



STATE OF COLORADO
Office of the Governor
Office of Economic Development

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ORDER		*****IMPORTANT*****				
Number:	POGG1,EDAA,202600002253	The order number and line number must appear on all invoices, packing slips, cartons, and correspondence. BILL TO Office of Economic Development and International Trade 1600 Broadway Suite 2500 DENVER, CO 80202				
Date:	8/15/25					
Description:	Colorado CHIPS Community Support Program Market Study grant					
Effective Date:	08/14/25	SHIP TO Office of Economic Development and International Trade 1600 Broadway Suite 2500 DENVER, CO 80202				
Expiration Date:	10/31/26					
BUYER						
Buyer:	Aaron Bushman	SHIPPING INSTRUCTIONS Delivery/Install Date: FOB:				
Email:	aaron.bushman@state.co.us					
VENDOR						
CITY OF FORT COLLINS City Hall West 300 La Port Avenue; P.O. Box 580 Fort Collins, CO 80522-0580		SHIPPING INSTRUCTIONS Delivery/Install Date: FOB:				
Contact:	EFT REMIT					
Phone:						
VENDOR INSTRUCTIONS						
EXTENDED DESCRIPTION						
Grantee to complete tasks and deliverables per Exhibit A, Statement of Work attached and incorporated herein. OEDIT Point of Contact: Dan Salvetti at daniel.salvetti@state.co.us						
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
1			0	0.00	\$25,000.00	<input type="checkbox"/>
Description: Colorado CHIPS Community Support Program Market Study grant						
Service From: 08/14/25		Service To: 10/31/26				
TERMS AND CONDITIONS						
https://www.colorado.gov/osc/purchase-order-terms-conditions						
DOCUMENT TOTAL = \$25,000.00						



Exhibit A, Statement of Work

1. Project Description

- A. In 2022, the federal government enacted the CHIPS (Creating Helpful Incentives to Produce Semiconductors) and Science Act to spur investment in semiconductors and other advanced technologies in the United States. The Colorado General Assembly, in early 2023, passed two bills that created new programs and directed funding to support efforts to draw in the federal funding and private investments of the CHIPS Act: HB23-1260 and SB23-137.
- B. The latter, SB23-137, appropriated funding from the General Fund to the Colorado Economic Development Fund to “use in connection with the federal [CHIPS] and Science Act of 2022.” The Office of Economic Development and International Trade (herein after called “OEDIT” or “State”), through consultation with stakeholders and with a particular focus on creating benefits for rural and underserved communities, designed a suite of three grants known as the Colorado CHIPS Community Support Program (CCCSP) to expend most of this funding. The CCCSP received approval from the Colorado Economic Development Commission in late 2023.
- C. OEDIT agrees to award the City of Fort Collins (hereinafter called “Grantee”) with a Colorado CHIPS Community Support Program (CCCSP) Marketing grant. This grant award shall be used to fund marketing and promotional activities targeted to semiconductor ecosystem companies and advanced industries.

2. Parties

OEDIT Point of Contact:

Dan Salvetti, Semiconductor Industry Manager
Daniel.salvetti@state.co.us
720-601-5055
Colorado Office of Economic Development and International Trade
1600 Broadway, Suite 2500
Denver, CO 80202

Grantee Point of Contact:

City of Fort Collins
Seonah Kendall, Economic Health Analyst
skendall@fcgov.com
(970) 416-2164
P.O. Box 580
Fort Collins, CO 80522

3. Work Tasks, Deliverables and Timeline

- A. Project Narrative

- i) This CCCSP Marketing Grant will provide funding to the City of Fort Collins to hire a contractor to perform a marketing effort in the designated region. The marketing effort will consist of promotional activities targeted at the semiconductor ecosystem and advanced industries. The marketing effort should raise awareness of the local community to stakeholders in the semiconductor and advanced industries outside of Colorado by emphasizing a unique community asset that is relevant for those sectors.
- ii) This grant will allow the Recipient the ability to pursue a marketing effort based on the City of Fort Collins. The deliverable for the Marketing Grant will be variable based on the applicant's plan, but should include the following:
 - (1) Executive summary of the marketing effort, including targets, goals, and expected effects of the marketing effort;
 - (2) Detailed distribution of funding across marketing and media platforms;
 - (3) Timeline of marketing strategy;
 - (4) Description of unique asset to be highlighted to the semiconductor and advanced industry sectors;
 - (5) Any associated efforts designed to interact with the marketing effort.
- iii) As stated above, the outcome of the funds' use should be an elevation of awareness of the local community to stakeholders in the semiconductor ecosystem and advanced industry sectors outside of Colorado, by emphasizing a unique community asset that is relevant for those sectors.

B. Timeline

Task / Deliverable Description	Due
Grantee to begin the contractor selection process	One month after execution
Grantee to select Contractor	Four months after execution
Contractor begins work	Five months after execution
Draft Marketing Report completed	Fourteen months after execution
Final delivery of Marketing Report to Grantee	Fifteen months after execution

4. Acceptance Criteria

A. Contractor Selection

The State of Colorado requires fair and open competition when purchasing goods and services. The Grantee shall attempt to collect at least three written bids from potential contractors before making a final selection.

