



2024 REQUEST FOR PROPOSALS (RFP) 20240502

Denver Inclusive Impact Catalyst (IIC)

RFP Guidelines

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SECTION A. GENERAL RFP INFORMATION

A.1 INTRODUCTION

Denver Economic Development & Opportunity (DEDO) is seeking proposals from qualified organizations to prepare BIPOC+-led¹, tech-industry businesses² to be capitalized through culturally aware executive coaching, mentorship, community-based events, educational workshops and relevant resources and connections.

Funded with \$559,733 from the U.S. Department of Commerce's (DOC) Economic Development Administration (EDA) and matching funds of \$559,733 in American Rescue Plan Act (ARPA) funds from the U.S. Treasury, **this Request for Proposals (RFP) will select one qualified contractor for a two-year, not-to-exceed, \$1,119,465 award to design and deliver the program.**

Complete proposals are due Monday, July 15, 2024, at 4:00 p.m. MST. For the full RFP schedule please refer to SECTION A.5 RFP TIMELINE.

A.2 BACKGROUND

Named the Inclusive Impact Catalyst (IIC) program, this initiative will address the challenges all small tech businesses face when trying to access equity capital and will prioritize BIPOC+ tech founders where long-standing, systemic barriers have made accessing capital particularly challenging. BIPOC+ tech founders have traditionally had less access to resources, which further weakens their chances of accessing capital. The Awarded Contractor will help these companies prepare to appeal to investors by accelerating their knowledge and business acumen regarding capital infusions. Better prepared, these BIPOC+ tech founders can appropriately seek capital when ready and execute effectively with those dollars. The most common gaps in companies' venture-capital-readiness are related to a lack of strong marketing strategies, poor understanding of financing and accounting requirements, legal contracting, and strategic hiring initiative.

IIC will be restricted to tech-industry businesses only. BIPOC+-led businesses will be prioritized for the investment support services offered under this program.

Upon the foundation of DEDO's original EDA grant, Build to Scale, the IIC program will further DEDO's mission to work with local capital-providers to fund capital-ready BIPOC+ businesses. The program will reduce risk for these providers' investments by assessing BIPOC+-led tech companies for capital readiness and providing training and consulting, building the business fundamentals to make them investment-ready. IIC will deliver investment support services enabling more BIPOC+-led tech companies with high-growth potential to attract investment capital.

¹ For purposes of this program, where "BIPOC+" appears, the DEDO program team intends that the program will prioritize business participation among the following: Businesses owned by individuals who identify as Black, Indigenous and people of color, women, people with disabilities, veterans, foreign-born, and people who identify as lesbian, gay, bisexual, transgender or queer.

² For purposes of this program, the tech industry includes research, development and distribution of goods and services related to semiconductors, networking, software, hardware and internet and is focused on innovation, creation, and growth.

A.3 ELIGIBLE USES OF EDA AND ARPA FUNDS

The funds for the City to pay for the services described herein have been provided from two federal funding sources.

- **United States Department of Commerce (DOC)/Economic Development Administration.**
Total allowable costs will be determined at the conclusion of the period of performance in accordance with the administrative authorities applicable pursuant to the Notice of Award, including the applicable requirements as set forth in the Uniform Guidance and the Authorized Budget, after the final financial forms, including any required documentation, are submitted. **Note that use of funds for venture capital or equity investments are not allowable costs and neither EDA funds nor Matching Share funds may be used for such purposes. Furthermore, neither EDA funds nor Matching Share funds may be used to provide an award, prize or loan to any individual.** [Emphasis added.] See generally, 13 § C.F.R. 312.7 (detailing eligible and ineligible project activities). Click on this [link](#) to review the DOC Standard Terms and Conditions.
- **American Rescue Plan Act, Public Law No. 117-2 (March 11, 2021) (“ARPA”).**
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). All funds must be spent by December 31, 2026. Eligible costs include those incurred to respond to the public health emergency with respect to the Coronavirus Disease 2019 (“COVID-19”) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or to aid impacted industries such as tourism, travel and hospitality. Click on this [link](#) to review the ARPA Final Rule.

