



6221 West Lane Suite 105
Stockton, CA 95210

www.sanjoaquin sbdc.org

Les Fong
Director
San Joaquin SBDC
6221 West Lane, Suite 105
Stockton, CA 95210

October 15, 2025

We are pleased to submit this proposal for the Stockton Incubator Program. The San Joaquin SBDC has been providing one stop technical assistance for accelerating small business success by providing no cost advising to our business community.

Through our experience operating the county-wide SJC Incubator, we have identified that one of the biggest barriers for participants from low-to-moderate income (LMI) backgrounds is the upfront cost of formal business setup. Many aspiring entrepreneurs struggle to afford necessary startup expenses such as:

- Obtaining a business license or permits,
- Securing appropriate insurance,
- Opening a business bank account, and
- Covering other basic registration or compliance costs.

Without financial support for these early-stage requirements, participants often skip essential steps. Launching informally or providing services without the proper legal structure. This leads to compliance risks, limited access to funding, and unstable business growth.

By incorporating a stipend, the SJC Incubator: Business Launch Accelerator directly removes this barrier, ensuring participants can complete every formal step of business creation. This approach supports long-term compliance, financial inclusion, and sustainability. Key outcomes aligned with the City of Stockton's goals for equitable economic development under PUR 26-004.

This investment transforms knowledge into action: participants leave not only trained with an intense workshop series and one-on-one mentoring, but legally established, banked, and ready to operate successfully within Stockton's small business ecosystem.

We acknowledge the addendums to the solicitation document. This proposal and all its content are valid for a period of 120 days.

Sincerely,

Les Fong
Director
San Joaquin Small Business Development Center

5.1 Qualifications & Experience

1. Program Narrative

The **Stockton Incubator: Business Launch Accelerator** is a one-week, high-impact entrepreneurship program jointly implemented by the **San Joaquin Small Business Development Center (SJ-SBDC)** in collaboration with **Open Innovation Centers (OIC)**.

Through our experience operating the county-wide SJC Incubator, we have identified that one of the greatest barriers for participants from low-to-moderate income (LMI) backgrounds is the upfront cost of formal business setup. When entrepreneurs must choose between basic household needs and business license fees, a process that could take only a week often stretches into months due to limited funds.

We hold our Stockton incubator cohort at the Green Economy Lab, which allows us to leverage partnerships with the Housing Authority and reach residents directly. In May, we held a cohort composed entirely of residents recruited through this collaboration. To this day, these remain some of our most dedicated entrepreneurs—balancing jobs, raising families, and steadily advancing their businesses. From this experience, we learned that there is a consistent \$300–\$500 cost barrier to launching a business for low-income entrepreneurs.

These entrepreneurs have already demonstrated commitment. They have developed products, collected inventory and supplies, learned new skills, pursued certifications, and prepared for the work of their businesses. Yet, despite their passion and preparation, the final \$300–\$500 required to formalize their ventures remains a prohibitive obstacle. These costs are even higher for domestic violence survivors, who require registered agent and virtual address services to protect their safety.

This proposal offers a direct solution to address that challenge for some of Stockton's most promising entrepreneurs. Those who are unable to begin with solid foundations often encounter greater difficulties later when seeking financing and scaling.

We see this program as an opportunity to provide an entrepreneurship “boot camp”—equipping participants with readiness training and the resources to formalize their businesses in just one week. The Stockton Incubator: Business Launch Accelerator empowers LMI residents to register, activate, and professionalize their small businesses through a structured curriculum that integrates business formation, financial literacy, and digital enablement.

Following the initial week, entrepreneurs are eligible for one-on-one advising with SJ-SBDC subject matter experts who continue to support participants in their chosen industries. For example, our food industry advisor supports participants pursuing food

ventures, while our contracting advisor assists those seeking Small/DBE certification and government contracting opportunities. Additional areas of support include business planning, access to capital, marketing, e-commerce, AI integration, import/export, home health care, and beauty/hair services.

By combining a short-term, high-impact accelerator with long-term technical advising, the program ensures participants not only launch their businesses but also receive the continued support needed to adapt and grow.

