**TechTown Detroit**
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November 19, 2026

**Subject: Request for Quotation (RFQ) for Community Engagement Coordinator Services – Wayne County Small Business Initiative**

We are reaching out to request a quote for independent contractor services to serve as a Community Engagement Coordinator supporting TechTown Detroit's Wayne County Small Business Initiative.

TechTown is Detroit's entrepreneurship hub, empowering startups and local small businesses to start, grow, and scale through a full suite of entrepreneurial services, education, and connections. Through the Wayne County Small Business Initiative, we are taking our proven methodologies and deep resources beyond the city limits to champion equitable economic growth and small business success throughout greater Wayne County.

To execute this vision, we are seeking a dynamic, highly organized Community Engagement Coordinator to serve as our primary ambassador to outer Wayne County. In this role, the contractor will act as the bridge that connects Wayne County's diverse municipalities with TechTown's entrepreneurial education programming. From hosting pop-up office hours and workshops to supporting the expansion of our signature Retail Boot Camp program, this engagement will directly ensure that entrepreneurs outside of Detroit have the knowledge, networks, and resources they need to thrive.

This initiative is funded by a grant provided by Wayne County and services may be subject to the terms of the grant.

Below are the details of the services we require, as well as the terms and conditions of the engagement.

1. Scope of Work:

Please provide a detailed quote based on the following services:

· Event & Program Execution: Coordinate, manage, and execute localized entrepreneurial programming outside of Detroit.

- Manage the logistics and execution of monthly entrepreneurial workshops and pop-up/open office hours hosted in rotating communities and municipalities outside of Detroit.

· Community Relationship Building: Develop trust and partnerships across outer Wayne County.

- Develop and maintain strong, collaborative relationships with partner municipalities, local chambers of commerce, and community leaders throughout outer Wayne County.

· Resource Navigation & Ecosystem Bridging: Serve as the primary connector between TechTown and outer county entrepreneurs.

- Develop a deep understanding of TechTown's full suite of entrepreneurial offerings and serve as a connector, bridging the gap between our resources and the unique needs of outer Wayne County entrepreneurs.

· Retail Boot Camp Expansion: Assist in scaling TechTown's signature programming into the county.

- Provide logistical and strategic support to bring TechTown's Retail Boot Camp to communities in Wayne County, ensuring the program is accessible and relevant to local small businesses.

· Storytelling & Grant Reporting: Capture and communicate the impact of the Wayne County Small Business Initiative.

- Track engagement metrics and gather qualitative success stories from the field to support grant reporting requirements and actively demonstrate TechTown's impact throughout the county.

2. Deliverables:

· Monthly Event Execution: Successful coordination, management, and execution of monthly workshops and pop-up office hours in rotating Wayne County municipalities.

· Partnership Network: A documented, growing network of engaged municipal partners, local chambers of commerce, and community leaders across outer Wayne County.

· Retail Boot Camp Expansion Support: Execution of local outreach, venue coordination, and logistical support to successfully bring Retail Boot Camp to Wayne County communities.

· Impact & Grant Reporting: Regular submission of tracked engagement metrics, attendance data, and qualitative entrepreneurial success stories from the field for funder and grant reporting.

3. Duration and Timeline:

· Estimated project start date: January 1, 2027

· Estimated project completion date: December 31, 2027 (with the opportunity to extend)

· Estimated level of effort: Up to 20-30 hours per week, though hours may vary.

· Work Arrangement: Hybrid access to the TechTown Detroit space for team meetings and administrative work, with a significant majority of time spent working and traveling extensively throughout Wayne County on a weekly basis to execute events and meet with partners.

4. Required Qualifications:

Please provide the following information:

· Relevant experience in community outreach, relationship management, grant-funded projects, or partnership building, ideally within a nonprofit, municipal, or economic development setting.

· Deep familiarity with the Wayne County landscape, including an understanding of the diverse municipalities, community profiles, and specific economic needs of the outer county areas.

· Solid understanding of entrepreneurship, small business operations, and core economic/community development principles.

· Demonstrated organizational and detail-oriented skills, with the ability to juggle event logistics, relationship management, and administrative reporting simultaneously.

· Strong interpersonal and storytelling skills, with the ability to clearly translate TechTown's mission to diverse audiences and capture the impact of our work for funders.

· Willingness and ability to travel extensively throughout Wayne County on a weekly basis to execute events and meet with partners.

· Examples of similar projects or community engagement work completed (if applicable).

· References from previous clients or employers (if applicable).

5. Pricing:

Please include a detailed breakdown of the pricing, including:

· Hourly rate.

· Any additional fees, charges, or expected structures for weekly travel/mileage across Wayne County.

· Payment terms (e.g., monthly invoicing based on hours worked).

6. Submission Deadline:

Please submit your quote by December 11, 2026 along with any required documentation. You may submit your proposal via purchasing@techtowndetroit.org.

7. Evaluation Criteria:

We will evaluate the quotes based on:

· Pricing.

· Contractor experience and qualifications in community engagement and storytelling.

· Familiarity and existing connections within the outer Wayne County small business landscape.

· Alignment with the scope of work, including ability to meet the capacity required to execute the deliverables and extensive weekly travel requirements across Wayne County.

TechTown utilizes BILL (bill.com) to process all vendor payments. As a TechTown contractor, you will be requested to create a bill.com account to accept electronic payments. TechTown requires independent contractors to submit detailed invoices monthly. TechTown processes invoices as received, and payment may take up to 30 days from receipt of the invoice.

If you require any further information or clarification, please feel free to contact purchasing at Purchasing@techtowndetroit.org.

Thank you for your time and consideration. We look forward to reviewing your quote and discussing how we can work together.

Sincerely,

TechTown Purchasing