



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) 8436-25

November 11, 2025

Accounting Technical Assistance for Small Businesses

Contract Period: January 15, 2025 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 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	
For University Use Only:		Contract Number:	
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 8436-25 Accounting Technical Assistance Amendment Questions/Answers

1. Is this the first time that this service has been requested (in other words, is this a new program) or has this program been around for a few years and is being renewed for the period included in the RFP?

Yes. This is a new program

2. Will we be able to see questions from others and your responses to those questions?

Yes.

3. I have one clarification regarding the training and workshop development component. We currently offer a proprietary 12-module online capital-readiness training program, which can be tailored with minor modifications to meet your requirements. Could you please confirm whether the expectation is for us to transfer ownership of the program to the University at the end of the performance period, or if you would be open to a licensing arrangement instead?

The selected TA provider will retain rights to their training programs.

4. Has a calendar and set time been established for each of the training courses? If so, please provide that information.

The selected TA provider will set their own schedule for training within the time period of the award. TA provider should consider dates/times to accommodate training participants.

5. Can guest speakers from other organizations participate in the courses?

Yes, guest speakers from other organizations may participate.

6. Besides the virtual, in-person, or hybrid course meeting options, what other requirements are necessary to ensure that sessions are accessible for SEDI and rural communities?

Entrepreneurs will schedule appointments from across the state of Missouri. Virtual options should always be available. If a participant does not have adequate internet access, phone options should be considered when necessary.

7. Will the Missouri SBDC at Missouri State University review and approve the training courses? If so, please provide a description of the process and timeline.

No, however, the training courses must align with the defined SSBCI 2.0 technical assistance areas.

8. Would the one-on-one accounting support technical assistance hours for participating businesses be able to be conducted remotely?

Yes.

9. 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.

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

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