

REQUEST FOR QUOTATION



NOTE: THIS IS **NOT** AN ORDER

ADMINISTRATION & FINANCE
Consolidated Procurement Office

DATE _____

TO:
Vendor: _____
Phone/Fax: _____
Email: _____

FROM: **University of Guam**
POC: _____
Phone/Fax: _____
Email: _____

PLEASE RESPOND NO LATER THAN: _____
DELIVERY DATE REQUIRED BY: _____

*******INFORMATION TO BE COMPLETED BY VENDOR AFTER THIS LINE*******

Notes: 1) Please furnish price quote, indicate delivery time and terms based on F.O.B destination for the items listed below. 2) Government of Guam encourages use of "earth friendly" products.

Quoted by (Print Name):			Quote Date:		
Terms: _____			Offering Recyclable products: _____		
Quote valid for: _____ Days			Offering Biodegradable products: _____		
Delivery Date offered: _____			Please separate your offer recyclable and/or biodegradable products from regular products		
#	QTY	DESC	Unit Price	Total Price	In Stock / Backorder
1					
2					
3					
4					
5					
6					
7					
8					
9					

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Job Description

BUSINESS ADVISOR

QUALIFICATIONS:

Minimum:

(A) Graduate from an accredited college or university with a Bachelor's degree in business or business-related field; at least two (2) years' experience in coordinating programs, such as workshops, seminars and conference, including experience in developing comprehensive business plans in a small business, small business consulting, or commercial lending. Proficient in Microsoft Office software.

OR

(B) Five (5) years' experience in business management and/or three (3) years in small business ownership; at least two (2) years' experience in coordinating programs such as workshops, seminars, and conference, including experience in developing comprehensive business plans in a small business, small business consulting, or commercial lending. Proficient in Microsoft Office software.

Preferred: Master's in business administration from an accredited university. Knowledge in QuickBooks and Exporting.

CHARACTER OF DUTIES:

Provides a comprehensive range of small business based assistance including one-to-one client counseling in the area of business plan development; analyzes, prepares and structure financial statements such as cash flow projections, income statement and balance sheet; provides assistance in automated and manual record keeping systems; assists clients with market related issues such as advertising, promotional functions, market surveys and other related areas; provides assistance with loan application; implements and/or participates in SBDC orientation and training sessions including long-term classroom situations, single and multi-day conferences and provides follow-up services as necessary to attendees; responsible for coordinating all training and conference scheduling for the SBDC; gathers written feedback from clients who have received assistance for the purposes of program refinement and promotional purposes; engages in advocacy for small business interest by developing and promoting public awareness of SBDC programs and services; assists in the design, planning and development of training courses and conferences; assists in the development and implementation of the PISBDCN Strategic Plan; assists in the preparation of periodic statistical and programmatic reports to the PISBDCN and the US Small Business Administration (SBA).

Duties and Responsibilities:

Implements and/or participates in SBDC orientation and training sessions including long-term classroom situations, single and multi-day conferences and provides follow-up services as necessary to attendees.

Performs clearinghouse services gathering information from clients and other interested individuals.

Refers clients, as appropriate, to SBDC volunteer and independent contract consultants and other outside specialists for additional support services.

Directly supervises student interns and instructs them by identifying tasks, editing reports and other written documents, monitoring meetings, as needed.

Engages in advocacy for small business interests by developing and promoting public awareness of SBDC programs and services.

Gathers data for measuring and evaluating the economic impact of the Guam SBDC program delivery in accordance with PISBDCN and SBA program requirements.

Assists in the preparation of periodic statistical and programmatic reports to the PISBDCN and SBA.

Works independently duties as assigned.