



REQUEST FOR PROPOSAL

Project Management Services for the Bowie Business Innovation Center 8(a) Accelerator Program

The Bowie Business Innovation Center (Bowie BIC), a business acceleration hub for technology companies and government contractors, is requesting proposals from qualified applicants to provide project management services in the Fall of 2021 for its online 8(a) Accelerator program for government contractors participating in the U.S. Small Business Administration 8(a) Program.

ORGANIZATIONAL BACKGROUND

Bowie BIC is an award-winning hub for business acceleration in Prince George's County, MD. Technology companies and government contractors access key business scale-up resources at Bowie BIC, such as customized business support, professional counseling, mentoring and competitively priced office and collaborative workspace. A Maryland nonprofit headquartered at the new Entrepreneurship Living Learning Community (ELLC) at Bowie State University, Bowie BIC is the only business accelerator in Maryland located on the campus of a historically black college or university (HBCU).

PROJECT DESCRIPTION

In 2019, the Bowie Business Innovation Center (Bowie BIC) launched America's first 8(a) Accelerator program, a fast track for winning federal government contracts. This seven-week program focuses on the development of a capture strategy for federal government contracts, mentoring and networking. It is exclusively for women, minority and veteran-owned government contractors participating in the U.S. Small Business Administration (SBA) 8(a) business development program for small and economically disadvantaged businesses.

Bowie BIC's 8(a) Accelerator Program was launched in 2019 in collaboration with the SBA and some funding from Capital One, PilieroMazza, and EZGovOpps Market Intelligence. A cornerstone of this practical training program is weekly engagement with the SBA's Washington Metropolitan Area District Office (WMADO) team, plus presentations, access to and individual training on the use of market intelligence tools, along with mentoring from successful 8(a) CEOs in the Washington, DC region.

Bowie BIC has conducted three 8(a) Accelerator programs since 2019. The 57 8(a) companies who have graduated from Bowie BIC 8(a) Accelerator programs to date, report generating \$32 million in new contract revenues.

8(a) Accelerator Awards:

In June 2020, Bowie BIC's 8(a) Accelerator received the 2020 Most Innovative Entrepreneurship Center of the Year Award from the International Business Innovation Association (InBIA). InBIA is an association of entrepreneurial ecosystem builders, which annually recognizes business incubators and entrepreneurship centers of excellence globally for their work to accelerate ecosystem building and regional economic growth.

In July 2021 Bowie BIC was one of 30 U.S. programs included the JP Morgan Chase "Playbook of Best Practices to Improve Diversity and Inclusion in Entrepreneurship Centers".

PROJECT OBJECTIVES

The Bowie BIC 8(a) Accelerator Program is designed primarily to provide practical business assistance and access to mentors and SBA representatives for the participating companies, so those companies learn how to win more government contracts during the period that they are in the 8(a) program. Capturing contract award data is very important to assessing the impact of the program

Our experience with 8(a) companies also has demonstrated that the 8(a) Accelerator meets a second objective—expanding the 8(a) companies' business networks for increased teaming opportunities.

INSTRUCTIONS FOR SUBMITTING A PROPOSAL

Proposal must contain the following information to be considered responsive:

Cover Letter: Please email a cover letter, along with your proposal to:

Lisa S. Smith
Executive Director
Bowie Business Innovation Center
Bowie State University
Entrepreneurship Living Learning Community
Suite A-131
14001 Jericho Park Road
Bowie, MD 20715
lisa.smith@bowiebic.com
www.bowiebic.com

The consultant's name, phone, email, website and the signature of a Principal is required. The letter should express interest in the project and should confirm that sufficient resources will be committed to the project. The letter should include a statement from the firm on its philosophy, goals and vision statement. Hard copies of proposals and cover letters will not be accepted.

Proposals are due September 22, 2021 at 12 noon Eastern Time to lisa.smith@bowiebic.com

Estimated project start date is September 24, 2021.

Work Plan: Finalize a work plan to include:

- Schedule participant recruitment interviews and assessments to assemble the cohort. Conclude interviews later than Oct. 6, for session start date of Oct. 8. The Bowie BIC team will already have begun promoting the 8(a) Accelerator to recently certified 8(a) businesses, using a database provided by the Washington Metropolitan Area district Office of SBA.
- Prepare the online Briefing Program for Sept. 28 or 29, based on past programs
- Create weekly materials for seven (7) online sessions (proposed session topics, speakers and any special activities). Including interviews with and assessment of interested participants by Oct. 6, which is prior to the session start date Oct. 8.
- Present/moderate weekly online program sessions, with assistance from Bowie BIC team
- Contribute to the planning for a federal agency contractor event in December
- Make survey question suggestions for cohort survey.
- Prepare final report.

Project Schedule: The consultant will confirm the working project schedule outlined by Bowie BIC:

Sept. 24-Oct. 6 Recruitment interviews to identify cohort members
Sept 28 or 29 Online 8(a) program Briefing with SBA and others
Oct. 8-Nov. 19 Weekly sessions 8:30-12:00 noon for seven Fridays with cohort members, guests
Dec. 3 Assistance with online Contractor event
Dec. 17 Final written Report due to Bowie BIC

Professional and technical qualifications to deliver proposed project.

Relevant experience: Please provide a list of similar projects in which consultant has had direct experience. Please be specific as to why the referenced project is similar to this project. Include reference project names, challenges faced, costs, awards received, if the project was completed on time and describe the project outcome. Include the reference project name, contact phone and email.

Financial Section:

Please provide a list of fees broken down by Work Plan tasks/deliverables with a total “not to exceed” amount.

Include any “Additional Services” and accompanying fees for any work noted by consultant as part of the proposal, but beyond what was specifically requested in the RFP.

The consultant will submit monthly invoices during the project period.

Proposal Evaluation

Proposals will be evaluated using the following criteria:

- Experience and qualifications with similar projects
- Responsiveness to RFP and to BIC priorities
- Creative approaches
- Technical qualifications
- Schedule
- Cost
- Familiarity with 8(a) contracting community in MD-DC-VA

Responses should be concise and complete.

Proposal must address all sections of the RFP, and deviations would be outlined in detail in your response. Bowie BIC could reject any and all proposals. Finalists may be asked to substantiate proposal representations or provide supplemental information.

MISCELLANEOUS

Your response to this RFP and any subsequent concepts related to this proposal process will be considered part of the contract, if it is awarded to you.

Bowie BIC shall not infringe on any intellectual property rights of vendors, but specifically reserves the right to use any concept or methods contained in the proposal. Any desired restrictions on the use of the information contained in the proposal should be clearly marked.

Bowie BIC expects to enter into a written agreement with the chosen vendor and shall incorporate this RFP with the proposal.

In addition to any terms and conditions and included the RFP, Bowie BIC may include in the Agreement other terms and conditions, as necessary. This will include contractual references regarding the firm's commitment to maintaining confidentiality associated with the participants' businesses and other project-related information.