



## 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>03</b>
Solicitation Coordinator:	<b>Nick Ioanna, CPPB   Procurement Services Coordinator</b>
Contact Information:	<a href="mailto:ioannaN@ProsperPortland.us">ioannaN@ProsperPortland.us</a> (email) <b>(503) 823-5118 (office)</b>
Issue Date of this Addendum:	<b>May 4, 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 make changes to the RFP and to respond to vendor questions.

### 2.0 CHANGES TO THE RFP

Section V: Program Design – Scope A: Construction Business Navigator Services – Outcomes is replaced in its entirety with the following:

**Outcomes:** Between July 1, 2020 and June 30, 2021, successful respondents will conduct outreach to at least 75 businesses, assess and provide services and/or resource referrals to at least 60 businesses and provide 30 priority businesses with up to 10 hours of business advising.

### 3.0 QUESTION & ANSWERS

1. Please advise, where should the budget justification be included.
  - a. The budget should be responded to in the Budget Worksheet as stated in the RFP Section D. Additional information may be attached. Additional information may not exceed 2 pages (2 single-sided or 1 double sided page)
2. The question is regarding Scope A: the first part says outreach and assist 30 priority businesses with up to 10 hours of advising etc.; and the Outcomes says outreach to at least 75 businesses and assess/provide resources/referrals to at least 60 businesses. Can you please clarify as to whether these are cumulative, separate, or something else?
  - a. These are all separate

3. Should the cost of the software that will be needed to do the training be included in our budget or will that be provided by Prosper?

a. It is provided by Prosper Portland

### **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**