

ADDENDUM ONE, QUESTIONS and ANSWERS

Date: January 3, 2023

To: All Bidders

From: Lori. A. Cole, Buyer
Department of Economic Development

RE: Addendum for Request for Proposal Number 113737 O3 to be opened
January 18, 2023 at 2:00 p.m. Central Time.

Questions and Answers

The following are the questions submitted, and corresponding answers, regarding the above-mentioned Request for Proposal. These questions and answers are to be considered part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

Question	Answer
Is the RFP written to allow for qualified entities to be contracted for services to administer & manage the grant or is the RFP for people to apply for grants? Is the Department seeking a contractor to administer the \$25,000 and \$12,500 grants to small businesses?	The RFP is to apply to be a contracted provider of technical assistance and issuing/administering/managing grants to eligible small businesses/start-ups as described in the project description and scope of work.
Will the entity selected under the RFP have any role in the selection, disbursement or oversight of the grants to small businesses outlined in Section 13 of LB 450? Can you confirm that the grants to be provided to small businesses and outlined in Section 13 of LB 450 will be administered by DED?	Grants provided to eligible start-ups and small businesses will be initiated/administered/ and managed by the contracted provider. The application needs to include a description of the program the Applicant will provide for businesses. Include how the program will be designed, implemented, and managed.

<p>Are the grants that will be made to small businesses intended to be used to procure the services outlined under the services portion of the Act, as well as the other “business purpose” listed on page 30 of the RFP, under the paragraph entitled Business Purpose? Can the grant funds be used for the items listed in “business purpose?”</p>	<p>Grant funds may be used by grantee for items listed in “Business purposes”. The list is not exhaustive but provides a very broad scope of qualified business expenses that grant funds may be used.</p>
<p>What is the estimated volume of businesses applying and receiving grants per year?</p>	<p>This would be dependent upon the contractor’s determination of the percentage of the \$5m per year that will go toward technical assistance, grants and administration. (For example, contractor decides to use half of the amount for Technical Assistance and half for Grants. Allocating \$2.5m per year to each function.)</p>
<p>Have you run any grant programs for small businesses in the past? If yes, what vendor(s) have you used to administer these programs?</p>	<p>The department has contracted with technical assistance providers in the past. Some contracted partners include Center for Rural Affairs, Nebraska Enterprise Fund, Catholic Charities, and Community Development Resources.</p>
<p>What is the geographic target area for small businesses being served by this RFP? Local, regional, State-wide?</p>	<p>There is a requirement the SBAA is accessible statewide. The Department may select one or more providers to accomplish this coverage. The Applicant needs to identify their target market and how they will be accessible to them.</p>
<p>Is the vendor required to have a physical location in Nebraska to provide the services described in this section?</p>	<p>While not specifically required by LB 450, scoring preference will be given to applicants who are based in Nebraska and/or have physical presence in the state.</p>
<p>Will funds be disbursed to awardees by the Department or by the vendor? If by the vendor, will the funds be released in tranches for the vendor's use, or will the vendor be invoicing the Department for</p>	<p>Disbursement to grant recipients will be from the vendor. The vendor will invoice the Department for reimbursement following disbursement. Funds will not be advanced to the vendor.</p>

<p>reimbursement following disbursement?</p>	
<p>What is the total amount of funding expected to be used for this project? Is the funding for this program only for two years: 2022-23 and 2023-24?</p>	<p>SBAA is funded at \$5 million per year for the next two years.</p>
<p>Do you have any caps or limits on the percentage of funds that can be used for administration? Of the funds appropriated to the Small Business Assistance Act, what portion, or range, does DED intend to reserve for the grants to small businesses? And what portion or range does DED intend to be used for provision of Technical Assistance and support, to small businesses as well as Administration of the program? Of the funds appropriated to the Small Business Assistance Act, what portion, or range, does DED intend to reserve for the grants to small businesses?</p>	<p>There are no caps on the amount set aside for administration, but this amount would be considered when scoring proposals. The initial amount of SBAA Applicant funding for administration/overhead will be determined by the number of Applicants who sign agreements with the Department. The proposed budget should include the allocation of technical assistance, grant funding and administration dollars and the rationale behind those amounts.</p>
<p>Is there any software that the winning bidder is expected to use?</p>	<p>There are no specific requirements for any particular software to be used in performance of the contracted duties with customers/clients. The only software/platform requirement is between NDED and the vendor for submitting expenses, reimbursement requests, and required reports.</p>
<p>Will the Department be marketing this opportunity, or is the Contractor/Vendor expected to provide marketing and outreach to eligible small businesses? What languages will be required for the application</p>	<p>The vendor will be responsible for advertising services, including creating and producing translated materials. Increased accessibility provided through translation services will be considered when scoring applications. The Department will disseminate information on the contracted provider on social media, our website and with our listserv.</p>

<p>and marketing materials for small businesses to apply for funding or technical assistance? Will the vendor or the Department provide translation services for small businesses? If vendor, what languages will be required for small business technical assistance inquiries?</p>	
<p>Is the technical service to be provided under this contract able to be provided to both grant and non-grant recipient businesses who otherwise meet all criteria? In other words, is the contemplated technical service limited to those businesses also receiving a grant under the Act, or is it available to any eligible business in the state? Can technical assistance services be provided to both grant and non-grant recipient businesses who otherwise meet all eligibility criteria?</p>	<p>Both. The contract is not limited to only those receiving grants as long as they meet eligibility requirements.</p>

This addendum will become part of the Request for Proposal, and should be acknowledged with the Request for Proposal.