REQUEST FOR PROPOSAL No. 29420

American Indian and Indigenous Peoples Historic Context Study

SCHEDULE OF EVENTS

- RFP Issued: 11/17/2022
- Deadline to Submit Additional Questions: 12/9/2022, 2:00 P.M. Local Time
- Response to Written Questions: 12/16/2022
- Proposal Due Date: 1/6/2023, 2:00 P.M. Local Time

Vendor offers to furnish to the City and County of Denver the materials, supplies, products, or services requested in accordance with the specifications and subject to the Terms and Conditions described herein.

VENDOR SIGN HERE

Company: ____________________________
Address: ____________________________
Contact: ____________________________ │ ____________________________
(Authorized Signature) │ (Print Name)

Signature constitutes acceptance of all Terms and Conditions listed on this form and all documents attached.

Email: ____________________________
Phone: ____________________________

The City contracts with Rocky Mountain E-purchasing System (BidNet®) in the advertisement and facilitation of solicitations administered by the City's General Services Purchasing Division; therefore, respondents must ONLY rely on documents provided on the Rocky Mountain E-purchasing System (BidNet®) website or as communicated directly from the analyst. Only rely on this web address: https://www.bidnetdirect.com/colorado

THIS PROPOSAL MUST BE RETURNED ELECTRONICALLY THROUGH THE ROCKY MOUNTAIN E-PURCHASING SYSTEM (BIDNET®).
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SECTION A: GENERAL INFORMATION & PROPOSAL INSTRUCTIONS

A.1 PURPOSE:

The City and County of Denver, hereinafter referred to as the City, and Landmark Preservation desire to solicit proposals from qualified consulting services to complete a historic context for American Indian and Indigenous Peoples (AIIP) in Denver.

The American Indian and Indigenous Peoples Historic Context is being supported in part by an Underrepresented Communities grant from the Historic Preservation Fund administered by the National Park Service, Department of the Interior; a grant from the Peter Grant Fund for Colorado of the National Trust for Historic Preservation; and a Civic Participation Through Arts and Culture grant from the Rose Community Foundation.

Click HERE to go directly to the City’s detailed Scope of Work/Requirements

A.2 ROCKY MOUNTAIN E-PURCHASING (BidNet®):

The City is collaborating with Rocky Mountain E-purchasing System (BidNet®) in the advertisement and facilitation of Requests for Proposals (RFP) administered by the City's General Services Purchasing Division.

It is a requirement of this RFP that interested parties familiarize themselves and register with BidNet®; vendors who do not register may be considered non-responsive.

Registration with BidNet® is available at NO CHARGE and allows vendors access to view governmental bids posted on BidNet®; they offer an additional notification service option with an associated fee. It is the responsibility of the vendor to evaluate and select the service option of their choice.

The City is not responsible for the actions or lack thereof on the part of the vendor in regard to their interaction with BidNet®, or any other third-party bid notification service in relation to this RFP.

More information is available at: www.rockymountainbidsystem.com or by calling 1-800-835-4603.

A.3 ELECTRONIC SUBMISSION OF PROPOSALS:

Submission of proposals for this solicitation may only be done electronically through BidNet®. Proposals must be submitted at www.rockymountainbidsystem.com, no later than the date and time indicated in the proposal.

Vendors who feel they are unable to prepare and submit an electronic submittal should submit a request in writing to the Analyst, no later than the Question due date, for permission and instructions for submitting a hardcopy proposal.

Your proposal shall consist of the following separate sections:

   Section 1 – RFP Response
      a) Signed Cover Sheet
b) Responses to questions in Section B.5  
c) Any additional information in support of your proposal  

Section 2 – Pricing  
   a) Pricing Section C  

Section 3 – Additional Required Information  
   a) Response to proposed Sample Contract Terms and Conditions, Section E.1  
   b) References, Section E.2  
   c) Sustainability Information Sheet Section E.3  
   d) Vendor Information Sheet, Section E.4  
   e) Small Business Information Request, Section E.5 (if applicable)  
   f) Signed Addenda (if applicable)  
   g) W9 Form  
   h) XO 101 Diversity & Inclusiveness Form (see link in Section A.17)  

A.4 RFP QUESTIONS:  

The City shall not be bound by and the Vendor shall not request or rely on any oral interpretation or clarification of this RFP. Therefore, any questions regarding this RFP are encouraged and should be submitted in writing by email to:  

   City Analyst: Brenda Hannu  
   E-Mail: brenda.hannu@denvergov.org  

Questions received up to deadline to submit question in the Schedule of Events will be answered in writing per the Schedule of Events. Answers to questions from any Vendor will be provided to all Vendors.  

All communications regarding this proposal shall only be through the City’s analyst listed above. No communication is to be directed to any other City personnel.  

A.5 ADDENDA:  

In the event it becomes necessary to revise, change, modify or cancel this Proposal or to provide additional information, addenda will be issued and made available on BidNet® at www.rockymountainbidsystem.com. It is the responsibility of the vendor to confirm that they have acquired all addenda related to this solicitation and they have reviewed/ complied with the requirements therein.  

A.6 ALTERNATE RESPONSES:  

It is our intent to solicit proposals that afford the City the most cost efficient, technically responsive proposal for the acquisition of the subject matter of this RFP. However, we recognize that there may be arrangements different from that requested hereunder that would offer additional benefits to the City while satisfying the applicable requirements of this RFP. Accordingly, you may submit alternative proposals for consideration, which offer such additional benefits in addition to the requested baseline proposal. These alternatives will be evaluated in conjunction with the primary (baseline) approach for each proposal.
A.7 ACCEPTANCE PERIOD:

Proposals in response to this RFP shall be valid for a period no less than 120 days from the closing date.