Participants will complete the program having:

- Registered a business (license and EIN)
- Opened a dedicated business bank account
- Built a professional one-page website
- Created business cards and branding materials
- Established a bookkeeping system
- Developed a sustainability plan for growth

By integrating **hands-on training, milestone-based stipends**, and real-world activation, the program eliminates key barriers preventing LMI entrepreneurs from launching viable businesses in Stockton.

a. Goals and Outcomes

The **Stockton Incubator: Business Launch Accelerator** directly supports the **City of Stockton's Entrepreneurship Ecosystem Building (PUR 26-004)** objectives and the **HUD CDBG national goal** of benefitting LMI individuals by providing technical assistance and startup resources.

Primary Goals:

1. Increase the number of formalized small businesses owned by Stockton's LMI residents.
2. Strengthen financial literacy, bookkeeping, and capital readiness.
3. Build digital and operational capacity for long-term success.
4. Remove financial barriers to startup through milestone-based stipends.

Expected Outcomes:

- 20 LMI entrepreneurs verified and served
- 20 new businesses registered and banked
- 20 business websites launched and branded materials produced
- \$10,000 in stipends distributed to assist business activation
- 90% program completion rate

- 100% of participants reporting improved confidence in business operations
-

b. Target Population

The **SJC Incubator: Business Launch Accelerator** serves **Stockton residents who meet HUD's LMI income criteria**. Participants will primarily include aspiring or early-stage entrepreneurs and microbusiness owners (five or fewer employees). We are not looking for a specific business type as SBDC can support across a range of industries. Instead, we are looking for entrepreneurs that have a solid business idea and are looking for support at launch.

Recruitment will prioritize neighborhoods and demographics historically underrepresented in traditional business programs. **SJ-SBDC** and **Open Innovation Centers** will collaborate on outreach using community partnerships, informational sessions, and targeted campaigns to engage LMI participants before the program begins.

c. Method for Tracking Outcomes

Pre-Program (Recruitment & Qualification)

Prior to the accelerator week, **SJSBDC** and **Open Innovation Centers** will conduct **community information sessions** and **business ideation workshops** to prepare and qualify participants.

- Each participant will complete **LMI verification** and intake forms.
- Business ideas will be refined to ensure readiness for implementation on Day 1.

This stage satisfies HUD's **Limited Clientele (LMC)** national objective and ensures that 100% of participants are eligible and prepared.

Evaluation and Continuous Improvement

Evaluation will include follow-up surveys at three and six months to measure:

- Business continuity and growth
- Job creation or income generation
- Ongoing financial management and digital engagement

Feedback will inform continuous program refinement and integration with future **SJ-SBDC** and **Open Innovation Centers** programming.

Data Collection for Longitudinal Outcome Tracking

When the entrepreneurs near the end of their weeklong educational component they are entered the SBDC Neo Serra system where their progress is documented by every advisor that works with them. This system is used both by OIC (who are SBDC advisors themselves) and SBDC. This insures high quality longitudinal data once entrepreneurs are in the system.

2. Proposer's Project Team & Relevant Experience

a. Project Team

i. The **SJC Incubator: Business Launch Accelerator** is administered by **San Joaquin Small Business Development Center (SJSBDC)** in collaboration with the **Open Innovation Centers (OIC)**.

- **San Joaquin Small Business Development Center** serves as the **lead applicant and fiscal agent**, ensuring compliance, grant administration, and reporting alignment with City requirements. The SJSBDC will provide follow-up technical assistance to participants with specific subject matter experts in areas such as marketing, finance, and business planning, in respective industries such as food, home health care, beauty, e-commerce, etc.
- **Open Innovation Centers** serves as the **program operator**, responsible for implementation, facilitation, participant engagement, and data collection of the intensive course. OIC will work with SBDC to make sure all participants are registered in SBDC to ensure long term follow up and mentorship.

Core Team for the SJC Incubator: Business Launch Accelerator:

- **Program Manager OIC (Jateen Bhakta):** Oversees curriculum, facilitation, and quality control.
- **SJSBDC Lead Administrator (Kenji Shimabukuro):** Coordinates fiscal management, compliance, and reporting.
- **Lead Instructor OIC (Jateen Bhakta):** Facilitates daily training and one-on-one coaching.
- **Program Coordinator OIC (Clare Bhakta):** Handles logistics, communication, and outreach to community partners to recruit and screen learners. Will also co-teach the intensive one week class.

