



**CALIFORNIA OFFICE OF THE SMALL BUSINESS ADVOCATE
GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)**

**PROPOSAL FOR REQUEST FOR ENDORSEMENT BY GO-BIZ FOR THE U.S. SBA FEDERAL AND STATE
TECHNOLOGY (FAST) PARTNERSHIP PROGRAM**

Notice to Prospective Proposers

04/26/2021

All prospective applicants for the **U.S. SBA Federal and State Technology (FAST) Partnership Program** are invited to submit a request for an endorsement letter from the state. A state Governor's endorsement is a requirement for FAST – see NOFO #SBA-OIIFT-20-001. If you are seeking endorsement, you must review and respond to this Request for Proposals (RFP), entitled **U.S. SBA Federal and State Technology (FAST) Partnership Program Proposal for Endorsement**. In submitting your proposal, you must comply with these instructions.

In the opinion of GO-Biz, the RFP is complete and without need of explanation. However, if you have questions, or should need any clarifying information, please submit your questions to the email shown below.

California Office of the Small Business Advocate
osba@gobiz.ca.gov

Cc: Program Manager
Jean.Coleman@gobiz.ca.gov

Please note that no verbal information given will be binding upon the State unless such information is issued in writing.

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Overview

Background on the U.S. SBA's FAST Program

The mission of U.S. SBA's Office of Innovation & Technology, which bears responsibility for administering the FAST Program, is to strengthen the technological competitiveness of small businesses across the country through coordination and oversight of the Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) programs. The primary mission of the FAST program is to help underrepresented entrepreneurs successfully compete for SBIR/STTR awards.

The Federal and State Technology (FAST) Partnership Program provides funding to organizations to execute state/regional programs that increase the number of SBIR/STTR proposals leading to an increase in the number of SBIR/STTR awards from women, socially/economically disadvantaged individuals, and small businesses in underrepresented areas - typically rural states.

The California Office of the Small Business Advocate (CalOSBA) at the Governor's Office of Business and Economic Development (GO-Biz) will select one FAST proposal written in response to Funding Opportunity No. SB-OIIFT-21-001 to endorse. Final proposal will receive a letter of support.

Award Information

- 1 Letter of Support to endorse proposal awarded with necessary delegation letter
- No funding

NOTE: As of the date of this announcement, April 26, 2021, a Governor's Office Action Request (GOAR) for the required delegation letter from the Governor for endorsement is pending. Should the GOAR not be approved by June 2, 2021 12:00 PM PST, this RFP will be considered null.

Minimum Qualifications for Proposers

- Be a public or private entity, organization, or individual in California that intends to use funding awarded under Funding Opportunity No. SB-OIIFT-21-001 to provide outreach, financial support, and or/technical and business assistance to next generation R&D-focused small businesses in order to increase SBIR/STTR proposals and awards; and
- Adhere to eligibility and regulations prescribed in Funding Opportunity No. SB-OIIFT-21-001

Proposal Requirements and Information

The following elements are required in a proposal submission. Any proposal not meeting the minimum requirements will not be considered. Proposals shall be scored (as indicated) for each proposal that meets the minimum qualifications.

Proposers should submit all questions regarding this RFP to CalOSBA at osba@gobiz.ca.gov and copy Jean Coleman, Program Manager, at beginning April 27, 2021 thru May 14, 2021 3 PM PST. Responses to the questions shall be posted no later than May 19, 2021 by 5:00 PM PST at

<https://business.ca.gov/CalOSBA-Opportunities>

California Office of the Small Business Advocate
Governor's Office of Business and Economic Development
FAST Proposal for State Endorsement RFP April 2021

1. Timeline

RFP Release	April 26, 2021
Questions Open	April 27 – May 14, 2021 3:00 PM PST
Responses to Questions Posted	May 19, 2021 by 5:00 PM PST
Proposals Due	May 25, 2021 by 12:00 PM PST
Notice of Selection of Applicant for Endorsement Announcement	May 28, 2021
Applicant to Confirm Notice of Selection	May 31, 2021 by 12:00 PM PST
Signed Letter of Endorsement	By June 2, 2021