A.8 PRICING INSTRUCTIONS:

All prices quoted shall be firm and fixed. Pricing shall be in the format contained in the RFP. Alternative approaches for the pricing of the requested products and services may be provided, however, such alternate approaches shall be described separately and must be in addition to the required format in the pricing section. Do not include cost or price figures anywhere except in the cost and pricing section.

A.9 TECHNICAL REQUIREMENTS/STATEMENT OF WORK:

Section B of this RFP contains our proposed Statement of Work and/or Technical Requirements. This document shall form the basis of a Contract covering the subject matter of this RFP. Exceptions or deviations to this proposal must not be added to the proposal pages but must be on vendor's letterhead and accompany proposal. Any exceptions to this documentation will be taken into consideration when evaluating proposals submitted. The City reserves the right to reject any or all of your proposed modifications. The City welcomes cost saving proposals which still satisfy all technical and business objectives.

A.10 RFP CONDITIONS AND PROVISIONS:

This proposal must be signed by a duly authorized official of the proposing company. The completed and signed proposal (together with all required attachments) MUST be returned electronically through the Rocky Mountain E-purchasing System (BidNet® at www.rockymountainbidsystem.com) on or before the time and date of the deadline shown on page one.

All participating Vendors, by their signature hereunder, shall agree to comply with all of the conditions, requirements and instructions of this RFP as stated or implied herein. Any alteration, erasure, or interlineation by the Vendor in this proposal shall constitute cause for rejection by the Manager of General Services. Exceptions or deviations to this proposal must not be added to the proposal pages but must be on vendor's letterhead and accompany proposal. Should the City omit anything from this RFP which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, then the Vendor shall secure written instructions from the Manager of General Services at least forty-eight (48) hours prior to the time and date shown in page one.

Typographical errors in entering quotations on your proposal may result in loss of award of this proposal.

All Vendors are required to complete all information requested in this proposal. Failure to do so may result in the disqualification of proposal.

The City reserves the right to postpone or cancel this RFP, or reject all proposals, if determined to be in the best interest of the City.

Unit price for each item shall be shown and shall be for the unit of measurement indicated. In case of error in extension of prices, the unit price will govern.

The Manager of General Services reserves the right to waive any technical or formal errors or omissions and to reject any and all proposal(s), or to award contract for the items hereon, either in part or whole, if deemed to be in the best interests of the City.
The successful Vendor shall be in complete compliance with all of the specifications, terms and conditions of this proposal as outlined above. The City shall have the right to inspect the facilities and equipment of the successful Vendor to ensure such compliance.

No submittal shall be accepted from, and no contract will be awarded to, any person, firm or corporation that is in arrears to the City, upon debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City, or that has failed to attain or demonstrate compliance with any law, ordinance, City regulation, or contract term or condition as may be provided for or required in any City contract, or that may be deemed irresponsible or unreliable by the Manager of General Services. Vendors may be required to submit satisfactory evidence that they have a practical knowledge of the particular work bid upon and that they have the necessary financial resources to perform and complete the work outlined in this invitation.

The vendor agrees to abide by all the laws, regulations and administrative rulings of the United States, the State of Colorado, and the City, securing all necessary licenses and permits in connection with the bids.

All materials, supplies and equipment furnished, or services performed under the terms of this purchase order or contractual agreement shall comply with the requirements and standards specified in the Williams-Steiger Occupational Safety and Health Act of 1970 (Public Law 91-596) as well as with other applicable federal, state, and local codes.

All merchandise furnished or service performed must comply with City and State Codes.

In the event that this invitation requires a formal contract to be prepared by the City, the successful vendor will properly sign and furnish necessary performance bonds, insurances, Workers' Compensation, etc., as required by the respective bid within ten (10) days (unless a longer period is allowed) from the date of receipt of the formal contract forms.

All vendors must take into consideration that only the City's contract documents will be used in the finalization of this agreement. This will include the total bid and the City Attorney's general form.

The City shall not be liable for any costs incurred by Vendor in the preparation of proposals or for any work performed in connection therewith or any work subsequent to the submission and prior to the execution of any contract.

A.11 GRATUITIES AND KICKBACKS:

It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee (within six months of termination from City employment), or for any employee or former employee (within six months of termination from City employment) to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding of application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.
It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime vendor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

In the event that any gratuities or kickbacks are offered or tendered to any City, the proposal shall be disqualified and shall not be reinstated.

**A.12 NON-COLLUSIVE VENDOR CERTIFICATION:**

By the submission of this proposal, the vendor certifies that:

A. The proposal has been arrived at by the vendor independently and has been submitted without collusion with any other vendor.

B. The contents of the proposal have not been communicated by the vendor, nor, to its best knowledge and belief, by any of its employees or agents, to any person not an employee or agent of the vendor or its surety on any bond furnished herewith and will not be communicated to any such person prior to the official opening of the proposal.

C. No vendor shall submit more than one proposal for this purchase. It shall be the responsibility of each vendor to obtain the prior written permission of the Director of Purchasing before proposal opening in every situation in which the vendor, due to corporate association or other affiliation, may be found to be impermissibly associated with another vendor. Failure to observe this requirement could result in all such affiliated proposals being rejected.

**A.13 EVALUATION AND AWARDS:**

The criteria to be used for the proposal evaluation include but are not limited to:

(a) Scope of Work (Section B)

(b) Pricing (Section C)

(c) Response to the City’s proposed questions (Section B.5)

(d) Response to the City’s proposed Sample Contract provisions

(e) Other Requirements (as applicable)

No weighting or relative importance of criteria is intended or implied by this list. The City may request oral presentations as part of the evaluation process.

