

**Posted Date: April 16, 2021**

# **Request for Proposals**

## **Lead Trainer 1-3 Year 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 training director for our signature classes including "Power Up," "Social Media," and a variety of leadership courses that are offered multiple times per year. The contractor will serve as the lead instructor and coordinator for planning and implementing these trainings.

### **Training objectives include the following:**

- Strengthen the effectiveness of our trainings to help Montana's nascent entrepreneurs, business owners and employees plan for and grow their businesses.
- Increase attention, branding consistency, and messaging of our training programs.
- Find ways to enhance our impact and following as an authority and valuable resource for advancing business success in Montana.

### **Scope of Work**

- Develop the curriculum and classroom presentation for the series. We have a basic template for each of the classes that we would like to accomplish.
  - Power Up is offered 10 times per year, rotating monthly between offering the class during the day and at night. Each session of Power Up is three hours with a total of nine hours per session. Preparation and set up work per month is approximately four hours.

- Social Media is a three-part class that is offered quarterly, typically during the day. Each session of Social Media is three hours with a total of nine hours per session. Prep and set up work per month is approximately four hours.
- Leadership courses - offered quarterly.
- Additional courses as determined by Prospera.

Selected contractor will:

- Develop curriculum and activities that keep the classes lively and interactive.
- Serve as a professional liaison for Prospera Business Network.
- Set up training computers if needed.
- Manage all aspects of program planning, budgeting, and implementation.
- Recruit guest speakers/facilitators, management, and follow-up.
- Prep all training materials for clients (these materials can be printed at Prospera or at a printer).
- Complete training reports and record-keeping.
- Assist clients with start-up, business plan review, financial review and analysis, marketing plan assistance, managing a business, cash flow management, financing, human resources and other information needed for the operation of a small business enterprise.
- Manage on-going client communications (by phone and email).
- Conduct evaluation surveys for each class.
- Prep and work with Prospera staff on marketing materials.

**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 classes and materials with time provided for feedback and comments.

**Your Proposal and Response:**

Proposals should be no more than four (4) pages and include a description of your experience and qualifications for this proposal, and the strategic approach you are offering to provide these services.

**Please include the following**

1. Cover letter, including business name, full contact information, website/LinkedIn profile, signed by the principal applicant.
  - In the cover letter, describe you/your team’s strategy for how you would approach the scope of work.
  - Share your experience and qualifications.
  
2. Include your proposed fees and if donating additional in-kind funds to the contract, please include total donation.

**3. 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 \$20,000 in a calendar year.

Email your response to this RFP with "Lead Trainer RFP" in the subject line to:

Suzi Berget White  
Director of Business Development  
SWhite@ProsperaMT.org

*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.*