



## Request for Proposal (RFP) - Program Services: Facilitation of Capital Ready Workshops and Cohorts for ACCESS Business Development Program

### Introduction

ACCESS invites qualified legal, accounting, and financial advisory firms to submit proposals to become sub-grantees under the ACCESS BD Capital Ready Program. This initiative is funded through the State Small Business Credit Initiative (SSBCI) Technical Assistance (TA) grant program. We invite experienced and qualified facilitators to submit proposals for the facilitation of Capital Ready Workshops and Cohorts as part of our dynamic business development program. Our program focuses on preparing businesses for successful capital acquisition, primarily through the State of Michigan's SSBCI funding track and other sources within our ecosystem. We are seeking facilitators who can bring innovation, industry expertise, and a commitment to interactive learning through a hybrid model

### Program Overview

The ACCESS BD Capital Ready Program aims to empower entrepreneurs and small businesses in Michigan by providing essential tools and resources to secure capital successfully. Sub-grantees will contribute to this mission by creating and implementing initiatives that increase awareness, readiness, and financial acumen among potential loan applicants, with a specific emphasis on serving socially/economically disadvantaged individuals (SEDI) and very small businesses (VSBs).

### Scope of Work

The selected sub-grantees will be responsible for:

- **Design and Delivery** - Develop engaging and informative workshop content aligned with the Capital Ready program's goals. Facilitate cohorts using a hybrid model, combining lecture-style sessions with hands-on activities to enhance participant learning.
- **Customization** - Tailor content to the needs of diverse businesses, ensuring relevance and applicability across different industries and stages of development.
- **Collaboration** - Work collaboratively with our program team to integrate the workshop series seamlessly into the overall program structure. Coordinate schedules and logistics for effective program delivery.
- **Evaluation** - Implement assessment mechanisms to measure the impact of workshops and cohort sessions. Provide recommendations for continuous improvement.

### Qualifications

- Proven experience in designing and executing programs focused on capital readiness.

- Expertise in navigating and accessing various capital sources, particularly SSBCI funding.
- Ability to work collaboratively with diverse entrepreneurs, including Arab American businesses.
- Strong project management and reporting capabilities.

## Timeline

The selected vendor will commence work in early 2024 and continue until the end of 2025. The goal is to serve a minimum of 50 businesses annually.

## Proposal Submission

Interested parties should submit the following by March 19, 2024 to [businessdevelopment@accesscommunity.org](mailto:businessdevelopment@accesscommunity.org).

- **Qualifications** - Outline your experience in facilitating business development or capital readiness workshops. Provide references and examples of past successes.
- **Approach** - Describe your approach to designing and delivering engaging workshops and cohort sessions. Highlight any innovative methods or tools you plan to incorporate.
- **Cost Proposal** - Clearly outline your proposed compensation structure, including any associated costs for materials or resources.
- **Timeline** - Provide a detailed timeline for the delivery of workshops and cohort sessions, including key milestones.

## Evaluation Criteria

Proposals will be evaluated based on experience, methodology, understanding of program goals, and budget considerations.

- **Relevance and Innovation** - The extent to which the proposed approach demonstrates innovation and relevance to the program's objectives.
- **Experience and Expertise** - The facilitator's experience in delivering similar workshops, especially those related to capital readiness.
- **Cost Reasonableness** - The reasonableness and transparency of the proposed cost structure in relation to the scope of work.
- **References** - The quality of references provided indicates the facilitator's track record and client satisfaction.

We look forward to reviewing innovative proposals that will contribute to the continued success and growth of our entrepreneurial business development program.