



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

**REQUEST FOR PROPOSALS: U.S. SBA FEDERAL AND STATE TECHNOLOGY (FAST) PARTNERSHIP
PROGRAM PROPOSAL FOR ENDORSEMENT**

Notice to Prospective Proposers

RFP Release Date: 06/07/2024

RFP Deadline: 06/12/2024, 12:00 PM PDT

All prospective applicants for the United States Small Business Administration (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 #SB-OIIFT-24-001](#).

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 CaIOSBA and 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

calosbaprograms@gobiz.ca.gov

Cc: Program Manager

Joy.Nordby@gobiz.ca.gov

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

NOTE: As of the date of this announcement, 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 17, 2024 12:00 PM PDT, this RFP will be considered null.



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Background on the Federal and State Technology (Fast) Partnership 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-24-001 to endorse. Final proposal will receive a letter of support.

Applicants are defined as an eligible organization that applies for funding under Funding Opportunity No. SB-OIIFT-24-001 and submits a proposal for a letter of endorsement from the State of California under this RFP.

Award Information

- 1 Letter of Endorsement with associated designation letter.

No funding is associated with this RFP.

NOTE: As of the date of this announcement, June 7, 2024, 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 17, 2024 12:00 PM PDT, this RFP will be considered null.



Minimum Qualifications for Applicants

- 1) Be a public or private entity, organization, or individual in California that intends to use funding awarded under Funding Opportunity No. SB-OIIFT-24-001 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
- 2) Adhere to eligibility and regulations prescribed in Funding Opportunity No. SB-OIIFT-24-001

Proposal Requirements and Information

The following elements are required in a proposal submission. Any proposal not meeting the minimum requirements will not be considered. All proposals that meet the minimum qualifications will be scored as described in section '[Evaluation Criteria](#)'.

All questions regarding this RFP shall be sent to CalOSBA at calosbaprograms@gobiz.ca.gov and copy Joy Nordby, Program Manager, joy.nordby@gobiz.ca.gov.

Proposal Preparation and Submission Instructions

- a) Cover letter – must include:
 1. Address to: Governor Gavin Newsom State of California c/o Tara Lynn Gray, Director California Office of the Small Business Advocate 1325 J Street, Suite 1800 Sacramento, CA 95814
 2. Applicant Organization's name, physical address, and website address;
 3. Name, phone number, and email address for the designated point of contact; and
 4. Dollar amount of assistance being requested
- b) Full FAST proposal as required by Funding Opportunity No. SBA-OIIFT-24-001, Section IV – Application and Submission Information

Both files must be submitted via email to calosbaprograms@gobiz.ca.gov and copy Program Manager, Joy Nordby, joy.nordby@gobiz.ca.gov and Assistant Deputy Director, Entrepreneurship & Innovation, Christopher Earl, chris.earl@gobiz.ca.gov with subject line: "FAST Grant Proposal for Endorsement" by June 12, 2024 12:00 PM PDT. Hard copy or facsimile submittals will not be accepted.



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.

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.

Proposals will be evaluated using the following criteria and ratings:

FAST Technical Proposal	Points Available
Operational 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



Selection and Award Process

- 1) Notice of selection shall be emailed to the selected applicant by end of day on June 13, 2024, from calosbaprograms@gobiz.ca.gov.
- 2) Awardee must confirm receipt by June 14, 2024, 12:00 PM PDT to secure endorsement from the state.
- 3) Upon confirmation, CalOSBA shall email the proposer the signed endorsement by the official designee and the designation.
- 4) If the awarded proposer fails to confirm receipt by June 14, 2024, 12:00 PM PDT, the notice of the selection will be null, and a new notice of selection will go to the next highest score.
- 5) Step 4 will continue until a proposer receives a signed endorsement.

NOTE: As of the date of this announcement, June 10, 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 17, 2024, 12:00 PM PDT, this RFP will be considered null.

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

Post-Award

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

Public Records Act Notice to Applicants

By submitting a proposal, the Applicant acknowledges that GO-Biz is subject to the California Public Records Act (PRA) (Government Code sections 7920.000 – 7930.215.). Consequently, materials submitted by an Applicant to GO-Biz may be subject to a PRA request. In such an event, GO-Biz will notify the Applicant, as soon as practicable, that a PRA request for the Applicant's information has been received, but not less than five (5) business days prior to the release of the requested information to allow the Applicant to seek an injunction. GO-Biz will work in good faith with the Applicant to protect the information to the extent an exemption is provided by law, including but not limited to notes, drafts, proprietary information, financial information, and trade secret information. GO-Biz will also apply the "balancing test" as provided for under Government Code section 7922.000 to the extent applicable.



Verification of Applicant Information

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

[END]