These resources lay the foundation for a continued strong, equitable economic recovery by addressing systemic economic challenges that may have contributed to more severe impacts of the pandemic among low-income communities and historically underserved businesses. **The Inclusive Impact Catalyst program will address these systemic challenges.**

A.4 PERIOD OF PERFORMANCE

The agreement is anticipated to have a contract term effective November of 2024 through October of 2026 (approximately a 24-month contract), with the majority of program activities delivered and funds disbursed by December 31, 2025, with two one-year extensions based on performance and subject to funds available.

A.5 RFP TIMELINE

Task	Date	Time
RFP released	Wednesday, June 12, 2024	

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Written questions due via email	Friday, June 28, 2024	4:00 p.m.
Addenda released	Friday, July 5, 2024	
Proposals due	Monday, July 15, 2024	4:00 p.m.
Proposer Interviews	August 2024	
Anticipated Notice to Proceed	November 2024	

Note: All times are Mountain Standard Time (MST).

A.6 ELIGIBLE PROPOSERS

Eligible proposers include educational, for-profit, or nonprofit organizations, public benefit corporations, or agencies engaged in a public service. With the exception of governmental and quasi-governmental entities (e.g., a business improvement district), proposers must be registered with the Colorado Secretary of State to do business within the state of Colorado, and in good standing. 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 proposer 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. Any proposed subcontractors must meet the same eligibility criteria and be identified in the proposal.

The City & County of Denver requires that the program delivery location, where investment support services will be delivered, must be located in one of the pre-qualified areas of Denver’s [Neighborhood Recovery Index Map](#)³ with a Recovery Index Score (RIS) of .89 or less. These areas of the City have been identified as areas where households and businesses are at greatest risk of recovering from the economic impacts of the COVID-19 pandemic. **The Park Hill Innovation Hub, known as PHI Hub, is located at 4800 Dahlia Street, which has a Recovery Index Score of .84.** In circumstances where services will not be delivered from the PHI Hub, DEDO will advise the Awarded Contractor on the appropriate means to determine Business Participant eligibility.

A.7 ELIGIBLE BENEFICIARIES (BUSINESSES)

Eligible beneficiaries of this program must be tech-industry companies defined as providing goods and services related to research, development and distribution of semiconductors, networking, software, hardware and internet and focused on innovation, creation, and growth.

Services and supports offered through this program will be available only to Business Participants meeting the additional following criteria.

³ To access the Recovery Index Map, click on this link, <https://storymaps.arcgis.com/stories/6b885654359d41508a97bc8f8ea46ca6>. Scroll to “Neighborhood Recovery Index” and select “2023 Index Update.” Use the magnifying glass icon to enter an address in the interactive RIS map.

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- Physically located and operating the business within the boundaries of the City and County of Denver.
- Registered and in good standing with the Colorado Secretary of State's Office.
- Engaged in business activities that are legal under both federal and Colorado law. **NOTE: As this project is funded with federal funds, retail or wholesale cannabis operations are prohibited as eligible businesses.**
- Meet program technical requirements including ability to provide financial records.
- In good standing with local, state, and federal taxing, permitting, and licensing authorities.
- In circumstances where services will not be delivered from the PHI Hub, DEDO will advise the Awarded Contractor on the appropriate means to determine Business Participant eligibility.

A.8 CONTRACTOR REPORTING

Pursuant to the EDA and ARPA requirements, subsequent federal guidance and DEDO requirements, the awarded entity will be considered a "Subrecipient" and required to report on a number of metrics related to the "Beneficiaries" (Business Participants) of this program including, but not limited to, those listed below. Additional reporting elements may be required based on the proposed program design and City and/or federal reporting requirements.

The Contractor will provide DEDO with periodic reports of programmatic progress and utilize DEDO's software platform for intake and program delivery to ensure DEDO has access to data. DEDO also requires access to any programmatic data outside of the required system at any time for internal and external reporting needs. The outputs and outcomes will be further defined based on program design but high-level data types for tracking are listed below.

