



The Board of Governors of Missouri State University  
 Office of Procurement Services  
 901 South National Avenue  
 Springfield, MO 65897  
 Telephone: 417.836.5260

**AMENDMENT ONE REQUEST FOR PROPOSAL (RFP) 8435-25**

**November 13, 2025**

**Legal Technical Assistance for Small Businesses**

**Contract Period: January 15, 2026 through September 30, 2027**

RFP Amendment One addresses Questions submitted by potential contractors, along with the Response provided by the University. See page two (2) of this amendment. All else remains unchanged. Proposals remain due at the time and date shown

The contractor must acknowledge receipt of, and compliance with, this amendment by signing and returning the amendment as part of the contractor's proposal.

**Date and Time Returnable: 3:00 p.m. on Tuesday, November 25, 2025**  
 Michael Wills E-mail: [mikewills@missouristate.edu](mailto:mikewills@missouristate.edu) Telephone: 417.836.6583

By signing below and submitting a response to this RFP, Contractor agrees to furnish items and/or services pursuant to all requirements and specifications contained in this RFP, upon either the receipt of an authorized purchase order from Missouri State University, or receipt of a countersigned copy of the RFP.

Either occurrence shall be agreed by the parties as forming a binding contract pursuant to the terms of the RFP set forth herein. Contractor agrees that, subject to the terms of this RFP, any exceptions to the RFP, or other changes could disqualify the Contractor from consideration in University's final award.

Contractor Company Name		Date	
Mailing Address		Telephone	
City	State	Zip Code	Facsimile
Contact Person(s)		E-Mail(s)	
Printed Name	Authorized Signature	Title	
<b>For University Use Only:</b>		<b>Contract Number:</b>	
Accepted by the Missouri State University as Follows: In its entirety.			
Printed Name and Title	Authorized Signature	Date	
Michael Wills, Director of Procurement Services			

## **RFP 8435-25 Legal Technical Assistance Amendment Questions/Answers**

**1. On 5.7.3: I'm a lawyer, have E&O, rent space from efactory and don't carry General Commercial Liability; assuming delivery under this RFP is 100% virtual, why would this be required?**

Liability exposure exists in both virtual and live activities. Proof of general liability insurance coverage as outlined in the RFP is required.

**2. On 5.7.4: Assuming delivery under this RFP is 100% virtual, why would this be required?**

Given that the delivery is 100% virtual, proof of vehicle liability insurance coverage can be waived.

**2.4. Can beneficiaries be required to sign a "non-engagement" letter agreeing that I do not represent them as their lawyer?**

Question does not appear to apply to the listed Master Service Agreement questions.

**2.6a: Can assistance be virtual only?**

Yes.

**2.6b: 1. Are virtual training by definition accessible and inclusive for SEDI and rural communities?**

Yes, a dial-in option should also be provided for those with limited internet access

**2. What is the minimum length of time for each training course?**

One hour.

**3. Are electronic materials sufficient or hard copy required?**

Electronic materials are sufficient.

**2.6c: Are all data collection/reporting/tracking platforms readily accessible online without the need for me to create anything (just input data)?**

Yes. Access to an internal reporting system will be granted to the TA provider.

**2.7: 1. What is the schedule for SSBCI TA meeting and evaluations?**

Initial onboarding meeting for reporting platform; monthly as needed, minimum of quarterly meetings.

**2. Is the reporting platform readily accessible online without the need for me to create anything (just input data)?**

Yes.

**3. Is there an eligibility application; who completes the application; where are the standards documented?**

Yes, the person seeking TA services will complete an online intake form and eligible beneficiary status will be determined based on SSBCI 2.0 eligibility criteria. SSBCI Technical Assistance Grant Program Guidelines.

**2.8.3: Is contractor responsible for developing, implementing and paying for “outreach across the state”?**

Yes, the selected contractor should have an outreach plan to promote their one-on-one TA services across the state.

**2.8.4: Is contractor responsible for developing, implementing and paying for “outreach across the state”?**

Yes, the selected contractor should have an outreach plan to promote their one-on-one TA services across the state.

**2.8.5: Is contractor responsible for maintaining the data?**

The selected contractor should capture all data in the designated reporting platform.

**2.9. Where are the Accessibility Standards?**

**1.2.1 Accessibility Standards**

Means the following nationally and state accepted accessibility standards, the MO ICT Standards, the Web Content Accessibility Guidelines (WCAG) developed by the Web Accessibility Initiative (WAI) of the Worldwide Web Consortium (WC3), Level A and AA, and Appendixes A, B, and C of Section 508 and 255 Subparts to the Rehabilitation Act of 1973.

**1.2.2 Information Communication Technology (ICT)**

Means any information technology, equipment, or interconnected system or subsystem of equipment for which the principal function is the creation, conversion, duplication, automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, reception, or broadcast of data or information. For the purposes of this definition, ICT includes Information Technology.

**1.2.3 Information Technology (IT)**

Means any electronic information equipment or interconnected system that is used in the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information, including audio, graphic and text.

**2.10 Are Accessibility Standards documentation forms readily accessible online without the need for me to create anything (just input data) and are they submitted online?**

No. The University does not have standard documentation.

**3. Is contractor responsible for “filling” the group training?**

Yes. The trainings must be added to Missouri State University’s selected reporting platform. The trainings will need to be promoted by selected TA provider and will also be promoted by efactory at Missouri State University. All events will be co-promoted and branded using Sho-Me network templates.

**4. What are the consequences if the one-on-one hours or group training minimums are not achieved?**

The contract may be terminated if measurable progress is not achieved related to the minimum one-on-one hours and group trainings. Measurable progress will be reviewed on a quarterly basis between the University and TA provider.

**5. Are electronic materials sufficient or hardcopy required?**

Electronic materials are sufficient.

**6. Are monthly/quarterly progress and performance report forms readily accessible online without the need for me to create anything (just input data), and are they submitted online?**

To track monthly and quarterly progress, all activity, one-on-one counseling sessions and trainings, must be input into Missouri State University’s reporting platform based on the guidelines listed in 2.7 of the RFP.

**7. Whose written consent is necessary to share assistance outside the program?**

The eligible beneficiary must provide written consent to share any information with anyone outside of the TA program.

**8. Is form documentation provided to prove improvements in legal understanding and readiness?**

A survey should be emailed out or posted for all training participants to respond to. A survey template will be provided to TA provider.

**9. Who completes the improvements documentation?**

Eligible beneficiaries should complete a survey to indicate their improvements in legal understanding and readiness to access capital.

**10. How will potential or participating businesses or individuals be made aware of the trainings and services available? Will Missouri State University be responsible for conducting marketing and advertising for the services and trainings?**

The trainings will need to be added to Missouri State University’s reporting platform. The trainings will need to be promoted by the selected TA provider and will also be promoted by

efactory at Missouri State University. All events will be co-promoted and branded using Sho-Me network templates.

**11. Could you provide us with the budget allocation for this project?**

Maximum contract amount of \$50,000 for performance period.