

April 13, 2023

ADDENDUM #1 –QUESTIONS/ANSWERS
FOR RFP CONSULTANT BUSINESS COACH

1. In the document, you mentioned a certification from the Cherokee Nation Tribal Employments Office (TERO). Doe this certificate should be submitted for all the proposals or just for the Indian proposal? **If you are a tribal owned business then the TERO certificate would be required if you checked yes on the bid submittal sheet.**
2. Could you please provide us with more information about the scope of work for this bid? What are you looking for specifically? **We are looking for an advisor that can work one on one with business owners and entrepreneurs that can help them with specialized technical assistances heavily focused on social media, internet sales and marketing, and retail growth.**
3. Is it required for the company to be based locally or in state? Will preference be given to an in state company? **It is not a requirement but the technical assistance must be done in person at the small business. So the work would have to be done locally.**
4. Can one-on-one training be done virtually? **No, the work is to be done on site at the small business's location.**
5. Is there a defined budget for this project? **No, the budget is tailored to meet the need of the client. There is ceiling amount for each client, however, the number clients is undetermined at this point.**

6. Is there an estimated coaching sessions per week we can use as a ballpark figure to propose our budget or should we quote an hourly rate? **Either are fine but an hourly rate would be preferred. We have set a ceiling we would like to pay per client but the work plan will be tailored to each client and the number clients is undetermined at this point.**

7. What level of support are you looking for on the retail side? Are you looking for us to make retail connections or is it advising on strategy and general business operations? **It is advising on strategy and general business operations to help the small business growth. We are looking for a strong focus on internet sales and social media marketing.**