Any award as a result of this proposal shall be contingent upon the execution of an appropriate contract. Section D of this proposal contains the City’s terms and conditions. These terms and conditions shall form the basis of a Contract covering the subject matter of this proposal. If there is contention(s) with the Terms and Conditions, a brief explanation and alternative language, if any, should be included in your response in the provided Section E. CONTRACT CERTIFICATION FORM. Any exceptions to the Terms and Conditions will be taken into consideration when evaluating proposals submitted. The City reserves the right to reject any or all of your proposed modifications.

While numerical scoring may be used as an aid in the evaluation, the selection ultimately is a business decision that will reflect an integrated assessment of the relative merits of proposals using the factors identified in this RFP.
A.14 ENVIRONMENTAL MANAGEMENT SYSTEM, ENVIRONMENTAL POLICY, AWARENESS, AND COMPLIANCE:

Some City operations can pose risks to human health and the environment. Proactive environmental management can reduce risk and prevent harm.

The City is certified to the ISO 14001 international standard for Environmental Management System (EMS). The City’s EMS ensures that all aspects of City operations with the potential to cause significant environmental impacts are proactively managed. Through the EMS, the City has adopted environmental procedures to ensure compliance with environmental requirements, protect workers and the public, conserve energy and resources, and prevent pollution. The EMS reinforces the City’s position that each person providing products or services to the City, the City’s business partners, is responsible for conducting activities in a manner that will protect public health and the health of their employees and protect the environment. The EMS also requires business partners ensure the competency of their staff with respect to their environmental impacts and duties.

All City business partners are required by statute, regulation, and contract to comply with all federal, state, and local environmental regulations and requirements when working for the City. The City’s EMS requires all City business partners to be aware of the City’s Environmental Policy, be aware of the environmental aspects their actions may impact and implement practices to manage their actions in a manner that complies with environmental requirements and the City’s environmental performance goals. The City’s Environmental Policy outlines the City’s commitment to environmental protection, continual improvement, and sustainability in all areas of City business and operations.

The Environmental Policy of the City may be found at: https://www.denvergov.org/content/dam/denvergov/Portals/771/documents/EQ/EMS/2017%20Denver%20Environmental%20Policy.pdf

A.14.a Environmentally Preferable Purchasing (EPP) Guidance and Prohibitions:

The City defines Environmentally Preferable products and services as having a lesser or reduced effect on human health and the environment when compared with competing products and services that serve the same purpose. The City’s EPP evaluation may extend to raw materials acquisition, energy consumption in manufacturing and transport, packaging, recyclability, waste disposal, and many other factors.

A.15 DISCLOSURE OF CONTENTS OF PROPOSALS:

All proposals become a matter of public record and a “Record” under the Colorado Open Records Act, with the exception of those specific elements in each proposal which are designated by the Vendor as Business or Trade Secrets and plainly marked “Trade Secrets”, “Confidential”, “Proprietary”, or “Trade Secret”. Items so marked shall not be disclosed unless disclosure is otherwise required under the Open Records Act. If marked items are requested under the Open Records Act, the City will use reasonable efforts to notify the Vendor of the request, and it will be the responsibility of the Vendor to appropriately redact proprietary information or the Records may be disclosed by the City, and if necessary, seek a court order to protect the Records, and to defend, indemnify, and hold harmless the City from any claim or action related to the City’s non-disclosure of such information.
A.16 PROOF OF REGISTRATION WITH THE COLORADO SECRETARY OF STATE:
Successful vendors are required to furnish a Certificate of Good Standing from the Colorado Secretary of State’s Office, as proof that they are properly registered to do business in the State of Colorado, prior to finalization of award and contracting.

A.17 DIVERSITY AND INCLUSIVENESS – EXECUTIVE ORDER #101:

Definitions

Diversity: Diversity refers to the extent to which a vendor has people from diverse background or communities working in its organization at all levels, is committed to providing equal access to business opportunities and achieving diversity in procurement decisions for supplies, equipment, and services, or promotes training and technical assistance to diverse businesses and communities such as mentoring and outreach programs and business engagement opportunities.

Inclusiveness: Inclusiveness, for purposes of Executive Order No. 101, includes the extent to which a contractor/consultant invites values, perspectives, and contributions of people from diverse backgrounds and integrates diversity into its hiring and retention policies, training opportunities, and business development methods to provide an equal opportunity for each person to participate, contribute and succeed within the organization’s workplace. Inclusiveness also includes the extent to which businesses have an equal opportunity to compete for new business opportunities and establish new business relationships in the private and public sector.

Requirements

Using the attached form, entitled “Diversity and Inclusiveness in City Solicitations Information Request Form”, please state whether you have a diversity and inclusiveness program for employment and retention, procurement and supply chain activities, or customer service, and provide the additional information requested on the form. The information provided on the Diversity and Inclusiveness in City Solicitations Request Form will provide an opportunity for City contractors/consultants to describe their own diversity and inclusiveness practices. Contractors/Consultants are not expected to conduct intrusive examinations of their employees, managers, or business partners in order to describe diversity and inclusiveness measures. Rather, the City simply seeks a description of the contractor/consultant’s current practices, if any.

Diversity and Inclusiveness information provided by City contractors/consultants in response to City solicitations for services or goods will be collated, analyzed, and made available in reports consistent with City Executive Order No. 101. However, no personally identifiable information provided by or obtained from contractors/consultants will be in such reports.

Please link to the “Diversity and Inclusiveness in City Solicitations - Information Request Form” here.

