



**VENDOR PARTNER**

**REQUEST FOR  
PROPOSAL**

# BRINGING VALUE TO THE MICHIGAN SMALL BUSINESS COMMUNITY

The Small Business Association of Michigan (SBAM) is pleased to have the opportunity to bring your product and service offering to our members through a vendor partnership.

SBAM is dedicated to enhancing the success of Michigan's small businesses by providing valuable resources, advocacy, and support. We are looking for partners who can offer innovative products and services that align with our mission and provide significant value to our members.

SBAM is a leading association representing over 33,000 small businesses in all industry types located throughout the entire state of Michigan. The SBAM membership is large and diverse and ranges in size from sole entrepreneurs to businesses with hundreds of employees. The average size of our membership is 22 full-time employees.

Our mission is to help small businesses succeed by providing advocacy, resources, and support. We offer a wide array of services, including employee benefits, business resources, and networking opportunities with the goal to create a thriving small business community in Michigan.



# PROPOSAL REQUIREMENTS

## **Overview of Proposed Product/Service:**

- Provide a detailed description of the product or service you are proposing.
- Explain how your product/service aligns with SBAM's mission and goals.
- Highlight the unique features and benefits of your product/service.

## **Business Case:**

- Explain why you want to do business with SBAM.
- Describe how your product/service will improve the success of Michigan's small business members.
- Provide evidence of the effectiveness of your product/service, including case studies or testimonials.

## **Revenue Model:**

- Outline the cost structure for SBAM members and the association.
- Provide a detailed breakdown of pricing, including any discounts or special offers for SBAM members.
- Explain the revenue-sharing model, if applicable.

## **References:**

- Provide references from current or past clients who can speak to the quality and effectiveness of your product/service.
- Include contact information for each reference.

## **Business Support Model:**

- Describe the support model you will provide to SBAM members.
- Explain how you will ensure a high level of customer satisfaction and support.
- Outline any training or resources you will provide to help members maximize the value of your product/service.

## SUBMISSION DEADLINE

Proposals must be submitted by \_\_\_\_\_

## SUBMISSION METHOD

Please send your proposals to:

Michelle Beebe, Chief Revenue Officer  
**michelle.beebe@sbam.org**

Kellie Neiryndck, Senior Director of Products and Services  
**kellie.neiryndck@sbam.org**

Subject line: RFP for \_\_\_\_\_

## EVALUATION CRITERIA

**Coverage Offering (30%)** – Breadth and depth of core and optional coverages.

**Pricing (20%)** – Affordability and transparency of pricing structure.

**Customization (15%)** – Ability to tailor coverage to the diverse needs of SBAM's membership.

**Customer Management (15%)** – Efficiency, transparency, and member satisfaction with enrollment processes.

**Technology and Support (10%)** – Quality and usability of technology platforms and customer service.

**Vendor Experience and Reputation (10%)** – Proven track record and financial stability.

## TERMS & CONDITIONS

SBAM reserves the right to accept or reject any or all proposals.

All submitted proposals become the property of SBAM.

Proposals must remain valid for a period of 90 days from the submission deadline.

Any costs incurred in preparing the proposal are the responsibility of the vendor.

# STEPS WITHIN THE PROCESS

**Step 1.** Complete the SBAM RFP based on criteria.

**Step 2.** Submit RFP to [michelle.beebe@sbam.org](mailto:michelle.beebe@sbam.org) and [kellie.neiryneck@sbam.org](mailto:kellie.neiryneck@sbam.org)

**Step 3.** RFP is then presented to the SBAM Membership Governance Council.

**Step 4.** SBAM Membership Governance Council approves or rejects the benefit service offering.

**Step 5.** If approved, Membership Governance Council chooses whether to request RFP process from other businesses/members for comparison.

