



## **REQUEST FOR PROPOSALS**

### **WESTERN MARYLAND ENTREPRENEUR-IN- RESIDENCE (EIR)**

**September 2025**

TABLE OF CONTENTS		
PART		PAGE
I. PROJECT OVERVIEW		3
II. COMPANY OVERVIEW		3
III. AWARD DETAILS		4
IV. PURPOSE		5
V. ELIGIBILITY		5
VI. USE OF FUNDS		6
VII. PROGRAMS REQUIREMENTS		6
VIII. PROPOSAL REQUIREMENTS		7
IX. EVALUATION CRITERIA		7
X. SUBMISSION PROCESS		8
XI. QUESTIONS		8

## I. PROJECT OVERVIEW

The Maryland Technology Development Corporation (TEDCO) is seeking proposals from qualified organizations based in Western Maryland—specifically in Washington, Allegany, and Garrett counties—to host an Entrepreneur-in-Residence (EIR). This initiative will embed experienced entrepreneurs within local organizations to serve as mentors, liaisons, and ecosystem builders, ensuring that early-stage companies in the region gain access to the resources, guidance, and networks necessary to grow and thrive.

The Western Maryland Entrepreneur-in-Residence Grant Program is part of TEDCO's commitment to advancing inclusive innovation and expanding entrepreneurial opportunities across the state. Through this program, TEDCO will provide grants of \$25,000 (one per county) to support the engagement of EIRs who will deliver mentorship, facilitate connections with TEDCO's statewide network, and help strengthen local innovation communities.

Selected grantee organizations will partner closely with TEDCO to ensure that EIR activities align with broader ecosystem goals including outreach, startup engagement, data collection, and reporting. EIRs will play a critical role in helping founders navigate the challenges of building a business, from refining their business models to accessing technical and financial resources.

By embedding seasoned entrepreneurs within Western Maryland communities, the program aims to foster long-term startup growth, expand access to entrepreneurial support, and strengthen regional innovation capacity. Per this RFP's guidelines, interested organizations must submit a complete proposal by **November 7, 2025, at 5:00 PM ET**. Proposals received after the deadline will not be considered.

## II. COMPANY OVERVIEW

### TEDCO Background

TEDCO (Maryland Technology Development Corporation) is an independent public instrumentality of the State of Maryland, established by the Maryland General Assembly in 1998, to facilitate the creation of businesses and support their growth in all regions of the State. TEDCO's role is to be Maryland's leading source of funding for early-stage, technology-based businesses; to provide other business assistance to entrepreneurs throughout the State; and to foster technology transfer and commercialization from the State's universities and Federal labs. TEDCO is leading innovation to market in Maryland and contributing to a robust entrepreneurial ecosystem in the State through its various programs and funds.

### Core Values

Our core values unite us and guide our efforts and interactions with people inside and outside of TEDCO. They are critical to TEDCO's commitment to excellence in carrying out its mission and serving its stakeholders:

**Accountability:** We take responsibility for our actions and for adherence to our mission, and we ensure that this responsibility is ingrained throughout the organization. We measure our activities and report our outcomes to our stakeholders. We do the right thing.

**Collaboration:** We focus on building trust and credibility across the organization and with all people across the state. We are transparent in the exchange of ideas and our encouragement of one another. We value teamwork in our pursuit of supporting innovation and entrepreneurial excellence.

**Integrity:** We provide the best quality service to all stakeholders and strive to exceed expectations. We pursue innovation and entrepreneurial success with the highest regard for moral, ethical and inclusion standards. We stand by what we say and what we do, and we always act in an honest and open way.

**Respect:** We uphold a culture of respect at work, within our communities, and nationally. We embrace diversity, equity and inclusion while also valuing our employees for their individuality and the unique perspectives that they bring to the organization.

**Stewardship:** We take seriously our responsibility to manage scarce resources and to serve as stewards of State, Federal, and private funds. We value our ability to create a sense of belonging and to serve our customers in an efficient and fiscally responsible manner. We encourage and empower TEDCO's staff to act in accordance with our culture.

### III. AWARD DETAILS

- **Grant Amount:** Each award will provide \$25,000 in funding to support the costs of retaining and compensating an Entrepreneur-in-Residence (EIR).
- **Grant Term:** Awards will cover a 12-month period beginning upon execution of the Grant Agreement. During this term, the Grantee will be expected to fully engage the EIR, coordinate with TEDCO, and meet all reporting and training requirements.
- **Number of Awards:** A total of three (3) awards will be made—one award in each of Washington, Allegany, and Garrett counties. TEDCO's intent is to ensure equitable

geographic distribution and to provide dedicated EIR resources in each county of Western Maryland.

