

Request for Qualifications
Windsor Small Business and Nonprofit Grant Program Administration
October 20, 2021

An eligible use for American Rescue Plan Act (ARPA) funds is to provide grants to businesses to mitigate financial hardship as a result of the pandemic. The Windsor Town Council has approved an allocation of \$500,000 in ARPA funding to establish the Windsor Small Business and Nonprofit Recovery Grant Program. Under the program, businesses and nonprofits with 25 or less employees are able to apply for grants up to \$10,000 to assist with eligible operating costs.

The Town of Windsor is seeking qualified firms or individuals for professional and technical services required to administer this grant program.

Scope of Consultant Work

The selected consultant will provide administrative and technical support to implement activities including:

1. Final application development – The consultant will help finalize an online application to ensure information is received that will satisfy ARPA requirements
2. Presentation of program requirements at on-line application workshop
3. Application review and evaluation – The consultant will review each application submitted for completeness, timeliness and compliance with eligibility requirements. The consultant will provide a summary for each application as to the negative impacts the business suffered as a result of COVID-19 and how the grant will assist the business in mitigating those effects.
4. Interface with applicants - If there are any material defects or omissions in applications, the Consultant will notify the submitter of said defects or omissions and work with applicants to provide information to cure such defects or omissions.
5. Development of lottery system protocols - The Town is expecting the Small Business and Nonprofit Recovery Grant Program to have a large number of applications. If the number of applications exceeds the amount of funding that is available for disbursement, the Town will implement a lottery system for eligible small businesses. \$200,000 of the grant pool will be reserved for small businesses or nonprofits that have not received any federal or state recovery funds so that will need to be incorporated into the proposed lottery system.
6. Assistance with awardee grant contracts and grant distribution
7. Final grant program report highlighting program benefit and compliance with American Rescue Plan Act requirements.

The selected consultant will be expected to work closely with Town economic development staff and will be assisted by: 1) Town Assessor to demonstrate business location in Windsor, 2) Town Attorney drafting a document that the applicant attests that their information is true and that grant is necessary to mitigate a negative impact of the pandemic, 3) economic development staff publicizing the program; 4) administrative staff to prepare letters of award and distribution; 5) finance department cutting checks, and 6) IT for website postings and on-line forms

Anticipated Program Milestones

10/20/21 – Consultant RFQ Distribution
10/25/21 – Deadlines for questions related to Consultant RFQ
10/28/21 – Consultant RFQ Response Deadline
10/29/21 – Consultant Selection
11/16/21 – Online Application goes live and Application Workshop
12/07/21 – Small Business and Nonprofit Application Deadline
12/29/21 – Consultant Report of Eligible Applicants
01/03/22 – Grant lotteries
01/04/22 – Grant announcements
01/18/22 – Begin grant distributions
02/15/22 – Final Program Report Due

Information for Respondents

All questions shall be submitted via email to Jim Burke, Economic Development Director, at burke@townofwindsorct.com by Monday, October 25, 2021 before 11:00 a.m.

RFQ responses must be submitted by email to Jim Bourke, Finance Director, at bourke@townofwindsorct.com by Thursday, October 28, 2021 at 12:00 p.m.

Right to Reject Proposals

The Town of Windsor reserves the right to reject any or all of the proposals submitted. The Town of Windsor reserves the right to negotiate the cost of this proposal and to award the work to other than the firm with the lowest cost, if it is in the best interest of the Town. Proposals submitted or received after the scheduled closing time for receipt of proposals will be rejected.

Acceptance of RFQ - Acceptance of this RFQ will be by notice of the Town Manager.

Qualification

Proposals must include the following information:

- Cover letter indicating ability to meet proposed scope of work and project approach
- Detailed information of the firm or individual's background and experience in Federal/State funding
- Current resume(s) of all project participants
- Proposed fee approach including a list of per diem rates

Payments to Consultant

For a contract of 60 days duration or more, partial payments shall be made within 30 days of the receipt approved by the Town Manager.

Time of Completion

The Small Business and Nonprofit Grant program should be completed not later than February 15, 2022, inclusive of a final report to the Town Manager and Finance Director, unless the period is extended by mutual agreement of the parties.

Ethics Code Provision

No former Town employee in administrative pay grade 10 or above and no former Board of Education employee in a cabinet level position or above shall work for a private firm who has a contract with the Town any time within six months after terminating service with the Town. If this occurs, the vendor could be subject to penalties up to and including contract termination. A notice of the requirements in this section shall be included in all invitations to bid and all public contracts.

