



PROSPER
PORTLAND

Building an Equitable Economy

REQUEST FOR PROPOSALS 22-08

BLACK, INDIGENOUS, AND PEOPLE OF COLOR (BIPOC) IN TECH PROGRAM GRANT AWARD

Proposals Due: Friday, July 29, 2022, by 2:00 p.m.

Through this Request for Proposals (“RFP” or “Solicitation”), **PROSPER PORTLAND**, the urban and economic development agency for the City of Portland, Oregon, is seeking a qualified and experienced service provider to operate a BIPOC in Tech Program (the “Program”). The Program will support Black, Indigenous and People of Color (BIPOC)-founded tech firms in navigating access to customers and/or capital to better scale their businesses. This RFP intends to result in award of a grant subrecipient agreement (“Contract” or “agreement”).

Solicitation Coordinator	Proposal Delivery Location
Name: Peter Madaus Email: MadausP@ProsperPortland.us Phone: (503) 823-3262	Submit Proposals through Prosper Portland’s portal at: https://bidlocker.us/a/prosperportland/BidLocker
Pre-Proposal Conference	Pre-Proposal Conference Link
There will be a non-mandatory Pre-Proposal Conference on the date and time noted below. Attendance at this is encourage, but optional.	https://us06web.zoom.us/j/87697851532?pwd=a09hVDNyeEh4aDlDQVBDOWFmaGlQZz09&from=addon Meeting ID: 876 9785 1532 Passcode: 924894 Dial in #: +1 253 215 8782 US (Tacoma)

Activity	Date
RFP Issued	June 30, 2022
Pre-Proposal Conference and Q&A (attendance optional)	July 12, 2022, at 9:30am
Deadline for Questions or Requests for Change	July 15, 2022
Final Addenda Issued (anticipated)	July 20, 2022
Proposal Due Date and Time	July 29, 2022
Selections Made (anticipated)	August 29, 2022
Grant Effective Date (subject to executed contract(s))	October 1, 2022



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Sub recipient

I. Introduction

Prosper Portland is the City of Portland's urban renewal and economic development agency. Our mission is to create economic growth and opportunity for Portland. Prosper Portland is committed to growing quality jobs, advancing opportunities for prosperity, creating vibrant neighborhoods and communities, and collaborating with partners to create an equitable city, with prosperity shared by Portlanders of all colors, incomes, and neighborhoods.

Prosper Portland is seeking Proposals from qualified providers to provide BIPOC-founded tech firms access to customers and/or capital to better scale their businesses.

Background

At the direction of Mayor Ted Wheeler, Prosper Portland and the City of Portland's Office of Community Technology have convened a working group of BIPOC leaders in the technology industry and leaders of community-based organizations. Working together since the spring of 2020, the group identified three tactical ways to support the technology ecosystem for BIPOC community members. The City of Portland has provided one-time funding in the July 2022-June 2023 budget to support the growth of BIPOC-founded technology businesses through the grant(s) awarded under this RFP.

Prosper Portland is prioritizing the technology industry because it is the largest and fastest-growing industry of Portland's traded sector economy. Further, the industry has average annual wages in excess of \$100,000, providing high quality, high wage careers to its employees. Additionally, Portland has a competitive advantage in the technology industry both in terms of industry concentration and our proximity to the global tech hubs of San Francisco and Seattle. Prioritizing support for early-stage BIPOC-founded technology businesses has significant potential for economic transformation for Portland and for BIPOC business owners. Federal data indicates only 5% of technology executives identify as Black or Hispanic, and Crunchbase reports 0.6% of venture capital investment in 2020 went to Black-founded startups. Diverse founders are more likely to provide a growing pipeline to more inclusive job creation and generational wealth building for BIPOC individuals in our community.

Definitions

The following definitions are used for purposes of this RFP:

- **Black, Indigenous, People of Color (BIPOC):** a person, or people, who experience systemic forms of oppression or discrimination based on their race and/or ethnic heritage and do not identify as white. The term generally includes people who identify as Asian, African American, African, Black, Black Diaspora, Latinx, Latine, Latino, Hispanic, Native American, Indigenous, and Pacific Islander. The term BIPOC is used to emphasize the way racism was structured in America with the formation of systems of slavery and colonization.
- **Contract:** a grant agreement in a form substantially similar to that provided by Prosper Portland.
- **Priority Populations:** BIPOC tech founders and early stage businesses.
- **Proposer, You, or Your:** A person or entity submitting a Proposal in response to this RFP.
- **Client:** A business receiving services from the successful proposer under this Contract.

