2019 REQUEST FOR PROPOSALS-20191112
Administration and Programming of the City and County of Denver’s
Business Impact Opportunity Fund (BIO Fund)

PROPOSAL GUIDELINES

SECTION A. GENERAL INFORMATION

A.1 INTRODUCTION
The Denver Economic Development & Opportunity (DEDO) is seeking proposals from experienced organizations to administer the Business Impact Opportunity Fund or BIO Fund program as part of the proposer’s larger business advisory and support efforts. BIO Fund is intended for small businesses and entrepreneurs challenged by changing neighborhood conditions and demographics as well as major infrastructure and construction impacts.

In its efforts to assist, promote and advance community wealth building and responsible, equitable growth, DEDO will provide a minimum of $100,000 and as much as $120,000 in program funding to the selected contractor (Contractor) for the administration of a grant program called the Business Impact Opportunity Fund (BIO Fund).

The priority neighborhoods identified for 2020 are the statistical neighborhoods of East Colfax, Sun Valley and Valverde. Based on available funding and resources, secondary consideration will be given to applications from businesses located in Denver’s Enterprise Zones or other Denver neighborhoods where businesses are vulnerable to displacement and destabilizing factors.

The Contractor will disburse the BIO Fund grants to eligible businesses and provide support, referrals and activities designed to strengthen such businesses, build capacity, and develop assets. Thus, the BIO Fund program will contribute to financial empowerment, community wealth building, job creation and retention, and neighborhood stabilization.

The BIO Fund program will promote the public welfare by stimulating economic development through business stabilization and expansion support which creates and maintains job opportunities for City residents. The Program further promotes the public welfare by the generation of additional tax revenue.

A.2 BACKGROUND
In 2018, Denver’s Economic Development & Opportunity (DEDO) identified and developed a tool to support small businesses known as the Business Impact Opportunity Fund or BIO Fund. Based on research of best practices of several communities across the country, the tool was developed by DEDO for businesses challenged by changing neighborhood conditions and demographics as well as major
public infrastructure and construction impacts. Specifically, the BIO Fund program seeks to help impacted businesses stabilize and assist them towards achieving long term sustainability through a combination of financial and technical assistance.

The BIO Fund’s one-year pilot program was launched and implemented in close collaboration with DEDO’s equity partners Mile High United Way (MHUW) and North Denver Cornerstone Collaborative (NDCC) in the Globeville, Elyria, Swansea (GES) and Northeast Park Hill (NPH) neighborhoods. The neighborhoods of Cole and Clayton were added in the latter half of the program year. All five pilot program neighborhoods will continue under a separate program in 2020.

The NDCC and MHUW leveraged resources for the program with financial, technical, and administrative support.

- The BIO Fund program aligned with and leveraged MHUW’s business support efforts under their United Business Advisory (UBA) program.
- It further advanced NDCC’s mission to ensure community engagement and shared opportunities for residents and businesses in North Denver as these areas underwent significant physical changes.
- The BIO Fund program was an important access point to a continuum of small business support programs and initiatives provided by DEDO and community partners.

Services offered under the BIO Fund project included:

- Small grants for specific stabilizing uses, such as rent or mortgage (excluding taxes), payments, utilities, and expenses that mitigate construction impacts (wayfinding, marketing) for eligible business demonstrating a significant level of revenue decrease due to construction or changing neighborhood conditions such as those resulting from gentrification.
- Small grants to avoid displacement, revenue decline or closure for eligible businesses faced with potentially destabilizing factors.
- Financial assistance to explore new markets or business models where appropriate for eligible businesses demonstrating actual or potentially lost revenue due to construction or changing neighborhood conditions.
- No-fee business advisory services to small business owners primarily provided by MHUW’s United Business Advisory team with support of the other equity partners and other community resource partners.
- Referrals to financing and workforce programs, and other supports such as legal, accounting and back office.
- Access to capacity-building initiatives such as Denver Scale-Up Network and contracting opportunities.
As of the release of this RFP, the pilot BIO Fund program has awarded several grants to businesses experiencing a greater than 40% loss of revenue on average. The program has stabilized these businesses allowing them to catch up on operating expenses, improve their property and business assets, adapt to new markets, accomplish new marketing strategies and install way-finding signage. On average, all have operated close to 20 years in the neighborhood. The program funding leveraged substantial administrative support, donated resources and volunteer labor. Media coverage has been earned through four local media outlets and five community and business sources.