**Step 6.** RFP presented to SBAM Board of Directors for approval.

**Step 7.** If approved, we sign mutually-agreed upon vendor partner contract with SBAM.

**Step 8.** Decide on launch date and begin marketing and promoting product.

# MEMBERSHIP BREAKDOWN BY NAICS CODE

NAICS CODE SECTOR	Number of SBAM Members
11 - Agriculture, Forestry, Fishing and Hunting	378
21 - Mining, Quarrying, and Oil and Gas Extraction	29
23 - Construction	1,555
31 - Manufacturing	2,284
42 - Wholesale Trade	1,294
44-45 - Retail Trade	2,263
48-49 - Transportation & Warehousing	421
51 - Information	642
52 - Finance & Insurance	1,714
53 - Real Estate, Rental & Leasing	895

NAICS CODE SECTOR	Number of SBAM Members
54 - Professional, Scientific & Technical Services	3,771
56 - Administrative, Support, Waste Management & Remediation Services	1,373
61 - Educational Services	451
62 - Health Care & Social Assistance	1,821
71 - Arts, Entertainment & Recreation	733
72 - Accommodation & Food Services	1,413
22 - Utilities	39
55 - Management of Companies & Enterprises	34
81 - Other Services (Except 92 Public Administration)	1,839
92 - Public Administration	282

# MEMBERSHIP OPTIONS

We know that small businesses join our association for many different reasons. We offer several membership levels for the small business to choose from based on their product and service needs and the level of engagement they desire.

- **Starter Trial Member:** An introduction to SBAM with access to email newsletters, a digital version of Focus Magazine, and money-saving shipping services. This free Starter membership is valid for one year.
- **\$139 Annual Basic Member:** Access to employee benefits including small group health, life and disability, Section 125, HRA and HSA and COBRA administration, as well as workers' compensation coverage.
- **\$269 Annual Premium Member:** All the benefits of a Basic Membership plus access to our online Ask An Expert service, discounts on legal services, employee handbooks, education and training.
- **\$429 Annual VIP Member:** For owners interested in tapping into SBAM's multitude of services and engagement opportunities. These members will receive all the benefits of Basic/Premium plus access to a variety of exclusive VIP-only benefits such as free workplace posters, annual legislative-focused events and discounted advertising rates, as well as one free SBAM HQ conference room rental.
- **\$769 Annual Elite Member:** Our most inclusive and exclusive level of membership. It includes access to all the benefits of Basic/Premium/VIP plus access to a variety of exclusive-only events, insider access to SBAM member survey results, news and products, free Small Business Certification, and free access to SBAM HQ conference room and office spaces.



# COMMITMENT TO MARKETING & COMMUNICATIONS EFFORTS

Small business owners are extremely focused on running their business and getting them to pay attention to benefit opportunities can be a challenge. We know that persistence in keeping our products and services in front of our members is critical and will result in the increased interest and activity we are all seeking.

Through our vendor partnership contract, we combine our efforts to align and achieve our goals. To accomplish this, our team proposes a combination of sponsorships, marketing, and communications funded through a shared arrangement between SBAM and our partner vendor.

SBAM's marketing and communications commitment to the vendor partnership includes the following, at **no cost to your company**:

- Product page on sbam.org with link to your website.
- Social posts on SBAM Facebook and LinkedIn (*\$475 per post value*)
- SBAM Products & Services emails highlighting your company offering.
- SBAM Products & Services email banner ads. Four per year. (*\$640 value*)
- SBAM Agent email banner ads. Four per year. (*\$640 value*)
- Small Business Weekly email banner ads. Four per year. (*\$640 value*)
- Articles shared in Small Business Weekly email, social media and on sbam.org/News. (*\$550 per post value*)
- SBAM Focus magazine quarter page ad in at least three issues. (*\$610 value*)
- SBAM Focus magazine articles authored by SBAM. Two issues during calendar year; one product announcement and one product highlight.
- Targeted emails (as needed for webinar attendees, company size, company type, etc).
- Field phone and email inquiries from members and prospects.
- Invoice insert to members enrolled in our sponsored insurance program.

# THOUGHT LEADERSHIP CONTENT

As a partner vendor, we ask for you to provide content from the perspective of a thought leader for us to share across our platforms at **no cost to your company**.

