



CITY OF DETROIT

OFFICE OF CONTRACTING & PROCUREMENT

REQUEST FOR APPLICATION

ARPA - JET - Small Business Administrator

NOFA NO. 183237

Application Due Date: (3/31/23 4:00 PM)

QUESTION DEADLINE (EST): March 17, 2023 @ 4:00pm EST
Questions will NOT be entertained after the deadline date/time

*Applications must be uploaded into the Supplier Portal on or prior to the exact date and time indicated above. Late or emailed bids will not be accepted.

Applicants must enroll in the Supplier Portal to download the application documents and to ensure inclusion in our database www.detroitmi.gov/supplier. Instructions may be found on the City of Detroit website which includes tutorials on how to register. If you have any questions, please send an email to procurementinthecloud@detroitmi.gov or call (313) 224-4600.

Conference Type: Pre-Application

Participation Type: Optional

Conference Date: March 13, 2023 @ 10:00AM EST

Conference Details: Microsoft Teams

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 255 010 867 469

Passcode: bet5sy

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

+1 469-998-6602,,434804519# United States, Dallas

Phone Conference ID: 434 804 519#

The individual listed below is the bid contact.

Company **City of Detroit**
 Buyer **Angelena Sanders**
 Location **2 WOODWARD AVENUE**
STE 1100
DETROIT, MI 48226
UNITED STATES
 Phone
 Fax
 E-mail **angelena.sanders@detroitmi.gov**

When submitting your response, include the following information.

Your Company Name	
Company Site <i>(Optional)</i>	
Address	
Contact Details	
Response Valid Until <i>(Optional)</i>	

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1 Overview

1.1 General Information

Title **ARPA - JET - Small Business Administrator**
 Synopsis **The City of Detroit Office of Contracting and Procurement (OCP) on behalf of the Jobs and Economic Team (JET), is releasing this Notice of Funding Availability seeking up to three interested and qualified organizations or firms (hereinafter referred to as "Small Business Administrators") to engage small businesses in Detroit and connect them to local talent. The Small Business Administrator(s) will identify small businesses with 10 or fewer employees who will benefit from hiring additional staff to help increase their operations and capacity.**
 Buyer **Angelena Sanders** Outcome **Contract Purchase Agreement**
 E-Mail **angelena.sanders@detroitmi.gov**

1.2 Schedule

Preview Date Open Date **3/2/23 3:43 PM**
 Close Date **3/31/23 4:00 PM** Award Date
 Time Zone **Eastern Standard Time**

1.3 Negotiation Controls

Response Visibility **Sealed**

Lines Settings

Rank Indicator **No indicator displayed**
 Ranking Method **Price only**

1.4 Terms

Agreement Start Date Agreement End Date
 Agreement Amount (USD)
 Payment Terms **Net 30** Freight Terms **Account of Seller**
 Shipping Method **Lowest Cost Carrier** FOB **Delivered**
 Negotiation Currency **USD (US Dollar)** Price Precision **2**

1.5 Attachments

File Name or URL	Type	Description
NOFA 183237_ARPA - JET JumpSta	File	NOFA 183237 - JumpStart SBA
NOFA 183237 Attachment A - Res	File	Attachment A - Questionnaire
NOFA 183237 Attachment B - Res	File	Attachment B - Introduction
NOFA 183237 Attachment C - Pri	File	Attachment C - Pricing
Attachment D - SUBRECIPIENT_Fo	File	Attachment D

2 Requirements

**Response is required*

2.1 Section 1. Proposer's Attachments and Affidavits

- *1. Complete the attached form for Combined Certificates of Authority and upload to your response

Attachments:

File Name or URL	Type	Description
Combined Certificates of Autho	File	

Select one of the following:

- ☐ a. Uploaded (*Response attachments are optional*)
☐ b. Not Uploaded (*Response attachments are optional*)

Comments:

- *2. Bidder has read and complies with all provisions stated in the INSTRUCTIONS TO BIDDERS. Please check Yes or No.

Select one of the following:

- ☐ a. Yes
☐ b. No

Comments:

- *3. Below document is necessary for you to upload along with the proposal:

Reference Form

Attachments:

File Name or URL	Type	Description
Reference Form.doc	File	

Select one of the following:

- ☐ a. Uploaded (*Response attachments are optional*)
☐ b. Not Uploaded (*Response attachments are optional*)

Comments:

- *4. Will you be utilizing any Sub-Contractors?

Select one of the following:

- ☐ a. Yes (upload all required documents) (*Response attachments are optional*)
☐ b. No (*Response attachments are optional*)

Comments:

*5. Please use the below URL to complete the Income Tax and Account Receivables Clearance process:

<http://bit.ly/detroitclearances>

Select one of the following:

- ☐ a. Completed
☐ b. Not Completed

Comments:

6. Attention: Considering a Joint or Mentor Venture? Click the URL.

<https://app.smartsheet.com/b/form/2359d53ee4364f709cdda15913b530d6>

Comments:

3 Lines

3.1 Line Information

Line	Estimated Quantity	Response Price	Line Amount	Response Minimum Release Amount
1-Administrator				

3.2 Line Details

3.2.1 Line 1 Administrator

To provide an alternate line, see appendix.

Category Name	918.79 Minority and Small Business Consulting	Alternate Line Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Alternate Lines	Yes	Estimated Total Amount	
Target Minimum Release Amount (USD)		(USD)	
Start Price (USD)			

4 Appendix: Alternate Lines

4.1 Instructions for Alternate Lines

Alternate lines are allowed for some negotiation lines. For these lines, you can propose one or more alternatives by entering information for each alternate line in the format given below. Print and insert multiple copies as per your requirement.

4.2 Alternate Lines Template

Negotiation Line <i>(Number and description of the negotiation line for which you have an alternative)</i>	Example: 1-xxxxxx where xxxxxx is the line description of first negotiation line.
Alternate Line Number <i>(Enter only numbers in sequence starting with 1 for every alternate line)</i>	
Alternate Line Description	
Response Price <i>(For a negotiation line with cost factors, enter your line price in the cost factors table)</i>	
Response Minimum Release Amount	
Note to Buyer	