If the link is unavailable, enter the following address into your web browser: https://us.openforms.com/Form/57f3a8ea-39b7-4115-be17-1770f38d3cf6
NOTE: A DIVERSITY & INCLUSIVENESS FORM MUST BE RETURNED WITH YOUR PROPOSAL; OTHERWISE, YOUR PROPOSAL MAY BE REJECTED WITHOUT CONSIDERATION.

Note: If utilizing the link, enter the following in the fields where the form asks for the “Email Address of City and County of Denver contact person facilitating this solicitation” and the field to provide the “City Agency that is facilitating this solicitation”.

A.18 FEDERAL PROVISIONS:

Where the source of the funds, directly or indirectly for this Purchase Order is the Federal Government, the Vendor agrees to the applicable provisions set out below. The Vendor shall be responsible for determining which terms are applicable to its products and/or services.


CONTRACT WORK HOURS AND SAFETY STANDARDS Contractor agrees to comply with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5).

RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT Contractor agrees to comply with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

CLEAN AIR AND WATER REQUIREMENTS Contractor agrees to comply with all applicable standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. 7401 et. seq.), and the Clean Water Act (33 U.S.C. 1251 et. seq.). Contractor agrees to report each violation of these requirements to the City and understands and agrees that the City will, in turn, report each violation as required to the appropriate EPA regional office.

ENERGY CONSERVATION REQUIREMENTS The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act. (42 U.S.C. 6201) NO SUSPENSION OR DEBARMENT Contractor certifies that neither it nor its Principals or any of its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any Federal department or agency. BYRD ANTI-LOBBYING. If the Maximum Contract Amount exceeds $100,000, the Contractor must complete and submit to the City a required certification form provided by the City certifying that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with obtaining any Federal contract grant of any other award covered by 31 U.S.C. 1352. Contractor must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
SECTION B: SCOPE OF WORK AND TECHNICAL REQUIREMENTS

B.1 BACKGROUND:


This context series seeks to recognize the histories and cultures of all people who have lived in Denver, acknowledging their contributions to its development. By inviting people to share their history, Landmark hopes to strengthen connections and build new relationships. Members of AIIP communities will be invited to participate in the writing of the historic context, and share their stories, knowledge, and traditions. Through the context project Landmark seeks to further publicize the history of AIIP communities in Denver, sharing that history more broadly across the city, and integrating it more fully into the story of Denver. Landmark will use the context as the basis for future planning, policy, and education as well as the potential designation of properties that the community identifies as key to telling their story.

The *Denver in Context* project supports several goals related to Denver’s Comprehensive Plan 2040, including creating “strong and authentic neighborhoods,” which are diverse, friendly, and open, and retain a sense of historic and cultural heritage. The proposed historic context will work towards these goals by highlighting previously unrecognized layers of history and culture that contribute to the overall character of Denver’s neighborhoods and the city as a whole. The context project will guide and inform many aspects of the work of Landmark and Community Planning and Development including the Discover Denver citywide building survey, Neighborhood Planning Initiatives, demolition reviews, and historic designations.

Denver’s current collection of individual landmarks and historic districts does not adequately reflect the diversity of racial, ethnic, religious, and cultural communities. Historic places associated with these underrepresented groups are being lost at an alarming rate due to Denver's rapid pace of development. It is obvious that AIIP communities are integral to the history of Colorado, but they are clearly underrepresented in preservation practice, including local and National Register designations, and historic property survey efforts. Despite the important place of AIIP individuals and communities in Denver history, the City currently has no locally or nationally designated sites associated with AIIP history. Given the significance of this community as the oldest in the area (predating the development of Denver), and the significance of Denver in twentieth century AIIP history, Landmark recognizes that this group is vastly underrepresented in Denver’s local designations and National Register listings. The identification and recognition of historic places is a key step to mitigate development threats and to develop inclusive City policies.
B.2 ABOUT THIS RFP

The goal of the context series is to recognize and honor all those who have been part of the Denver’s history, celebrating diverse cultures and acknowledging tragic histories. This context will share the story of Denver’s AIIP communities and identify historic places associated with their history in Denver. The context will guide City efforts to create inclusive preservation practices, not just through designation, but also broader land use planning and policy.

The project will be directed by Landmark in collaboration with Community Planning and Development, Office of Storytelling, Denver Indian Commission, and Office of Social Equity and Innovation. In conjunction with a consultant, and through authentic, community-driven, and oriented engagement and outreach, Landmark will develop a historic context for AIIP communities in Denver from their earliest presence in the landscape to the 1990s. City staff will take the lead in organizing outreach and engagement for the project and will be responsible for all project communications. Landmark will meet regularly with the awarded consultant throughout the project and will review/comment on all deliverables. Following the completion of the context, Landmark staff will write a new or amended National Register nomination.

The context will geographically cover the entirety of the City and County of Denver and Denver Mountain Parks. It will identify historical themes associated with political, social, and cultural practices and institutions of AIIP communities, while also identifying individuals, groups, and organizations with significant roles. Given the vast scope to be covered, Landmark is not anticipating that the context will be a comprehensive history of AIIP communities in Denver. Instead, the goal is to create a framework that stimulates additional study and discussion. Development of the context will be guided by community conversations and identified places of significance.

B.3 SCOPE OF WORK/REQUIREMENTS

The awarded consultant’s responsibilities will include:

- Engaging in public outreach;
- Identifying key themes in Denver’s AIIP history;
- Developing an overview of AIIP history in Denver;
- Mapping sites, landscapes, and buildings associated with Denver’s AIIP communities; and
- Writing a context that can guide future research and preservation efforts.