#### **IV. PURPOSE**

The Western Maryland Entrepreneur-in-Residence (EIR) Grant Program is designed to strengthen the region's entrepreneurial ecosystem by embedding experienced entrepreneurs within local organizations. Through this initiative, TEDCO seeks to:

- **Embed Expertise:** Place seasoned entrepreneurs within Western Maryland-based organizations to serve as trusted advisors and mentors to startups.
- **Enhance Collaboration:** Facilitate direct communication and cooperation between local organizations and TEDCO, ensuring that founders in the region are connected to statewide resources.
- **Support early-stage startups** through mentorship and outreach, while ensuring accurate and timely data reporting to TEDCO
- **Strengthen Regional Innovation:** Expand entrepreneurial activity across Western Maryland by fostering stronger connections, building local capacity, and creating more opportunities for business success.

#### **V. ELIGIBILITY**

Applicants must meet the following criteria to be considered for an award:

- **Legal Status:** Be legally organized in Maryland (or registered/qualified to do business in Maryland) and in good standing in Maryland (and in their state of organization, if formed elsewhere).
- **Geographic Location:** Be based in one of the following counties: Washington, Allegany, or Garrett.
- **Organizational Capacity:** Demonstrate the ability to host and support an Entrepreneur-in-Residence (EIR), including administrative oversight and program management.

- Compliance Requirements: Commit to fulfilling TEDCO's reporting and training obligations throughout the grant period.
- Financial Capacity: Provide documentation showing adequate administrative and financial capacity to manage grant funds responsibly.

## **VI. USE OF FUNDS**

Grant funds must be used exclusively for activities directly related to the Entrepreneur-in-Residence (EIR) engagement. Allowable uses include:

- EIR Compensation: Retaining and compensating the Entrepreneur-in-Residence.
- Program Activities: Supporting EIR program-related activities such as mentorship sessions, startup outreach, community engagement, and coordination with TEDCO.
- Administrative Support: Covering reasonable administrative or operational costs associated with hosting and managing the EIR.

## **VII. PROGRAMS REQUIREMENTS**

Grantees will be required to:

- Engage an EIR: EIR will both work with the Grantee and actively liaise with TEDCO to support startup development in Western Maryland.
- Training Certification: EIR must complete TEDCO's online training program within 60 days of receiving the designated title/position from Grantee. Training is provided at no cost to the Grantee.
- Startup Activity Reporting: Grantees must continuously update TEDCO's Campground Database throughout the grant term. The database is provided at no cost to the Grantee

## **VIII. PROPOSAL REQUIREMENTS**

Applicants must submit a complete proposal package that includes the following components:

1. Cover Letter (1 page)
  - Provide a brief overview of your organization and the proposed EIR engagement.
2. Organization Description (1–2 pages)
  - Include legal status, mission, programs, and prior experience supporting entrepreneurs.
3. Entrepreneur-in-Residence Plan (2–3 pages)
  - Describe the EIR's role, qualifications, and anticipated impact (e.g., number of startups engaged, mentorship hours expected).
  - Outline how the EIR will coordinate with TEDCO and the local innovation community.
4. Budget and Use of Funds
  - Provide a high-level budget narrative, specifying how the award will be allocated (e.g., EIR compensation, organizational supervision of the EIR).
  - Note whether any matching funds (not required) will be leveraged.
5. Commitment Letter from Proposed EIR
6. Curriculum Vitae (CV) or Resume of the Proposed EIR

## **IX. EVALUATION CRITERIA**

Proposals will be reviewed and evaluated according to the following criteria:

- **Program Alignment:** Demonstrated alignment with TEDCO's mission and the objectives of the Western Maryland EIR Grant Program.
- **Organizational Capacity:** Ability of the applicant organization to host, manage, and support a successful Entrepreneur-in-Residence (EIR).

- EIR Engagement Plan: Quality, clarity, and feasibility of the proposed EIR role, responsibilities, and anticipated outcomes.
- EIR Qualifications (if identified): Relevant experience, expertise, and qualifications of the proposed EIR candidate.
- Compliance Commitment: Applicant's commitment to continuous reporting, training, and other program requirements.
- Regional Impact: Clear connection to, and demonstrated impact within, Washington, Allegany, or Garrett counties.

#### **X. SUBMISSION PROCESS**

Please submit your completed application for this RFP through the application portal [here](#).

**Submission Deadline:** November 7, 2025, at 5:00 PM ET.

Late submissions may not be considered.

All proposals must adhere to the following formatting requirements:

- Submit all proposal materials as a single, combined PDF.
- Use a minimum 11-point font with 1-inch margins.
- Include page numbers and section headers for clarity.
- File naming convention: EIR\_Proposal\_[OrganizationName].pdf

#### **XI. QUESTIONS**

All questions regarding this RFP must be submitted in writing to:

Karen Zuccardi

Email: [kzuccardi@tedcomd.com](mailto:kzuccardi@tedcomd.com)

**Deadline for Questions: October 24, 2025**

A compiled FAQ may be posted publicly if applicable.



TEDCO reserves the right to:

- a) Withdraw this solicitation at any time with no financial or other responsibility to any prospective respondent
- b) Conduct discussions and negotiations, at its sole discretion, with any respondent or respondents, without notification to any such excluded respondents, and
- c) Accept or reject, at its sole discretion, any or all bids