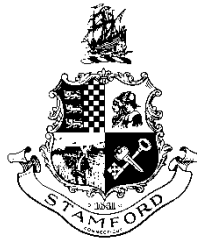


MAYOR
CAROLINE SIMMONS



PURCHASING MANAGER
ERIK J. LARSON
Phone: (203) 977-4107
Email: elarson@stamfordct.gov

CITY OF STAMFORD
OFFICE OF ADMINISTRATION
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152

ADDENDUM NO. 2
(July 8, 2022)

Request for Proposals No. 878
ARP Stamford Small Business Services

Addendum No. 2 is being issued to all potential respondents to provide the items and attachments set forth herein which shall act to qualify, clarify, or otherwise modify the RFP Documents previously issued regarding the above referenced project. These items, whether of omission, addition, substitution, or clarification, shall be incorporated into the proposals submitted by all bidders, and receipt of this document and its attachments should be acknowledged in the space provided on the RESPONDENT'S INFORMATION AND ACKNOWLEDGEMENT FORM. Failure to do so may subject the Bidder to disqualification.

The items and references are:

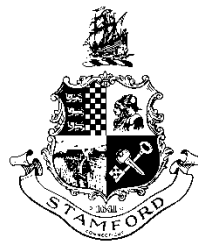
The cover page issued via Addendum No. 1 has been revised – attached.

Page 43 of 48 of the PDF titled Stamford RFP No. 878 ARP Stamford Small Business Services.pdf is to be deleted and replaced as follows – attached.

All other terms and conditions of **RFP No. 878** remain the same.

Erik J. Larson
Purchasing Agent

Cc: Leah Kagan, Special Assistant to the Mayor
Purchasing Department File



**CITY OF STAMFORD
PURCHASING DEPARTMENT**

Request for Proposal No.	878
Title	ARP Stamford Small Business Services
Date Issued	July 7, 2022
Issued on behalf of	Economic Development
Proposals Due	July 28, 2022 @ 4:00 P.M.
Submit Responses	Online via ProcureWare at https://stamfordct.procureware.com
Name saved file as	<i>Proposer Name</i> Response to Stamford RFP No. XXX
Deadline for questions	10 working days before the due date
Contact for Technical Questions/Project Manager	Leah Kagan, Special Assistant to the Mayor, (203) 977-4860 or lkagan@stamfordct.gov
Contact for Purchasing Questions	Erik J. Larson, Purchasing Agent elarson@stamfordct.gov
Pre-Proposal Meeting	N/A
Mandatory	

Introduction

Federal funds will be used to satisfy all or some of the resulting contracts. All proposers must have a Unique Entity ID and register with SAM.gov either before the proposal due date or before an agreement can be executed. All proposers agree to comply with the requirements of 2 C.F.R. 200.

The City of Stamford, Connecticut is requesting proposals from qualified vendors to deliver small business grants and wrap-around services to small businesses impacted by COVID 19. The full scope of work is described in the scope/specifications and drawings appended hereto.

Project Description

The City of Stamford is seeking a qualified vendor to deliver small business grants and wrap-around services to small businesses impacted by Covid-19. Protecting small businesses from widespread permanent closure is important because of the many roles they play in the economy; as employers, engines of entrepreneurship, economic multipliers, and community hubs. The City of Stamford has approved 1.5 million dollars from ARP (American Rescue Plan) Federal Funding to be allocated for small business grants in the amount of \$10,000 and technical support. Stamford requires operational support to manage an online grants application process, provide technical support to applicants, collect relevant business data on applicants, provide wrap-around business services, and monitoring and evaluation of grant recipients. **At least 50% of the funding and services must be directed to minority-woman-, disabled- and veteran-owned businesses, and businesses located in distressed municipalities.** *Per ARPA guidelines these grants will focus on disproportionately impacted communities and businesses.*

Scope of Services

- (1) Manage online grant applications. Selection criteria must be pre-approved by the City of Stamford and meet all ARP requirements. The City of Stamford must approve shortlisted small business owners who will receive \$10,000 grants.
- (2) Provide technical support in multiple languages for all applicants.
- (3) Perform FICO reports on all applicants.
- (4) Collect business data on all applicants.
- (5) Deliver \$10,000 grants to selected small business owners.
- (6) Provide wrap-around business services for all applicants (1-on-1 financial consultations, mentorship, networking opportunities, capital access assistance).
- (7) Monitoring & evaluation.

Project Description

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Scope of Services

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5. Deliver \$10,000 grants to selected small business owners.
6. Provide wrap-around business services for all applicants (1-on-1 financial consultations, mentorship, networking opportunities, capital access assistance).
7. Monitoring & evaluation.

Proposal Instructions

The City of Stamford requests that all responding vendors follow the guidelines below:

Content and Format:

Each copy of the submission shall contain the following sections:

- Section 1: A Letter of Interest
- Section 2: Completed Proposal (see attached)
- Section 3: Committed Staff and Organization Chart
- Section 4: References
- Section 5: Fee Proposal