

REQUEST FOR PROPOSALS (RFP)

Business Outreach and Referral Services

BizCentrl – GEEDC Business Development Center

Issued By:

3iNetworking LLC

Operator of the BizCentrl Business Development Center

Issue Date: June 17, 2026

Contract Period:

June 22, 2026 – June 30, 2027

I. PURPOSE AND STATEMENT OF NEED

3iNetworking LLC, operator of the GEEDC Business Development Center (BizCentrl), is seeking qualified organizations, businesses, consultants, chambers of commerce, economic development partners, and community-based organizations to provide business outreach and referral services throughout the thirteen-county northwest Pennsylvania service area.

The purpose of this engagement is to expand BizCentrl's ability to identify, engage, and connect entrepreneurs and small businesses with business development resources and technical assistance services available through the Business Development Center.

The selected contractor(s) will serve as a community outreach and referral partner, helping BizCentrl identify businesses and entrepreneurs who may benefit from one-on-one business consulting, technical assistance, financing readiness support, business planning, operational assistance, and other growth-related services.

Service Area Counties:

Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Forest, Jefferson, McKean, Mercer, Potter, Venango, and Warren Counties.

The person or entity performing these responsibilities must have a working knowledge of BizCentrl services, be able to identify and have an understanding of the business ecosystem in the strategic impact area, and be prepared to give guidance, persuade and influence prospects to utilize BizCentrl services.

Have the resources to conduct, establish or be prepared to assist in the establishing of workshops, seminars, open meetings for the purpose of presentation of BizCentrl services to potential clients. Must be willing to sign a confidentiality/non-disclosure agreement. Will

not provide duplicate services under the terms of the contract to any other entity, individual or group so as to protect conflict of interest.

II. SCOPE OF SERVICES

The selected contractor shall perform outreach and business engagement activities that support the following objectives:

A. Entrepreneur Identification and Referral

- Identify and locate aspiring entrepreneurs seeking assistance with starting a business.
- Conduct outreach activities to individuals interested in business formation and entrepreneurship.
- Educate prospective entrepreneurs regarding available BizCentrl services and resources.
- Refer interested entrepreneurs to BizCentrl for enrollment and service delivery.

B. Existing Small Business Identification and Referral

- Identify and locate qualified existing small businesses seeking assistance to grow, expand, stabilize, or accelerate their operations.
- Conduct outreach activities to businesses that may benefit from technical assistance services.
- Promote BizCentrl resources and available business support programs.
- Refer qualified businesses to BizCentrl for enrollment and service delivery.

C. Community Engagement

- Attend networking events, community meetings, business functions, and economic development activities as appropriate.
- Develop relationships with local organizations, chambers, municipalities, lenders, educational institutions, and business-serving organizations.
- Maintain records of outreach efforts and referrals submitted to BizCentrl.

III. EXPECTED OUTCOMES

The selected contractor shall work toward achieving the following performance outcomes:

- Generate and submit between fifteen (15) to twenty-five (25) qualified business referrals/ enrollments per month.
- Maintain consistent outreach activity throughout the contract period.
- Support business engagement efforts across the thirteen-county service territory.

- Participate in periodic meetings with BizCentrl staff to review progress and referral activity.

A qualified referral shall be defined as an entrepreneur or existing small business that:

1. Expresses a need for business assistance or technical assistance services;
2. Completes the BizCentrl intake process; and
3. Is determined eligible for program services.

IV. CONTRACT TERM

The anticipated contract period shall begin June 2026, and continue through June 30, 2027, subject to satisfactory performance and availability of funding.

V. COMPENSATION PROPOSAL

Respondents shall provide a proposed fee for performing the services described in this RFP.

The compensation proposal should include:

- Total contract amount requested;
- Proposed payment schedule;
- Description of how compensation is structured (e.g., fixed fee, milestone-based, performance-based, or other methodology);
- Any assumptions associated with the proposed pricing.

Respondents are encouraged to propose pricing structures that align compensation with successful business outreach and enrollment outcomes.

The selected respondent will enter into contract negotiations with 3iNetworking LLC regarding final compensation, performance expectations, reporting requirements, and payment terms.

VI. PROPOSAL REQUIREMENTS

Interested respondents should submit a proposal containing:

1. Organizational Background
 - Description of organization or business.
 - Relevant experience working with entrepreneurs, small businesses, or economic development initiatives.
2. Outreach Strategy

- Description of how the respondent will identify and engage entrepreneurs and small businesses.
- Existing networks, partnerships, or relationships within the thirteen-county service area.

3. Geographic Coverage

- Counties or regions the respondent intends to serve.

VII. EVALUATION CRITERIA

- Proposals will be evaluated based upon:
- Experience serving entrepreneurs and small businesses.
- Demonstrated ability to conduct outreach and business engagement activities.
- Existing relationships within the service area.
- Capacity to generate qualified referrals and enrollments.
- Overall quality and completeness of proposal.

VIII. RIGHT TO AWARD

3iNetworking LLC reserves the right to accept, reject, negotiate, or award all or any portion of proposals received and may select one or multiple contractors to fulfill the objectives of this solicitation.

Due to the urgency of need the responders will have a page limit of 3-5 pages.

Deadline June 22, 2026.