

July 3, 2024

**ADDENDUM NO. 1**  
**2024 REQUEST FOR PROPOSAL – 20240502**  
**DENVER INCLUSIVE IMPACT CATALYST (IIC)**

The above referenced Request for Proposal 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: Can you provide additional clarity around ARPA funds and usage. We know there is quite an extensive document from the federal government regarding ARPA. Can you provide more details of the breakdown of the funding timeline (for example are their specifics around how much of the funds need to spend in each calendar year i.e., 2024, 2025, and 2026).

- The period of performance starts on November 30, 2024, and the RFP states “All funding from ARPA (collectively, “ARPA Funds”) may only be used to cover eligible costs incurred by the City during the period that begins on March 3, 2021, and ends on December 31, 2024 (date on which funds must be encumbered). Since matching funds of \$559,733 from the American Rescue Plan Act (ARPA) is designated to this RFP, does this mean that \$559,733 of this award needs to be spent before the end of 2024?

**A: *Per the requirements of this proposal, a signed contract with the selected vendor prior to September 15, 2024, will constitute “encumbrment” therefore meeting the criteria of ARPA. The agreement is anticipated to have a contract term effective November of 2024 through October of 2026.***

***Spend down is met when anticipated expenses for administering the program are submitted through the end of the contract term in alignment with the agreed to contract requirements. DEDO is looking for a proposal that allows for effortless negotiations, a workable budget and spend down according to the contract term indicated in the RFP.***

Q2: Can you provide a clear definition of encumbered.

- For example, does encumbered mean a commitment to spend money for a particular purpose at some point in the future? Or does this mean that you practice arrears accounting, where the service must be offered and completed before any payments can be made?

**A. *The definition of encumber is: “funds that have been obligated to a specific set of expenses that are expected to occur”. Accordingly, funds are encumbered once a contract agreement for a specified amount has been agreed to and signed by all parties.***

***See also, the previous answer for encumbrment; once funds have been encumbered, the city will process payments to reimburse expenses throughout the term of the agreement.***

Q3: Can funds be used for services retroactively and if yes, what is the retroactive date?

- For example, expenses that were incurred before November 2024 that would directly benefit this RFP (i.e., recruiting of new staff, software expenses, consultant expenses, programming expenses, etc.)?

**A: Expenses incurred prior to the signed contract date are not allowable for reimbursement.**

Q4: The section defines the tech industry as companies providing goods and services related to research, development and distribution of semiconductors, networking, software, hardware and internet and focused on innovation, creation, and growth. What tech companies would not be eligible underneath this contract?

- For example, would artificial intelligence, information technology (IT), and social media platforms be considered part of the tech industry for this RFP? Would tech-adjacent (i.e., ecommerce, telehealth, fintech, etc.) companies be eligible to participate?

**A: Most examples of tech companies listed in your question would be allowable. Tech-adjacent companies would also likely be allowable with the exception of most ecommerce businesses.**

Q5: How firm or official do the sub-awardees have to be for the July 12th submission date.? Specifically, I'm wondering if we would need formal written agreement before submitting the grant application. I know the sub-awardees I'd want to work with and their related sub-awardee budgets, and I've socialized the grant with them, but haven't entered into any kind of letter of intent or contracts, given the outcome is speculative.

**A: For the purpose of proposing on the RFP, formal, executed contracts with sub awardees, prior to award, is not required. However, having a letter of commitment from potential sub-awardee is considered highly desirable. We encourage proposers to be aware of the drawbacks of a proposer not ensuring a potential sub-awardee is committed to fulfilling the contract if proposer is selected.**

Q6: Is 3513 Brighton Blvd. Suite 436 Denver CO 80216 one of the opportunity zones?

**A: This address does fall within the Opportunity Zone. For additional information about Opportunity Zones please go here: <https://oedit.colorado.gov/colorado-opportunity-zone-program>**