Together, **SJSBDC** and **OIC** bring complementary strengths—OIC’s innovative programming and on-the-ground delivery capacity, combined with SJSBDC’s federally recognized expertise in small business development, technical assistance, and compliance oversight.

ii. **SBDC**

The entire network of SBDCs has existed since 1979 and the SJ-SBDC is a part of this network. In 2020, the NorCal SBDC network saw the following economic impact: the creation of 5,120 new jobs, the generation of \$250,029,199 in new taxable income, and helping businesses and entrepreneurs successfully access \$514,937,445 of capital infusion. The NorCal network alone provided 16,342 businesses with one-on-one advising which resulted in 83,916 hours of consultations delivered and 48,414 small business participants at training events.

In the first fiscal year of October 2021 to September 2022, under the new host, CAPCC, the SJ-SBDC served 1,015 clients, created 56 jobs, helped to start 39 businesses, increased \$1.18M in sales, and assisted business owners with \$2.368M of capital infusion. From October 2024 to September 30, 2025, SJ-SBDC created 189 jobs, \$9,583,925 increase in sales, and \$23,569,000 in capital infusion.

The SJ-SBDC is operated by the California Asian Pacific Chamber of Commerce (CAPCC), the largest ethnic chamber in California in terms of members and clients served, annual budget, and staffing level. CAPCC was launched in 2010 to give voice to the more than 600,000 Asian American and Pacific Islander (AAPI) businesses in the state. CAPCC’s economic development, community engagement, and advocacy programs serve all minority business enterprises in California and work with both statewide and local partner organizations and government groups to deliver its mission. The CAPCC operates multiple state and federal centers that complement the SJ-SBDC. This included the Small Business Transportation Resource Center (SBTRC), a program of the Department of Transportation, the Minority Business Development Agency (MBDA) Business Center on behalf of the Department of Commerce and is a major technical assistance provider for the State of California as part of the Technical Assistance Program (TAP) network. Examples of CAPCC technical services and activities include delivering training on access to capital, business start-up, Human Resources support, access to government and corporate contracts (i.e., supplier diversity), access to new markets and global supply chains, international trade, business strategy development, marketing and communications, and more recently, transitioning to a digital business model, with a special emphasis on language and cultural sensitivity for diverse and disadvantaged small business populations.

One of SJ-SBDC’s strengths is the ability to leverage CAPCC’s existing ecosystem of resources and technical assistance to strongly complement and expand the services and resources offered by the SJ-SBDC. When connected to this ecosystem, the SJ-SBDC clients are linked to CAPCC’s expansive network of federal, state, and local

assistance services to provide access to a wide range of resources, subject-matter experts, and partners to help them grow operations, penetrate new markets domestically and abroad, and maintain competitiveness. Similarly, CAPCC has brought its wide spectrum of organizational experience and depth of partner relationships to SJ-SBDC partners in the areas of Minority Business Enterprise (MBE) support, effective supplier diversity tactics and strategies, and access to global market opportunities through international trade and development.

Open Innovation Centers (OIC)

Open Innovation Centers is a San Joaquin County based educational nonprofit. They have an instructional team of five full time instructors and one part time teaching assistant. They have the capacity to complete this project and the experience working with LMI entrepreneurs through the SJC Incubator project.

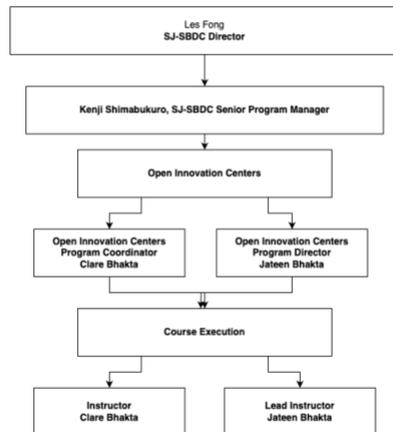
iii. The accelerator builds upon the success of the existing **SJC Incubator**, a county-wide entrepreneurship program administered by **SJ-SBDC** and operated by **Open Innovation Centers**. The current **SJC Incubator** serves 165 entrepreneurs across San Joaquin County, with **53 of these participants identified as LMI (Low-to-Moderate Income)**—demonstrating a proven track record of reaching and supporting the very population the City of Stockton aims to serve under this grant.

