



Request for Quotes
RFQ#: WBC-102
Benedict College's Women Business Center
Deadline: Monday, February 28 - 5:00 p.m.

Mobile and Creative Entrepreneur Demonstration Project Management Consultation

Benedict College's Women Business Center is seeking quotes from qualified project managers to provide operative and administrative support to Benedict College Women's Business Center (BC WBC) Mobile and Creative Entrepreneur Demonstration Project. The time-period for service delivery is March 1– November 30, 2022. The successful candidate will be considered as a contractual part-time employee of BCWBC.

The successful candidate must have demonstrated experience in federal grant management and reporting, and working with federally designated Women Business Centers. This experience should include project management services, milestone tracking, project planning, event planning, marketing, and outreach.

The proposed tasks and range of services sought are:

- Provide organizational support and project management services to BCWBC MCED staff and leadership of Benedict College.
- Assist in the onboarding of MCED staff and establishment of schedule in targeted areas.
- Identifies, confirms, and schedule meetings with MCED collaborative partners;
- Draft and finalize MCED program implementation plan to include project goals and milestones;
- MCED project management and marketing activities.
 - Secure radio ads & media interviews for BC leadership, BCWBC director and MCED program manager in targeted MCED areas;
 - Provide content for social media posts;
 - Secure billboards in targeted areas for MCED promotion and client recruitment;
 - Serve as lead in the development of content for MCED collateral materials;
 - Drafting MCED press releases and notices of office hours in targeted areas;
- Assist in the completion of MCED quarterly performance narratives as required by funding sources that captures WBC's progress toward meeting project

- activities and milestones.
- Works with BCWBC director for timely corrections and uploads of MCED data to EDMIS portal.
 - Monitor client data and milestones entered by MCED staff to ensure accuracy and timeliness;
 - Monitor and assist in the reporting of performance results for the following metrics: Unique Clients Served (COVID-19 Impacted), Capital Infusion – Number of transactions (COVID-19 Impacted), and Jobs Supported, retained, Saved, and/or Created (COVID-19 Impacted).
 - Provide event planning support for training events in MCED targeted areas.

Benedict College reserves all rights to the retention of any documents developed or records that accrue as a result of final agreement execution.

All quotes should include WBC RFQ number and emailed to Ms. Cheryl Salley at csalley@bcwbc.org by 5:00 p.m. on February 28th. For questions or inquiries, please contact Ms. Salley at 803-705-4441.