

NORTH DAKOTA



Women's Business

CENTER

Women and Technology dba NDWBC

REQUEST FOR PROPOSAL

PROJECT NAME: Project Manager

Email: contractor@ctbnd.com

November 22, 2023

 701.223.0707

 info@ctbnd.com

 ndwbc.com

Request for Proposal

1. Introduction

North Dakota's Women Business Center (NDWBC) is a program sponsored by Women and Technology dba North Dakota Women's Business Center a 501c3. Our vision is to be the leading voice, resource, and partner for women business owners with the mission of amplifying the economic voice of women business owners through advocacy and access to critical resources. NDWBC is seeking a dedicated and experienced Project Manager to facilitate the successful implementation of a one-year grant aimed at providing technical assistance to childcare businesses and small enterprises across rural North Dakota. The following proposal request will outline the project, timelines, and company qualifications. *More information about NDWBC can be found at www.ndwbc.com.*

a. Sponsor

Your bid is for Women and Technology dba North Dakota Women's Business Center.

b. Management

All team members are employed by Women and Technology, subcontractors may be hired to support a specific project or grant award. Christy Dauer, Executive Director, will be the primary project owner.

c. Contact Information

Please contact Christy Dauer with questions about the proposal submission details. No phone calls please. E-mail: contractor@ctbnd.com

2. Project

NDWBC is looking for a professional Project Manager to oversee the technical assistance grant implementation for childcare businesses and small enterprises in rural North Dakota.

a. Essential Responsibilities

- Coordinate technical assistance guidance for small businesses, focusing on the childcare industry.
- Identify specific technical assistance needs of small businesses.
- Collaborate with stakeholders, community partners, and the NDWBC team.
- Execute programming, plan, facilitate, and evaluate program effectiveness.
- Liaise with contractors and subject matter experts supporting program implementation.
- Build inclusive partnerships, with emphasis on minority, rural, and women

business owners.

b. Timeline

We have set the following timetable. This timetable is subject to change by NDWBC.

Milestone:	Date:
Requests for proposals open	November 22, 2023
Deadline for proposals	December 1, 2023
Interviews	December 1 – 11, 2023
Negotiations	December 15, 2023
RFP Award Notice	December 20, 2023
Engagement/Target Date	January 3, 2023

3. Proposal

Contracts will be awarded based on the information presented in the proposals received. We will award contracts based on the proposal expected to be the most beneficial to our organization based on a variety of factors. NDWBC reserves the right to award more than one contract, accept the lowest price offer, award contracts before the proposal deadline listed in the timeline, award contracts before all proposals are received, and refuse any contract without obligation to NDWBC or the company offering the proposal.

a. Proposal deadline

Proposals must be submitted to NDWBC by December 1, 2023, to be considered.

b. Selection criteria

All offers submitted will be considered based on the materials provided in the proposal. Consideration will be given to performance projections, relevant experience, as well as cost and staff requirements. Only those proposals submitted by the deadline above will be considered. The following criteria will be the primary considerations for selecting a proposal:

1. Our RFP is open to all, preferential points will be given to women owned businesses, defined as at least 51% ownership.
2. Submission of all proposals by the stated deadline.
3. The perceived ability demonstrated in the proposal.
4. Ability to complete project within the timeframe specified.
5. The overall cost of the proposal.

c. Proposal to include:

- o **Contractor Summary:** Include a brief history of your entrepreneurship and childcare experience.

- **Capabilities:** Detail your capabilities in delivering the requests in this proposal. You should use this section to outline specifically your proposed method for achieving the project objectives.
- **Expected Results:** Summarize a narrative of satisfactory outcomes supported by 3 references. Include the contact information for reference verification.
- **Fees and Hourly Rates:** List the hourly rate and any additional fees that may come along with this work. Any adjustments, additional expenditures, or other services outside of the scope of this proposal must be pre-approved.
- **Communication:** Explain how you intend to communicate with NDWBC team members to ensure proper engagement.

4. Evaluation Criteria:

- The Director's Team shall rank all proposals received that meet the submittal requirements. The Award shall be made to the candidate who is determined the best fit for the project and scope of work.
- The following criteria shall be used in the evaluation. The Director's Team will evaluate and rank responsive proposals on the criteria listed below. The maximum score is 100 points.
- A proposal must achieve an overall score of at least 70 points to be considered for selection and contract award. NDWBC may suspend or discontinue proposals at any time without notice or obligation to the company that submitted the proposal.

Consideration Items Max Points

Requirements

“No” marked in any category indicates the proposal is not responsive and will not be considered.

a) Was the proposal received by the due date & time?

Yes _____ No _____

b) Was the proposal presented in the required format, all questions in this RFP answered?

Yes _____ No _____

Mandatory Qualifications

35 POINTS

- Experience in performing services as specifically represented in this solicitation.
- Previous experience with engagements of similar scope and range as the engagement specified in this RFP.
- Length of time that the Proposer has provided the services it provides.

Resumes and Experience

25 POINTS

- Resumes and Experience of Key Personnel assigned to this engagement.

Engagement Planning and Execution

15 POINTS

- Comprehensive description of the Proposer’s engagement plan that demonstrates aptitude for management and completion of this engagement.

Price

15 POINTS

- An explanation of the Proposer’s price breakdown for services to be performed.

Other Criteria

10 POINTS

- References

TOTAL POINTS

100 POINTS

On behalf of the NDWBC team, we appreciate your attention to detail and look forward to your submission.