



/ Opportunities

Economic Development / General Services

Small Business Readiness Curriculum Development

The City is seeking a qualified Company to design a comprehensive training curriculum that builds small business capacity and readiness to participate in upcoming City-led projects. The Company will be responsible for developing a Small Business Readiness Curriculum that provides small businesses with the knowledge, tools, and resources needed to compete for City contracting opportunities. The Company will be responsible for curriculum development only (to include the training plan and train-the-trainer training); delivery of the curriculum will be carried out by other designated facilitators and/or organizations.

Details

Posting Number	2025-Q4(Oct-Dec)--19208
Anticipated Posting Date	2025-12-08
Commodity Code(s):	90903, 91806, 92400, 92641, 95290, 95877, 96102, 96128, 96258

Requirements

Last Updated: 12/17/25

Insurance Requirements

The City requires the awarded vendor(s) to obtain and maintain the following insurance coverage types:

- ☒ Automobile-For automobile operations liability
- ☒ Errors & Omissions / Professional Liability-For negligence or failure to perform in a professional capacity
- ☒ General Liability-For bodily injury or property damage, arising from products, premises, completed work, personal & advertising injury
- ☒ Workers Compensation-For lost wages and medical expenses of injured workers

Viewers Option - A Small Red Eye Icon Awarded Company to secure insurance as follows: \$1M General Liability, \$1M Auto, \$1M Errors & Omission/Professional Liability, and Worker Compensation, with a valid certificate of insurance with the City of Charlotte noted as the certificate holder and included as an Additional Insured with respect to the commercial general coverage.

Estimated Total Value

The total project value is anticipated to be:

- ☒ \$250,000 - 499,999

Contract Term

The term of the project is anticipated to be:



Multi-Year



The total Contract Term is up to a potential of three (3) years. The Initial Term of the Contract is two(2) years. The City will have the option to renew the Contract for up to one (1) subsequent one-year term (the “Renewal Term”) via a written amendment signed by both parties and provided such renewal is approved by a City Council Budget Ordinance.

For Questions, Contact:

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City Contact

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