ADDENDUM 1
2021 REQUEST FOR PROPOSAL
BUSINESS IMPACT OPPORTUNITY (BIO) FUND 2022

The above referenced RFP is hereby addended as follows:

The following questions and their answers are hereby incorporated into and made part of this Request for Proposal:

(Q) Questions and (A) Answers

**Q1:** The RFP lists the committee composition as: "ARPA BIO Fund Committee (comprised of Contractor, DEDO Business Development, DEDO NEST team members and other community partners). What is the desired composition and structure of this committee? Has "other community partners" been defined?

*A:* Community partners are those organizations with whom the contractor will subcontract to deliver services to eligible small businesses. The committee structure will be finalized when the proposed service delivery model is finalized which may impact the committee structure.

**Q2:** Is the contractor responsible for managing the flow of funds or will the city manage that?

*A:* The City will provide some portion of an advance of funds (pre-determined in the contract) from which the contractor will disburse grants. As spend down is demonstrated and documented, additional advances may be made. Expenses incurred by the contractor to provide services to small businesses by the contractor or its subcontractor(s) will be on a reimbursement basis. Contractor is responsible for disbursing grants to eligible businesses that are qualified for a cash grant.

**Q3:** Are contractors able to provide the technical assistance if they have the necessary expertise?

*A:* Yes. Proposer should complete the community partner form detailing the technical assistance they will provide.

**Q4:** Can you verify that grants will be paid out of a city fund and not by the contractor for reimbursement?

*A:* See Question #2.
Q5: Does the city have a procurement process for subcontractors that they would prefer the contractor to use or can the contractor use their own?

A: Denver’s Executive Order 8 establishes the policy and procedures by which goods and services will be procured. The contractor is required to follow these same procedures when procuring goods and services under the agreement for this program. Details can be found at this link: [https://www.denvergov.org/files/assets/public/executive-orders/documents/8-contracts-other-written-instruments-ccd.pdf](https://www.denvergov.org/files/assets/public/executive-orders/documents/8-contracts-other-written-instruments-ccd.pdf)

Q6: Where can we locate a copy of the opportunity index map?

A: A link to the Opportunity Index Map, one of three City-established criteria to determine business eligibility, is located in the full RFP Guidelines (page 3, Section A.3; and page 9, Section B.1) located on the Denver Economic Development & Opportunity “Bidding Opportunities” page and also accessed at this link. For inclusion of various impacts of the COVID-19 public health crisis, the map may undergo modifications. Additionally, the slide-deck presentation omitted the following which is explained in the full RFP Guidelines (Page 3, Section A.3): “Eligibility criteria also will be developed with regard to business size, physical business location within the City & County of Denver, operational prior to March 26, 2020, and other eligibility factors.”

Q7: Will we receive a copy of the presentation?

A: The slide-deck “ARPA BIO Fund Request for Proposals Pre-Proposal Meeting” presented on December 17, 2021 is made a part of this Addendum No. 2.

Q8: How can we as a potential subcontractor interface with potential primes please?

A: Potential subcontractors may reach out to other attendees at the pre-proposal meeting (list of attendees made a part of this Addendum) or other suitable proposers known to the potential subcontractor to explore opportunities to partner.

Q9: Can our Company propose as a subcontractor?

A: As a Proposer to this RFP, the proposing organization would be evaluated based on its ability to deliver all of the services enumerated in Section B.1 Scope of Services – Contractor Responsibilities. Proposing as the prime, the organization would be expected to demonstrate its ability to deliver all services enumerated in the Scope of Services – Contractor Responsibilities.

Q10: Will the Non-Collusive Vendor Certification requirements apply to MWBE Sub-Consultants/ Subcontractors also?

A: As set forth in Section A.16 of the RFP, only the Proposer makes the certification in that section.

Q11: Are you able to share names of attendees to explore partnership opportunities?
A: The list of attendees to the December 17, 2021 Pre-Bid Conference is provided within this Addendum No. 2

Q12: Will this contract be subject to approval from City Council?

A: Pursuant to City Charter §3.2.6 (E) Ordinance contract amounts exceeding $500,000 or more (and amendments which cause the total contract to exceed that amount) must have City Council approval.

Q13: If we are unable to secure community partners prior to the RFP due date can we include information on how we would reach out to community partners or are the specific partners required?

A: Proposals will be evaluated based on the proposed community partners/subcontractors or the Proposer’s ability to self-perform those services otherwise considered for community partners, such as (but not limited to) lease negotiations, relocation services, and capacity-building programs. DEDO recognizes that finalization of the program service delivery model during contract negotiations may allow for additional community partners not yet secured, however DEDO would expect the Proposer to have secured, described and proposed (according to the RFP guidelines) a complete and sufficient cadre of community partners to deliver those services.

Q14: Can you talk a little bit about who you foresee being on the BIO Fund committee and how those individuals will be selected?

A: See Addendum No. 1, Question #1.

Q15: Is there a MWBE participation goal for this contract?

A: Upon review by DEDO’s Division of Small Business Opportunity (DSBO), it has been determined that the use of federal funds for this program does not trigger a MWBE participation goal.

Q16: How will people know if you are able to upload this presentation for other people to view/listen to it?

A: See Question #2 above.
### Pre-Proposal Meeting Attendees, December 17, 2021

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<tr>
<th>Name of Attendee</th>
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