

**REQUEST FOR PROPOSALS****AI Adoption Workshop Series — Cohort 1 Pilot***Rhode Island Small Business Coalition*

<b>Issued</b>	Following Board approval — May 2026
<b>Proposals Due</b>	Friday, June 12, 2026, 5:00 PM ET
<b>Submit To</b>	info@risbc.org
<b>Questions By</b>	Friday, June 5, 2026, 5:00 PM ET

**1. About RISBC and This Program**

The Rhode Island Small Business Coalition (RISBC) is a 501(c)(6) nonprofit founded during the 2020 pandemic to advocate for, connect, and support Rhode Island’s small business community. RISBC represents the interests of businesses headquartered in RI with 500 or fewer employees.

The AI Adoption Program: Cohort 1 Pilot is a Board-approved workforce development initiative funded through RISBC’s Real Jobs Rhode Island award. RISBC is now soliciting proposals from qualified vendors to deliver the workshop curriculum and work-based learning components of the pilot program.

**2. Program Overview**

- Audience: Up to 20 Rhode Island small business owners across mixed industries
- Format: Three 90-minute in-person workshops over six weeks
- Work-Based Learning: Between sessions, each participant applies one concept in their business and reports outcomes at the next session
- Credential: Each completer earns the RISBC AI Adoption Foundations Badge, a digital Open Badge issued by RISBC
- Graduation: Cohort presents outcomes and is recognized at the RISBC event on 10/7
- Target Workshop Dates: July 20, August 3, and August 17, 2026

**3. Scope of Work**

The selected vendor will be responsible for the following:

**Curriculum Development**

- Design a three-workshop curriculum covering AI fundamentals, practical tools, and workflow building, tailored for small business owners with no prior AI experience

- Develop work-based learning prompts and outcome-tracking templates for the periods between sessions
- Define competency criteria for the Foundations Badge that align with workshop content
- Create all workshop materials, slides, and handouts

### **Workshop Delivery**

- Facilitate three 90-minute in-person workshops on the scheduled dates
- Provide a qualified lead facilitator present at every session
- Manage in-session activities, discussions, and hands-on exercises

### **Work-Based Learning Support**

- Provide coaching touchpoints between sessions (asynchronous: email, light video reviews, or office hours)
- Review participant outcome submissions and provide feedback
- Help participants prepare brief outcome presentations for the graduation event

### **Reporting Support**

- Document participant outcomes in a format suitable for Real Jobs Rhode Island reporting
- Provide a final program report with aggregate outcomes and learnings

## **4. What RISBC Provides**

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- Venue (unless vendor has applicable location)
- Participant recruitment, application processing, and selection
- All marketing, ad campaign, and media outreach
- Program coordination, scheduling, and participant communications
- Open Badge platform setup and credential issuance
- Graduation event hosting and logistics

## **5. Vendor Qualifications**

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### **Required**

- Demonstrated experience delivering AI training to non-technical professionals
- A lead facilitator with strong working knowledge of current AI tools (ChatGPT, Claude, Gemini, Microsoft Copilot, and similar) and their application to small business operations
- Ability to deliver in-person in Providence or Greater Providence area

### **Preferred**

- Prior work with small business audiences
- Rhode Island presence or strong familiarity with the RI small business landscape

- Experience with competency-based or evidence-based training models
- Bilingual capability (Spanish or Portuguese)
- General liability insurance coverage of \$1M or higher

## 6. Budget

Proposals should include a clear pricing structure covering all scope items in Section 3.

Lower-priced proposals are not automatically preferred; value, quality, and fit will be weighed alongside cost.

## 7. Proposal Requirements

Submit a single PDF containing the following:

1. Cover letter (1 page) — Introduction, your organization, and why you are a fit
2. Proposed curriculum outline (2–3 pages) — Workshop-by-workshop summary of topics, activities, and learning outcomes; work-based learning approach
3. Facilitator bio and credentials — For the lead facilitator and any additional staff
4. Relevant experience — Two to three examples of comparable training engagements, with brief descriptions and outcomes
5. References — Two professional references from past clients (name, organization, email, phone)
6. Pricing — Total fee and any optional add-ons, clearly itemized
7. Confirmation of availability for the target workshop dates (July 20, August 3, August 17, 2026) and the graduation event (October 7, 2026)

## 8. Evaluation Criteria

Proposals will be evaluated against the following criteria:

Criterion	Weight
Demonstrated AI training capability and facilitator quality	30%
Curriculum design and fit for small business audience	25%
Approach to work-based learning and outcome documentation	20%
Pricing and value	15%
References and relevant experience	10%

The final vendor selection will be presented to the RISBC Board of Directors for approval before contract execution.

## 9. Timeline

Date	Milestone
Late May 2026	RFP published
June 12, 2026, 5:00 PM ET	Proposals due
June 15–17, 2026	Optional interviews with finalists
June 19, 2026	Selected vendor notified; Board approval sought
Late June 2026	Contract executed; curriculum development begins
July 20, 2026	Workshop 1
August 3, 2026	Workshop 2
August 17, 2026	Workshop 3
October 7, 2026	Cohort 1 graduation — RISBC networking event

## 10. Submission Instructions

Submit proposals as a single PDF attachment to [info@risbc.org](mailto:info@risbc.org) by Friday, June 12, 2026, 5:00 PM ET.

Subject line: “RFP Response — AI Adoption Workshop Series — [Vendor Name]”

Questions about this RFP should be sent to the same address by Friday, June 5, 2026, 5:00 PM ET. Responses to substantive questions will be shared with all known prospective bidders to maintain a fair process.

## 11. Terms

- RISBC reserves the right to reject any or all proposals, to request clarifications, and to negotiate final terms with selected vendors
- Submitting a proposal does not guarantee a contract award
- All proposal costs are the responsibility of the vendor
- RISBC may award the contract in whole or in part, or may elect to re-issue the RFP if no proposal meets the program requirements
- The selected vendor will be required to sign a standard services agreement before work begins