The roles and responsibilities for this project are directly related to the roles and responsibilities for the SJC Incubator. We are experienced collaborators whose roles and responsibilities align with our strengths. As in the SJC Incubator, Jateen & Clare Bhakta will lead the weeklong educational offering. They will recruit, train and follow up with participants. Kenji Shimabukuro will provide the administrative leadership, grant management and fiscal checks and balances. Les Fong will be responsible for big picture leadership – tearing down silos and connecting people and organizations as needed.

iv. Open Innovation Centers created a Notion based project management system to track participants, notes, progress and communication between SBDC and OIC for the SJC Incubator. We will extend that system to this project as we have worked out the kinks and created a workflow that works between the two organizations. This Notion platform handles learner data and notes for those are “pre SBDC” and not currently in the SBDC Neoserra system. Once a business is launched, those participants are entered into the SBDC Neoserra system for permanent data tracking. Using these established systems will allow us to communicate smoothly, track our learners and provide reliable outcome data for participants.

v. Organizational Chart – SBDC & OIC relationships

SJC Incubator: Business Launch Accelerator



b. Key Personnel

Les Fong, SJ-SBDC Director, has 13 years of experience as a business advisor with the SJ-SBDC and has been Director since 2022. Prior to his role as Director, he ran a successful Stockton based advertising and marketing company, Ken Fong & Associates. Les Fong sits on the Board of several local agencies such as the San Joaquin Regional Transit District and the Workforce Development Board. The Director’s responsibilities are to provide oversight and strategic planning of the program, and to develop partner relationships that would enhance the existing business network of the SJ-SBDC, resulting in increased program participation.

Kenji Shimabukuro, SJ-SBDC Senior Program Manager, has over 34 years of experience in event planning and develops the classes, webinars, and workshops for the center. Program Manager manages the logistics, schedule, and administration of the program.

Jateen Bhakta is a seasoned entrepreneur and technologist with deep experience in launching and scaling technology-driven ventures. He has built and led startups in game development, digital media, and software innovation,

applying his expertise in emerging technologies to create pathways for economic growth and opportunity. At Open Innovation Centers, Jateen has been at the forefront of designing entrepreneurship and workforce programs that equip aspiring founders with the technical knowledge, startup strategies, and digital tools to bring their business ideas to life. His hands-on experience in product development, business modeling, and technology adoption uniquely positions him to mentor low-income entrepreneurs in Stockton, helping them transform innovative ideas into sustainable businesses in today's digital economy. Jateen will be the lead for program design & execution – his focus will be on preparing and executing the course work.

Clare Bhakta is a community innovator and educator dedicated to expanding access to entrepreneurship and workforce opportunities for underserved populations. As the founding executive director of Open Innovation Centers, she has designed and launched programs that blend youth STEAM education, workforce development in emerging industries like 3D printing and game development, and entrepreneurial support for small business owners. Clare has extensive experience building partnerships with organizations such as San Joaquin County WorkNet, the SJC Incubator program, libraries, and community-based organizations, ensuring low-income entrepreneurs gain the resources, mentorship, and tools needed to succeed. With a background in developing grant-funded workforce pathways and entrepreneurship training, Clare brings both strategic vision and hands-on teaching experience, making her a strong advocate and mentor for Stockton's next generation of entrepreneurs. Clare will take the lead on logistics, communication and outreach to collaborative partners to recruit for the program. She will serve as the administrator on the OIC side ensuring the SBDC and OIC are aligned, that participants are qualified and move smoothly through the program and the transition from class to SBDC.

c. Project Experience

The SJC Incubator – SBDC & OIC working together

The SBDC and Open Innovation Centers have collaborated for the last two years in the creation of the SJC Incubator program. The program was a collaborative project between the entities and launched in January of 2025 as a WorkNet staff sponsored project and funded by the San Joaquin County Supervisors.

The SJC Incubator offers cohort support, educational offerings and one on one mentorship for any one in San Joaquin county interested in exploring entrepreneurship. In 2026 the SJC Incubator will hold regional pitch events within each county supervisor district and a regional pitch event with cash prizes of \$25,000 for entrepreneurs to be held at Delta College on April 24th, 2025.

In this partnership Open Innovation Centers runs to the day-to-day operations from recruitment to educational offerings. OIC works with entrepreneurs to grow their ideas

into businesses and help them connect with their customers, user test their ideas, select business types, and become finance ready. Once established as a “business start” – entrepreneurs receive mentorship and continued support from SBDC as their business grows and evolve.

You can learn more about the SJC Incubator at SJCIncubator.com.

3. References

Please refer to Attachment D: Agency Reference Form below

4. Financial Capacity

Please refer to Attachment E: Certification of Financial Condition

5.2 METHOD OF APPROACH

1. Understanding of the Scope

The **San Joaquin Small Business Development Center**, in partnership with **Open Innovation Centers**, fully understands the City of Stockton’s goal to **expand technical assistance and entrepreneurship opportunities** for underserved populations through **PUR 26-004 Entrepreneurship Ecosystem Building**.