Landmark will take the lead in organizing outreach and engagement activities as well as sharing information gathered in the context project through social media, the web, events, and an interactive ArcGIS StoryMap, working in collaboration with the awarded consultant team. The project will also include the creation of a documentary by the Office of Storytelling and the completion of a National Register nomination by Landmark staff. Community-driven and oriented participation will be essential to the success of this project. The context series focuses on communities that have been historically excluded from formal historical records. As such, it is key that this context series be guided by community input.
B.3.a Tasks

The historic context will include the following tasks:

1. **Public Outreach and Engagement** – Authentic, community-driven, and oriented engagement and outreach will be essential to the success of this project.

   a. Collaborate with the City in the development and implementation of a community engagement plan. It is anticipated that outreach and engagement will include community meetings and events, small group gatherings to collect oral histories, online surveys, and virtual interactive engagement. Members of the AIIP community will be recruited by Landmark to serve as Community Connectors, linking City staff and the consultant team to community members open to sharing their stories.

   b. Participate in all engagement activities in order to collect and synthesize information shared by the community into the historic context report. City staff will take the lead in organizing and facilitating engagement events. The consultant will assist with meeting preparation and with developing a framework and prompts for oral history gatherings. At least one member of the consultant team must attend each event; 10-20 events are anticipated.

2. **Research Collection and Analysis** – Conduct research to identify historical themes associated with AIIP history in Denver. Context development should be guided by community engagement and oral histories and supported by primary and secondary source written materials. Research should be conducted with an eye toward identifying sites associated with people, organizations, and events significant to AIIP communities in Denver.

   a. Conduct an initial review of the existing literature and primary sources available in local, state, federal, and university repositories related to AIIP history in Denver. No in-depth research should be conducted until a context outline and research questions are approved by Landmark.

   b. Participate in community engagement and oral history interviews including developing prompts and questions.

   c. Develop a list of significant locations, buildings, landscapes, and sites connected with AIIP communities in Denver identified during community engagement and project research.

   d. Compile a bibliography of resources associated with AIIP history in Denver.

   e. Identify themes for the context study along with research questions to guide the development of each context theme. Submit themes and research questions to Landmark staff for review. At least eight themes should be identified. Themes should be informed by engagement and initial research. Themes could include topics such as:

      - Cultural Landscapes,
      - Migration,
      - Relocation,
      - Religion and Spirituality,
• Politics,
• Civil Rights,
• Education,
• Culture and Arts,
• Advocacy and Social Organizations, and
• Business and Industry

When possible, themes should be connected to buildings, sites, structures, and landscapes in Denver.

3. **Historic Context Report** – The historic context shall explore significant trends, episodes, events, and places in a well-researched, well-documented, broad study. Given the vast scope to be covered, Landmark is not anticipating that the context will be a comprehensive history of AIIP communities in Denver. Instead, the context should provide a framework that stimulates additional study and discussion.

With the project goal to link the contexts to recognizable buildings, sites, structures, and landscapes within Denver and Denver Mountain Parks, it is anticipated that the contexts will emphasize 19th and 20th century history. Development of the context should be guided by community conversations and identified places of significance. The context report should be written in a manner that is engaging and informative for the public. Text should be accessible to a general reader without a background in history or historic preservation.

a. The context shall include the following components:
   1. Executive Summary: Provides a succinct summary of the project and each context theme.
   2. Glossary: Defines terms used.
   3. Introduction: Discusses the purpose and scope of the context, summarizes outreach and engagement, and describes research conducted.
   4. Chronological overview: Provides an overview of the history of AIIP communities in Denver and identifies key periods and events such as when various groups moved into/lived in the area, changes in the population over time, political movements, etc.
   5. Historic Context Themes: Narrative discussion of the themes identified in collaboration with Landmark and the community.
   6. List of significant buildings, sites, and landscapes, etc. identified during project: The consultant will create a list of buildings, sites, and landscapes in Denver associated with people, organizations, events, etc. significant to Denver’s AIIP communities.
   7. Bibliography
   8. Endnotes

b. Graphics such as maps, photographs, drawings, art, artifacts, tables, etc. to illustrate the context must be provided. The context should be a visually engaging document so the selection and/or creation of graphics that visually enhance the text is an essential
component. All graphics should be high resolution, clearly labeled, and include captions and photo credits. The City will complete the final context layout.

c. The awarded consultant will prepare and distribute a context draft to Landmark staff for review by the City and community members. A consolidated set of comments will be provided to the consultant and revisions will be made by the consultant. Depending on the quality of the initial/subsequent drafts, this process may occur twice (or more as needed, within reason).

4. **Collaboration**—This project is envisioned as a collaboration between the City, AIIP communities, and the awarded consultant. Progress meetings shall be scheduled with Landmark on a monthly basis throughout the duration of the project. During these meetings, the awarded consultant should summarize progress in accomplishing tasks, describe any problems encountered, and discuss any questions or unforeseen circumstances that may arise. Landmark will determine specific project deadlines during these meetings based on the awarded consultant’s input. Landmark and the awarded consultant will determine whether progress meetings will be in-person or virtual. Additional progress meetings may be scheduled as needed, including meetings with a project Advisory Group and/or Community Connectors.

B.3.b **Deliverables**

1. Attend a kick-off meeting with city staff and monthly check-in meetings. Prior to each meeting, progress reports shall be submitted via email to Landmark summarizing work conducted during the previous month, any problems encountered, and any questions or unforeseen circumstances.
2. Partner with the City for community outreach and engagement. At least one member of the consultant team must attend all community events to collect community input and oral histories.
3. List of proposed themes (at least eight) to explore in the historic context along with research questions and potential sources for each theme. Themes to be developed based on community engagement and research and must be approved by Landmark.
4. A draft of one theme for review.
5. Submit context draft, incorporating all items outlined in the scope of work, for review. Depending on the quality of the initial/subsequent drafts, multiple reviews may be required.
6. Submit final context study.
7. Participate in a community gathering to share findings and the *I Am Denver* film.
8. Attend a final wrap-up meeting with Landmark.

