



Helping
Women in Business
Start . Grow . Advance

REQUEST FOR PROPOSALS

Business Growth Training (Inclusion on 2017 -2018 Trainers' List)

The Newfoundland and Labrador Organization of Women Entrepreneurs (NLOWE) is a provincial non-profit organization whose mandate is to provide programs and services that connect and support women in Newfoundland and Labrador to start, grow and advance their businesses.

NLOWE is currently seeking submissions from qualified individuals and businesses for inclusion in the 2017-2018 NLOWE Trainers' List. Training may be delivered in-person or virtually, and include large group and small group (less than 10 participants) format.

Training topics must be at the **intermediate or advanced level** and MUST be related to business growth. Areas may include but are not limited to:

- Accounting and Finance
- Business Communications
- Business Planning
- Human Resources
- Leadership
- Marketing
- Sales and Customer Service
- Social Media
- Strategic Planning
- Succession Planning

Inclusion on NLOWE's 2017-2018 Trainer's list does not guarantee that applicants will be engaged to deliver training. Training events offered by NLOWE are based on the needs of the business owners. The trainers' list will be the primary method of engaging trainers; however the organization

reserves the right to solicit proposals from outside the list if a suitable trainer is unavailable. *Priority will be given to members of NLOWE.*

Interested parties are asked to submit a proposal outlining their qualifications, relevant experience, and description of training and associated costs, by the deadline of **June 16, 2017**.

Instruction for Submission

1. Proposals must be received by 4:00 p.m. on **Friday, June 16, 2017**.

Proposals should be submitted electronically to:

Kristy Martell, Director of Programming & Events

Email: kmartell@nlowe.org

2. A confirmation of receipt of submissions will be sent to each applicant.
3. Questions on this RFP should be directed via email to Kristy Martell, kmartell@nlowe.org, and will be received until **4:30 p.m. on May 12, 2017**. Answers to all questions will be posted on www.nlowe.org/news by **4:30pm on May 16, 2017**.
4. By submitting an application for consideration, it is understood that you may be contacted by NLOWE for follow-up and more information on your submission, however; only those applicants selected for further consideration will be contacted.
5. Selection of submission(s) for the 2017-2018 trainers' list will be based on the experience and qualifications of the trainer, the relevance of their proposed training session(s), and cost. NLOWE reserves the right to make the final selection.
6. The trainers' list will be developed by NLOWE and successful applicants notified no later than **July 31, 2017**.