

BizReady Scope of Services

MadREP and AFF

Program Category	Program Task	Measurable Outcome
Program Admin and Management (Tasks # 1, 2, 3)	Establish project partners meeting and check-in schedule	Meeting schedule set for remainder of program thru 2025
Program Admin and Management (Tasks # 1, 2, 3)	Create BizReady Program details (Task # 1 and 3)	Completed application with eligibility criteria, as well as guidelines for training, TA, and mentoring components of the BizReady Program
Program Admin and Management (Tasks # 1, 2, 3)	Participant Recruitment (Task 2)	A competitive pool of applications from interested potential participants
Training and Technical Assistance (Tasks # 4 & 6)	Design and Finalize Methodology for Learning Sessions and Interactions for Program Participants	Final framework for classes, seminars, trainings, workshops, learning sessions, and 1:1 educational opportunities for participants
Training and Technical Assistance (Tasks # 4 & 6)	Organize and conduct workshops, trainings, support preparation of individualized training plans, and offer 1:1 assistance tailored to a minimum of 35 participant businesses Conduct surveys (in-person and through other methods) of participants to identify the most important needs and aspirations of participants with respect to the Program	Final framework for classes, seminars, trainings, workshops, learning sessions, and 1:1 educational opportunities for participants
Training and Technical Assistance (Tasks # 4 & 6)	Organize and conduct peer-to-peer learning sessions	Final framework for classes, seminars, trainings, workshops, learning sessions, and 1:1 educational opportunities for participants
Training and Technical Assistance (Tasks # 4 & 6)	Design, Finalize, and Conduct Peer-to-Peer Mentoring through Guided Roundtables (professionally facilitated), Learning Workshops, Presentations by Experts, One-on-One Mentoring Sessions,	Instructor check-in and eval process sketched out

	Networking Events, and an Action Plan crafted by each participant	
Training and Technical Assistance (Tasks # 4 & 6)	Develop an Evaluation Form and Data-gathering process to assess impact of the Program on Participants and the Region during and at close of the first Program Offering	Process(es) for instructors and participants to indicate impact of training and TA on a regular basis - surveying, short phone/text interviews, etc.
Mentoring and Industry Connections (Tasks #4 and #6)	Connect Participant Businesses with potential, informal Business Advisors	Match-making process to assist connecting participants to relevant mentors and basic framework to guide mentor/mentee relationship throughout program
Mentoring and Industry Connections (Tasks #4 and #6)	Networking Roundtables Sessions, Learning Workshops, and Expert Events will focus on peer-to-peer relationship building and opportunities to meet community business leaders related to the industries and markets, as well as the underlying learning opportunities tied to each	Schedule of networking events
Micro Enterprise Fund (MEF) (Task #5)	Establish eligibility criteria for MEF	MEF eligibility criteria
Micro Enterprise Fund (MEF) (Task #5)	Create MEF application process	MEF application and guidelines
Micro Enterprise Fund (MEF) (Task #5)	Establish an MEF awards selection committee	Awards selection committee
Micro Enterprise Fund (MEF) (Task #5)	Allocate funding strategically and staggered to participating businesses over the course of 18mo per selection committee recommendations	Funding award timelines
Micro Enterprise Fund (MEF) (Task #5)	Create and implement monitoring and eval system to track results and impact of MEF funds	Monitoring and evaluation system for funding uses/impacts
Communications, Reporting, and Evaluation (Task #7)	Conduct awareness campaign for BizReady and MEF program	Outline/implementation plan for awareness campaign
Communications, Reporting, and Evaluation (Task #7)	Conduct periodic evaluation of program to assess ongoing efficacy	Evaluation structure/plan

Communications, Reporting, and Evaluation (Task #7)	Provide progress reports at Economic Development Committee meetings	Reports provided to EDC on a monthly basis
Communications, Reporting, and Evaluation (Task #7)	Prepare final report summarizing findings from and impacts of BizReady Program	Final report
Communications, Reporting, and Evaluation (Task #7)	Consider program expansion - size/geography/funding	Recommendations on program next steps based on impacts