A.3 ANTICIPATED FUNDING AND PERIOD OF PERFORMANCE

DEDO is seeking a partnership similar to that had with Mile High United Way’s Business Advisory program under the pilot program. In this partnership, the Contractor is anticipated to administer the grants as part of its own established business advisory services offered in the priority neighborhoods. The BIO Fund will greatly enhance the tools the selected Contractor can offer its business clients – in particular, a cash grant that has proven very popular and effective in stabilizing and growing local, legacy businesses in Denver.

The BIO Fund program is turnkey and is an opportunity for the selected Contractor to incorporate the grant program into their existing business support programs as an additional tool. All procedural documents have been created and refined such as the working guide, the application and the screening tool. Delivering this additional tool will position the Contractor as a valuable resource to the business.

Preference will go to Proposers who can match with in-kind grant administration and provide technical assistance. Even greater preference will be given to Proposers who can expand the program funding beyond its anticipated range of **$100,000 to $120,000**. Funding for the BIO Fund is expressly contingent upon final budget approval, and approval by the Mayor and City Council of the City and County of Denver. The City and DEDO reserve the right to negotiate the final contracts.

DEDO may award funding to one or more entities that demonstrate an ability to effectively deliver and manage services as described within this RFP at the best value. The Proposer may opt to partner with another organization to optimize the strengths and experience each may have in the target neighborhoods.

The agreement is anticipated to have a **contract term effective March 1, 2020, through February 28, 2021.** DEDO reserves the right to renew the agreement for up to one additional one-year period based on contractor performance, achievement of benchmarks, funding availability, ability to leverage funds, compliance with all applicable regulations and other program requirements.

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1 While the proposer may partner with another organization, one entity must serve as the fiscal agent.
A.4 SCHEDULE OF EVENTS

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<th>Task</th>
<th>Deadline</th>
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<tr>
<td>RFP released</td>
<td>November 12, 2019</td>
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<tr>
<td>Pre-Bid Meeting</td>
<td>November 21, 2019 2:00 P.M. Local Time</td>
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<td>Questions due</td>
<td>December 02, 2019 2:00 P.M. Local Time</td>
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<tr>
<td>Proposals due</td>
<td>December 19, 2019 2:00 P.M. Local Time</td>
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A.5 ELIGIBLE RESPONDENTS

Eligible respondents include governmental, educational, for-profit or not-for-profit organizations or agencies engaged in a public service. Entities must be registered with the Colorado Secretary of State to do business within the state of Colorado. Entities that are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency are not eligible to respond to this RFP or to receive a contract. Proposal reviews and awards are contingent upon respondent being current with the City on any loan, contractual, or tax obligation as due, or in compliance with any rule, regulation, or provision on existing or past City contracts.

A.6 PRE-BID MEETING

Organizations interested in submitting a proposal in response to this RFP may participate in the pre-bid meeting scheduled for Thursday, November 21, 2019, 2:00 Local Time. The meeting will be held at the Webb Building 201 W. Colfax Ave., Room 4.H.2. An opportunity to ask questions at the pre-bid meeting will be provided.

A.7 SUBMISSION OF PROPOSALS

Proposals must be submitted through the on-line application available at:

https://app.wizehive.com/apps/2019 BIO Fund

- Proposals must be received no later than date and time listed above in the Schedule of Events.
- Proposals not submitted through the on-line application will not be considered.
- Individual Proposals will not be read in public or available for public inspection until after an award determination has been made.

DEDO continues to implement the management system, WizeHive, which will simplify the application process. The online application has been streamlined to allow one document to gather general data and information for proposals in all service areas. Completion of an application includes selection of a service area (as applicable) which will guide specific questions and requirements related to the proposed program. Organizations may submit more than one proposal. Additional proposals for different services can be accessed after the first proposal has been submitted through the WizeHive system. Detailed instructions are provided in the RFP Checklist available at:

DEDO Funding Opportunities Website
A.8   PROPOSAL QUESTIONS

All general questions regarding the RFP must be submitted in writing by Monday, December 2, 2019 2:00 PM Local Time. Additional questions may be asked at the Pre-Bid Meeting. Answers to all questions and any significant changes to the RFP will be made available through an addendum published on the DEDO Funding Opportunities Website.

