



Finance Department

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Purchasing Services

DATE: August 9, 2023

RE: **ADDENDUM 2**
12051-0-2023-BP
Business Ready "BizReady" Program

Notice to All Bidders:

Please note that section 2.5 of the RFP document has been updated to the following language:

2.5 Business Ready Administrators

Through this Request for Proposals (RFP) process, the City intends to engage a community partner to administer the BizReady Program. This administrator will be chosen based on their RFP response. The Administrator will coordinate all of the BizReady programming, manage BizReady grant funds, create a package of training, technical assistance, mentoring and micro-enterprise grants and manage the process. The ideal organization and/or team to serve in this role will have expertise and experience in managing micro-enterprise funding programs, experience with entrepreneurship, and experience providing training and technical assistance to diverse small businesses. It is expected that at least 25 entrepreneurs will participate in the BizReady Program and that at least \$75,000 (\$3,000/participant) in funding will be allocated for direct financial assistance to participants.

Bidders must acknowledge receipt of this addendum accordingly on RFP Form B, Receipt Forms and Submittal Checklist.

Please direct any other questions to the Purchasing contact person below.

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