All materials shall be submitted electronically. All drafts for review shall be submitted in Microsoft Word and Adobe PDF formats. All graphics shall be high resolution. Pictures shall be submitted in a jpg format.

B.3.c **Timeline:**

The awarded consultant will adhere to the following timeline when developing the above content:

It is anticipated that the scope of work will take approximately 16-18 months.
Early 2023: Selection of consultant and contracting. Community kick-off event.
Spring 2023: Begin engagement and research.
Summer 2023: Submit context themes and research questions for review.
Fall 2023: Submit draft theme/chapter for review.
Early 2024: Submit draft context for review.
Spring 2024: Submit final context.

In addition to the benchmark deadlines listed above, there will be regular meetings between Landmark and the awarded consultant over the course of the project. Meetings may be held virtually or in person.

B.4 PROPOSER QUALIFICATIONS:

The proposer, at minimum, shall meet the qualifications of the Secretary of Interior’s Standards for Professional Qualifications for History or Architectural History. The proposer should also demonstrate an ability to successfully engage the communities associated with AIIP history in Denver. More specifically, the proposer team should include individuals that demonstrate proficiency in the following:

1. A thorough knowledge of and familiarity with AIIP history, particularly as it relates to Denver
2. Ability to work successfully with Denver’s AIIP communities
3. Experience conducting successful public outreach as well as using guidance obtained through outreach to shape final deliverables
4. Research experience, including oral history interviews, archival research, and building histories
5. Expertise in developing and writing historic contexts including historic context studies, local designations, National Register of Historic Places designations, and/or Multiple Property Documentation Forms
6. Strong communication skills including public speaking and writing for a general audience

If the proposer comprises a consulting firm or team, then a Principal Investigator must be designated for the project. The Principal Investigator must meet the minimum qualification requirements specified above and must agree to be primarily responsible for all work conducted by other proposer personnel for the project. The individual selected as the Principal Investigator may not change during the project without prior written approval of Landmark.

The proposer team’s relevant experience/background may include historic preservation, history, architectural history, cultural history, anthropology, ethnography, archaeology, and Native American/ American Indian/ Indigenous American/ Aboriginal/ Native/ First Nations studies. Preferably, the proposer’s team shall include at least one member with relevant connections within and familiarity with Denver’s AIIP communities.

B.5 VENDOR QUESTIONS AND REQUIREMENTS:

Your proposal must specifically address each of the questions/issues that are listed below. The quality and detail of your responses will figure significantly in the overall evaluation of your proposal. Vendors are encouraged to give examples and provide additional information to support your compliance
on each point. To standardize the format of all proposals, vendors are required to respond to all questions in the order given and to list the item number and restate the question prior to giving their answer. Failure to comply with this requirement may result in your proposal being declared non-responsive.

1. Cover Letter

All proposals must be accompanied by a cover letter that includes:
- Company name and address, contact numbers including e-mail addresses,
- The name of the person who will be the main contact or project manager for this project,
- A list of all subcontractors to be used
- The number of years in business
- Executive Summary that summarizes the company’s qualifications and experience, describes the overall approach to and methodology of the project and identifies the key project tasks.
- A summarized project understanding of the purpose, scope, and objectives

2. Personnel

a) Provide an Organizational Flow Chart that identifies the roles and responsibilities of each team member, including lead and support roles for each Task. Include any subcontractors in the flow chart.

b) Provide resumes that include a description of expertise, capabilities, and credentials for each key person who will be working on this project. Only those staff members whose resumes are submitted will be eligible to work on the project. Additional staff members not identified in this response will require approval from Landmark before working on the project.

3. Project Approach:

a) Provide details of your approach to the project for ensuring effective communication with the Landmark’s Point of Contact. Include the following:

- Milestone timeline for the duration of the project
- Description of how you will perform the tasks as outlined in the Scope of Work, demonstrating your capability to accomplish project goals and your ability to adapt to community needs and responses.
- Your approach to outreach that meaningfully engages AIIP communities in a culturally responsive and judgement-free manner.
- Describe any innovative ideas or approaches for creative methods of outreach, efficiencies, or suggested improvements to the Scope of Work

4. Experience:

a) Provide at least three (3) writing examples for similar or relevant projects successfully completed within the last five (5) years including references with names and contact
information (references can be noted in Section E.2). In this section, please include specific dates and types of services provided. Indicate whether the project required any changes to budget and/or schedule, and if so, the reasons why.

b) Describe how you meet the qualifications of the Secretary of Interior’s Standards for Professional Qualifications for History or Architectural History.

c) Describe your experience in collaborating and developing stakeholder meetings, conducting surveys and virtual interactive engagements.

d) What resources does your proposal anticipate the City providing to make this a successful consultation?

B.6 COOPERATIVE PURCHASING:

The City and County of Denver encourages and participates in cooperative purchasing endeavors undertaken by or on behalf of other governmental jurisdictions, pursuant to Denver Revised Municipal Code Sec. 20-64.5. To the extent other governmental jurisdictions are legally able to participate in cooperative purchasing endeavors, the City and County of Denver supports such cooperative activities. Further, it is a specific requirement of this proposal or Request for Proposal that pricing offered herein to the City and County of Denver may be offered by the vendor to any other governmental jurisdiction purchasing the same products.

Vendor(s) must contract directly with any interested governmental agency concerning the matters within this RFP.
SECTION C: PRICING

C.1 PRICING INFORMATION:

All pricing information shall be limited solely to this section of your proposal. All prices quoted shall be firm and fixed for the specified contract period. This section should address all requirements set forth in Section B as well as any other items pertinent to your proposal pricing. The requirements have been developed to allow the City to uniformly evaluate prices submitted for the work. Accordingly, you should follow these instructions carefully and provide all data requested in the formats specified herein and in any referenced attachments.