Technical questions and technical support regarding the on-line application will be accepted and answered individually up to the proposal submission deadline listed above in the Schedule of Events.

A.9   ADDENDA

In the event it becomes necessary to revise, change, modify or cancel this Proposal or to provide additional information, addenda will be issued and made available on the DEDO Funding Opportunities Website. It is the responsibility of the proposer to confirm that they have acquired all addenda related to this solicitation and they have reviewed and complied with the requirements therein.

A.10  ALTERNATE RESPONSES

It is our intent to solicit proposals that afford the City the most cost efficient, technically responsive proposal for the acquisition of the subject matter of this RFP. However, we recognize that there may be arrangements different from that requested hereunder that would offer additional benefits to the City while satisfying the applicable requirements of this RFP. Accordingly, you may submit alternative proposals for consideration, which offer such additional benefits in addition to the requested baseline proposal. These alternatives will be evaluated in conjunction with the primary (baseline) approach for each proposal.

A.11  ACCEPTANCE PERIOD

Proposals in response to this RFP shall indicate that they are valid for a period no less than 120 days from the proposal submission deadline listed above in the Schedule of Events.

A.12  TECHNICAL REQUIREMENTS/ SCOPE OF SERVICES

Sections B and C of this RFP contain our proposed Scope of Services and Proposal and Response Requirements. This document shall form the basis of a Contractual Agreement covering the subject matter of this RFP. Exceptions or deviations to this proposal must not be added to the proposal pages but must be on proposer’s letterhead and accompany the proposal. Any exceptions to this documentation will be taken into consideration when evaluating proposals submitted. The City reserves the right to reject any or all of your proposed modifications. The City welcomes cost saving proposals which still satisfy all technical and business objectives.
A.13 PRICING/ PROPOSED BUDGET
Budgets shall be in the format contained in Section C of this RFP. Alternative approaches for the pricing of the requested services may be provided; however, such alternate approaches shall be described separately and must be in addition to the response to Section C as appropriate. Do not include cost or price figures anywhere except in the cost and pricing section.

A.14 RFP CONDITIONS AND PROVISIONS
This proposal must be certified by a duly authorized official of the proposing company. The completed and certified proposal (together with all required attachments) must be submitted in the manner described in Section C on or before the time and date in Section A.4.

All participating proposers, by their certification hereunder, shall agree to comply with all of the conditions, requirements and instructions of this RFP as stated or implied herein. Any alteration, erasure or interlineation by the Proposer in this proposal shall constitute cause for rejection by DEDO. Exceptions or deviations to this proposal must not be added to the proposal pages but must be on proposer's letterhead and accompany the proposal. Should the City omit anything from this RFP which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, then the proposer shall secure written instructions from DEDO.

Typographical errors in entering quotations on the proposal may result in loss of award of this proposal.

All proposers are required to complete all information requested in this proposal. Failure to do so may result in the disqualification of the proposal.

The City reserves the right to postpone or cancel this RFP, or reject all proposals, if in its judgment it deems it to be in the best interest of the City to do so.

Unit price for each item shall be shown and shall be for the unit of measurement indicated. In case of error in extension of prices, the unit price will govern.

The City reserves the right to waive any technical or formal errors or omissions and to reject any and all proposal(s), or to award a contract for the items hereon, either in part or whole, if it deems it to be in the best interests of the City to do so.

The successful proposer(s) shall be in complete compliance with all of the specifications, terms and conditions of this proposal as outlined above. The City shall have the right to inspect the facilities and equipment of the successful proposer(s) to insure such compliance.

The City shall not be liable for any costs incurred by the proposer in the preparation of proposals or for any work performed in connection therein.
A.15 GRATUITIES AND KICKBACKS
It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee (within six months of termination from City employment), or for any employee or former employee (within six months of termination from City employment) to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding of application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime proposer or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order. In the event that any gratuities or kickbacks are offered or tendered to any City and County of Denver employee, the proposal shall be disqualified and shall not be reinstated.

