



## REQUEST FOR PROPOSALS ADDENDUM

Request for Proposals Title:	<b>COMMUNITY OPPORTUNITIES AND ENHANCEMENTS PROGRAM BUSINESS TECHNICAL ASSISTANCE</b>
Solicitation Number:	<b>RFP #19-15</b>
Addendum Number:	<b>02</b>
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Issue Date of this Addendum:	<b>April 24, 2020</b>
RFP DUE DATE:	<b>12:00 PM on Monday, May 11, 2020</b>

### 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 change the additional documents required and to respond to vendor questions.

### 2.0 CHANGES TO THE RFP.

Additional Documents Required, found in Section E: Administrative Capacity and the Submission Checklist are modified as follows (in bold underline);

#### **Additional documents required for administrative capacity response:**

- Copy of documentation proving legal entity (for example, certificate of incorporation, 501(c)(3) letter, etc.).
- Copy of the organization's most recent audited financial statements and management letter and the A-133 audit if applicable. **Unaudited financial statements prepared by a third-party will also be accepted.**
- Copy of the organization's insurance certificate. See Insurance Requirements section of Administrative Detail.

### 3.0 QUESTION & ANSWERS

1. For 501(c)(3) applicants, is an audit (part of the Administrative Capacity document attachments) an absolute requirement? May an agency's third party-prepared, end-of-year (unaudited) financials be submitted in lieu of an audit?
  - a. Yes. Please see Section 2.0 Changes to the RFP.
2. Would Prosper Portland consider extending the proposal due date by two weeks?

- a. At this time, Prosper Portland will not be extending the proposal due date.
- 3. Is Prosper Portland currently using any system to manage this program?
  - a. Prosper Portland does have a system for reporting outcomes called Outcome Tracker. It is a web-based system that all service providers will be required to use to track services delivered. Providers will receive free access to the tool and a training once contracts are in place.
  - b. Prosper Portland also publishes a business resource newsletter every month that goes to all service providers and clients they serve through our funds. Providers typically share upcoming events with us to include in this newsletter. Here is a link to the newsletter (including access to past issues):
    - i. [https://mailchi.mp/\[prosperportland\]\[march-2020-small-biz-newsletter\]?e=594efad543](https://mailchi.mp/[prosperportland][march-2020-small-biz-newsletter]?e=594efad543)
  - c. We do not provide other systems for outreach or scheduling trainings.
- 4. Will Prosper Portland provide the list of priority businesses to conduct outreach to or will part of the scope include identifying these businesses?
  - a. Scopes will include identifying participants. For Scope B 1:1 Business Advising, participants may also be referred by Construction Business Navigators and Prosper Portland, but proposers should have an outreach plan, per Section C.

### **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**