- **Traded sector business:** A business that sells its goods or services beyond its local geographic market. Business competitors to traded sector businesses are in other states or even other nations.
- **Community Groups:** A group, organization or association that functions for a specific purpose and provides service to members of the BIPOC community. All or a portion of their work should be focused on providing culturally specific support.
- **Indirect Costs:** Expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. In theory, costs like heat, light, accounting and personnel might be charged directly if little meters could record minutes in a cross-cutting manner. Practical difficulties preclude such an approach. Therefore, cost allocation plans, or indirect cost rates are used to distribute those costs to benefiting revenue sources.

II. Available Funding and Contract Term

Funding for the Program comes from City of Portland General Fund. Proposals should be based on an anticipated budget of \$200,000. Budget Forms submitted with Proposals will be evaluated according to this RFP, and final budgets may be negotiated with the successful Proposer.

The initial term of the Contract(s) resulting from this RFP is anticipated to begin September 1, 2022, and be in effect through June 30, 2023. If offered by Prosper Portland the Contract(s) may be renewed for additional term(s) by mutual agreement. Current project funding is for one year and, as of the issue date of this RFP, Prosper Portland does not have an available funding source for future years. From Prosper Portland's perspective, renewal may be offered dependent on factors including, but not limited to, successful execution of contract terms by contractor, evidence of program effectiveness, securing additional funding, etc. Prosper Portland reserves the right to offer Contract renewal terms at its sole discretion.

III. Contractor Qualifications

Proposers must demonstrate:

- A track record of successfully doing business/providing services within the City of Portland
- A history of or clear plan for providing high quality services to the Priority Population.
- A history of achieving outcomes for small, traded sector businesses.
- A history of successfully working with BIPOC community groups and business owners.
- A history of or clear plan for complying with grant and/or performance reporting requirements.
- An administrative capacity that is sufficient to support the Contract requirements.

IV. Program Metrics

Many of the desired outcomes of the services provided under the Contract(s) are longer-term than the expected, one-year duration of this grant. Tactical measures of success exist within the Goals (broad objectives) and Performance Metrics (output) sections of this RFP. Successful proposer(s) are expected to report on Goals and Performance Measures following the December 31, March 31, and June 30 quarters during the grant period.

Outcomes

- New sales and employee growth by businesses served
- Increase of BIPOC founders starting and scaling technology businesses
- Higher percentages of BIPOC representation at BIPOC-founded companies compared to industry averages

Goals

- Businesses believe they are better positioned to access capital (debt and equity) and have the resources to do so.
- Businesses believe they are better positioned to achieve greater sales growth and have the resources to do so.
- Businesses attract new customers
- Businesses enter new markets
- Businesses receive new capital
- Businesses generate new sales
- Community organizations can better support early stage technology businesses.

Performance Measures

- Data through program application and exit survey data including questions related to goals outlined above
- Number of sales and pitch deck presentation materials created or enhanced by consultant for BIPOC technology business owners
- Number of go-to-market strategies developed or enhanced by consultant
- Support 40 BIPOC-founded technology businesses that are or have the potential to be traded sector firms through new connections to potential customers or investors

- Provide 20 BIPOC tech founders or founding teams with up to 80 hours per year of intensive support to sell beyond our region and expand
- Build capacity at 5 Community Groups with up to 80 hours per year of intensive support. Support will include informing organizations on the value proposition of tech sector entrepreneurship and messaging support to clients of the Community Groups, general business support for the tech sector, and ecosystem mapping and relationship building.
- Participation in quarterly sessions with Prosper Portland, other grant stakeholders, and aligned partners. Sessions are expected to last two hours, and include program updates from consultant, problem-solving points of difficulty and leveraging points of strengths, and linkages by Prosper Portland staff to additional resources/providers when possible.

V. Program Design

Prosper Portland is seeking to secure culturally specific technology business development expertise to support BIPOC technology firm founders in growing, navigating barriers, and scaling their businesses. This will be accomplished by increasing the ability to: (a) access greater financial resources, and (b) reach additional customers and markets.