Outputs (reported monthly)

The contractor and/or its subcontractors will track outputs related to the businesses served. These outputs include but may not be limited to the following:

1. Business Participant demographic information as self-reported through the intake process
2. Business firmographics (i.e., industry, FTE count, location, etc.)
3. Requests for assistance (# of intakes accepted/declined)
4. COVID impacts to businesses
5. Assessments completed to determine appropriate programming and referrals
6. Businesses served with investment support services
7. Referrals to Subcontractors by assistance type and specific partner
8. Businesses graduating from programs and services
9. Dollar value of investment support services provided to Business Participants

Outcomes (reported monthly)

1. Dollar amount of funding achieved by Business Participants as a result of participating in investment support services provided by Contractor or Subcontractors
 - a. External dollars raised/leveraged
 - b. Business Participants matched with a Community Development Financial Institution (CDFI) loan program
 - c. Repayment progress for businesses funded with debt
 - d. Approved/Closed Ratio

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2. FTE jobs created and/or retained by Business Participants assisted
3. Subsequent rounds of funding closed by Business Participants served
4. Increases in company valuations

On an annual basis, a copy of Contractor's Audited Financial Statements must be provided to the City within 150 days of Contractor's fiscal year-end.

A.9 ELECTRONIC SUBMISSION OF PROPOSALS

Proposals must be submitted through the online Zengine application available at this [link](#) or paste the following URL in your browser: https://webportalapp.com/sp/denver_inclusive_impact_rfp

- Proposals must be submitted no later than date and time listed above in SECTION A.5 RFP TIMELINE.
- Proposals not submitted through the online Zengine application will not be considered.
- Individual Proposals will not be read in public or available for public inspection until after the contract with the selected proposer has been fully executed.

A.10 RFP QUESTIONS

All questions regarding the RFP must be submitted via email by the due date stated in SECTION A.5 RFP TIMELINE to:

Contact: Lisa Rather
E-Mail: DEDO.Proposals@denvergov.org

Answers to all questions and any significant changes to the RFP will be made available on the City's Bidding Opportunities page at this [link](#).

The City shall not be bound by and the proposer shall not request or rely on any oral interpretation or clarification of this RFP.

Technical questions and technical support regarding the online application will be accepted until one hour prior to the RFP closing deadline and answered individually through the dedo.proposals@denvergov.org up until the proposal submission deadline listed above in SECTION A.5 RFP TIMELINE.

A.11 ADDENDA

In the event it becomes necessary to revise or change this RFP or to provide additional information, addenda will be made available on the City's Bidding Opportunities page at this [link](#). In the online Zengine application, proposer will be required to certify that they have acquired all addenda related to this solicitation and they have reviewed and complied with the requirements therein.

A.12 ACCEPTANCE PERIOD

Proposals submitted under this solicitation remain valid for up to 120 days from the proposal submission deadline identified in the above Timeline.

A.13 TECHNICAL REQUIREMENTS/ RESPONSE REQUIREMENTS

SECTION A GENERAL RFP INFORMATION, SECTION B CITY RFP REQUIREMENTS, AND SECTION D EVALUATION, of this RFP contain general RFP information, RFP requirements and an explanation of the proposal evaluation process.

SECTION C PROPOSAL AND RESPONSE REQUIREMENTS, outlines specific administrative and programmatic elements of the IIC program. Proposers are required to respond to the questions and upload requested documents.

SECTION E ADDITIONAL REQUIRED INFORMATION, outlines additional documentation that must be uploaded, forms that must be completed (either through the provided online portal or with a “wet” signature and uploaded) and requests for specific data entries.

The proposer’s responses and entries to the online Zengine application shall form the basis of a Contractual Agreement covering the subject matter of this RFP.

SECTION B. CITY RFP REQUIREMENTS

B.1 DISCLOSURE OF CONTENTS OF PROPOSALS

All proposals and any other documents submitted in response to this RFP will be subject to the Colorado Open Records Act (“CORA”), and subject to disclosure in response to a CORA request. Pursuant to C.R.S. Section 24-72-204(3)(a)(IV), DEDO will not disclose those specific elements in each proposal that the proposer in good faith plainly marks as “Trade Secret” or “Confidential Commercial/Financial Information”, unless disclosure is otherwise required by law. If such items are requested under CORA, the City will use reasonable efforts to notify the proposer, and it will be the responsibility of the proposer to timely seek a court order protecting the records, and the proposer shall defend, indemnify, and hold harmless the City from any claim or action related to the City’s non-disclosure of such information.

B.2 RFP CONDITIONS AND PROVISIONS

Proposals must be certified by a duly authorized official of the proposing entity using the online Zengine application. The completed and certified proposal (together with all required uploaded documents) must be submitted in the manner described in SECTION A.9 ELECTRONIC SUBMISSION OF PROPOSALS on or before the time and date in SECTION A.5 RFP TIMELINE.

Submittal of proposals by participating proposers in the Zengine online application constitutes certification by a duly authorized official of the proposing entity and the proposer shall agree to comply

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with all the conditions, requirements and instructions of this RFP as stated or implied herein. Any alteration, erasure, or interlineation by the proposer in the proposal shall constitute cause for rejection by DEDO. Exceptions or deviations to the 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 non-consideration of the proposal.

All proposers are required to complete all information requested in the RFP guidelines and online application. 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.

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

The City shall not be liable for any costs incurred by the proposer(s) in the preparation of proposals or for any work performed in connection therein.

B.3 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

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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.

B.4 NON-COLLUSIVE VENDOR CERTIFICATION

By the submission of the 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.

SECTION C. PROPOSAL AND RESPONSE REQUIREMENTS

C.1 SUBMISSION OF PROPOSALS

Proposals that are not submitted as instructed in SECTION A.9 ELECTRONIC SUBMISSION OF PROPOSALS will not be accepted.

C.2 RESPONSE REQUIREMENTS

In the online application, the proposer will provide basic contact information, as well as organization details, including mission, annual operating budget, and demographic information for the proposer's leadership (i.e., majority owner, CEO, or Executive Director) and the questions outlined in SECTION C.3 ORGANIZATIONAL RESPONSES below.

Also in the online application, as outlined in SECTION C.4 PROGRAM DESIGN AND DELIVERY RESPONSES below, the proposer will respond specifically to the Program Design and Delivery questions.

Proposers are expected to have demonstrated capabilities in both Organizational and Program Design and Delivery Responses.

C.3 ORGANIZATIONAL RESPONSES

Proposals must include brief responses to the following questions.

Data Collection & Reporting

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1. Describe your existing data collection and reporting system process for similar programs, to include:
 - a. Reports
 - b. Databases
 - c. Data graphics
 - d. Use of secure FTP (file transfer protocol) sites to protect Personally Identifiable Information (PII)
 - e. Use of interactive databases such as PowerBI

Performance Objectives

1. Describe your organization's success in meeting performance objectives and deliverables.
 - a. What were the objectives/deliverables?
 - b. How were they tracked?
 - c. What were the challenges encountered and how did you overcome them?

Capacity

1. Whether self-performing the work of this RFP and/or subcontracting the work, upload resumes of the proposed full-time key staff who will manage the program. Describe the experience of the individuals and their capacity to design and deliver this program citing examples of previous work aligned with the intent of the IIC program. If your organization will need to hire staff as a result of being awarded a contract, outline your plan and timeline to hire qualified staff to deliver these services.

Fiscal Accountability

1. Describe your organization's key internal control activities and attach any policies that your agency maintains around internal controls.
2. 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.

Download and complete the form "[Other Funding and History](#)" provided in the online application. When completed, upload where directed in the online application.

3. Describe how the organization internally monitors actual expenditures against budget.
4. Describe your organization's capacity to track expenses either within the organization's accounting system or within a subsidiary system.
5. Describe the process your organization will use to ensure timely capture and reporting of fiscal information to DEDO.

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6. Is this organization in receivership or bankruptcy, or are any such proceedings pending? If yes, please explain.
7. Are there current liens against the agency? If yes, please explain.

Due Diligence

1. Has the organization ever had a major audit finding (formal or informal) from any tax or regulatory authority?
2. If the proposer is a nonprofit, has the organization's nonprofit status ever been revoked by the IRS and/or has the nonprofit's state tax exemption (such as sales/use tax, property tax, etc.) ever been revoked or suspended?
3. Has the organization's business tax license and/or certificate of occupancy ever been revoked or suspended?
4. Is the organization subject to any threatened or ongoing litigation?
5. Does the organization have audited financial statements that could be provided in support of the application?
6. Has the organization been the subject of any negative press or media attention?

C.4 PROGRAM DESIGN & DELIVERY RESPONSES

C.4.a BUSINESS PIPELINE AND ENGAGEMENT

The sequence of business engagement will generally occur as follows. Describe and provide examples of your organization's ability to design and deliver the complete spectrum of business support as outlined below.

- Develop a pipeline by promoting the program and invite potentially eligible businesses to complete the intake process.
- Complete an assessment of eligible and qualified businesses, identify needed resources and referrals, and prepare an individualized capital-readiness plan.
- Based on individual plans, deploy the appropriate resources and referrals, and monitor progression and program completion by Business Participants.
- Prepare an individualized post-program exit plan for each Business Participant, including those that do not successfully complete the program.
- Based on the reporting requirements outlined in SECTION A.8 CONTRACTOR REPORTING, continue post-program engagement with the Business Participant to collect appropriate output and outcome data.

C.4.b INVESTMENT SUPPORT SERVICES

Describe and provide examples of your organization's experience self-performing or identifying suitable providers (subcontractors) and needed supports as well as developing and delivering the following investment support services.

- Back office supports including but not limited to finance and accounting, business plan development, legal services, marketing, professional coaching, and human resources that support businesses through growth and expansion.

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- Capital-readiness to include determining a Business Participant’s intended use of capital, the type needed and best source of capital, the Business Participant’s understanding of how to use the capital effectively once received, and debt servicing and/or meeting the expectations of investors.
- Mentorship and relationship building
- Coaching and skill development related to speaking and product/service presentations.
- MWBE certification to expand contracting opportunities with public and private sector entities (e.g., Denver’s Division of Small Business Opportunity (DSBO), Small Business Administration (SBA), National Women Business Owners Corporation, or the Women’s Business Enterprise National Council (WBENC)).

C.4.c CULTURAL AWARENESS

Describe and provide examples of the proposer’s experience with designing and delivering business capacity-building programs in a culturally aware manner following the outline below. Higher consideration will be given to proposals that describe experience and provide examples of working with BIPOC+-led businesses in the tech sector.

- Designing and delivering services in a culturally aware manner.
- Conducting due diligence on Business Participants to determine capital readiness in a manner that addresses the systemic inequities faced by these firms.
- Seeking partnerships across the ecosystem and engaging culturally aware subcontractors and resources.

C.4.d PROPOSED SUBCONTRACTORS

In the online application, complete the basic organization information (name, website, description of services provided, proposed value of subcontract, proposed number of Business Participants to be served, cost per Business Participant, etc.). In this section of the online application, you also will complete and upload the following:

- “[Proposed Subcontractor](#)” form (available at this [link](#)) identifying any proposed subcontractors by name, agency director name and contact information, and area of expertise with regard to investment support services that will be offered under this program.
- Letter of commitment from the proposed subcontractor.

Procuring subcontractors is optional should the proposer intend to self-perform the services outlined in this RFP. **However, if the proposer is intending to self-perform the work outlined in this RFP (and not procure subcontractors), proposer is still REQUIRED TO COMPLETE THE PROPOSED SUBCONTRACTOR FORM as the sole provider of the investment support services.** DEDO recognizes that completing the Proposed Subcontractor form (in cases where the proposer intends to self-perform) may seem similar to answering the questions in SECTION C.4 PROGRAM DESIGN AND DELIVERY RESPONSES. However, DEDO recognizes that additional, valuable information can be gleaned from this completed form. Your understanding is appreciated.

C.4.e PRIORITIZED BUSINESS PARTICIPANTS

Contractor will prioritize services for Business Participants with the following characteristics. Describe and provide examples of how your organization would identify and outreach to business owners having these characteristics. Describe and provide examples of your organization's experience working with businesses having these characteristics.

- Businesses owned by individuals who identify as Black, Indigenous and people of color, women, people with disabilities, veterans, foreign-born, and people who identify as lesbian, gay, bisexual, transgender or queer.

C.4.f ADDITIONAL PERFORMANCE MEASURES (OPTIONAL)

Describe additional or alternative approaches, outputs, outcomes, deliverables or performance objectives or measures for this program that you would like to propose. If the proposer has none, please respond with none.

C.5 PERFORMANCE MEASURES

Below are potential performance measures that may be negotiated with the Awarded Contractor. Recall that proposers are invited to propose alternative performance objectives or measures in SECTION C.4.f. ADDITIONAL PERFORMANCE MEASURES (OPTIONAL) Proposing these alternative measures is optional, not required.

Performance Measure 1) The Awarded Contractor will assess a minimum of 150 tech companies for capital-readiness and refer to appropriate programming and supports in each year of the contract for a total of 300 over the term of the contract.

Performance Measure 2) Successfully match 10% of Business Participants completing the program with capital sources including grants, pitch event awards, debt, or equity.

C.6 COST ALLOCATION PLAN

The Awarded Contractor may be compensated for the full array of investment support services delivered (either self-performed and/or through subcontractors), an administrative fee to deliver those services (including where self-performed), and a fee for management of the PHI Hub space.

- **Investment Support Services – 90%:** A minimum of 90% of the contract award must be allocated to program delivery of investment support services either self-performed by the Awarded Contractor and/or through its subcontractors.
- **Within the remaining 10%,** the following fees may be proposed. Higher consideration will be given to proposals that minimize the percentage of fees by leveraging existing resources.
 - Administrative Fee: Compensation to the Awarded Contractor to administer and deliver the investment support services as outlined below, expressed as a percentage based on the dollar value of investment support services delivered. The Awarded Contractor may self-

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perform any of the investment support services, if desired and appropriate, and may charge the percentage administrative fee for its services that are scoped and delivered.

- Identification of the attributes necessary for businesses to appeal to investors and development of the full array of needed investment support services.
 - Identification of a cadre of providers (that is, subcontractors) specializing in various investment support services and the contribution their specialty will bring to the IIC program and the Business Participants.
 - Solicitation and evaluation of proposals from potential subcontractors.
 - Development of scope and budget for selected subcontractors, and maintenance of subcontracts, delivery and oversight of performance milestones, including periodic reporting by the subcontractors.
 - Costs related to the payment of subcontractors (electronic funds transfer, issuing 1099s)
- PHI Hub Management Fee: Compensation to the Awarded Contractor for managing the PHI Hub space. The Awarded Contractor will have complimentary use of the PHI Hub space from which investment support services will be delivered. The Awarded Contractor will be responsible for the following: opening and securing the PHI Hub during regular business hours; serving as primary point of contact to entrepreneurs using the space; coordination of subcontractors delivering investment support services to Business Participants in the space; and, managing and procuring consumables (food and beverage, office supplies, cleaning and sanitary products, and medical supplies). **NOTE:** The percentage administrative fee may not be applied to the in-kind value of the PHI Hub space which is provided complimentary without charge to the Awarded Contractor. Nor can it be applied to the fee to manage the PHI Hub space.

Proposers will use the DEDO-provided [Cost Allocation Plan](#) (CAP) template at this [link](#) to identify the dollars and percentages allocated to investment support services, the administrative fee, and the PHI Hub management fee. Proposer should identify any resources that will maximize dollars to the investment support services and minimize the administrative fee percentage and PHI Hub management fee.

C.7 RESPONSIBILITIES

DEDO Responsibilities

- Provide the online reporting and tracking platform
- Provide a list and description of the City and County of Denver's priority neighborhoods.
- In collaboration with Awarded Contractor, actively promote programming and services.
- Participate in monthly meetings.
- Review all reports in a timely manner.
- Assign a team of 2-3 DEDO/City staff who will work closely with Awarded Contractor focused on program, data, and finance topics.
- City will make all attempts to work cooperatively with Awarded Contractor in the pursuit of executing successful programming and services, which includes open communication.
- Serve as a referral source from City sponsored pipeline development activities.

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- Advise and approve Awarded Contractor’s ecosystem subcontractors funded by this agreement.

Contractor Responsibilities

- Administration of subcontracts and subcontractors (See SECTION C.6 COST ALLOCATION PLAN)
- Employ a full time Managing Director and Co-Managing Director. **NOTE: Applicable only if proposer intends to not procure subcontractors to deliver program services.**
- In collaboration with DEDO, actively promote programming and services.
- Co-locate staff at the Park Hill Innovation HUB (aka, PHI Hub at 4800 Dahlia) Monday through Friday from the hours of 9 a.m. to 5 p.m.
- Identify and screen prospective businesses and entrepreneurs for eligibility and self-perform and/or provide investment support services through subcontractors.
- Utilize DEDO’s licensed software for intake process and tracking mechanism for prospective businesses being considered for services.
- Make available any data tracked outside the required reporting platform.
- Collect all necessary documentation to successfully move prospective businesses through the pipeline and connect them to the appropriate resources.
- Advise DEDO if any subcontractor leaves the ecosystem network.
- Obtain DEDO approval from the Program Director or designee of any new ecosystem partner.
- Convene a monthly meeting with DEDO to review and discuss the program.
- Provide reporting as requested and outlined in the reporting section to the City on a regular and consistent basis and special requests for information as needed.
- Make all attempts to work cooperatively with the City in the pursuit of executing a successful program, which includes open communication.
- Monitor the long-term outcomes of Business Participants through the term of the agreement.

SECTION D: EVALUATION

All proposals will be reviewed by an Evaluation Committee comprised of DEDO staff. A third-party evaluation firm contracted by the City may advise the RFP and proposal evaluation. All data and information from the proposer must be submitted as described in SECTION A.9 ELECTRONIC SUBMISSION OF PROPOSALS. No additional information, documents or inquiries pertaining to the proposal submittal, including email and phone calls, will be considered during the selection process.

D.1 EVALUATION OF QUALIFICATIONS

The Evaluation Committee will review and evaluate the proposer’s eligibility to propose and their qualifications in accordance with the Evaluation Components below, the proposer’s demonstrated experience and the proposer’s qualifications as they relate to the work required. The proposer’s ability to present its submittal in writing in a clear, concise, and organized manner will be considered in the evaluation. Responsive proposers may be required to participate in interviews to be held in the presence of the Evaluation Committee. DEDO will then, taking into consideration the recommendations of the Evaluation Committee, attempt to negotiate a Contract with the proposer which it considers the most qualified, responsive, and responsible.

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Any scoresheets, notes, deliberations, and ultimate conclusions of the Evaluation Committee will be kept strictly confidential up through and after award of the opportunity and are protected by the deliberative process privilege. The Evaluation Committee's function is to assist DEDO's Executive Director in determining which submittal to recommend for award. However, the Executive Director has the sole and absolute discretion to recommend any submittal for award deemed to be in accordance with the best interests of DEDO. Proposers may not contact members of the Evaluation Committee for any reason whatsoever once this RFP is issued.

D.2 PAST PERFORMANCE

If a proposer has performed work with DEDO or the City in the past 10 years, documented instances in which the proposer failed to perform under the terms of the contract may be reviewed as part of DEDO's overall evaluation. This evaluation will consider past performance information submitted as a part of such proposer's submittal including but not limited to information regarding predecessor companies, key personnel who have relevant experience, and subcontractors performing major or critical aspects of the service(s) if such information is relevant.

D.3 SHORTLISTING AND INTERVIEWS

The Evaluation Committee will prepare an initial evaluation. The Evaluation Committee, may at its discretion, invite the highest ranked submitters for in-person or virtual interviews and site visits to facilities. Such presentations and/or site visits will be at the proposer's expense and guidelines and requests will be determined once it is determined interviews will occur. DEDO reserves the ability to contract with one organization or multiple organizations based on the Evaluation Committee's recommendations.

D.4 EVALUATION COMPONENTS

The Evaluation Committee will determine which of the proposals will provide the best value to the City and business beneficiaries while meeting the intended outcomes of the program. Responses will be scored and ranked according to how well they meet the RFP requirements outlined but not limited to the below. This is a partial and illustrative list of key evaluation components.

- Technical Review as outlined in SECTION E. ADDITIONAL REQUIRED INFORMATION (Pass/Fail)
- Organizational responses outlined in SECTION C.3 ORGANIZATIONAL RESPONSES. The proposer possesses sufficient reporting framework and capacity to execute the proposed project, has a history of meeting performance objectives and demonstrates fiscal accountability and due diligence.
- Program responses outlined in SECTION C.4 PROGRAM DESIGN AND DELIVERY RESPONSES, with higher consideration for complete and precise responses, unique and innovative approaches, cultural-awareness, specific examples of experience, and (if not self-performed by the Awarded Contractor) a sufficient cadre of subcontractors to deliver investment support services.

