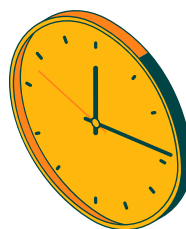


SUPPLIER DEVELOPMENT PROGRAM



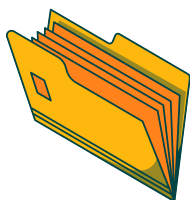
Program Overview

A 6-week capacity-building experience designed to prepare Detroit-based small businesses to compete for public and private procurement opportunities.



Timeline

Application Deadline:
October 28, 2025
Program Starts:
November 12, 2025
Program Ends:
January 7, 2026



Topics

Procurement Fundamentals

Understanding RFPs, RFQs, and bid processes.

Legal & Compliance

Contract review, risk management, and regulatory requirements.

Proposal Development

Writing winning proposals and capability statements.

Contract Delivery and Customer Service

Meeting operational standards and managing contracts.

Relationship Building

Engaging with buyers and prime vendors.

Assessing Proposal Fit & Business Readiness

Learn how to confidently navigate procurement portals, evaluate whether opportunities align with your business capabilities, and build a strategic action plan for submitting proposals, quotes, or required information.

SUPPLIER DEVELOPMENT PROGRAM



Benefits

- Hands-on training to navigate RFPs, RFQs, and bids
- Expert-led sessions with procurement professionals
- One-on-one coaching and post-program support
- Access to tools, templates, and resources
- Networking with buyers and prime vendors

Expectations

- Attend all scheduled sessions
- Complete assignments and post-session activities
- Engage with facilitators and peers
- Submit feedback and participate in evaluation



Criteria

- **Membership and Location:** BuyDetroit Members or Detroit-based contractors and suppliers.
- **Business Longevity:** Have been in operation for at least two years.
- **Revenue Range:** Generate a minimum of \$75,000 and a maximum of \$250,000 in annual revenues.
- **Certifications:** Interested and capable of securing at least one certification: Detroit Business Certification, WBE, MBE, or DBE.
- **Pre-Program Application Process:** All applicants will complete a short application to assess their fit and preparedness for the program. The application will include short-answer responses to:
 - Demonstrate interest and commitment to procurement opportunities.
 - Assess baseline knowledge and readiness regarding proposal writing and contract management.
 - Align with program objectives to ensure participants will actively engage in assignments and workshops.
 - Commit to providing feedback and post-program updates to help measure program impact.

Tentative Program Calendar

All sessions will be Wednesdays from 6:00 PM - 8:00 PM.

11/12/25
In-Person

11/19/25
Virtual

12/3/25
In-Person

12/10/25
In-Person

12/17/25
Virtual

1/7/26
In-Person

**This is a 6-week program that builds upon each session. Attendance at all sessions is required to ensure continuity and successful completion.*