Proposed Programs should provide support in the following forms:

- 1) Direct service to BIPOC-founded technology businesses.
- 2) Capacity building at culturally specific organizations to provide additional support for their clients and build their membership of tech and tech-enabled businesses within their membership.

Services will be delivered by the Contractor(s) awarded under this RFP. Services may be provided by a single Proposer entity, or by partnerships between more than one entity (i.e., via a single Proposer entity, and other entities providing services through sub-contract and/or sub-recipient agreements with other entities. If more than one entity is included in a Proposal, the Proposal should outline the existing and anticipated relationship between entities. For example, the structure of any partnerships may take different forms including but not limited to, a coalition of partners, an intermediary managing grant and partnering with numerous direct service providers, some combination of the two, or a different structure that works for the partnership.

Programs should be designed to provide, at minimum, the following level of service:

40 Clients should receive services. Among those 40 Clients, 20 businesses and 5 culturally specific organizations should receive up to 80 hours of intensive one-on-one support. One program design that would meet the intent of this funding opportunity is a cohort. For example, a Proposer may propose cohort programming for 40 Clients totaling 60 hours, with an additional 20 hours of service to 20 businesses and 5 culturally specific organizations. Clients served under the Contract(s) awarded under this RFP must be distinct from Clients served by other Prosper Portland funding streams. For example, if a Cohort includes both Clients receiving services through a Contract awarded under this RFP, as well as businesses whose services are funded by a different Prosper Portland contract/grant/funding stream, only the Clients funded by the Contract awarded under this RFP may be counted as Clients, as defined herein. Whether a cohort or other service model, in all cases in which Proposals adds to existing services for which the funding is supplemented by other funding streams, it is preferred that the addition of the BIPOC in

Tech grant funding not only increases the number of Clients that those services reach, but also add to the scope/quality/performance of those services.

Advisor(s) providing direct services under the Contract(s) should understand the unique barriers that BIPOC founders face in the technology space. This includes accessing customers, networking and procurement opportunities, effectively pitching and accessing capital, as well as structural and interpersonal racism. Many early-stage technology businesses (perspective grant Clients) can benefit from connecting to new potential investors and customers. Connecting businesses not only to business advising but also to potential investors and customers should be a central focus for the business technical advisors.

Clarifying Question and Answers

This section includes questions that were raised by the working group, which informed the development of the funding provided for this Grant. They are provided, along with answers, for the purposes of informing program design, and Proposals in general, prepared in response to this RFP. These questions and answers will be considered, along with the other RFP contents, in evaluating Proposals and awarding Contracts.

Do I have to have a partnership/consortium to submit a proposal?

Successful proposals will demonstrate an ability to attract BIPOC-founded tech companies into the program they propose and provide culturally specific services to enable these businesses to grow. Prosper Portland does not know of any organizations that are both culturally specific and providing the business services described in this RFP. Nevertheless, it is not a requirement to have a partnership/consortium. However, the successful Proposer will show they align with the outcomes of this RFP and can achieve the goals and program metrics described.

What type of partnership/consortium structure do you prefer?

There are strengths and weaknesses to any structure, and they will vary depending on members of a group. Prosper Portland is agnostic on the structure proposed by providers. Rather than a preferred structure, Prosper Portland values representation, transparency, and consistency. The agency wants to understand how the group members and the structure defined will work towards program outcomes, goals and metrics.

What if an organization of the partnership/consortium is not currently established?

Explain why this is the case and if there are plans to form an entity in the administrative portion of your proposal. Include how other partners/consortium members will ensure this does not impact service delivery.

What if an organization proposes using an existing program to respond to this RFP?

There is value in using existing structure and resources particularly given the short time. Proposals that utilize existing assets should describe any modifications or partnerships that will allow those assets to best address the goals of this RFP. Proposals that demonstrate a clear plan in alignment with the outcomes, goals and metrics of the program will be scored more favorably than proposals that fit an existing program into this funding request.

Should proposers look to serve 40 businesses with founders from one demographic group or should it be a balance between different BIPOC identities?

The preference is that founders from different affinity groups are served through this contract. This may necessitate a partnership between two or more culturally specific organizations to develop a pipeline of perspective businesses Proposer will serve. Additionally, note that in addition to serving 40 BIPOC-founded businesses, the contractor is building capacity at 5 culturally specific organizations.

Describe the ideal business served.

