

REQUEST FOR PROPOSALS **SMALL BUSINESS FACILITATOR/MENTORS**

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

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.

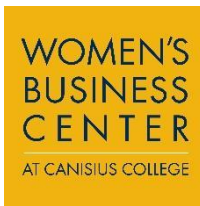
SCOPE

The Women's Business Center is seeking several independent contractors to provide training and coaching for women-led companies that have seen a decline in business due to pandemic-related circumstances for a one-year contract as part of the COVID-19 Business Recovery Program. Contracts will be based on an hourly rate, an assumed number of hours per week, and a project total. Candidates will be responsible for creating program content, leading group sessions, and conducting one-on-one counseling sessions.

SUBMISSION REQUIREMENTS

Eligible candidates will submit proposals for programs related to navigating a business through the COVID-19 crisis. We are seeking proposals from facilitator/mentors with any of the following areas of expertise, and others may be suggested by you if a content and case is provided for the need. More than one topic may be covered per proposal.

- HR / Development Leadership
- Financial Literacy / Planning / Scaling
- Technology (telework, cyber security, etc.)
- Marketing / Sales / Social Media
- Legal



- Insurance
- Taxes / Business Tax Laws
- Access to Capital (loans, grants, etc.)

All proposals must include the following:

- Resume and/or capability statement
- Fee Requirement
- Program Outline, to include the following (if more than one topic is included in your proposal, the following must be included for each topic):
 - Content Description per program
 - Duration of programming (estimated hours per program)
 - Goals/deliverables

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 candidates
- February 1, 2021 – Project begins

SUBMISSION DEADLINE

Email proposals to Sara Vescio at vescio11@canisius.edu by end of day January 3, 2021.