Any omissions in this proposal shall be identified by each Proposer and incorporated into their proposal. The City will not increase the contract or any purchase order (either dollar amount or time) for items not included in the submitted proposal documents. The City reserves the right to purchase part or the entire proposal.

Alternative approaches for the pricing of the requested products and services may be provided, however, such alternate approaches shall be described separately and must be in addition to the format in Section C. Do not include cost or price figures anywhere except in the cost and pricing section.

C.2 PRICING/BUDGET:

The fixed budget for this project is $75,000. The proposer shall provide an overall budget identifying the itemized breakdown of who is providing what service and at what cost that comprises their proposed not-to-exceed budget (see Attachment A – Budget and Task Allocation Matrix). DO NOT pdf the excel spreadsheet. Submit it with your proposal in its original format.

As part of the budget narrative, include a description of what work will be performed directly by the principal investigator and what work will be performed by affiliated team members or sub-consultants.

If your company has a Price Wage Sheet, please provide it with your proposal.

Maximum rates may not exceed 120% of a Federal Civil Service GS-15, step 10 salary.
SECTION D: SAMPLE EXECUTED CONTRACT TERMS AND CONDITIONS

This section shall include your response to our proposed terms and conditions included in this Section D and shall form the basis for the preparation of a Contractual Agreement covering the subject matter of this RFP.

You shall respond in your proposal either that all terms and conditions are acceptable or that some are acceptable, and some are not. Underline or highlight those words, phrases, sentences, paragraphs, etc. that are not satisfactory and note any exceptions by referencing the appropriate article number, a brief explanation and alternative language, if any, and submit same on a separate typewritten sheet. Any exceptions will be taken into consideration when evaluating your proposal.

See Attachment B – Sample Contract
SECTION E: ADDITIONAL REQUIRED INFORMATION

E.1 CONTRACT CERTIFICATION FORM:

CITY AND COUNTY OF DENVER
DEPARTMENT OF GENERAL SERVICES

Proposal #29420 American Indian and Indigenous Peoples Historic Context Study

NOTICE: ANY PROPOSED MODIFICATIONS TO THE LANGUAGE OF THE CITY’S SAMPLE AGREEMENT MUST BE CONTAINED IN THE PARAGRAPHS BELOW OR ON A REDLINED VERSION OF THE SAMPLE AGREEMENT. ANY PROPOSER MODIFICATION THAT DOES NOT INCLUDE SPECIFIC LANGUAGE CHANGES MAY BE CONSIDERED NON-RESPONSIVE BY THE CITY AND PROPOSER WAIVES ANY RIGHTS TO NEGOTIATE THE SAMPLE AGREEMENT LANGUAGE AT A LATER TIME. THE FOLLOWING TERMS OF THE AGREEMENT ARE NON-NEGOTIABLE:

- Governing Law and Venue
- Discrimination in Employment
- Examination of Records
- Defense and Indemnification

THE FOLLOWING TERMS OF THE AGREEMENT ARE ONLY NEGOTIATED IN EXCEPTIONAL CIRCUMSTANCES:

- Payment
- Termination for Convenience

I, on behalf of the proposer identified below, hereby certify that I have read a copy of the sample contract attached to the Proposal. I further hereby certify that it is the proposer’s intent to agree to, and comply with each and every term and provision contained in the sample contract and propose no modifications to the sample contract except as follows (add additional lines as necessary):

1) 

2) 

I understand that the language modification(s) stated above, if any, are offered for discussion purposes only and that the City reserves the right to accept, reject or further negotiate any and all proposed modification to the sample contract. Proposer expressly agrees to all sample contract language where no modifications are proposed.

Company/Proposer Name: __________________________________________________________

Authorized Signature: ______________________________________________________________

Name (please print): ________________________________________________________________

Title: __________________________________________________________________________

Date: __________________________________________________________________________
**E.2 REFERENCE LISTING:**

Vendors shall furnish the names, addresses and telephone numbers of a minimum of three (3) firms or government organizations for which the vendor has provided similar projects:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>Reference</th>
<th>Reference Email Address</th>
<th>Telephone Number</th>
<th>Project Name</th>
</tr>
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E.3 DENVER VENDOR SUSTAINABILITY:

The City encourages vendors to demonstrate a commitment to and experience in environmental sustainability and public health protection practices applicable to its line of products and/or services being procured in this proposal. See Section A.14 of this proposal for the Denver Sustainability Policy and Guidance. The following are examples of areas that may be addressed.

Explain how your products and/or services support the City’s goal of environmentally preferable purchasing:
- Manufacturing Process
- Product Content
- Transportation
- Packaging
- Performance
- End of Life
- Third Party Certification (Green Seal, Eco Logo, Design for the Environment, etc.)
- Other

---

### Environmentally Preferred Purchasing Attributes

*select all applicable attributes below*

<table>
<thead>
<tr>
<th></th>
<th>AQ</th>
<th>Indoor Air Quality - Product/Service</th>
<th>LH</th>
<th>Less Harmful Content</th>
<th>RC</th>
<th>Recycled Content</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AQ-M</td>
<td>Indoor Air Quality - Manufacturer</td>
<td>LV</td>
<td>Low Volatile Organic Compounds - Product/Service</td>
<td>RR</td>
<td>Reconditioned / Remanufactured</td>
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<tr>
<td></td>
<td>AQ-V</td>
<td>Indoor Air Quality - Vendor</td>
<td>LV-M</td>
<td>Low Volatile Organic Compounds - Manufacturer</td>
<td>RU</td>
<td>Reusability</td>
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<tr>
<td></td>
<td>BB</td>
<td>Bio-Based</td>
<td>LV-V</td>
<td>Low Volatile Organic Compounds - Vendor</td>
<td>RY</td>
<td>Recyclability</td>
</tr>
<tr>
<td></td>
<td>BD</td>
<td>Bio-Degradable</td>
<td>NA</td>
<td>No Attributes</td>
<td>TB</td>
<td>Take-Back</td>
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<tr>
<td></td>
<td>DY</td>
<td>Durability</td>
<td>OA</td>
<td>Other Attributes - Product/Service</td>
<td>WE</td>
<td>Water Efficiency</td>
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<tr>
<td></td>
<td>EE</td>
<td>Energy Efficient - Product/Service</td>
<td>OA-M</td>
<td>Other Attributes - Manufacturer</td>
<td>3-M</td>
<td>Third party certifications - Manufacturer</td>
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<tr>
<td></td>
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<td>Energy Efficiency - Manufacturer</td>
<td>OA-V</td>
<td>Other Attributes - Vendor</td>
<td>3-V</td>
<td>Third party certifications - Vendor</td>
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<tr>
<td></td>
<td>EE-V</td>
<td>Energy Efficiency - Vendor</td>
<td>PD</td>
<td>Product Disassembly Potential</td>
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</table>

* List Other Attributes (if applicable): ____________________________

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### E.4 VENDOR INFORMATION:

<table>
<thead>
<tr>
<th>Vendor</th>
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<tbody>
<tr>
<td><strong>Business Name</strong></td>
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<tr>
<td><strong>Business Address</strong></td>
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<td><strong>City, State Zip</strong></td>
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<tr>
<td><strong>Telephone Number</strong></td>
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<td><strong>Fax Number</strong></td>
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<tr>
<td><strong>Email</strong></td>
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<tr>
<td><strong>Order Address (If different from above)</strong></td>
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<tr>
<td><strong>City, State, Zip</strong></td>
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<tr>
<td><strong>Ordering Email (If different from above)</strong></td>
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<tr>
<td><strong>Remittance Name</strong></td>
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<td><strong>Remittance Address</strong></td>
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<td><strong>City, State, Zip</strong></td>
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<td><strong>Dun &amp; Bradstreet Number</strong></td>
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<tr>
<td><strong>SIC Code and/or NAICS Code</strong></td>
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</table>

#### Vendor Entity Type (check one)

- [ ] Individual
- [ ] LLP/LLC
- [ ] Partnership
- [ ] Sole Proprietor
- [ ] Corporation
- [ ] Government
- [ ] Exempt/Non-Profit
- [ ] Employee

#### Disadvantaged Business Enterprise (DBE)

- [ ] Yes
- [ ] No

<table>
<thead>
<tr>
<th>Type (check all that apply)</th>
<th>Certification Source</th>
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<tbody>
<tr>
<td>DBE: Disadvantage Business Enterprise</td>
<td>Certification Number</td>
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<tr>
<td>MBE: Minority Business Enterprise</td>
<td>Certification Beginning Date</td>
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<tr>
<td>WBE: Women Business Enterprise</td>
<td>Certification Expiration Date</td>
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<tr>
<td>SBE: Small Business Enterprise</td>
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<tr>
<td>SBEC: Small Business Enterprise Concessions</td>
<td></td>
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<tr>
<td>ACDBE: Airport Concession Disadvantage Business Enterprise</td>
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<tr>
<td>Other:</td>
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</table>
E.5 SMALL BUSINESS INFORMATION REQUEST

In an effort to engage with underutilized businesses or communities, the City is requesting voluntary disclosure of any certification(s) held by your company, whether it is SBE, MBE, VBE, WBE, DBE or a combination of these categories. If the certifying entity is the City, documentation does not need to accompany your proposal.

Such certification is to be current, and the certifying entity documentation should reflect the following information:

- The name of the Certifying body
- Name of the Supplier/vendor certified
- Contact information of the certifying body
- Start date/End date of the certification
- If applicable, commodities and services supplier/vendor is certified to perform
- Additional information as identified by the Certifying entity

The City would also like to know if your company is considered a small business but is not certified by any certifying body. In addition, if your company’s supply chain contains products from an underutilized entity/ small business that go into the creation of the products that you offer, please provide their information as well.

This information is for statistical purposes only and will not have any affect when evaluating the bid proposals.

<table>
<thead>
<tr>
<th>Supplier Name:</th>
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<tbody>
<tr>
<td>Type of Certification (s):</td>
<td></td>
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<tr>
<td>Certifying entity(ies):</td>
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</table>

Please submit copies of the appropriate certification(s) with your Proposal.

For more information on the SBA small business determination, the link to the process is https://www.sba.gov/size-standards/
E.6 VENDOR'S CHECK LIST:

The following check list should be used to ensure required documentation is attached to the proposal. If a document is not required for your proposal, write n/a in the blank. This form is for your use only. It does not need to be submitted with your proposal.

1. Have you signed the front page of the proposal?  

2. Have you supplied any alternatives or additional information on separate headed note paper?  

3. Have you responded to or completed and included in your response all of the City’s requirements, questions, forms, including the vendor sustainability form and other city requests (where applicable)?  

4. Have you assured that there is sufficient time to transmit this proposal? The proposal must be submitted on time, as specified in the proposal, electronically through BidNetdirect.com; the proposal must include the proposal number, date required and proposal title.  

5. Have you enclosed relevant technical literature or samples (where applicable)?  

6. Have you completed and included the XO-101 Diversity and Inclusivity Information Request Form?