

REQUEST FOR PROPOSAL: Entrepreneurship Training Outreach

1. Statement of Problem and Project Objectives:

- a. The Veterans Business Resource Center (VBRC) needs a service contract to conduct Boots 2 Business (B2B) and Reboot training programs within Region IIV, covering Missouri, Kansas, Iowa, Nebraska and assisting Region Chicago in southern Illinois. The target outreach market includes all military, National Guard and Reserve, Veterans and their families.
- b. Boots to Business is an entrepreneurial training program sponsored by the Small Business Administration (SBA) and is offered in conjunction with the Department of Defense's Transition Assistance Program for military members and family members transitioning to civilian careers. B2B: Reboot is the same program offered to all veterans and family members.
- c. Typically, at least two training events are scheduled in any given month, but more may be scheduled based on prospective client needs. If the training consultant is unable to conduct a training, he or she is required to coordinate with the VBRC Director for a replacement trainer.

2. Program Requirements:

- a. Develop and implement local and regional strategies to build relationships to achieve client referral growth objectives and assist with outreach and education initiatives for partners and clients.
- b. Report to Executive Director and assist in developing relationships and market the services of the organization to targeted groups. Maintain reports currently submitted to Executive Director, Board of Directors, and special programs funding groups (B2B feedback).
- c. Communicate the features, benefits, and competitive advantages of the organization to targeted clients. Assist with the planning and execution of meetings and events (i.e., conduct webinars with resource partners, B2B, and Reboot B2B) as VBRC may need.
- d. Research and assist in developing plans for expanding the VBRC presence regionally specifically with Reboot B2B program working collaboratively with VBRC staff.
- e. Conduct training per SBA guidelines and using only SBA approved materials. Coordinate with training locations for facilities preparation; select and obtain guest presenters and coordinate entrance requirements for guest presenters as required by training locations.
- f. The consultant will coordinate B2B classes with representatives running the military's Transition Assistance Program at each installation for scheduling purposes and other needs.
- g. Solicit and develop volunteers to help implement trainings for B2B, Reboot B2B and other outreach opportunities with assistance of VBRC staff as applicable.
- h. Contractor will obtain post-training demographic statistics from the class. When

possible, also obtain copies of the sign in rosters that are easy to read. Provide this information to our office within 48 hours of the training. Contractor will obtain permission to take photos of class and forward to office.

- i. Consultant will send in an outreach report quarterly to President summarizing program with success stories as appropriate.
 - j. Consultant will devote required time to ensure the successful development, implementation and assessment of the outreach activities in performing the services for the Company as stated herein. Consultant shall have discretion in selecting the dates and times it performs such consulting services throughout the month giving due regard to the needs of the Company's business.
3. Administrative Information
 - a. Must be able to gain access to military installations in Missouri, Kansas, Iowa, Nebraska and Illinois.
 - b. This Agreement shall be effective as of June 1 2017, and shall continue in full force and effect until April 30 2018.
 4. Cost Requirements
 - a. The consultant is required to provide the VRBC with compensation requirements. Consultant shall be responsible for all taxes arising from compensation and other amounts paid under this Agreement, and shall be responsible for all payroll taxes and fringe benefits of Consultant's employees. Neither federal, nor state, nor local income tax, nor payroll tax of any kind, shall be withheld or paid by the Company on behalf of Consultant or his/her employees. Consultant and Consultant's employees will not be eligible for, and shall not participate in, any employee pension, health, welfare, or other fringe benefit plan of the Company. No workers' compensation insurance shall be obtained by Company covering Consultant or Consultant's employees.
 - b. The VBRC agrees to reimburse Consultant for actual reasonable and necessary expenditures, which are directly related to the consulting services. These expenditures include, but are not limited to, expenses related to travel (i.e., airfare, hotel, temporary housing, meals, parking, taxis, mileage, etc.), telephone calls, and postal expenditures. The VBRC will reimburse using GSA rates for mileage, per diem and other applicable expenses for each local.
 5. Submission and Decision Schedules
 - a. Final date for proposal submission is May 1, 2017
 - b. Expected date of selection is May 9, 2017
 - c. Submit all applications to Darcella K. Craven, craven@vetbiz.com or fax 877-825-4190 c/o same. Once faxed, please forward an email to Darcella Craven to inform of document submission.

For further questions call 314-531-8387 and ask for Darcella Craven, President.