



CITY OF STAMFORD
OFFICE OF ADMINISTRATION
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ADDENDUM NO. 3
(July 19, 2022)

Request for Proposals No. 878
ARP Stamford Small Business Services

Addendum No. 3 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:

Q: Is a bid bond required to submit a proposal?

A: No.

Q: Is the proposer required to have an office in CT prior to the award of the contract?

A: No, but the proposer is expected to either be familiar with the small business ecosystem in Stamford or become familiar. This would include regular visits to Stamford.

Q: Is the proposer required to be a registered business entity in the state of Connecticut?

A: Not at the time the proposal is submitted, but, if selected the vendor would need to complete any steps necessary to do business in the State of Connecticut.

Q: How long after the grant award is made are the wrap-around supportive services expected to last?

A: For the duration of the monitoring and evaluation period (approximately 6 months - 1 year) but this could vary based on what the proposer feels is best.

Q: What is specifically meant where the words "monitoring and evaluation" of the recipient is concerned?

- A: This includes checking in with selected businesses on the use of funds prior, effectiveness & outcomes of the grant for the small business, and correct usage of the grant money per ARPA guidelines.
- Q: Is the proposer required to monitor the grant recipient's business operations and measure the impact of the \$10,000 grant?
- A: Yes, the extent of which should be included in the proposal. This is part of the "monitoring & evaluation"
- Q: Who pays for the marketing and outreach expenses associated with the project – is that cost incurred by the proposer or the City of Stamford? As an example, if the proposer suggested a networking event, who would incur those expenses?
- A: This is yet to be confirmed but expected that the City of Stamford will cover the majority of marketing and outreach expenses (if there is a cost associated). For instance the vendor will be expected to perform some amount of email marketing and help design a marketing plan. The City is expected to approve and build upon that marketing plan.

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