A.16 NON-COLLUSIVE VENDOR CERTIFICATION
By the submission of this proposal, the proposer certifies that:

- The proposal has been arrived at by the proposer independently and has been submitted without collusion with any other proposer.
- The contents of the proposal have not been communicated by the proposer, nor, to its best knowledge and belief, by any of its employees or agents, to any person not an employee or agent of the proposer or its surety on any bond furnished herewith and will not be communicated to any such person prior to the official opening of the proposal.
- No proposer shall submit more than one proposal for the same services solicited through this RFP. It shall be the responsibility of each proposer to obtain the prior written permission of DEDO before proposal opening in every situation in which the proposer, due to corporate association or other affiliation, may be found to be impermissibly associated with another proposer. Failure to observe this requirement could result in all such affiliated proposals being rejected.

A.17 EVALUATION
All proposals will be reviewed by an Evaluation Team comprised of DEDO staff and additional evaluators with subject matter expertise. All data and information from the proposer must be submitted as described in section A.7 (SUBMISSION OF PROPOSALS) above. No additional information, documents or inquiries pertaining to the proposal submittal, including email and phone calls, will be considered during the selection process.
The Evaluation Team will determine which of the proposals will provide the best value to the City, based on the responses to Section C, using the following criteria:

- Organization Overview (Section C.2)
- General Program Requirements (Section C.2)
- Budget (Section C.3)

The City may request oral presentations as part of the evaluation process. Additionally, the City reserves the right to conduct negotiations with one or more proposers.

A.18 DECISIONS
Based upon the information provided by the proposers, the Evaluation Team will evaluate proposals. The evaluations will be ranked according to scores and proposed services, and recommendations forwarded to DEDO and DEDO Senior Management for review and approval.

Successful proposers will be invited to enter into contract negotiations and development of final scope of services. Any award(s) as a result of these proposals shall be contingent upon the execution of an appropriate contract. Section D.7 of this proposal contains our proposed terms and conditions. These terms and conditions shall form the basis of a Contract covering the subject matter of this proposal. If there is contention(s) with the Terms and Conditions, a brief explanation and alternative language, if any, should be included in your response. Any exceptions to the Terms and Conditions will be taken into consideration when evaluating proposals submitted. The City reserves the right to reject any or all of your proposed modifications. Proposal reviews and awards are contingent upon proposers being current to the City on any loan, contractual, or tax obligation as due, or with any rule, regulation, or provision on existing or past City contracts.

A.19 DISCLOSURE OF CONTENTS OF PROPOSALS:
All proposals become a matter of public record and shall be regarded as Public Records, with the exception of those specific elements in each proposal which are designated by the proposer as Business or Trade Secrets and plainly marked “Trade Secrets”, “Confidential”, “Proprietary”, or “Trade Secret”. Items so marked shall not be disclosed unless disclosure is otherwise required under the Open Records Act. If such items are requested under the Open Records Act, the City will use reasonable efforts to notify the proposer, and it will be the responsibility of the proposer to seek a court order protecting the records, and to defend, indemnify, and hold harmless the City from any claim or action related to the City’s non-disclosure of such information.
SECTION B: SCOPE OF SERVICES

B.1 OVERALL PROGRAM OBJECTIVES

a. DEDO is seeking to contract with an organization that will support small businesses in the priority neighborhoods:

i. Provide business support services aimed at supporting entrepreneurs in strengthening existing small businesses.

ii. Solicit applications, screen and rank applicants, and administer BIO Fund grants to eligible businesses that are impacted by changing neighborhood conditions and demographics and major infrastructure and construction impacts pursuant to the BIO Fund Working Guide.

iii. Monitor business performance, stabilization and growth of businesses, both those successfully awarded BIO Funds and those not eligible for the program but in need of business advisory services.

iv. Conduct outreach and provide initial contact with business owners to understand the potential impacts experienced from changing neighborhood conditions and construction efforts.

v. Conduct follow-up and ensure awarded businesses are using BIO Fund grants as intended.

vi. Periodically convene business leaders and facilitate discussion about barriers to capital, training and other support as well as discussion of ideas and solutions.

vii. Counsel businesses on operational scaling and improvement opportunities and provide access/referral to potential sources of capital, loans and other supports.

viii. DEDO’s BIO Fund Working Guide details the following that will be important to the proposer in responding to this RFP:

- Definitions
- Eligible businesses
- Ineligible businesses
- Award amounts and funding rounds
- Targeted outreach and program priorities
- Eligible expenses
- Application process
- Appeals process

b. Work collaboratively with the City to design application, eligibility criteria, ranking tool, screening committee membership, metrics and award process for the BIO Fund program.

