Agenda Item Summary Report

Meeting Date:	Submitted by:
September 8, 2025	Michelle Bailey-Hedgepeth, Town Administrator Regine Watson, Town Clerk/ Asst. Town Administrator

Item Title: COUNCIL ACTION | Approval for a Service Agreement with the BOW Collective for a total amount not to exceed $10,000.

Approval of a Service Agreement with the BOW Collective for a total amount not to exceed $10,000.

Work Session Item [X] Council Meeting Item [X]	Documentation Attached:

Recommended Action:

Staff recommends that the Council approve the Service Agreement between the Town of Bladensburg and the BOW Collective ("BOW Institute") for the delivery of a four-part Small Business Workshop Series as outlined in the agreement.

Program Overview:

The Town of Bladensburg seeks to enter into a Service Agreement with the BOW Collective, operating as the BOW Institute, to implement a targeted Small Business Workshop Series aimed at strengthening local entrepreneurship and small business development.

The program will consist of four sessions (two in-person and two virtual), designed and delivered by expert faculty with demonstrated experience in business coaching, strategic planning, and leadership development.

This initiative supports the Town's efforts to provide practical, high-impact training to small business owners and aspiring entrepreneurs within the community.

Scope of Services:

As outlined in the Service Agreement, the BOW Institute will provide:
4 Workshop Sessions:
2 In-Person Sessions at $3,500 each
2 Virtual Sessions at $1,500 each
Expert-Led Instruction by Master Faculty Members with proven track records in business growth and leadership.

All participants will receive digital access to slides, workbooks, and supplemental materials. Printed materials are available upon request, subject to additional approval and cost.

The total contract amount is $10,000.00. This initiative represents a strategic investment in local economic development and business empowerment.

Budgeted Item: Yes [X] No [ ] Budgeted Amount: One-Time Cost: Yes Ongoing Cost:	Continued Date:
Council Priority: Yes [ ] No [X]	Approved Date: