



REQUEST FOR PROPOSALS ADDENDUM

Request for Proposals Title:	COMMUNITY OPPORTUNITIES AND ENHANCEMENTS PROGRAM BUSINESS TECHNICAL ASSISTANCE
Solicitation Number:	RFP #19-15
Addendum Number:	01
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Issue Date of this Addendum:	April 17, 2020
RFP DUE DATE:	12:00 PM on Monday, May 11, 2020

1.0 PURPOSE OF THIS ADDENDUM

Prosper Portland, the assumed business name of the Portland Development Commission, the redevelopment and urban renewal agency of the City of Portland, (“Prosper Portland” or “we”) is issuing this Addendum to the Request for Proposals named-above (the “RFP”) to respond to vendor questions.

Attachments to Addendum:

Exhibit A - 1-On-1 Business Advising Badge System Assessment Milestones

2.0 QUESTION & ANSWERS

1. For any vendor who plans on submitting a proposal as lead consultant and is adding subconsultants to their team to provide specialized training: Are the subconsultants considered consortium members and do they need to submit a budget, or is the consortium application for partnerships between organizations? If the team is considered a consortium, do the subconsultants need to submit one budget for each scope as well?
 - a. Yes, a lead consultant with subconsultants is considered a consortium and each subcontractor should submit a budget for each scope that they are participating in.

2. When applying for multiple scopes, is one cover letter and one consortium application sufficient? In other words, for multiple scopes are we submitting one proposal covering several scopes, or should we submit multiple proposals?
 - a. Only one proposal should be submitted. Proposal may include response to more than one scope.
 - b. Please refer to Section IV. Proposal Narrative Content and Evaluation Criteria for complete Proposal response.

3. If applying for multiple scopes, is there a preferred format for the technical narrative?
 - a. There is no preferred format for the technical narrative.
 - b. One proposal should be submitted, but each Scope should be responded to separately as indicated in the RFP. It's beneficial to the respondents to have each answered separately.
4. We typically use fully loaded rates (inclusive of direct salary, fringe, benefits, taxes and overhead) in our projects and so do most of our subconsultants. Can we use fully loaded rates in this budget and explain in a budget narrative, perhaps showing our rate history?
 - a. For consortium proposals, the lead budget should include total cost by subcontractor in the Materials and Services section. In subcontractor budgets, partners should provide detail on their costs. This could be an hourly rate, but basis of allocation must be provided and if using rates, proposers should identify what is covered in that rate.
5. Could you share the 1-on-1 business advising badge system assessment milestones for each category?
 - a. Attached as Exhibit A

3.0 GENERAL INSTRUCTIONS

This Addendum constitutes an integral part of the RFP and is to be read in conjunction with the RFP. Unless specifically changed by this Addendum, all other requirements and provisions of the RFP remain unchanged. Capitalized terms used in this Addendum without definition have the same meaning ascribed to those terms in the RFP. It is the responsibility of all Proposers to read this Addendum and modify their proposals accordingly.

END OF THIS ADDENDUM

Exhibit A - 1-On-1 Business Advising Badge System Assessment Milestones

**Inclusive Business Resource Network
Badge Categories Milestones**

STRONG & STABLE			
Prerequisites	Data point	Explanation	Possible Answers
In operations and generating revenue	gross sales and state of biz	The business is in operations and consistently selling product or service	yes/no
In regulatory compliance (city, state, federal, industry-specific)	reported by biz or advisor	The business is registered, pays taxes on time (if in biz for more than 1 year), has industry specific licenses, and insurance	yes/no
Meet 4 milestones (including at least 1 of first 3):	Data point	Explanation	Possible Answers
Stable sales	reported by biz or advisor	Sales has regularity, predictability, and/or consistent growth.	yes/no
Profiting or cash flow positive	net profit (or loss)	The business realizes a net profit, based on cash flow or income statement	\$
Owner taking income from business	reported by biz or advisor	Owner is able to pay themselves a salary regularly	\$
Improved operational understanding of business	reported by biz or advisor	Owner has established Standard Operating Procedures for ordering, production, hours and daily operations.	improved, sufficient, needs improvement
Improved bookkeeping and accounting practices	reported by biz or advisor	Owner is regularly recording sales and expenses and is able to determine a profit or loss at the end of the month.	improved, sufficient, needs improvement
Improved marketing strategy/plan	reported by biz or advisor	Owner demonstrates an increased knowledge of their market and has a plan for growing their business.	improved, sufficient, needs improvement
Improved understanding of financial projections	reported by biz or advisor	Owner understands financial ratios and how they impact their financial statements	improved, sufficient, needs improvement
Appropriate legal foundations in place	reported by biz or advisor	As reported by attorney. Such as operating agreement, basic contracts, or any other core legal protections based on type of	yes/no
Improved understanding of industry and competition	reported by biz or advisor	Owner demonstrates an increased knowledge of the competitive landscape. They more clearly understand who their competitors are and what they offer the market	improved, sufficient, needs improvement

**Inclusive Business Resource Network
Badge Categories Milestones**

GROWTH			
Prerequisites	Data point	Explanation	Possible Answers
Meets STRONG & STABLE or LAUNCH prerequisites	as reported above		
Clear growth plan outlining annual goals (may include milestones below)	reported by biz or advisor		yes/no
Meet 4 milestones (including at least 1 of first 3):	Data point	Explanation	Possible Answers
Increased gross revenue by 20%	Gross sales (baseline, annual)	As reported by business owner. Must be a minimum of \$10K gross sales.	auto calc based on gross sales
Owner takes a sufficient salary	Owner's draw or salary from business	At least \$25,000	\$ (\$25k+ income)
Increasing net profit margin	net profit (or loss)	Compare profit and loss year over year	
Raised at least \$100K in outside investment.	capital raised	Investment can be loan or equity capital.	\$ (\$100k+) and dropdown type of capital
Hired employee(s) for primary business function (or independent contractor(s) where appropriate)	jobs created	Business is growing beyond owners' capacity and can support new employee or independent contractor in delivering core business functions, i.e. bringing on a photographer for your creative agency NOT hiring a consultant to help design your website. Positive measure is 1 or more jobs created.	# (1+ jobs)
Invest in appropriate professional services	reported by biz or advisor	If appropriate, the business has invested in an accountant, social media, etc	yes/no
Appropriate legal protections pertaining to areas of business growth are in place	reported by biz or advisor	Such as employment, lease agreement, IP	yes/no
Business launches a new product, service or location	reported by biz or advisor		yes/no
Business enters a new market	reported by biz or advisor	Business begins to sell an existing product or service in a new geographic market or industry	yes/no
Business adds key clients/accounts	reported by biz or advisor	Key clients/accounts as outlined in growth plan	yes/no

**Inclusive Business Resource Network
Badge Categories Milestones**

SCALE			
Prerequisites	Data point	Explanation	Possible Answers
Meets STRONG & STABLE or LAUNCH prerequisites	as reported above		
Clear growth plan outlining annual goals (may include milestones below)	as reported above		
Meet 4 milestones (including at least 1 of first 2):	Data point	Explanation	Possible Answers
Gross revenue is at least \$500K	Gross sales (baseline, annual)	As reported by business owner. Must be a minimum of \$500K gross sales.	auto calc based on gross sales
Raised at least \$500K in outside investment.	capital raised	Investment can be loan or equity capital.	\$ (\$500k+) and dropdown type of capital
Invest significantly in equipment in order to scale	reported by biz or advisor	In order to scale production	yes/no
Increase # of employees in order to scale	reported by biz or advisor	In order to scale production	yes/no
Company sells for profit or goes public	reported by biz or advisor		yes/no
Owner purchases all or part of another business	reported by biz or advisor		yes/no
Business franchises	reported by biz or advisor		yes/no
Business realizes economies of scale	reported by biz or advisor	The owner is able to purchase inventory at lower price and enjoy greater margins or benefit from growth efficiencies by spreading overhead/administrative costs across multiple locations	yes/no
Board of Directors/Advisory Board established	reported by biz or advisor	The company has successfully recruited and compensated a board	yes/no
Raised capital for expansion	capital raised	Able to secure bank/CDFI financing or investor to support scaling up operations	yes/no
Hired one key executive or other functional role	reported by biz or advisor	Brought in another key leader to the organization such as CFO, COO, CMO, HR Director.	yes/no
Successful at implementing strategic partnerships	reported by biz or advisor	Have developed strategic partnerships (distribution, retail, etc) to scale	yes/no