



2021 REQUEST FOR QUALIFICATIONS

DENVER WORKFORCE SERVICES - GOOD JOBS CHALLENGE

SECTION A. GENERAL INFORMATION

A.1 INTRODUCTION

The City and County of Denver's Economic Development & Opportunity (DEDO), on behalf of the Denver Workforce Development Board (Denver WDB), is seeking to contract with one local area provider experienced and interested in providing a transformative, state-of-the-art, innovative business model that reinforces our mission, vision, and values to provide services to Denver's underserved neighborhoods and priority populations.

Denver Workforce Services (DWS) serves as a comprehensive employment and training resource for jobseekers, employers, and youth. With virtual and live services, jobseekers have access to programs and services designed to connect them with training and employment opportunities. Employers can access a free, custom menu of services designed to connect them with a qualified and skilled workforce.

It is Denver's goal to create a state-of-the-art and coordinated workforce system that focuses on a fully integrated service delivery strategy, which ensures that all customers flow seamlessly throughout. As customers are engaged across multiple entry points, their individual needs shall be identified and addressed, and they will be provided with access to programs, services, and navigation to supplementary supports. This service delivery model is a collective impact approach to help customers discover appropriate and client-centered services at a single location. This vision promotes cutting-edge practice and technology that fosters livable sustainable wages, sustainable employment, as well as offering career pathways for Denver's vulnerable populations.

This RFQ is a stand-alone effort to gather information regarding potential partners for the Economic Development Administration's Good Jobs Challenge funding opportunity (<https://eda.gov/arpa/good-jobs-challenge>). DEDO and DWS is seeking to identify partners who are willing to collaborate on the grant application and who are able to administer the program if awarded.

DWS is specifically interested in partners with experience working with third-party training providers for hard-skilling and industry-recognized credentialing, providing high-volume case management and wrap-around services that includes soft-skill development, contracting and previous success through a pay-for-performance approach, and who are able to provide a significant amount of additional funding or any other innovative approach to outcomes financing.

A.2 BACKGROUND

Denver Economic Development & Opportunity

DEDO is dedicated to *leading an inclusive and innovative economy for all Denver residents and neighborhoods.*

Through its operation of the Denver Workforce Centers, also known as the workforce system, DEDO serves as an employment and training resource for employers, jobseekers, veterans, and youth throughout the metro area. Denver's workforce system connects employers with a trained and ready workforce and assists jobseekers with acquiring skills needed to secure sustainable employment. Between serving and supporting employers, assisting a wide range of jobseekers, and aligning safety net services with tools for economic independence, Denver strives to balance the ongoing demand for essential services with an eye on continuously improving our customers' experience and meeting the needs of a diverse population.

Denver's workforce strategies are designed to reduce skills gaps across targeted industries with an emphasis in Construction/Skilled Trades, Education, Healthcare, Information Technology (IT), Manufacturing, Professional & Financial Services, and Retail & Hospitality, as well as all additional industries as identified in the local and regional plan to help jobseekers obtain positions that pay livable sustainable wages throughout all industries. The focus is on "stackable credentials," an approach that encourages workers with a roadmap of incremental, progressive skills that will lead to better jobs along each career path.

A.3 SCHEDULE OF EVENTS

2021 DENVER WORKFORCE SERVICES-GOOD JOBS CHALLENGE

[ON-LINE APPLICATION AVAILABLE HERE](#)

- **RFQ ISSUED** Thursday December 30, 2021 **1:00 p.m. (MST)**
- **RESPONSE SUBMISSION DEADLINE** Tuesday January 11, 2022 **4:00 p.m. (MST)**

Responses must be received no later than date and time listed in the Schedule of Events. Responses not submitted through the on-line application will not be considered.

Individual responses will not be read in public or available for public inspection until after a determination has been made.

Note: Technical questions and technical support regarding the on-line application will be accepted and answered individually up to the response submission deadline listed above in the Schedule of Events. All questions regarding the RFQ must be submitted in writing by e-mail to DEDO_BusinessDevelopment_Proposals@denvergov.org.

A.4 ELIGIBLE RESPONDENTS

Eligible respondents include:

- Governmental, educational institutions or not-for-profit organizations or agencies engaged in a public service.
- Private, for-profit organizations engaged in providing employment and training and educational opportunities

- Respondents must be registered with the Colorado Secretary of State to do business in Colorado.
- Entities that are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency are not eligible.
- Response reviews and awards are contingent upon respondents being current with the city on any loan, contractual, or tax obligation as due, and in compliance with rules, regulations, and provisions of existing or past city contracts.