City Responsibilities:

- Provide a list and description of the priority business neighborhoods and nodes;
- Establish overall program guidelines, criteria, and priorities;
- Actively promote the program and refer eligible applicants to the Contractor;
- Review grant applications recommended by the Contractor for approval to ensure they meet the community impact the Program is intended to provide;
• Conduct additional due diligence (e.g., current on city taxes or licenses) regarding business eligibility if provided documents are insufficient;
• May provide technical assistance, business consultations and/or other support as applicable; and
• Prepare and execute an outreach plan to publicize information about BIO Fund and business advisory services that includes media buys (e.g., KBNO), social media, construction project teams, neighborhood captains, etc.
• Make all attempts to work cooperatively with the Contractor in the pursuit of executing a successful program, which includes open communication.

Contractor Responsibilities
• Provide all administrative support for the following activities as in-kind services to the program in disbursing the BIO Fund grants:
  o Identification of and outreach to target businesses
  o Solicitation of applications
  o Pre-screening
  o Intake of application and related application documents
  o Financial review and analysis of business’s financial documents to determine eligibility
  o Completion of ranking tool
  o Recommendation and presentation of eligible businesses
Coordinate with partner agencies and the City to refer businesses to City and industry resources and wrap-around services according to the business preservation continuum here. Track business type, years of operation, referrals, application processing time, satisfaction rating, and other mutually established metrics and report monthly to the City in a written report format such as an Excel spreadsheet. An example of data points to be collected and maintained can be found here.
• Collect business information to share with the City and partner agency programs (e.g., Indie/Visible) so the City may feature and highlight assisted businesses in various collateral and outreach media. Examples can be found here.
• The Contractor will act as the fiscal agent during the program year for the BIO Fund which may include accepting contributions from other entities internal to or external from the City. If funds are received, the selected organization will work with the City on integration of additional funds.

B.2 OUTCOMES & GOALS
Selected organization will achieve the following targeted outcomes during the one-year program.
• Counsel a minimum of 20 businesses seeking to stabilize or receive support services as an existing business.
• Deploy strategies and resources to stabilize a minimum of 20 businesses, 75% of which must be retail, hospitality, food & beverage, or small manufacturing.
• Activate at least 10 skill-based volunteers
• Refer 10 businesses to partner agency resources
Metrics to be tracked:
Selected organization will strive to achieve the following aspirational goals.

- Client satisfaction rating (Goal 90%)
- Businesses referred to support services post grant award (Goal 100%)
- Completed applications with required documents processed and prepared for recommendation within 10 business days (Goal 100%)
- Zero net FTE reduction of all grant-assisted businesses 12 months post grant award
- Businesses remaining open after six months (Goal 100%)
- Businesses remaining open after 12 months (Goal 100%)

B.3 TIMELINE

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<th>Task</th>
<th>Projected Start/End Dates</th>
<th>Benchmark/Deliverables</th>
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| Program Orientation & Development | March 2020 | • BIO Fund Working Guide updates and revisions (if necessary)  
• BIO Fund Committee structure and meeting dates  
• Screening tool revisions (if necessary  
• Outreach plan  
• Standard Operating Procedures  
• Summary report |
| Assess collective business needs | | |
| Deploy resources (e.g., BIO Fund, business advisory services and referrals to other resources, business executive volunteers) | April 2020 to January 2021 | • Completed applications and ranking  
• Impact assessments (e.g., financial analysis, demographic changes)  
• Award letters  
• Monthly reports/ invoices |
| Prepare and present metrics | | |
| Program Evaluation | February 2021 | • Program evaluation and recommendations for subsequent phases (if appropriate)  
• Final Program scorecard |
B.4 REPORTING
Monthly reports must quantify progress made on the objectives, the outcomes, metrics and the timeline. A brief narrative for each business applicant and grantee should provide quantitative and anecdotal information regarding business impact assessments (financial, social and demographic), business strategic planning support, marketing plan support, digital advertising and customer contact support, introductions to banking and capital suppliers, and assistance in locating credible back office service providers (accounting, legal, human resources, etc.). If the project is not on schedule, falling short of objectives or lagging in outcomes or aspirational goals, an explanation must be included in the narrative section of the report.

SECTION C. PROPOSAL AND RESPONSE REQUIREMENTS

C.1 SUBMISSION OF PROPOSALS
All proposals must be submitted through the online application available at:
https://app.wizehive.com/apps/2019 BIO Fund

The questions included in the following sections are included in the on-line application. Responses to these items must be included within the appropriate spaces provided in the on-line application. Proposals that are not submitted through the on-line application will not be accepted.