2. Proposal Preparation and Submission Instructions

a) Cover letter includes:

1. Applicant Organization's name, physical address, and website address;
2. Name, phone number, and email address for the designated point of contact; and
3. Dollar amount of assistance being requested

Address to:

Governor Gavin Newsom
State of California
c/o Dee Dee Myers, Director
Governor's Office of Business and Economic Development
1325 J Street, Suite 1800
Sacramento, CA 95814

- b) Full FAST proposal as required by Funding Opportunity No. SBA-OIIFT-21-001, Section IV – Application and Submission Information
- c) Submit both via email to osba@gobiz.ca.gov and copy by May 25, 2021 12:00 PM PST. Hard copy or facsimile submittals **will not** be accepted.

3. Evaluation Process

- a) At the time of proposal opening, each proposal will be checked for the presence or absence of required information in conformance with the submission requirements of this RFP (Section 2 of Proposal Requirements and Information).
- b) Award of endorsement resulting from this RFP will be based on strength of the FAST proposal. Those proposals that meet the submission requirements will be submitted to the evaluation committee. After evaluation by the committee, the award will be made to the responsible proposer earning the highest score.

4. Evaluation Criteria

Proposals will be evaluated based on the adequacy of the response to all the requirements of this RFP and must include all information specifically required in all sections of the RFP. Proposal will be evaluated individually by committee members and tally final scores for each proposal using the Evaluation Criteria Score Sheet.

Award of an endorsement resulting from this RFP will be based on the strength of the FAST proposal. RFPs will be evaluated using the following criteria and ratings:

FAST Technical Proposal	Points Available
Organizational Experience and Capacity	25
Experience and ability to reach and support underrepresented entrepreneurs	30
Project Design <ul style="list-style-type: none">• General Program Details• Collaboration and Leveraging of Resources• Target Markets	30
Risk Management	10
Cover Letter, Attachments and Exhibits	5
Total Available Points	100

EVALUATION CRITERIA SCORE SHEET

Name of Proposer: _____

Evaluator: _____

FAST Technical Proposal	Points Available	Score
Organizational Experience and Capacity	25	
Local and Regional SBIR efforts	30	
Project Design <ul style="list-style-type: none"> • General Program Details • Collaboration and Leveraging of Resources • Target Markets 	30	
Risk Management	10	
Cover Letter, Attachments and Exhibits	5	
Total Score	100	

5. Award

- a) Notice of selection of applicant shall be emailed to the selected proposer from osba@gobiz.ca.gov May 28, 2021 end of day
- b) Awarded proposer must confirm receipt by May 31, 2021 12:00 PM PST to secure state endorsement
- c) Upon confirmation, GO-Biz shall email the proposer the signed endorsement by the official designee and the designation no later than June 2, 2021
- d) If the awarded proposer fails to confirm receipt by May 31, 2021 12:00 PM PST, the notice of the proposed award will be null, and a new notice of proposed award will go to the next highest score
- e) Step D will continue until a proposer receives a signed endorsement

NOTE: As of the date of this announcement, April 26, 2021, a Governor's Office Action Request (GOAR) for the required delegation letter from the Governor for endorsement is pending. Should the GOAR not be approved by June 2, 2021 12:00 PM PST, this RFP will be considered null.

GO-Biz's determination is not subject to appeal.

6. Post-Award

There are no post-award requirements to CalOSBA and GO-Biz.

Notice to Applicants

Public Records Act

All materials submitted in response to a CalOSBA GO-Biz RFP will become the property of GO-Biz and as such, are subject to the California Public Records Act (Government Code Section 6250 et. seq.).

Verification of Applicant Information

By submitting a proposal, applicants authorize CalOSBA and GO-Biz to verify and all information submitting in the proposal. CalOSBA and GO-Biz may request additional documentation to clarify or validate any information provided in the proposal.

[END]