



NORTH DAKOTA

Women's Business

CENTER Powered By 

Project Name: Summit 2027

Issued By: North Dakota Women's Business Center (NDWBC) powered
by Center for Technology and Business (CTB)

Issue Date: October 2027

Proposal Due Date: November 20, 2027

Contract Period: January - May 2027

Primary Contact: Sadie Schaeffer

Request for Proposal

Organization Overview

The North Dakota Women's Business Center (NDWBC) is a statewide program of the Center for Technology & Business (CTB), a North Dakota-based nonprofit organization dedicated to advancing entrepreneurship, innovation, and economic opportunities. As one of CTB's core programs, NDWBC supports women entrepreneurs across North Dakota through training, technical assistance, mentoring, and access to resources that help individuals start, grow, and sustain successful businesses.

Through CTB's organizational infrastructure, fiscal oversight, and statewide partnerships, NDWBC operates in both rural and urban communities, delivering programming through in-person events, virtual platforms, and community-based collaborations. The program is supported through a combination of federal, state, local, sponsorships and private funding and is driven by a mission to expand economic opportunity, strengthen business ownership, develop leaders, and contribute to vibrant communities across North Dakota.

As the host organization, CTB provides strategic leadership, grant management, operational support, compliance oversight, technology systems, and organizational capacity that enables NDWBC to deliver high-quality, services to entrepreneurs statewide. Together, CTB and NDWBC leverage more than two decades of experience supporting small business growth, workforce development, and economic development initiatives throughout North Dakota.

Project Overview & RFP Purpose

NDWBC, a program of CTB, is seeking creative partners, event professionals, and innovative service providers to help bring the 2027 Medora Summit to life on May 4-6, 2027 in Medora, North Dakota.

The Medora Summit is NDWBC's signature annual gathering, bringing together women business owners, entrepreneurs, leaders, sponsors, and community partners from across North Dakota and the region. More than a conference, the Summit is a highly curated experience designed to inspire growth, foster meaningful connections, celebrate accomplishments, and equip attendees with practical tools for personal and professional success.

Set against the unique backdrop of Medora and the North Dakota Badlands, the Summit blends leadership development, business education, networking, wellness, storytelling, and community building into an immersive retreat-style experience that participants consistently describe as energizing, impactful, and memorable.

Purpose of this RFP

NDWBC is seeking creative and service partners who can help elevate the attendee experience and contribute to the overall vision of the Summit. Through this Request for Proposal (RFP), NDWBC aims to identify vendors who bring creativity, professionalism, reliability, and a collaborative spirit to event planning and execution.

We welcome proposals from businesses and professionals offering services that may include, but are not limited to:

- Photography
- Videography
- Event décor
- Audio/visual production and technical support
- Printing and signage
- Promotional products and event merchandise
- Attendee, speaker and sponsor gifts
- Entertainment and live experiences
- Transportation and logistics support
- Wellness, mindfulness, and self-care experiences
- Social media and content creation
- Interactive attendee engagement activities
- Custom installations and creative activations
- Other event-related products and services

What We're Looking For

NDWBC is particularly interested in working with partners who can help create an experience that feels:

- Welcoming and inclusive
- Elevated and professional
- Authentic to North Dakota
- Memorable and shareable
- Inspiring and energizing
- Purposeful and participant-centered

We value vendors who are proactive, customer-focused, solutions-oriented, and experienced in supporting conferences, retreats, leadership events, or other large-scale gatherings. Preference may be given to businesses that align with NDWBC's mission of supporting entrepreneurship, innovation, leadership, and economic opportunity.

Partnership Approach

Selected vendors will become collaborative partners in the planning and delivery of the 2027 Medora Summit. NDWBC seeks relationships that extend beyond transactional services and instead fosters creative problem-solving, open communication, and shared commitment to delivering an exceptional participant experience.

The goal of this RFP process is to identify qualified partners whose expertise, creativity, pricing, and service approach align with the vision and objectives of the Medora Summit. Through these partnerships, NDWBC aims to create a distinctive event experience that inspires attendees, strengthens connections, and reflects the spirit of entrepreneurship and possibility that defines women in business across North Dakota.

The purpose of this RFP is to identify qualified vendors, evaluate service offerings and pricing, and select partners who can successfully help NDWBC achieve the goals of the Medora Summit while providing value, reliability, and outstanding participant experiences. Selected vendors will work collaboratively with the NDWBC team to ensure seamless planning, communication, execution, and post-event support.

Scope of Work / Services

Vendors should demonstrate flexibility, creativity, reliability, and a commitment to helping NDWBC deliver an exceptional Summit experience for women business owners and entrepreneurs from across North Dakota and the region.