Insurance

CONSULTANT agrees to secure and protect itself and shall secure and indemnify the TOWN OF WINDSOR directors, officers and employees from any liability, claim of liability, expense, cause of action, loss or damage whatsoever for any injury including death to any person or property in the performance of this Agreement arising from the negligence of CONSULTANT. CONSULTANT agrees to carry as a minimum the following insurance in such form and with such carriers as are satisfactory to the TOWN OF WINDSOR covering all Services to be performed under this Agreement:

Prior to starting the Services, the CONSULTANT shall furnish Certificates of Insurance, including Automobile, Commercial General Liability, Umbrella Liability, and Worker's Compensation insurance in the following amounts:

1. Commercial General Liability Insurance:

The CONSULTANT shall provide Commercial General Liability insurance and Professional Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

The CGL shall be written on ISO occurrence form CG 00 01 10 93 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract)

2. Commercial Automobile Liability Insurance

The CONSULTANT shall provide Commercial Automobile Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles.

3. Worker's Compensation Insurance

The CONSULTANT shall provide Worker's Compensation Insurance in the required amount as applies to the State of Connecticut and Employers Liability Insurance as follows:

Bodily Injury by Accident - \$100,000 each accident

Bodily Injury by Disease - \$500,000 policy limit

Bodily Injury by Disease - \$100,000 each employee

4. Umbrella Liability Insurance

The CONSULTANT shall provide Commercial Umbrella Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

Each Policy of Insurance shall include a waiver of subrogation in favor of the TOWN OF WINDSOR and shall provide no less than thirty (30) days' notice to the TOWN OF WINDSOR in the event of a cancellation or change in conditions or amounts of coverage. The Commercial General Liability, Automobile and Umbrella Liability shall name the TOWN OF WINDSOR as an additional insured.

Certificates of Insurance, acceptable to the TOWN OF WINDSOR shall be delivered to the TOWN OF WINDSOR prior to the commencement of the Services and kept in force throughout the term hereof.

Indemnification

The CONSULTANT shall indemnify and hold harmless the TOWN OF WINDSOR and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of, or resulting from the negligent performance of the work.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Windsor Small Business and Nonprofit Recovery Grant Program Framework

Application requirements:

- The applicant must currently be in and have been in operation as of January 1, 2019.
- The applicant must have a Windsor operational location.
- The applicant must be in good standing with the Connecticut Secretary of the State in terms of business/non-profit filings.
- The applicant must be in good standing and current on its federal, state and local tax obligations and have no outstanding liens or judgements or demonstrate how COVID impacted their ability to pay taxes on a timely basis.
- Documentation should be supplied supporting the number of employees before the pandemic and at the time of the application.
- Listing of all federal or state assistance applied for and/or received (i.e., Payroll Protection Program loans, Restaurant Revitalization Fund, CT CARES Grant, etc.)
- If applicable, dates of closure due to the pandemic need to be provided.
- The applicant must provide a written statement that will identify the negative impact of the COVID-19 public health emergency to the organization or business and must identify how the grant request addresses the identified need or negative impact.
- Applicants will need to sign a certification that the information in the application is true, that the business sustained a negative financial impact as a result of the pandemic, and that grant funds will be utilized to offset operational costs of their Windsor business location.
- The business must have a clear and specific use of the grant money and the grant money can only be used toward future expenditures.
- In order to receive a grant, the recipient must agree to participate in a free business consultation with one of the following technical assistance providers within two months of grant award: CT Small Business Development Center; HEDCO; SCORE Hartford Chapter; or the Entrepreneurial Center & Women's Business Center at the University of Connecticut. As an alternative to this requirement, applicants can submit information demonstrating an ongoing banking, accounting or financial advisor relationship that provides guidance to the business.
- The Town would like to track the impact of this initiative. Recipients must agree to assist the Town through follow-up surveys and/or interviews with a goal of highlighting program successes.

Businesses and nonprofits can demonstrate negative impacts from the COVID-19 health emergency through these and other examples:

- Loss of revenue during government required shutdowns
- Rent & utilities and other carrying costs paid during periods of closure
- Supply chain issues – lack of or delay in supplies
- Increased costs of products (like food, lumber)
- Extra cleaning expenses and costs of PPE (personal protective equipment)
- Physical improvement requirements – barriers and other social distancing measures
- Extra advertising, e-commerce costs
- Costs of other mitigation tactics (provision of outside dining areas, etc.)

Some examples of eligible uses of grant funds include, but are not limited to:

- Payroll costs
- Rent
- Utilities
- Worker protection expenditures
- Costs associated with the compliance of public health measures
- Specific investment to enhance the viability of the business
- Construction of an outdoor dining area
- Innovative business or business community marketing program
- Workforce training or recruitment program