C.2 RESPONSE REQUIREMENTS
Organizational Overview. Proposal must include responses to the following questions regarding the proposing organization.

1. Provide a brief description and history of your organization, including mission and vision statements. How long has the organization been providing business technical assistance and support services? Describe how offering services in response to the RFP will fit into the organization’s mission or business plan. (100 word limit)
2. Describe the organization’s experience over the past five years in providing the services comparable to those described in this RFP. (100 word limit)
3. Please provide three references who can describe past performance in similar program areas. References should be current or former (within last three years) entities that partnered with your programs. (250 word limit)
4. How many business clients can your organization serve effectively? What was your organization’s capacity last year for business technical assistance and support? If there is a disparity between the number of clients that you propose serving and the number served last year how do you plan on increasing and supporting the proposed capacity? (250 word limit)
5. Describe any special qualifications, expertise and culturally relevant approaches that may distinguish your organization’s programs and services from other agencies. (250 word limit)
6. Describe how your agency and its programs have garnered local trust and credibility in the RFP’s target neighborhood(s). (250 word limit)
7. **Staffing Plan** - Please detail your organization’s staffing plan for the proposed services. Please include the following details (*250 word limit*):
   a. Staffing table including number of staff, status (full-time/part-time), location, and job function (e.g. fiscal, administrative support, marketing).
   b. Job descriptions, including job titles, job duties, and minimum qualifications.
   c. Resumes of organization’s key staff designated to oversee the proposed service delivery model. If your organization will need to hire staff as a result of being awarded a contract, please outline your plan and timeline to hire qualified staff to deliver these services and programs.
   d. Describe your diversity and inclusion plan to ensure staff reflects the composition of the target population and/or broader community.
   e. Planned utilization of volunteers

**General Program Requirements.** Proposals must include responses to the following questions regarding the cross-cutting requirements of all service areas.

**Technology (100 word limit)**
1. Provide an overview of the organization’s technical capacity, and the methods in which the organization proposes to meet the reporting and tracking requirements found in this RFP.

**Data & Reporting (250 word limit)**
1. Describe your existing data and reporting system process, to include:
   a. Data Collection (performance and outcomes)
   b. Business characteristics
   c. Program metrics regarding business technical assistance and support
2. Describe your strategy for tracking and managing performance as a business progresses through the life cycle of the program from application, through award, business counseling and referral, media positioning, and post-award follow-up.
   a. Describe how you will track and evaluate each specific performance goal on a monthly basis and communicate this information to DEDO.
   b. What processes are in place to ensure timely management and data integrity?

**Performance Measures (250 word limit)**
1. What are additional outcomes or performance measures for the proposed program model that you would like to propose?
2. Describe your organization’s success in meeting performance measures. Please answer the following:
   a. What were the measures?
   b. How were they tracked?
   c. How did you perform? Why were/weren’t you successful?
Fiscal Accountability *(100 word limit)*
1. Describe your organization key internal control activities and attach your agency’s internal control policy.
2. Cost Allocation: Describe your organization’s financial and administrative experience in managing and accounting for multiple federal, state and local funding sources in accordance with applicable laws and regulations. If your organization receives funds from more than one funded program and has staff that works on more than one funded program, describe how your organization allocates staff time among the various programs.
3. Budget Controls
   a. Describe how the organization internally monitors actual expenditures against budget.
   b. Describe your organization’s capacity to track expenses either within the organization’s accounting system or within a subsidiary system.
   c. Describe how the organization will administer and track expenses.
4. Describe the process your organization will use to ensure timely capture and reporting of fiscal information to the administrative entity.
5. Approximately how long does your entity take to provide a completed invoice package with all the required backup?
6. Is this organization in receivership or bankruptcy, or are any such proceedings pending?
7. Are there current liens against the agency?
8. How much of your organization’s budget is City and County of Denver funded? DEDO funded?

Leverage *(250 word limit)*
1. Describe your experience in leveraging and securing external resources that enhance your program design and expand your capacity.
2. Please describe program activities, staff, or resources that you intend on using as leverage.
3. Describe your intentions to leverage the BIO Fund seed funding by securing additional funds.
4. Propose and describe the value and nature of the administrative support you will bring to this RFP’s program.

