

WTIA Community Leader - Request for Qualifications

Description

WTIA was a recipient of the “Build to Scale” grant from the Economic Development Administration to expand startup programming and resources in Washington. Over the course of the project, WTIA will support 500+ startups between 2022-2024.

The Community Leader will help execute on specific elements of the Build to Scale project, specifically helping with in-person startup events. Goals for the overall grant include the following event outcomes:

Goals & Outcomes	Oct 2023 - Sept 2024
# of bootcamps produced in areas outside of King County across all programs	Minimum of 12
# of counties where programming is produced and/or resources are provided (other than King County)	Minimum of 12

Current partners for this work include Vibe Coworks (Paulsbo), TractionSpace (Tacoma), NW Innovation Resource Center (Everett), and North Central WA Tech Alliance (Wenatchee), and more. The Community Leader may work with some or all of these partners, and we anticipate recruiting more partners in the future.

WTIA will provide a mix of marketing, event planning, and promotional resources to help set up and promote events. WTIA will also source venues and pay for associated costs like food and event supplies. The role of the Community Leader is mostly to help deliver curriculum the day of and provide on-site support.

Community Leaders will be trained in the curriculum based on *Trajectory: Startup* by Dave Parker so that they are able to deliver certain workshops on their own, but other volunteer speakers can be used as well. When able, a speaker from the local community should be used.

We are requesting interested individuals to respond to the candidate questions listed in Appendix A.

Scope of Work:

- Work with WTIA and local partners to determine event timing and topic areas.
- Work with WTIA and local partners to source speakers.
- Work with Dave Parker, Chair of WTIA Startup Programs to learn the Trajectory: Startup curriculum in order to deliver it to startups across Washington.
- Deliver educational content to startups as necessary.
- Be on site during in-person events to help with on-site logistics and event delivery.

Budget

The Community Leader will be paid a per-event stipend of \$500 in exchange for the deliverables outlined above, up to \$5,000 per year.

Timeline

WTIA intends to complete the selection of contractors expeditiously.

Outreach to potential contractors	February 5th, 2024
Responses due	February 16th, 2024
Possible finalists interviews	Week of February 19, 2024
Work begins	TBD

Submission Requirements

Responses are due no later than 4:00 pm PDT, February 16th, 2024. Late submissions will not be accepted or considered. WTIA assumes no responsibility for formatting or transmission errors.

Responses must be submitted in MS Word or PDF format by email to Vera Panasiuk, at vpanasiuk@washingtontechnology.org. Responses must **NOT** be mailed.

Questions

Questions regarding the scope of work and questions are to be addressed to Eileen Norton, General Counsel, at enorton@watech.org.

Questions regarding submission of responses are to be addressed to Vera Panasiuk, at vpanasiuk@washingtontechnology.org.

Appendix

Please respond to the Candidate questions in the appropriate fillable box in Appendix A.

APPENDIX A
Candidate Questions

Candidate Questions	Response
Describe your role in the startup community, both your local community and Washington state as a whole.	
What area(s) (city or county) are you able to produce in-person events in?	

Candidate Questions	Response
Describe your experience in producing and running events including specific experience around event planning, promotion, and day of production.	
Describe any entrepreneurial or related experience that you have.	