

PDC

PORTLAND DEVELOPMENT COMMISSION

ADDENDUM NUMBER 1 TO REQUEST FOR PROPOSALS #09-28

Request for Proposals (RFP) Title:	Research and Analysis: State of Entrepreneurship in Portland, Oregon
Date this Addendum Issued:	February 5, 2010
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PURPOSE OF THIS ADDENDUM

The Portland Development Commission ("PDC") is issuing this Addendum Number 1 (this "Addendum") to the above-referenced Request for Proposals ("RFP") to respond to questions PDC received about the RFP.

GENERAL INSTRUCTIONS

This Addendum constitutes an integral part of the RFP and is to be read in conjunction with the RFP. Where inconsistent with the original RFP, or any previous Addendum to the RFP, this Addendum shall govern. Unless specifically changed herein, all other requirements and provisions of the RFP remain unchanged and can only be modified if in writing by PDC. Capitalized terms used in this Addendum without definition have the same meaning ascribed to those terms in the RFP. It is the responsibility of all Proposers to conform to this Addendum. Proposers are to acknowledge receipt of this Addendum by completing Section 9.1 of the Proposer Certification in the RFP.

CLARIFICATION OF THE RFP

- 1) Can PDC provide any definition of "entrepreneur/early stage business" (e.g., gross sales, number of employees, funding status, ownership structure, number of years in business, sic codes, etc.)

PDC Response: For the purpose of this study, “entrepreneurs” are broadly defined as a) start-up businesses that are focused on a new product or service and likely to take advantage, given the opportunity, of seed or angel funding and b) entrepreneurial companies defined as growth-oriented small businesses who are innovating. PDC and an advisory committee will work with the Selected Contractor to formalize a definition for tracking and metrics.

- 2) **To what extent, if any, should the entrepreneurship overview and reporting consider the identified target “cluster” industries in PDC’s Economic Development Strategy report (e.g., active/outdoor gear, clean technology, advanced manufacturing, software, etc.) disproportionately to other industries?**

PDC Response: Many of the people and companies that are associated with the defined industry clusters are probably entrepreneurs or entrepreneurial, but the study should address a broad range of industries and does not need to focus exclusively on the clusters, though it may address them. One of the goals of the study is to help identify industries that are showing signs of becoming a cluster.

- 3) **What is PDC’s definition of “bootstrapping” (p. 7 – 4.1.2.c Capital availability)?**

PDC Response: For the purpose of the study “bootstrapping” should include start-up businesses that are relying on cash flow, owner equity or other marginal ways of funding business operations.

- 4) **In section 5.4, last paragraph of RFP, you state, “in addition, PDC encourages proposal that make use of recent studies, inventories and analysis of the various facets of entrepreneurship in Portland to reduce the cost of this project or delivery timeline, and encourages partnerships that leverage different sources of expertise to complete this project.”**

- a. **The question is then, can or will PDC publish a list of companies that received the RFP to determine if partnering might be possible?**

PDC Response: See EXHIBIT A of this Addendum which lists the entities that received this RFP. Per Section 5.2 of the RFP, contact information for all parties who “download” the RFP is available upon email request from the Solicitation Coordinator for the RFP.

- b. **Also, what, if any recent studies or entrepreneurial data does PDC already have in house that could be made available to consultant?**

PDC Response: PDC does not have any recent studies regarding entrepreneurship specifically, but will work with the Selected Contractor to identify pertinent information that can be garnered from past studies, including documents from partners. In addition, there may be national studies that can be referenced that could help inform the study.

- 5) a. **What resources and assistance can PDC provide to the consultant as part of this project (e.g., can interviews take place with proper scheduling at PDC offices)?**

PDC Response: PDC will work closely with the Selected Contractor to facilitate outreach, including using PDC facilities as necessary.

- b. **Can PDC provide lists of organizations and contacts as resources such as the organizations and firms that collectively worked on the Economic Development Strategy?**

PDC Response: The majority of the Economic Development Strategy was created in-house at PDC, but many of the partners we worked with are being engaged as part of this new study in an advisory capacity. One of the goals of the State of Entrepreneurship study is to use the process and results of the study to engage potential new partners who were not part of the Economic Development Strategy process.

- c. **Can PDC provide a list of emails, telephone numbers or addresses of business or individuals that have contacted PDC in the last four years that match criteria of “entrepreneur/early stage business,” provided that contact is done in accordance with PDC privacy regulations?**
PDC Response: No. PDC does not currently track such information in a systematic way.
- 6) **In developing an understanding of the state of entrepreneurship in the Portland area it may be helpful to review recent activity over the past few years. Can PDC provide a timeframe that would be appropriate/useful (e.g., last two years, four years, five years) in terms of reviewing the entry/exit or longevity of entrepreneurial firms in the Portland area?**
PDC Response: PDC will work with the Selected Contractor to define the time period to be analyzed, but an initial expectation would be looking from 2000 forward.
- 7) **What geographic boundaries should be taken into consideration when developing the profile? The PDC Economic Development Strategy report includes Greater Portland, Multnomah County, etc.**
PDC Response: For the purpose of the study, it is the Portland Metro area that is being considered, but PDC also wants an understanding of how the city is viewed by entrepreneurs and what specific barriers or opportunities exist for the city vs. suburban communities in regards to entrepreneurship. PDC also understands that data and information are unlikely to be available at the city level and will work with the Selected Contractor on the appropriate geographic boundaries for the various topics.
- 8) **Can PDC provide confirmation of anticipated duration of contract as different timeframes are mentioned in various sections of the RFP?**
PDC Response: PDC anticipates a 6 month time frame to complete the study, with some additional time after the 6 months to develop the scorecard and template for an annual report. Proposers may propose an accelerated timeline, and may be able to develop the scorecard and template for the annual report within the timeframe for the rest of the study.
- 9) **Is PDC interested in a firm that is from outside Oregon that partners with a local contact?**
PDC Response: We are not giving any preference to Portland or Oregon-based firms, and are encouraging partnerships.
- 10) **Would it be possible to structure two out of the five meetings whereby I am teleconferenced in and my local contact is in the room with you?**
PDC Response: Yes, PDC is open to modified meetings and even a modified meeting schedule based on proposals.

End of this Section

EXHIBIT A: VENDOR LIST FOR THE RFP

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