The **SJC Incubator: Business Launch Accelerator** directly fulfills this mission by providing measurable, CDBG-eligible services that translate into immediate economic activation for LMI entrepreneurs.

2. Implementation Strategy

1. **Pre-Program (Month 1):**
 - Conduct outreach and ideation workshops.
 - Complete LMI verification and participant selection.
 - Finalize cohort logistics and readiness checks.
2. **Program Delivery (Month 2):**
 - Deliver the 7-day accelerator.
 - Monitor milestone completion and distribute stipends after Day 5.
 - Collect participant deliverables (licenses, websites, bank documentation).
3. **Follow-Up (Months 3–4):**
 - Provide mentorship and technical support.
 - Collect data and success stories for quarterly reports.

- Submit reimbursement and compliance documentation via SJSBDC.

One-Week Accelerator (7 Days, 6 Hours per Day)

The **SJC Incubator: Business Launch Accelerator** follows a structured daily format: **3 hours of instruction + 3 hours of implementation**, where participants execute what they learn under mentor guidance.

Day	Focus	Key Deliverables
Day 1: Orientation & Goal Setting	Program onboarding, milestone mapping, accountability assignments.	Personalized business roadmap.
Day 2: Business Structure & Compliance	Legal entity formation, tax registration, EIN setup.	Proof of registration and EIN confirmation.
Day 3: Financial Literacy & Setup	Budgeting, bookkeeping, pricing models, and access to capital readiness.	Startup budget and bookkeeping tracker.
Day 4: Digital Readiness & Branding	Logo design, brand identity, and website development.	Live one-page website.
Day 5: Marketing & Visibility	Social media setup, business card printing, marketing plan creation.	Printed business cards and brand kit.
Day 6: Activation Day	Group outing to complete licensing, open bank accounts, and activate operations using stipends.	Proof of license and bank account.
Day 7: Showcase & Sustainability	Presentations, mentorship connections, and graduation.	Final presentation and sustainability plan.

Participants receive milestone-based stipends after Day 5 to fund business activation expenses.

3. Best Practices

Open Innovation Centers and **SJSBDC** will jointly maintain robust data collection systems for:

- LMI documentation and participant demographics
- Proof of business registration and bank setup
- Pre-/post-program surveys measuring knowledge and readiness
- Stipend disbursement records and expenditure tracking

- Quarterly performance reports (submitted by SJ-SBDC)

4. Quality Assurance & Processes

The **Stockton Incubator: Business Launch Accelerator**, administered by the **San Joaquin Small Business Development Center** and operated by **Open Innovation Centers** provides a proven, ready-to-launch model for inclusive entrepreneurial growth. With an established infrastructure, demonstrated experience serving LMI populations, and measurable outcomes aligned with the City’s priorities, this initiative will strengthen Stockton’s entrepreneurship ecosystem and empower its residents to launch sustainable small businesses.

Measurable Deliverables

Deliverable	Measurement Tool	Timeline
20 LMI entrepreneurs verified	Intake forms and income documentation	Pre-program
20 businesses registered	Registration proof	Within program week
20 bank accounts opened	Bank confirmations	Day 6
20 websites launched	URLs verified	Day 4–5
20 sets of business cards printed	Vendor receipts	Day 5
\$10,000 stipends disbursed	Signed logs	Day 5–6
Quarterly & Final Reports	City templates	Ongoing

Risk Management

Risks such as attrition or incomplete deliverables will be mitigated through:

- Pre-qualification and readiness assessments
- Daily milestone tracking and coaching
- Close coordination between OIC and SJSBDC for participant support and compliance monitoring

Alignment with City and HUD Priorities

The **Stockton Incubator: Business Launch Accelerator** satisfies all **CDBG national objectives** by:

- Serving 100% LMI clientele (verified pre-enrollment).
 - Delivering technical assistance and micro enterprise support per **24 CFR 570.201(o)**.
 - Advancing Stockton's **2025–2029 Consolidated Plan** and **Economic Development Strategic Action Plan (EDSAP)** objectives.
-

Evaluation and Continuous Improvement

Evaluation will include follow-up surveys at three and six months to measure:

- Business continuity and growth
- Job creation or income generation
- Ongoing financial management and digital engagement

Feedback will inform continuous program refinement and integration with future **SJ-SBDC** and **Open Innovation Centers** programming.

