



Request for Proposals Business Pitch Coaching Services

Due Date: Friday, February 13, 2020 6:00 PM, PST

About the Golden Gate Business Association (GGBA)

The GGBA has been a leading advocate for LGBT Businesses in San Francisco and the surrounding bay area since 1974.

A 501c6 non-profit, the GGBA's mission is to champion opportunity, development, and advocacy for our LGBTQ & Allied business community. We create opportunity for marketing, networking, procurement, and referral-based business growth; programs that support development of business skills and expertise through workshops and seminars; and we advocate for positive economic, social, and political change.

Project Overview and Scope

GGBA is seeking a Biz Pitch Communications Coach to work with small business owners (participants), helping them to craft and present their Business Pitch.

Key Details:

- All coaching services to take place between Feb 18 and March 04, 2020
- Coaching services to be provided for up to eight (8) small business owning participants. Assisting them with all aspects on preparation for the upcoming 'Biz Pitch'
- Coaching to include at least two (2) 1:1 in-person coaching sessions with each small participant in the program
- Coaches to be available to participants via email
- Coaching location in downtown San Francisco will be provided for sessions
- Coach to work with each participant to schedule coaching time

Submitted RFP's should include:

Golden Gate Business Association 584 Castro Street, #528, San Francisco, CA 94114
www.ggba.com | RFPTaskforce@ggba.com

- Description of one's proposed Coaching program to including:
 - Breakdown of ideal coaching time and platform (in-person sessions, virtual sessions, phone sessions, emails)
 - Description of Coach's unique value proposition (UVP)
 - Coaches ability to demonstrate expertise in 1:1 coaching, 'Biz Pitch' coaching, and Powerpoint slide preparation expertise.

Submission of proposals

Please submit a PDF of your proposal to RFPTaskforce@ggba.com . All submissions are due by Thursday, February 13, 2020 by 6:00pm PST, and must include the following

1. Letter of interest
2. Membership status in GGBA, other LGBT Chambers of Commerce, and/or other LGBT professional associations
3. LGBTBE Certification Status
4. Rate schedule, with:
 - a. clarify if rate is flat, per participant, or hourly
 - b. any/all discounts provided given our 501c6 non-profit status
 - c. any amount of fee you are willing to donate to the GGBA as in-kind donation
5. Personal bio and/or profile of your firm with specific, relevant experience for the last five (5) years
6. Relevant URL's to one's portfolio, and/or attachments that demonstrate one's graphic design expertise and data visualization work
7. Three references of current/past 'Business Pitch' / Executive Presence and/or Sales Presentation training clients

Process and Schedule

- RFP Released: Thursday, January 30, 2020
- RFP Submissions Due: Thursday, February 13, 2020 6:00pm PST
- Finalist Interviews: Week of February 10, 2020
- Coach selected: by Monday, February 17, 2020

General Provisions

Any contract awarded as a result of this RFP will be awarded without regard to age, citizenship, color, creed, physical or mental disability, economic status, education, ethnicity, family responsibilities, gender identity and expression, genetic information, health status including HIV status, height, housing status, marital status, matriculation, national origin, physical appearance, race, religion, political affiliation, pregnancy, sex, sexual orientation, union membership, veteran status or other unlawful factors, with respect to recruiting, hiring, job assignment, promotion, discipline, discharge, compensation, training and other terms, conditions and privileges of employment and contracting.

Questions concerning this request for proposals should be addressed to
RFPTaskforce@ggba.com

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