detail and impact in the target population.

The selection criteria is listed in the application, including:

- The ability of the idea to meet the program goals
- Impact in the target population
- Experience and capacity executing similar work

### STANDARD AGREEMENT

The selected contractor will be expected to sign a [Standard Agreement Form](#)

### QUESTIONS?

Prospective responders should direct questions by email to: [btap@minneapolismn.gov](mailto:btap@minneapolismn.gov) (No calls please)

### ABOUT B-TAP:

The City of Minneapolis' [Business Technical Assistance Program \(B-TAP\)](#) provides training and funding for business consulting services that support new business development, retention, and growth.

B-TAP allows the City to expand its capacity by funding local, non-profit business development organizations and enterprises that already have community organizing expertise, cultural competency, and technical skills to provide the assistance.

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