5.3 Price Sheet

As per the RFP request we have used a separate file for our project budget.

8.0 PROPOSAL DOCUMENTS

ENTREPRENEURSHIP ECOSYSTEM BUILDING	
PUR 26-004	
SUBMITTAL DUE: THURSDAY, OCTOBER 16, 2025 AT 2:00 PM	
RFP Submittal Electronic Mail	city.clerk@stocktonca.gov
Proponent Business Name	San Joaquin Small Business Development
Proponent Contact Name	Les Fong
Proponent Address	6221 West Lane, Suite 105 Stockton, CA 95210
Proponent Phone Number	209-868-1046
Proponent Email Address	lfong@calasiancc.org
Department of Industrial Relations ID Number (if applicable)	

ATTACHMENT A – PROJECT SUBMITTAL CHECKLIST

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE ONLY. IT IS NOT REQUIRED TO BE SUBMITTED WITH PROPOENT PROPOSAL.

	1. Attachment A – Project Submittal Checklist
	2. Cover Letter & Executive Summary
	3. Full proposal as defined in this solicitation
	4. Section 8 Form – Proposal Documents
	5. Attachment B – Proponent’s Covenant
	6. Attachment C – Non-Collusion Affidavit - Sign and notarize by jurat certificate the “Non-Collusion Affidavit” form. An “All-Purpose Acknowledgment” form will not be sufficient.
	7. Attachment D – Agency Reference List
	8. Attachment E – Certification of Financial Condition
	9. Attachment F – Cost / Price Proposal (Under separate cover)
	10. Attachment G – Subcontractor List
	11. Attachment H - Exceptions
	12. All Amendment Acknowledgements. Print and sign all clarifications/questions/answers on the City’s website at www.stocktonca.gov/eddbid and submit with proposal response
	Submit one (1) electronic version of the proposal and (1) Attachment F – Cost/Price Proposal to: city.clerk@stocktonca.gov

ATTACHMENT B- PROPONENT'S COVENANT

In submitting this proposal, as herein described, the Proponent agrees that:

1. They have carefully examined the Scope of Work and all other provisions of this document and understand the meaning, intent, and requirements of same.
2. They will enter into contract negotiations and furnish the services specified.
3. They have signed and notarized the attached Non-Collusion Affidavit form, whether individual, corporate or partnership. Must be 'A Jurat' notarization.
4. They have reviewed and signed all clarifications/questions/answers on the City's website at www.stocktonca.gov/eddbid.
5. Confidentiality: Successful Proponent hereby acknowledges that information provided by the City is personal and confidential and shall not be used for any purpose other than the original intent outlined in the Request for Proposal. Breach of confidentiality shall be just cause for immediate termination of contract agreement.

San Joaquin SBDC

FIRM

6221 West Lane, Suite 105, Stockton, CA 95210

ADDRESS



Les Fong,
10/15/2025

SIGNED BY & DATE

Director

TITLE OR AGENCY

209-868-1046

PHONE/FAX NUMBER

lfong@calasiancc.org

EMAIL

No. 3

AFFIDAVIT FOR FIRM, ASSOCIATION, OR CO-PARTNERSHIP

STATE OF California _____)ss.

County of San Joaquin _____)
(insert)

LES FONG & Clare Bhakta, each being first duly sworn, depose and say: That they are a member of the firm, association or co-partnership, designated as SJ SBPC who is the party making the foregoing bid; that the other partner, or partners, are Open Innovation Centers that such bid is genuine and not sham or collusive, or made in the interest or behalf of any person not named herein; that said Proponent has not colluded, conspired, connived or agreed, directly or indirectly with, or induced or solicited any other bid or person, firm or corporation shall or should refrain from proposing; and has not in any manner sought by collusion to secure to themselves any advantage over or against the City, or any person interested in said improvement, or over any other Proponent.

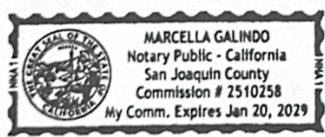
[Signature]
(Signature)

[Signature]
(Signature)

Subscribed and sworn to (or affirmed) before me on this 16 day of October, 2025

by Marcella Galindo, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Seal [Signature]



**ATTACHMENT D – AGENCY REFERENCE FORM
PUR 26-004**

Supply Three (3) References of Government Agencies and/or Firms for whom Bidder has provided similar Services during the last three (3) years:

LIST OF REFERENCES

1. Agency or Firm Name:	San Joaquin Economic Development Department		
Location of the Service:	6221 West Lane, Suite 105, Stockton, CA		
Contact Person and Title:	Nicole Snyder, Deputy Director		
Telephone:	209-468-3619		
Email Address:	nsnyder@sjcworknet.org		
Description of Service:	Certification Training, Business Consulting		
Date(s) When Service Provided:	12/24 - present		
2. Agency or Firm Name:	City of Stockton		
Location of the Service:	6221 West Lane, Suite 105, Stockton		
Contact Person and Title:	Jamie Vilinskas, EDA		
Telephone:	209-937-5075		
Email Address:	Jamie.Vilinskas@stocktonca.gov		
Description of Service:	Small, DBD, WBE, Certification, procurement assist		
Date(s) When Service Provided:	1/22/24 - 6/30/24		
3. Agency or Firm Name:	City of Lodi		
Location of the Service:	Lodi		
Contact Person and Title:	Luis Aguilar		
Telephone:	209-269-4885		
Email Address:	laguilar@lodi.gov		
Description of Service:	Business Advising, Capital Readiness		
Date(s) When Service Provided:	11/23 - Present		

Signature and acknowledgment by signing below, I certify that I am authorized by the company named above to respond to this request.

Company/Firm Name	San Joaquin Small Business Development Center		
Address	6221 West Lane, Suite 105	Zip:	95210
Contact Name	Les Fong		
Email	lfong@calasiancc.org	Phone	209-868-1046
Fax	Signature		

ATTACHMENT E – CERTIFICATION OF FINANCIAL CONDITION

Solicitation #: PUR 26-004

Vendor Name: San Joaquin Small Business Development Center

The undersigned hereby certifies that: [check all applicable boxes]

The Vendor is in sound financial condition and, if applicable, has received an unqualified audit opinion for the latest audit of its financial statements.

Date of latest audit: July 29, 2025 (If no audit within past 18 months, explain reason below.)

The Vendor has no outstanding liabilities, including tax and judgment liens, to the Internal Revenue Service or any other government entity.

The Vendor is current in all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.

The Vendor is not the subject of any current litigation or findings of noncompliance under federal or state law.

The Vendor has not been the subject of any past or current litigation, findings in any past litigation, or findings of noncompliance under federal or state law that may impact in any way its ability to fulfill the requirements of this Contract.

He or she is authorized to make the foregoing statements on behalf of the Vendor.

Note: This shall constitute a continuing certification and Vendor shall notify the Contract Lead within 30 days of any material change to any of the representations made herein.

If any one or more of the foregoing boxes is NOT checked, Vendor shall explain the reason(s) in the space below. Failure to include an explanation may result in Vendor being deemed non-responsive and its submission rejected in its entirety.

Signature: 

Date: 10/15/25

Printed Name: Les Fong

Title: Director

**ATTACHMENT G - SUBCONTRACTOR LIST
PUR 26-004**

PLEASE LIST BELOW ALL SUBCONTRACTORS CONTRIBUTING TO THIS WORK

Each bidder shall give the name, business address, license number, description of the work, and the dollar amount to be PAID the subcontractor, for each subcontractor that will be used on the project, if the Bidder is awarded the contract. Only subcontractors with work in excess of one-half of one percent (0.5%) or \$10,000 (whichever is greater) of the Bidder's total bid need to be listed. All work in excess of one-half of one percent (0.5%) or \$10,000 (whichever is greater) of the Bidder's total bid, for which a subcontractor is not listed on this form, shall be performed by the Bidder's own organization. Additional numbered pages listing proposed subcontractors may be attached to this page. Each page shall be headed "Proposed Subcontractors" and shall be signed by the Bidder.

IF NON-APPLICABLE, PLEASE WRITE "N/A" IN A BOX BELOW

PRINT LEGIBLY OR TYPE

BUSINESS NAME/ADDRESS	CONTACT	PHONE NUMBER	LICENSE NUMBER & LICENSE CLASSIFICATION	TYPE OF WORK	AMOUNT
Open Innovaton Centers	Clare Bhakta	209-227-3772	EIN: 93-4821335	Business Consulting	\$50,000

**ATTACHMENT H - EXCEPTIONS
PUR 26-004**

IF NON-APPLICABLE, PLEASE WRITE "N/A" IN A BOX BELOW

N/A

**REQUEST FOR PROPOSAL (RFP)
ENTREPRENEURSHIP ECOCYSTEM BUILDING
FOR THE CITY OF STOCKTON, CALIFORNIA
PUR 26-004**

ADDENDUM No. 1

DATE: September 29, 2025

To All Potential Proponents:

A. This Addendum shall be considered part of the proposal documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original proposal documents, this Addendum shall govern and take precedence. PROPONENTS MUST SIGN THE ADDENDUM AND SUBMIT IT WITH THEIR PROPOSALS.