Technology and tech-adjacent businesses that are BIPOC-founded and -led with the ability to scale. They should currently or have the potential to be traded sector and have a current presence within the City of Portland. They should benefit from technical support and introductions to: (a) access capital, and/or (b) potential customers to facilitate sales. Prosper Portland is agnostic to the current size of the businesses served, but anticipates most businesses served will be founder teams only.

What is the likelihood of continued funding?

Unclear. The vast majority of General Fund resources Prosper Portland receives from the City of Portland are one year in duration. Several external factors impact city funding. Nevertheless, the quicker and greater progress that can be shown through this initial year of funding, the greater the chance of resources in future years.

Can we utilize other funding sources?

Yes, please include any existing resources and future funding you anticipate in your response to the RFP.

VI. Proposal Content and Evaluation Criteria

Please submit the following (single-sided, 12-point font):

- Cover Page [fillable PDF](#)
- Proposal Questions (7-page limit)
- Completed budget worksheet
- Administrative Capacity & Organizational Assessment response (3-page limit) and [fillable PDF](#)
- Administrative Capacity required documents

SUMMARY OF SUBMITTAL REQUIREMENTS AND EVALUATION CRITERIA	
SUBMITTAL REQUIREMENTS	MAXIMUM POINTS
➤ Cover Page	Not Scored
➤ Responses to Proposal Questions	60 Points
➤ Budget Form	20 Points
➤ Administrative Capacity	20 Points
Total Available Points for Scope A	100 Points

Cover Page

(Not Scored)

- Organization Name
- Mailing address
- Phone number
- Email address of the primary point of contact for this RFP
- Brief description of organization's background and proposal

Proposal Questions

(up to 60 Points and a page limit of 7 pages)

- Provide a brief answer for each of the following questions.
 - a) Describe the organization or organizations involved in service delivery and the structure of any partnership/consortium. Describe your organization's ability to provide services.
 - b) Describe your organization's plan to staff the proposed services, including the number of staff assigned to support this project. Please note whether staff have been identified or must be hired (include hiring timelines).
 - c) Describe the assigned staff competence and expertise to deliver services within the service model outlined in the scope. One to three sentences should suffice for each staff member involved and/or existing biographical descriptions.
 - d) Describe your experience delivering customer-centered, culturally responsive services to small, traded sector businesses seeking similar support. Include your experience with technology businesses if you have it. Describe the ideal end user of the business services you will provide.
 - e) Describe your experience delivering customer-centered, culturally responsive services to Community Groups. Describe the ideal end user of the business services you will provide. Describe how services will be provided and when they will be delivered. Include your plan to source Clients and the intake process. The Evaluation Committee may consider a well-devised plan to source and intake Clients as a supplement to a Proposer's lack of experience and/or an existing program. Provide a timeline with key milestones starting September 1, 2022, and ending June 30, 2023. Include what success at various points of the timeline will look like to your organization as well as the end users served. End users should include BIPOC-founded businesses as well as culturally specific organizations.
 - f) Describe your experience delivering similar services for Prosper Portland, the City of Portland, other government or nonprofit organizations.
 - g) Describe your experience with and examples of using data management systems for tracking customer services, outcomes, and program performance.

Evaluation Criteria for Proposal Questions

- Description of organizational structure, staffing plan, ability to deliver services within the service model structure
- Organization provides high levels of customer service and culturally responsive services to small businesses.
- Likelihood of success with project plan. This includes evaluation of Client sourcing plan, intake process and timeline. Organization has capacity and experience to meet reporting requirements and input metrics into tracking system on a timely basis in line with requirements.

- Organization demonstrates the ability to deliver services requested to small, traded sector businesses and Community Groups.

Budget Form

(up to 20 points for each scope)

- a) A completed Budget Form. Successful Proposers may be asked for supporting cost documents at the time of contract and final budget negotiation.
- b) The budget is to be developed for the necessary operations costs required to manage the program being proposed. Expenses will be paid on a cost reimbursement basis through monthly invoices.
- c) When completing the Budget Form, ensure a tab is completed for each partner on the submittal. This shall include the Prime or Lead Organization (the Proposer) as well as all subrecipients.
- d) When completing the Budget Form, enter a value for each grayed cell in the Budget Form.

