Sandbox Call for Vendors

Contract for development of a social enterprise program

The Guelph Lab and the John F Wood Centre for Business and Student Entrepreneurship are inviting proposals from experienced social entrepreneurs with a passion for mentoring and coaching. The successful vendor will lead development of an exciting program that pairs graduate students with local organizations to support the development and growth of high impact social enterprises.

Deadline for Submissions: *9am (EST), Thursday July 8th*

Vendors interested in this project should submit:

- A quote (including all costs)
- A high-level work-plan / comments on proposed method or approach to completing the work (no more than 1-page in length)
- 3-5 relevant examples of previous work

The total available for this contract is up to $10,000, inclusive of all costs and applicable taxes. Interviews with shortlisted vendors will be held on July 9th or July 12th.

Contact Sam Laban, Guelph Lab Facilitator, with your proposal and/or any questions.
slaban@uoguelph.ca

About the Sandbox

The Sandbox helps organizations explore ideas for how they can further their social impact goals and generate revenue with a sustainable enterprise model. We focus on helping established social-purpose organizations identify business opportunities, assess their viability, and launch a new social or environmental initiative. We do this by pairing them with interdisciplinary teams of highly trained and expertly supervised graduate students.

Over the course of a semester, student participants in the Sandbox:

- Learn fundamentals of social enterprise development and community engagement and apply insights from their learning to support the development of a social enterprise.
- Work alongside and learn from leaders in local social-purpose organizations, informing key decisions about the social enterprise, and developing key professional skills.
- Access an "Enterprise Development Fund" to support the launch of the social or environmental initiative.
- Receive a stipend to support their participation in the program.

Read more about a past Sandbox project here

Responsibilities

The successful vendor will support *development* of the program and *deliver* the program in Fall 2021. Key responsibilities include:

Program Development

- Create and deliver weekly Sandbox workshops and related program materials. Content will include elements of social enterprise development, entrepreneurship, and community engagement / community engaged scholarship. (Read about community engaged scholarship here). The workshops will be grounded in an intentional learning cycle and clearly defined learning outcomes, and engage participants in critically reflecting on their experiences.
- Document and package all workshop content and program materials for future use by the program, including any necessary revisions and edits to workshop content and materials based on lessons learned and feedback from participants and community partners.
- Design and deliver a "showcase" to close out the Sandbox. The showcase could include, for example, pitches from each team to their community partner and other invited guests.

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Program Delivery

- Work closely with staff at Guelph Lab and the John F Wood Centre to scope projects with community partners
- Participate in selection of student participants based on rubrics developed with the Guelph Lab and John F Wood Centre
- Create a supportive and engaging environment that fosters student participants' learning
- Share your real-world experiences and provide examples that support participants' learning
- Work with student teams and staff at the Guelph Lab and John F Wood Centre to successfully manage relationships with community partners
- Provide regular coaching to each team of students, and support them in successful completion of their team project
- Assess deliverables from each project and provide appropriate feedback to students

Additional Information

The Sandbox will run in Fall 2021 with a maximum of three community partners and up to 6 students (I.e., 2 students per community partner). The Sandbox runs for 12 weeks, beginning week of September 13th and concluding the week of December 12th 2021. It is anticipated that the contract for development and delivery of the Sandbox runs from approximately the beginning of August to end of December 2021. (Exact dates of the contract to be determined with the successful applicant).

The Guelph Lab and the John F Wood Centre will provide access to materials and content related to entrepreneurship, innovation, and community engaged scholarship. The Guelph Lab and the John F Wood Centre will retain ownership of all intellectual property related to workshop content and program materials created for the Sandbox.

The Sandbox would regularly be delivered in person, however during the COVID-19 outbreak and in line with University of Guelph guidelines, we anticipate that some elements of the Fall 2021 program will be delivered online. Some in person meetings and/or workshops in Guelph may be anticipated though.

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Qualifications

The ideal vendor possesses:

- At least three years of work experience in social enterprise development and/or as an entrepreneur
- Experience and/or knowledge of community engaged research and teaching
- Experience teaching and/or coaching / mentoring small teams or individuals
- Adaptability – for example the capacity to adapt program design in response to interests of community partner / needs of each team project, and the capacity to adapt between online and in-person program delivery as needed.
- Excellent communication and relationship management skills – managing relationships with students and community partners (and supporting the relationship *between* students and community partners).
- Excellent program administration and project management skills – for example a commitment to meeting timelines, the capacity to anticipate and mitigate issues as they emerge, and the ability to effectively archive workshop content and program materials
- A level of confidence with computer technology and the ability to facilitate online workshops
- A graduate degree from an accredited institution is preferred but not required

How to Apply

Vendors interested in this project should submit:

- A quote (including all costs)
- A high-level work-plan / comments on proposed method or approach to completing the work (no more than 1-page in length)
- 3-5 relevant examples of previous work

Proposals will be assessed according to the following criteria:

- Knowledge and experience of relevant topics
- Depth and quality of teaching / coaching / mentoring experience
- The proposed work plan
- Project management skills and experience

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