- Educational-focused virtual meetings, webinars or lunch and learns hosted by SBAM and presented by a representative within your company. Two per year. (*\$1,000 value*)
- Articles authored by a representative within your company published in digital and print issue of our Focus Magazine, sbam.org News page, Small Business Weekly email and shared on social media authored by your company. Four per year. (*\$2,200 value*)
- Small Business Briefing interview with a representative within your company. One per year.



# FINANCIAL INVESTMENT FROM OUR PARTNER VENDORS

We've found that our most successful product and service partnerships are those in which both teams are continuously engaged and financially invested.

In addition to the marketing and communication efforts outlined on the previous pages that SBAM will manage and pay for, we encourage you to commit to providing additional funding for sponsorship and advertising.

It is our expectation that by nurturing our mutually beneficial relationship through all of these combined efforts, we will experience increased exposure and revenue.

Below are SBAM's recommendations for your consideration.

## SPONSORSHIPS

### MICHIGAN CELEBRATES SMALL BUSINESS SUMMIT AND AWARDS GALA

An action packed, 2-day event, with multiple opportunities, from attendance to sponsorship, to network with peers from across the state of Michigan.

**Networking Opportunities:** Connect with small businesses, fellow entrepreneurs, award winners, and industry leaders from across Michigan, fostering valuable relationships and potential collaborations.

**Small Business Summit:** Participate in the Small Business Summit, which includes educational sessions designed to provide insights into current business trends and strategies, a luncheon, and robust expo hall.

**VIP Reception:** Toast to the success of the 90 Michigan Celebrates Small Business award winners at our VIP reception.

**Capitol Day:** Gain insights into legislative matters impacting your operations at our Capitol Day, featuring special guest speakers and a Capitol tour!

**Celebration of Excellence:** Attend the Awards Gala, celebrating the achievements of Michigan's small businesses, drawing inspiration from their success stories, and enhancing your business's reputation through association with this prestigious event.

[2025 SPONSOR & EXHIBITOR DETAILS](#)

# SPONSORSHIPS CONTINUED

## SBAM LEADERSHIP COUNCIL EVENTS

The SBAM Leadership Council is a special, secret group formed over 10 years ago by small business owners. This is a statewide network of over 200 second-stage small business owners from all across the state, and they are in the prime of their careers. This group of owners are genuinely interested in connecting with peers and growing their network, not so much selling their products and services. But, the selling does happen once relationships are formed, which makes this group that much more powerful!

SBAM brings the Leadership Council together three times a year for in-person events that include education and peer-to-peer connection in a safe space. As a sponsor you will have the opportunity for exposure and engagement during each event.

**Sponsorship Cost: \$5,000 annually.**

## OWNER2OWNER MEETINGS

Commit to sponsoring and gain exclusive regional networking opportunities for small business owners. Owner2Owner events will offer the opportunity to network, share experiences, gain knowledge and leverage the power of small businesses in their region.

We host 2-3 events annually in each of our ten regional engagement zones. Each regional O2O meeting will feature components of networking, education, and small business advocacy awareness. These events are designed exclusively for small business owners to meet and connect.

**Sponsorship: \$1,000 per region for 12 months.**

## GOLF OUTING BENEFITING THE SBAM FOUNDATION

### **SBAM Golf Outing**

The SBAM golf outing is held in late Summer and gives you the opportunity to network with members and enjoy a beautiful day of golf. Proceeds go to the SBAM Foundation which provides research and publications in connection with entrepreneurship, training and education on entrepreneurship, and an in depth analysis of the entrepreneurial environment.

**Options range from \$300 Hole Sponsor up to \$5,500 Title Sponsor.**

# ADVERTISING

In addition to sponsorships, SBAM offers you several advertising opportunities in print, email, social media, and on our website. SBAM VIP members and Friends of Small Business members receive a 5% discount on advertising rates; SBAM Elite members receive a 10% discount. These are options that you can purchase to complement the ads SBAM will already be placing on your behalf for free.

## ADVERTISING RATE GUIDE

