

## **REQUEST FOR PROPOSALS** **BUSINESS DEVELOPMENT SPECIALIST**

<b>Project Name:</b>	COVID-19 Business Recovery Program Business Development Specialist
<b>Submission Deadline:</b>	January 3, 2020
<b>Project Start Date:</b>	February 1, 2021
<b>Contact:</b>	Sara Vescio, Executive Director Women's Business Center at Canisius College 2001 Main Street; Buffalo, NY 14208 716-888-8280 <a href="mailto:vescio11@canisius.edu">vescio11@canisius.edu</a>

### **ORGANIZATION OVERVIEW**

The Women's Business Center at Canisius College is funded in part by the Small Business Administration and hosted by Canisius College to aid and encourage the development and growth of small women-owned businesses through training and mentorship. Operating since 2004, the WBC has been a crucial factor in the success of many local women-owned small businesses, and important part of our WNY entrepreneurial ecosystem supporting equitable economic opportunities.

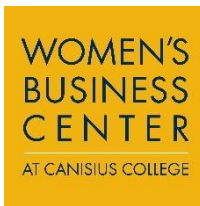
### **PROJECT BACKGROUND**

The Women's Business Center has been awarded CARES Act funding through the Small Business Administration to support programming that will provide needed education and business advising to small women-owned businesses that have experienced supply chain disruptions, staffing challenges, a decrease in gross receipts or customers, or temporary closures as a result of COVID-19.

### **SCOPE**

The Women's Business Center is seeking an independent contractor for a one-year contract as part of the COVID-19 Business Recovery Program. Contracts will be based on an hourly rate, approximately 20-30 hours per month, and a project total. Candidates must have exceptional business analysis skills and entrepreneurial consulting experience.

The Business Development Specialist will conduct initial one-on-one counseling sessions to determine appropriate program level entry into the WBC COVID-19 Business Recovery Program. The Facilitator will review the client's current business status, operations and financials to customize a path forward supporting small businesses that are questioning whether they should pause, pivot, invest or close their business.



### **SUBMISSION REQUIREMENTS**

All proposals must include the following:

- Resume and/or capability statement
- Proposal/description on how you will help these businesses determine their course of action
- Fee Requirement
- Time per week you are able to devote to this contract

### **SELECTION TIMELINE**

- January 3, 2021 – Submission deadline
- January 8, 2021 – Preliminary review of proposals
- January 11-22, 2021 – Selected candidates will be contacted for further evaluation
- January 29, 2021 – Notification of project award to chosen candidate
- February 1, 2021 – Project begins

### **SUBMISSION DEADLINE**

Email proposals to Sara Vescio at [vescio11@canisius.edu](mailto:vescio11@canisius.edu) by end of day January 3, 2021.