Outreach, Enrollment & Orientation *(250 word limit)*
1. Describe your organization’s strategies for outreach, enrollment, and orienting applicants to appropriate services.
2. Describe how you will ascertain the needs of the business community and what data will inform your strategies.
3. How do you intend to incorporate technology throughout the outreach and orientation processes?
4. Indicate how you will streamline the eligibility process (including the collection of documentation) to avoid creating unnecessary delays and burdens to customers during program enrollment.

Performance Evaluation & Outcomes *(250 Word Limit)*
1. What additional outcomes do you expect to achieve as a result of your proposed program model? How are these different than the prescribed outcomes/metrics in the RFP?
Section C.3  BUDGET

Project budget must reflect adequate resources and staff to administer the BIO Fund, provide advisory services and referrals and achieve the outcomes outlined above. Proposer must use the template provided to prepare its budget. Download the form in the online Wizehive application and upload where indicated.

DEDO anticipates that total funding at a minimum of **$100,000 and as much as $120,000 for BIO Fund programs** will be available for grants administered by the selected Contractor, which is expressly contingent upon final budget approval, and approval by the Mayor and City Council of the City and County of Denver. The City, DEDO and the NDCC reserve the right to negotiate the final contracts and contract amounts. All cost information shall be limited solely to this section of your proposal. This section should address all services set forth in your response as well as any other items pertinent to your proposal budget.

If a proposer desires to include in its proposal a statement of additional services other than those contained in Sections B and C related to the implementation of BIO Fund program, such additional services shall be included in the proposal in accordance with Section A.10. The City shall have no obligation to accept any proposed additional services and reserves the right to negotiate final terms and costs therefor.

Alternative approaches for the pricing of the requested products and services may be provided; however, such alternative approaches shall be described separately and must be in addition to the prescribed format. Do not include cost or price figures anywhere except in this budget section.

**SECTION D: ADDITIONAL REQUIRED INFORMATION**

All submitted proposals must include the items listed below. The on-line application includes areas to enter the required information or upload the required documents. Responses to these items must be included within the appropriate spaces provided in the on-line application. Proposals that are not submitted through the on-line application will not be accepted.

**D. 1  IRS FORM W-9**


**D.2  CERTIFICATE OF GOOD STANDING FROM SECRETARY OF STATE**

Please attach the proposer’s Certificate of Good Standing with the Colorado Secretary of State’s office to your proposal. Proposing organizations must be registered with the Secretary of State’s office **PRIOR TO** submitting an application. This can be obtained from the Secretary of State’s website: [http://www.sos.state.co.us/biz/BusinessEntityCriteria.do](http://www.sos.state.co.us/biz/BusinessEntityCriteria.do)
D.3 AUDITED FINANCIAL STATEMENTS
All proposals must include financial statements for the two most recent fiscal years; audited financial statements are preferred. If financial statements are not available, the proposer’s most recent federal tax returns must be submitted and will be kept confidential.

D.4 ORGANIZATION BUDGET
All proposals must include the current fiscal year budget for the applicant organization.

D.5 LOBBYING CERTIFICATION
All proposals must include certification that no funds have been paid by or on behalf of the applicant organization to influence funding decisions regarding this RFP. Download the form in the online Wizehive application and upload where indicated.

D.6 DRUG-FREE WORKPLACE CERTIFICATION
All proposals must include certification that the applicant organization will provide a drug-free workplace in compliance with the Drug-Free Workplace Act. Download the form in the online Wizehive application and upload where indicated.

D.7 SAMPLE CONTRACT & AGREEMENT FORM
The successful Proposer(s) will be required to execute a contract with the City and complete a Sample Agreement Form regarding the Proposer’s intent to comply with this agreement. If there are any provisions that are unacceptable to the Proposer, the Proposer must submit with its Proposal, a list of any and all specific modifications to such provisions which the Proposer may request to be negotiated with the City if the Proposer is selected to provide services under this Request. Any changes or modifications which are not identified by the Proposer in its Proposal will not be reviewed by the City before a final agreement is executed. The City shall assume that the sample Agreement has been thoroughly reviewed and discussed with legal counsel prior to preparation of any list of proposed modifications. All Proposers are strongly advised to seek legal counsel prior to preparing such list. The City reserves the right to accept or reject in its sole discretion any proposed modifications to the sample contract.