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- SECTION A.16 COST ALLOCATION PLAN regarding the dollars and percentages allocated to direct program delivery of investment support services, the proposed administrative fee (based on the dollar value of investment support services delivered) and the proposed PHI Hub management fee. Higher consideration will be given to proposals where program delivery costs are maximized and administrative and PHI Hub management fees are minimized.

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

SECTION E: ADDITIONAL REQUIRED INFORMATION

All submitted proposals must include the uploaded items enumerated in this section. Proposals missing these entries, certifications and/or uploaded documentation will not be accepted.

E.1 IRS FORM W-9 & FORM 990

Upload to the online Zengine application the proposer's current IRS Form W-9 available from <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. If your organization is a nonprofit, you also will need to upload your most recent 990.

E.2 CERTIFICATE OF GOOD STANDING FROM SECRETARY OF STATE

Upload to the online Zengine application the proposer's current Certificate of Good Standing with the Colorado Secretary of State's office to your proposal. This can be obtained from the Secretary of State's website: <https://www.sos.state.co.us/biz/BusinessEntityCriteriaExt.do?resetTransTyp=Y>. If proposer is a governmental or quasi-governmental entity, disregard this requirement.

E.3 DIVERSITY AND INCLUSIVENESS IN CITY SOLICITATIONS

Denver Executive Order No. 101 establishes strategies between the City and private industry to use diversity and inclusiveness to promote economic development in the City and County of Denver and to encourage more businesses to compete for City contracts and procurements. The Executive Order requires, among other things, the collection of certain information regarding the practices of the City's contractors and consultants toward diversity and inclusiveness and encourages/requires City agencies to include diversity and inclusiveness policies in selection criteria where legally permitted in solicitations for City services or goods.

The Zengine application provides a [link](#) to the City's "Diversity and Inclusiveness in City Solicitations Information Request Form" which the proposer must complete online and submit. Completed information will be verified by DEDO staff. This online form must be completed prior to the due date and time of the proposal. **Enter "EDA Inclusive Impact Catalyst" for Project Name; enter "RFP 20240502" for Solicitation Number. Enter dedo.proposals@denvergov.org where asked for the email address of**

the City & County of Denver contact person. The portal for the Diversity and Inclusiveness submittal is different than the portal to respond to this RFP.

E.4 CERTIFICATES OF INSURANCE

Upload to the online Zengine application Certificates of Insurance evidencing the following coverage required of all City Contractors. Additional coverage as specified in the sample contract may be required upon award.

- 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.
- A sample certificate of insurance for the minimum coverage can be found at this [link](#) and provides a general guide to what is required by and acceptable to the City.

E.5 LOBBYING CERTIFICATION

Proposer must certify to the lobbying certification section of the online Zengine application certifying that no funds have been paid by or on behalf of the applicant organization to influence funding decisions regarding this RFP. The lobbying certification may be viewed at this [link](#).

E.6 DRUG-FREE WORKPLACE CERTIFICATION

Proposer must certify to the drug-free workplace certification section of the online Zengine application certifying that the proposer organization will provide a drug-free workplace in compliance with the Drug-Free Workplace Act. The Drug-Free Workplace Certification may be viewed at this [link](#).

E.7 UNIQUE ENTITY ID & SAM REGISTRATION

Proposer must register and upload evidence of Active Registration with the System for Award Management Database (www.sam.gov) in the online Zengine application. Contractors receiving Federal funds must be actively registered in the SAM Database which also assigns the Unique Entity ID (UEID).

E.8 AUDITED FINANCIAL STATEMENTS

Proposer must upload 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 uploaded and will be kept confidential.

E.9 ORGANIZATION BUDGET

Proposer must upload its current fiscal year budget.

E.10 CONTRACT CERTIFICATION FORM AND NEGOTIATION

Proposer must complete and submit the [Contract Certification Form](#) (available to view at this [link](#)) regarding the Sample Contract in the online Zengine application. If there are any provisions in the Sample Contract that are unacceptable to the proposer, the proposer must list any and all specific modifications to such provisions on the Certification Form 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 Contract 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 sample contract is available at this [link](#).

Additionally, the successful proposer will be required to execute a contract with the City. 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 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.

Requirements of the Awarded Contractor are passed through to the subcontractor(s).