

Sept. 17, 2021

# Request for Proposals

## 56Strong Program Facilitator

### Nine Month contract

Prospera Business Network is the leading non-profit organization advancing and supporting community-centered economic development in southwest Montana. Our focus is helping people start and grow their business - in turn strengthening our region's economy and communities.

Prospera is designated as Gallatin and Park County's Certified Regional Development Corporation (CRDC) and is the official home of the Montana Women's Business Center (MTWBC), a program of the U.S. Small Business Administration.

#### **Solicitation:**

Prospera, on behalf of the MTWBC, is seeking a highly qualified professional independent contractor to be the lead Program Facilitator for our 56Strong mentorship program for women. The contractor will serve as the lead facilitator and coordinator for planning and implementing this new state-wide program. The ideal candidate would be considered warm, welcoming, and a connector.

#### **56Strong Program:**

56 Strong will establish a new resiliency and recovery mentorship program to better serve and connect women entrepreneurs and business owners throughout the state of Montana. Our goal is to match 56 clients (mentees) with 56 mentors for each Montana county.

The contractor will have the benefit of connecting to our peer organizations and colleagues that have been involved with our MTWBC program in the past ten years. This new program has the opportunity to connect Montana business women to people and support resources in new ways.

#### **Scope of Work:**

- Form a 56Strong Advisory Committee that will help to support and strategize for the program
- Formulate and launch media and communication plan to rural and native communities with a goal of having participants from all 56 counties.

- Launch Mentor and Mentee Applications.
- Interview and matchmake mentors to mentees.
- Schedule monthly mentoring times and dates.
- Schedule and develop hybrid monthly 56Strong meetings with curriculum and networking opportunities for mentees that keep the program lively and interactive.
- Fine tune presentation and processes throughout the year.
- Facilitate the mentorship program in person and virtually.
- Send follow up emails after each group session.
- Survey all mentors/mentees.
- Compile survey results and share with Prospera staff, advisory board, and Resource Partners.
- Serve as a professional liaison for Prospera Business Network and the MT Women's Business Center.
- Set up computers and live streaming equipment if needed.
- Manage all aspects of program planning, marketing, budgeting, and implementation.
- Recruit guest speakers/facilitators, management, and follow-up.
- Complete reports and record-keeping.
- Manage on-going client communications (by phone and email).

**The contractor will be responsible for:**

- Meeting with Prospera staff to clarify roles, schedules, and goal setting.
- Organizing and leading efforts listed above providing some preliminary feedback to Prospera, and discussions on any changes or adjustments that may be needed.
- Providing a schedule for the program and materials with time provided for feedback and comments.

**Your Proposal and Response:**

Proposals should be no more than five (5) pages and include a description of your experience and qualifications for this proposal, and the strategic approach you are offering to provide these services.

Program Timeline: 2021 November - December:

- Create and open applications for mentors/mentees
- Engage statewide network of peer organizations to reach every county, and advertise program to remote communities to increase applications throughout the state
- Establish committee and host two committee meetings to establish logistics and match participants
- Match mentors and mentees from applications

2022 January - June: Run mentoring program

2022 July - August: Project reporting

We anticipate that this project will be approximately 25-35 hours per month. This is a remote position with the opportunity for some in-person events or meetings. Contractor must have reliable transportation to Bozeman for the in-person events.

**Please include the following:**

1. Cover letter, including business name, full contact information, website/LinkedIn profile, signed by the principal applicant.
2. Your proposal. describe you/your team's strategy and methods for how you would approach the scope of work, and connect people from across Montana
  - Share your experiences and qualifications.
3. Include your proposed fees and if donating additional in-kind funds to the contract, please include total donation.
4. Provide three Professional References.

Contract award will be given to those with strong business expertise, practical business knowledge, and a well-reasoned strategic approach to the scope of work. Proof of Montana Workers Compensation or Independent Contractor Exemption Certificate will be required within 30 days of a contract award. Contract not to exceed \$10,000-15,000 during the contracted period.

Email your response to this RFP with "56Strong Program Facilitator" in the subject line to:  
Shayna Blaser  
Montana Women's Business Center Program Director  
SBlaser@ProsperaMT.org

Submit your proposal by **12 noon on Monday, Oct. 11, 2021**. **Email your proposal to [sblaser@prosperamt.org](mailto:sblaser@prosperamt.org), with 56Strong in the subject line.**

**Thursday, Oct. 7 at 12pm (MST)**

We are offering one 30-minute Zoom meeting to answer questions prior to the submission deadline. Please email Shayna at [sblaser@prosperamt.org](mailto:sblaser@prosperamt.org) for the Zoom link.

*Prospera reserves the right to accept or reject any proposal, request additional information from respondents, and negotiate with any party in a manner that best serves its interest.*