- i) The Grantee will provide to OEDIT's Semiconductor Industry Manager (herein after called "Program Manager") their Contractor selection via email per **Section 3.B. Timeline**. The Grantee shall provide the following information:
 - a.) An identification of the selected bidder, along with an explanation of the choice, including qualifications and capabilities.
 - b.) An evaluation of all the contractor's qualifications, capacity to perform the work, milestones and deadlines, and budgets.

B. Progress/Draft Report

During the ten-month period between contractor selection and completing the draft of the Marketing Report, in which the contractor will perform the work relevant to complete the marketing effort (data collection, analysis, drafting, etc.).

- i.) The Grantee will provide the Program Manager monthly progress reports, to include the following:
 - a.) A simple indication of one of the following choices:
 - (1) Ahead of schedule
 - (2) On schedule
 - (3) Delayed
 - b.) A simple description of the contractor's progress compared to the predetermined milestones and deadlines.
 - c.) If relevant, a description of planned interventions to get the project back on schedule.
- ii.) A draft report shall be submitted per **Section 2 .B. Timeline**. Along with invoices and supporting documents.

5. Monitoring and Compliance

A. Draft Marketing Report

- i) The Grantee will provide to the Program Manager a copy of the draft Marketing Report as an attachment via email by the due date matching the description in **Section 3.A. i. and ii.**
- ii) The Program Manager will review the draft report and respond via email that the deliverable is or is not accepted within one week after receipt.
- iii) Reasons for non-acceptance will be limited to the following:
 - (1) The draft report does not contain all of the sections listed in **Section 3.A.ii.**
 - (2) The draft report is lacking sufficient detail.
 - (3) The marketing activities contained therein are not applicable to elevation of awareness of the local community to stakeholders in the semiconductor and advanced industries outside of Colorado.
- iv) Should this deliverable not be accepted for one or more of the reasons shown the Grantee will have 30 days to correct the issue and an Amendment will need to be issued to extend the Timeline details.
- v) The Program Manager will have one week to accept the revised draft report. If the Program Manager is unable to accept at this time, this Small Dollar Grant Award will be terminated.

B. Final Report

The Grantee will provide to the Program Manager a copy of the final report as an attachment via email by the due date matching the description in Section **3. B. Timeline**

6. Budget

- A. The maximum amount payable under this Purchase Order to Grantee by OEDIT shall be \$25,000. as determined by the State from available funds. Satisfactory performance under the terms of this Small Dollar Grant Award shall be a condition precedent to OEDIT's obligation to compensate the Grantee.
- B. This Small Dollar Grant Award will fund the items defined under the Project Narrative, Tasks, and Deliverables.
- C. Allowable Use of Funds:
 - i) Contractor Personnel Reimbursable Hours or Fees
 - (1) Creative Development
 - (a) Graphic Design
 - (b) Copywriting
 - (c) Video Production
 - (d) Photography
 - (2) Market Research
 - (a) Audience Segmentation
 - (b) Competitive Analysis
 - (c) Consumer Insights
 - (3) Tracking and Analytics
 - (a) Tracking and measuring KPIs
 - (b) Analyzing metrics
 - (c) Generating reports
 - ii) Other Costs
 - (1) Media Placement Fees
 - (2) Search Engine Optimization Fees
 - (3) Printing/Shipping Costs
- D. This grant does not reimburse travel expenses that are not directly related to the Allowable Use of Funds in Section C. All travel needs to be pre-approved by the OEDIT Program Manager and shall not exceed \$10,000.
- E. Grant Administration expenses shall not exceed \$5,000.
- F. Unallowable Expenses:
 - i) Purchases with no receipts or no contract
 - ii) Promotional expenses for the Recipient or Contractor not related to the selection of a contractor or input from community members
 - iii) Personal expenses incurred during travel that are primarily for the benefit of the traveler and not directly related to the relocation, such as premium add-on costs on airline tickets
 - iv) Certain insurance coverage, including supplemental life insurance for airlines, trip cancellation insurance, personal accident and personal effects insurance on rental vehicles, collision damage

waiver on rental vehicles, and supplemental liability insurance, except for the \$1,000,000 insurance on rental vehicles

- v) Alcohol and dispensary related expenses
- vi) Food and beverage
- vii) Lobbying activities, political contributions, donations and activities
- viii) Charitable or pass-through contributions
- ix) Promotional giveaways or gift cards
- x) Entertainment /entertainers, social events, amusement and hospitality activities
- xi) Traffic fines, parking tickets
- xii) Legal fees, unless specifically necessary for the project
- xiii) Reimbursing staff or board members for personal expenses
- xiv) Incentives to staff/participants/volunteers, including luncheons
- xv) On-going operational expenses, such as office rent, internet, accounting fees (supplanting)

7. Payment

- A. Payments will be made by reimbursement request, and must include, at a minimum, the invoice plus documentation to provide proof of work completed and bids obtained before purchase.
- B. Grantee should submit reimbursement requests monthly.
- C. Grant funds are subject to availability and expiration of this Small Dollar Grant Award. Funds not invoiced by the Small Dollar Grant Award term expiration date may not be paid, absent any extensions for time or early termination by either party. Notwithstanding any other provision of this Small Dollar Grant Award, OEDIT will not be responsible for payment of any Grant Funds after the Expiration Date.