Funding Restrictions

- All proposed project costs must be necessary and reasonable.
- Indirect cost is allowable and may not exceed the 15%. Indirect costs are defined in the Definitions section above.

Evaluation Criteria for Budget Forms:

- Budgeted costs are consistent with the proposal and the budget narrative demonstrates how the funds requested are necessary and essential to accomplish the scope of services.
- Budgeted costs are sufficient to perform the tasks described in the narrative.
- Budget justification is sufficiently detailed and demonstrates how cost estimates were derived, including quantities, unit costs, allocation methods, and other similar quantitative detail sufficient for the calculation to be duplicated.
- Budget clearly delineates any allocation of resources to partners if applicant is applying as a partnership or consortium.
- Budget contains no unexplained amounts for miscellaneous or contingency.
- Budget demonstrates fiscal responsibility and reasonableness.
- Budget provides complete and accurate required budget forms.

Administrative Capacity & Organizational Assessment

(up to 20 points and a page limit of 3 pages)

Administrative Capacity Limit Administrative Capacity response to three (3) pages, not including the required documents.

- a) Describe the internal control processes your organization uses to safeguard funds. Include the accounting system and/or controls in place to manage funds. If proposing as a partnership/consortium, identify roles of each party. Identify primary contact for administrative matters.
- b) Describe the procedures your organization uses to properly track and document funds spent on participants.
- c) Describe your organization's processes for budget management and oversight.

- d) Describe your organization's process or requirements for annual audits or independent financial reviews.
- e) Describe your personnel management system.
- f) If applicable, describe any "disallowed costs" or financial deficiencies noted in previous government monitoring or audits in the last three years and how the findings were resolved.
- g) If applicable, discuss any negative findings from the respondent's three most recent financial audits or independent financial reviews, and the resolution of any negative findings.

Organizational Assessment

- h) What size is the organization?
 - ☐ Large (greater than \$5 million annual budget)
 - ☐ Medium (\$2-5 million annual budget)
 - ☐ Small (less than \$2 million annual budget)
- i) Has the organization had staff turnover within the past year?
 - ☐ Yes, several staff (25% or more)
 - ☐ Yes, a few staff (1-25%)
 - ☐ No

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 single audit if applicable.
- Copy of the organization's insurance certificate. See Insurance Requirements Section of Administrative Detail.

Evaluation Criteria for Administrative Capacity:

- Demonstrated ability to manage and safeguard program funding.
- Demonstrated ability to track and report contracted funding.
- Demonstrated ability to manage budgets.
- Risk assessment findings for federal funding.

The successful Proposer may be required to provide additional administrative documentation or assurances in accordance with federal requirements prior to completion of contract negotiations.

VII. Proposal Review Process

The Proposals will be evaluated by an evaluation committee based on a scoring matrix using the elements described above and previous performance to determine which Proposals the committee will recommend being awarded funding through this RFP. The funding recommendations will be made to the Prosper Portland Executive Director for final decisions.

This section describes the process that will be used to evaluate responsive proposals. Prosper Portland may reject any proposal not in compliance with all prescribed procedures and requirements and may reject for good cause all Proposals after finding that doing so is in the public interest.

Step One, Determination of Proposal Responsiveness. Prosper Portland will review all Proposals received by the Proposal Due Date and Time and determine which Proposals are responsive. The “responsive Proposals” are those Proposals that substantially comply with all prescribed submittal procedures contained in this RFP.

Step Two, Evaluation of Written Proposals. Prosper Portland will convene an evaluation committee (“Committee”) to evaluate all the Proposals deemed responsive in Step One. The Committee may include Prosper Portland staff and/or external reviewers. Evaluators will score the Proposals using the evaluation criteria described in this RFP. Evaluators may also use any relevant clarifying information that is subsequently requested or discovered in their review. Evaluators will be informed of the possibility that Proposer(s) may have limited English proficiency, and to exclude English proficiency from any scoring considerations.

Step Three, Determination of Finalist Proposers. Each Committee member’s scores will be summed to produce a preliminary proposal ranking for each scope. If there is a natural break in the scoring for any of the scopes, Prosper Portland may determine those Proposals scoring the highest to be Finalist Proposers.