The City reserves the right to modify any term or condition of the draft Agreement, and to add, delete or modify terms and conditions as deemed necessary, prior to execution of a final agreement. Proposers will be presumed to have submitted their Proposals based upon all the information set forth in the contract and in a manner fully cognizant of the requirements of the contract. The City reserves the right to contemporaneously negotiate the final terms of the proposed contract with one or more of the highest rated responsive Proposers. If the City is unable to reach an agreement as to final contract terms with any selected Proposer, the City expressly reserves the right to terminate negotiations and enter into contract negotiations with one or more of the other ranked Finalists. As the best interests of the City may appear in the City’s sole judgement, the City reserves the right to reject any or all Proposals at any time during this
selection process or terminate, cancel or modify this selection process. The sample contract is available for download in the online Wizehive application.

D.8 DIVERSITY AND INCLUSIVENESS IN CITY SOLICITATIONS INFORMATION REQUEST FORM

Definitions

**Diversity:** Diversity refers to the extent to which a contractor/consultant has people from diverse background or communities working in its organization at all levels, is committed to providing equal access to business opportunities and achieving diversity in procurement decisions for supplies, equipment, and services, or promotes training and technical assistance to diverse businesses and communities such as mentoring and outreach programs and business engagement opportunities.

**Inclusiveness:** Inclusiveness, for purposes of Executive Order No. 101, includes the extent to which a contractor/consultant invites values, perspectives and contributions of people from diverse backgrounds and integrates diversity into its hiring and retention policies, training opportunities, and business development methods to provide an equal opportunity for each person to participate, contribute and succeed within the organization’s workplace. Inclusiveness also includes the extent to which businesses have an equal opportunity to compete for new business opportunities and establish new business relationships in the private and public sector.

All proposals must include the City’s “Diversity and Inclusiveness in City Solicitations Information Request Form”. Proposers are requested to please state whether you have a diversity and inclusiveness program for employment and retention, procurement and supply chain activities, or customer service and provide the additional information requested on the form. The information provided on the Diversity and Inclusiveness in City Solicitations Information Request Form will provide an opportunity for City contractors/consultants to describe their own diversity and inclusiveness practices.

Contractors/consultants are not expected to conduct intrusive examinations of its employees, managers, or business partners in order to describe diversity and inclusiveness measures. Rather, the City simply seeks a description of the contractor/consultant’s current practices, if any.

Diversity and Inclusiveness information provided by City contractors/consultants in response to City solicitations for services or goods will be collated, analyzed, and made available in reports consistent with City Executive Order No. 101. However, no personally identifiable information provided by or obtained from contractors/consultants will be in such reports.

**Submissions of the “Diversity and Inclusiveness in City Solicitations Request Form”, must be included with RFP response. Failure to submit this form as instructed will render the proposal non-responsive and as such will not be considered.**
D.9 CERTIFICATES OF INSURANCE

Upload Certificates of Insurance evidencing the following coverage required of all City Contractors:

- Commercial General Liability: $1,000,000 per occurrence, $1,000,000 for each personal and advertising injury claim, $2,000,000 products and completed operations aggregate, $2,000,000 policy aggregate
- Business Auto Liability: $1,000,000 combined single limit
- Workers Compensation: $100,000 per occurrence for each bodily injury claim, $100,000 per occurrence for each bodily injury caused by disease claim, and $500,000 aggregate for all bodily injuries caused by disease claims.
- Professional Liability (Errors & Omissions): Contractor shall maintain limits of $1,000,000 per claim and $1,000,000 policy aggregate limit.
- Technology Errors & Omissions including Cyber Liability: Contractor shall maintain Technology Errors and Omissions insurance including cyber liability, network security, privacy liability and product failure coverage with limits of $1,000,000 per occurrence and $1,000,000 policy aggregate. Policy shall include a severability of interest or separation of insured provision (no insured vs. insured exclusion) and a provision that coverage is primary and non-contributory with any other coverage or self-insurance maintained by the City.
- Commercial Crime: Contractor shall maintain $1,500,000 in commercial crime insurance coverage. Coverage shall include theft of City's money, securities or property by Contractor's employees, including any extended definition of employee. The City and County of Denver shall be named as Loss Payee as its interest may appear.

Additional coverage as specified in the sample contract may be required upon award.