B. Proponents are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each Proponent's Proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

ADDENDUM NUMBER:

I. SOLICITATION CHANGES. THE CITY'S RESPONSES TO CHANGES ARE SUBMITTED IN BLUE.

SOLICITATION CHANGES

1. A non-mandatory pre-submittal meeting has been scheduled for October 1, 2025, via Microsoft Teams, from 9:00 AM (PST) to 10:00 AM (PST).
2. An additional period for questions and answers has also been added. The deadline for questions is 12:00 PM (PST) on October 2, 2025. Answers will be posted as an addendum by end-of-day on October 6, 2025.

RFP INFORMATION	
PUR 26-004	
Contact	Timothy Caluya
Email Address	stocktonbids@stocktonca.gov
Pre-Submittal Meeting	<p>October 1, 2025, 9:00 AM (PST) to 10:00 AM (PST)</p> <p>Microsoft Teams Need help?</p> <p><u>Join the meeting now</u></p> <p>Meeting ID: 270 688 589 418 6 Passcode: o9uW6yL7</p> <p>Dial in by phone</p> <p>+1 209-232-4684,,90812223# United States, Modesto Find a local number</p> <p>Phone conference ID: 908 122 23#</p>

RFP Submittal Electronic Mail	city.clerk@stocktonca.gov
Due Date for Questions and Clarifications	October 2, 2025; 12:00 pm PST
Due Date for Response to Questions/Clarifications	October 6, 2025;
RFP Submittal Due Date & Time	October 16, 2025; 2:00 pm PST Proposal shall be electronically delivered to the email address above at or before the hour stated. Proposals arriving after the opening deadline will not be accepted.
Short-List Interviews (if applicable)	TBD
Notification of Intent to Award	TBD
Anticipated Date for Council Approval	TBD

PROPONENT MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING BELOW AND ATTACHING THE SIGNED ADDENDUM TO THE PROPOSAL:

Company Name San Joaquin SBDC
Contact Person Les Fong
Signature 
Date 10/15/25

Proposals Due – Promptly by 2:00 P.M., Thursday, October 16, 2025 at city.clerk@stocktonca.gov

-----City of Stockton Use Only below this line-----

Addendum acknowledged and signed? _____ (Procurement Specialist's initials)

**REQUEST FOR PROPOSAL (RFP)
ENTREPRENEURSHIP ECOSYSTEM BUILDING
FOR THE CITY OF STOCKTON, CALIFORNIA
PUR 26-004**

ADDENDUM No. 2

DATE: October 7, 2025

To All Potential Proponents:

A. This Addendum shall be considered part of the proposal documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original proposal documents, this Addendum shall govern and take precedence. PROPONENTS MUST SIGN THE ADDENDUM AND SUBMIT IT WITH THEIR PROPOSALS.

B. Proponents are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each Proponent's Proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

ADDENDUM NUMBER:

I. SOLICITATION CHANGES. THE CITY'S RESPONSES TO CHANGES ARE SUBMITTED IN BLUE.

SOLICITATION CHANGES

1. Under Section 2.6 Reporting and Reimbursement Requirements, it states "The expected term of the CDBG agreement will be July 1, 2025 – June 30, 2026". Due to the timeline delay of this solicitation, the CDBG agreement can be retroactive to July 1, 2025 (for any services incurred during the decided contract term), but there is some flexibility with both sides of term date depending on when the agreement gets fully executed.

When completing your proposal, we recommend you use an estimated timeline of events.

PROPONENT MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING BELOW AND ATTACHING THE SIGNED ADDENDUM TO THE PROPOSAL:

Company Name San Joaquin SBDC

Contact Person Les Fong

Signature 

Date 10/15/25

Proposals Due – Promptly by 2:00 P.M., Thursday, October 16, 2025 at city.clerk@stocktonca.gov

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Addendum acknowledged and signed? _____ (Procurement Specialist's initials)