Step Four, Request(s) for Clarification. Either before or after Step Three or Five, Prosper Portland may request any Proposer to submit additional information or otherwise clarify the Narrative Content of their proposal (Section VI above) with the Program Design and Requirements (Section IV and V) of this RFP. Proposer’s provision of any requested clarifying information within stated timelines is a mandatory part of this RFP. Failure to timely provide requested clarifications may result in a Proposal being found not to be a responsive Proposal. Upon receiving the clarification, evaluators may rescore any section of a Proposal clarified in this manner.

Step Five, Finalist Interviews (Optional). At the Committee’s discretion, Prosper Portland may require interviews with the Finalist Proposer(s) as part of the evaluation process of this RFP. If requested, attendance at such an interview is mandatory. If interviews are conducted, Prosper Portland reserves the right to re-score the Finalist Proposer(s)’ initial proposal scores or otherwise re-rank the Proposals based on the combined strength of the Proposers’ written Proposals and interview.

Step Six, Contractor Selection. The Committee’s recommendation of Proposal funding will be transmitted to Prosper Portland’s Executive Director to make the final decision.

VIII. Proposal Submission

No later than the Proposal Due Date and Time, Proposers shall submit Proposals through Prosper Portland’s portal at:

<https://bidlocker.us/a/prosperportland/BidLocker>

PROPOSERS ARE SOLELY RESPONSIBLE FOR ENSURING THAT THEIR PROPOSALS ARE RECEIVED. ANY PROPOSER THAT HAS NOT RECEIVED CONFIRMATION OF THEIR PROPOSAL PRIOR TO THE RFP DUE DATE AND TIME MUST PROMPTLY CONTACT THE SOLICITATION COORDINATOR.

IX. Award Notification

Provisional award results will be sent via email to all Proposers in January 2022.

X. Administrative Detail

Inquiries

All questions related to this RFP are to be submitted electronically via email with the subject “RFP Inquiry – Small Business Support” to the Solicitation Coordinator. Questions received after the solicitation has been published and before deadline for questions will receive a response no later than the date when all addenda are to be posted. Questions will be answered by posting a written addendum to this RFP on BidLocker. Questions received after the deadline may not be answered. **If you need support accessing BidLocker or other logistical matters, call or email the**

Withdrawal

A submitted RFP response may be withdrawn at any time. A written request to withdraw the response must be submitted via email to: Solicitation Coordinator.

Protest of Selection Process

Any protest of Prosper Portland’s selection process must be submitted via email to the Solicitation Coordinator for this RFP within seven (7) calendar days of issuance of the Notice of Intent to Award (NOIA). Only those Proposers that are adversely affected by Prosper Portland’s contract award decision can protest the NOIA; i.e., those Proposers who are in a position to receive the Contract had Prosper Portland not committed a material violation of a provision of this RFP. The Proposer’s written protest must specify the legal, procedural, and/or factual grounds upon which the protest is based as well as a statement of relief requested. The judgment used by individual evaluation committee members when scoring Proposals is not grounds to protest the selection process. Protests not asserted or not properly asserted within the timelines described in this section will not be considered. This RFP is not a procurement subject to ORS 279a, ORS 279b, or ORS 279c. Additionally, this RFP is not subject to protest procedures in Prosper Portland’s Local Contract Review Board Rules relevant to protests of public procurement processes. Any timely received Protests will be reviewed by the Purchasing Manager, who will respond in writing.

Resource Documents

- Submittal Checklist
- Budget Worksheet

Funding and Contract Compliance

- Providers must comply with the following before Prosper Portland will execute an agreement with that organization:
 - Authority to Transact Business in Oregon. Be a legal entity that has the authority to transact business in the state of Oregon.
 - Portland Business License. Obtain a City of Portland Business License.
 - Insurance Requirements. See the following section.

- Organization must report approximate percentage of staff that identifies as Black, Indigenous or a Person of Color
- Organization must report approximate percentage of Board that identifies as Black, Indigenous or a Person of Color
- Size of organization (# of FTE)
- Organization must provide copies of financial policies and procedures, time and effort policy for staff working on federal grants, conflict of interest policy and internal control policy
- Proposers do not need to include information indicating compliance with the above requirements in their Proposals, but selected Proposers may be required to demonstrate compliance with these requirements prior to executing an agreement.

Form of Agreement

The apparent successful Proposer(s) will be provided with a grant subrecipient agreement in a form to be determined by Prosper Portland.