Core Responsibilities

1. Participate in regular and frequent planning meeting starting on Jan 6, 2027, until Summit
2. Deliver professional and up to standard services that align with Summit goals
3. Meet all agreed upon deadlines and milestones and communicate accordingly, if there is risk for delays or issues
4. Provide onsite support at Summit, as requested and applicable to your role
5. Be available during Summit dates and times as required by the scope of work
6. Be kind, courteous, accommodating and always assume positive intent
7. Participate in post-event activities, if requested
8. Adhere to venue requirements, as applicable.
9. Complete a post-event vendor survey to help continuously improve the Medora Summit

Expected Deliverables

1. Deliver the products, services, or experiences outlined in their proposal in a professional, timely, and high-quality manner.

Timeline Expectations

1. Deliver all products, services, and final deliverables according to the agreed upon timelines.
2. Communicate proactively regarding any risks, delays, or issues that could impact project success.
3. Regularly communicate with program lead starting when the contract begins on January 6, 2027.

Collaboration and Communication Requirements

1. Participate in regular planning meetings as requested for NDWBC project lead.
2. Maintain regular communication with the designated NDWBC project lead.
3. Respond promptly to questions, requests, and project updates.

RFP Timeline

Activity	Date
RFP Released	Oct 15, 2026
Q&A Period	Oct 15-Nov 20, 2026
Proposals Due	Nov 20, 2026
Interviews (if applicable)	Dec 4-14, 2026
Notice of Intent to Award	Dec 16-23, 2026
Contract Finalization	Dec 28-30, 2026
Contract Start	Jan 6, 2027
Project Start	Jan 6, 2027
Invoice Sent to NDWBC	April 20, 2027 (50% due) May 10, 2027 (50% due)
Project End	May 6, 2027

Proposal Requirements & Deliverables

Proposals should include the following:

A. Cover Letter

Summary of interest, qualifications, and contact information

B. Experience and Background

Description of services offered and relevant experience

C. Proposed Approach

How you approach working collaboratively and share any relevant work

D. Pricing Proposal

What you're charging for this contract with all fees upfront and decided on before the contract begins on Jan 6, 2027, any fees later are subject to NDWBC approval or denial. In-kind opportunities for sponsorship trades are available and should be worked into your pricing, if that is of interest to you.

E. References

2-3 professional references (must include contact information such as their cell phone number and email information)

Submission Instructions

Submission Method

Email Sadie at sadie@ctbnd.com

Submission Deadline

Nov 20, 2026

Contact for Questions

Email Sadie at sadie@ctbnd.com with questions

File Format Requirements

PDF with your first and last name followed by "MedoraSummit 2027RFP.pdf"

For example: Sadie.Schaeffer.MedoraSummit2027RFP.pdf

Selection Criteria

- Submission of all proposals by the stated deadline.
 - RFP due Nov 20, 2026
- The perceived ability for the proposing company's ability to deliver their services.
- The proposing company's prior performance delivering such services as demonstrated by customer satisfaction.
- Availability of sufficient high-quality personnel with the required skills for the proposed approach.
- The overall cost of the proposal.

Desired Qualifications

NDWBC is seeking respondents with/who:

- Good energy and fresh ideas
- Willingness to help bring a vision to life
- Thinks creatively
- Take pride in the details while also keeping the bigger picture in mind
- Dependable, reliable and clear communicator
- Shares our commitment to creating a welcoming, inspiring, and memorable experience for women business owners and entrepreneurs.
- Turns "good" events into unforgettable ones.

Terms & Conditions

NDWBC reserves the right to:

- Reject any or all proposals
- Request additional information
- Negotiate with selected respondents
- Negotiate pricing for contract
- Modify or cancel this RFP at any time

Point of Contact

Name	Sadie
Title	Program and Events Manager
Email	Sadie@ctbnd.com
Phone	701-353-5064

RFP Attachments (if applicable)

Supporting Materials

- Photos of any previous work like this, if applicable
- Written testimonials from clients you've worked with

FAQ

- How will the RFP be evaluated?
 - Proposals will be evaluated based on experience, proposed approach, creativity, ability to meet requirements, references, responsiveness, and overall value.
- Is it limited to only ND businesses?
 - No. Although preference is local ND companies, businesses outside of ND may still submit a proposal.
- Can I submit multiple proposals?
 - Yes. Vendors offering multiple services may submit separate proposals or clearly outline multiple solutions within one proposal.
- Can I apply if I have been a vendor before?
 - Yes, we would encourage you to apply again. Thank you for your interest.
- Will interviews be conducted for everyone?
 - NDWBC reserves the right to invite vendors for interviews or follow-up discussions.
- Who will be in the audience?
 - Historically, the Medora Summit attracts small business owners, supporters of small business owners, banks, lawyers, and sponsors.
- Will there be a theme?
 - TBD.
- Will NDWBC negotiate pricing?
 - Yes. NDWBC reserves the right to negotiate with one or more vendors before making a final selection.
- Are sponsorships available in addition to vendor services?
 - Yes. If this is of interest, please reach out to Sadie or mention it in your RFP.
- Will the selected vendor be required to attend the planning meetings, or can they delegate someone from their team to attend the planning meetings?
 - The selected vendor will be the primary POC and required to attend all planning meetings, with reasonable expectations.