Insurance Requirements

At all times during the term of the Contract, providers shall carry, at a minimum, insurance coverage in the amounts and manner set forth below. Workers' Compensation Insurance: Provider, its contractors and all employers working under this Agreement shall comply with ORS Chapter 656 and as it may be amended from time to time. Unless exempt under ORS Chapter 656, Provider, its contractors and any employers working under this Agreement shall maintain coverage for all subject workers.

- a) Commercial General Liability Insurance: Provider shall have commercial general liability insurance covering bodily injury, personal injury, property damage, including coverage for independent contractor's protection (required if any work will be subcontracted), premises/operations, contractual liability, products and completed operations, in a per occurrence limit of not less than \$ 1,000,000, and aggregate limit of not less than \$2,000,000.
- b) Automobile Liability Insurance: Provider shall have automobile liability insurance with coverage of not less than \$1,000,000 each accident, if vehicles are used in connection with the work funded by this Agreement. The insurance shall include coverage for any auto or all owned, scheduled, hired and non-owned autos. This coverage may be combined with the commercial general liability insurance policy.
- c) Additional Insured: The liability insurance coverages required in this Section 3.8, except Workers' Compensation, shall name "Prosper Portland, the City of Portland and each of their respective officers, agents and employees" additional insureds, with respect to Provider's or its contractors' activities to be performed or services to be provided. Provider shall provide Prosper Portland with proof of additional insured coverage in the form of an additional insured endorsement form or a policy coverage document that demonstrates such coverage to Prosper Portland's reasonable satisfaction. Coverage required by this Section 3.8 shall be primary and non-contributory with any other insurance and self-insurance. Notwithstanding the naming of additional insureds, the insurance shall protect each additional insured in the same manner as though a separate policy had been issued to each, but nothing herein shall operate to increase the insurer's liability as set

forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured.

- d) **Continuous Coverage; Notice of Cancellation:** Provider shall maintain continuous, uninterrupted coverage for the duration of the Agreement. There shall be no termination, cancelation, material change, potential exhaustion of aggregate limits, or non-renewal of coverage without thirty (30) days written notice to Prosper Portland. If the insurance is canceled or terminated prior to termination of the Agreement, Provider shall immediately notify Prosper Portland, and Provider will be required to provide a new policy with the coverage required by this Section 3.8. Any failure by Provider to comply with this clause shall constitute a material breach of the Agreement and shall be grounds for immediate termination of this Agreement.
- e) **Proof of Insurance:** Provider shall provide proof of insurance through acceptable certificate(s) of insurance, along with applicable additional insured endorsements, to Prosper Portland at execution of the Agreement and prior to any commencement of work or delivery of goods or services under the Agreement or initial payment of Funds. The certificate(s) will specify all of the parties who are endorsed on the policy as Additional Insureds (or Loss Payees). Insurance coverages required under this Agreement shall be obtained from insurance companies acceptable to Prosper Portland (which may seek confirmation of acceptability from OMF). Provider shall pay for all deductibles and premium from its non-grant funds. Prosper Portland reserves the right to require, at any time, complete and certified copies of the required insurance policies evidencing the coverage required. In lieu of filing the certificate of insurance required herein, if Provider is a public body, Provider may furnish a declaration that Provider is self-insured for public liability and property damage for a minimum of the amounts set forth in ORS 30.272 and 30.273.

Additional Provisions and Disclaimers

Prosper Portland reserves the right to change or cancel this RFP, waive minor informalities of any response, request additional information to evaluate a response, and negotiate a grant agreement with the successful Proposers. This RFP is not subject to any process except as described herein. All submitted applications will become the property of Prosper Portland and will be subject to public inspection per the Oregon Public Records Law (ORS 192).



BIPOC IN TECH PROGRAM GRANT AWARDS

SUBMISSION CHECKLIST

This submission list is intended to be a guide for Proposer and does not need to be returned with Proposal submission.

Proposer has responded to each section as specified in the RFP

- ☐ Cover Page
- ☐ Proposal Questions
- ☐ Budget Form
- ☐ Administrative Capacity (Response to the entire section including required additional documentation:
 - 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 single audit if applicable.
 - Copy of the organization's insurance certificate. See Insurance Requirements Section of Administrative Detail.
- ☐ Proposer meets Contractor Qualifications as specified in Section III of the RFP
- ☐ Proposer meets minimum insurance requirements as specified in Section X of the RFP