A.5 ACCEPTANCE PERIOD

Respondents agree that their responses will remain valid and that the city may accept it within 120 days of the proposal submission deadline listed above in the Schedule of Events.

A.6 RFQ CONDITIONS AND PROVISIONS

This response must be certified by a duly authorized official of the proposing company. The completed and certified response (together with all required attachments) must be submitted in the manner described in Section C on or before the time and date in Section A.3.

All participating respondents, by their certification hereunder, shall agree to comply with all of the conditions, requirements, and instructions of this RFQ as stated or implied herein. Any alteration, erasure, or interlineation by the Respondent in this RFQ shall constitute cause for rejection by the DEDO. Should the City omit anything from this RFQ which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, then the proposer shall secure written instructions from the DEDO.

All respondents are required to complete all information requested in this RFQ. Failure to do may result in the disqualification of the response.

The city reserves the right to postpone or cancel this RFQ, or reject all responses, if in its judgment it deems it to be in the best interest of the city to do so.

The city reserves the right to waive any technical or formal errors or omissions and to reject any and all response(s), or to award a contract for the items hereon, either in part or whole, if it deems it to be in the best interests of the city to do so.

The successful respondent will be in complete compliance with all specifications, terms, and conditions of this RFQ as outlined above. The city shall have the right to inspect the facilities and equipment of the successful respondent to ensure such compliance.

The city shall not be liable for any costs incurred by the respondent in the preparation of responses or for any work performed in connection therein.

A.7 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 response 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 proposer or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order. If any gratuities or kickbacks are offered or tendered to any City and County of Denver employee, the response shall be disqualified and shall not be reinstated.

A.8 EVALUATION

All responses will be reviewed by an evaluation committee comprised of the DEDO/Denver WDB, DEDO staff and additional evaluators with subject matter expertise. All data and information from the respondent must be submitted as described in section A.3 above. No additional information, documents or inquiries pertaining to the response submittal will be considered during the selection process. The evaluation committee will check responses against the required criteria. Responses not meeting all criteria will not be considered for review.

The evaluation committee will determine which of the responses will provide the best value to the City, based on the responses to Section C.

Describe the criteria that respondents will be assessed against by the review committee. The criteria may include:

- Years of experience in the field
- Experience and success with the type of project specified in the RFQ
- Proven capacity to deliver the project requirements on time and on budget
- Experience and success with pay-for-performance contracting
- Ability to attract additional funds to further support project
- Proven capacity to partner with 3rd party training providers for industry-recognized credentialing
- Proven capacity to serve a high volume of customers while providing wrap-around and supportive services

A.9 DECISIONS

Based upon the information provided by the respondents, the evaluation committee will evaluate responses. The evaluations will be ranked according to scores and proposed services, and recommendations forwarded to DEDO Senior Management for review and approval.

Qualified respondents may be invited to enter into an agreement with the City or be provided with a copy of the RFP if one is issued. Any award(s) because of these responses shall be contingent upon the execution of an appropriate contract.

A.10 ANTICIPATED FUNDING AND PERIOD OF PERFORMANCE

If awarded the maximum proposed amount submitted for the Good Jobs Challenge application, DEDO/DWD anticipates that total funding of **up to \$5,000,000 over a 36-month period of performance** will be available for contract/s. Funding for this RFQ is expressly contingent upon USEDA grant award, and upon final budget approval of the U.S. Congress, written authorization from CDLE, and approval by the Mayor and Denver City Council. The city, DEDO and the Denver WDB reserve the right to negotiate the final contracts.

The DEDO/Denver WDB may award funding to one entity that demonstrate an ability to effectively deliver and manage services as described within this RFQ at the best value. Agreements are anticipated to have terms effective July 1, 2022, through June 30, 2025.

A.11 DISCLOSURE OF CONTENTS OF RESPONSES

All responses become a matter of public record and shall be regarded as Public Records, with the exception of those specific elements in each response which are designated by the respondent as Business or Trade Secrets and plainly marked "Trade Secrets," "Confidential," "Proprietor," or "Trade Secret." Items so marked shall not be disclosed unless disclosure is otherwise required under the Colorado Open Records Act (CORA). If such items are requested under the CORA, the city will use reasonable efforts to notify the proposer, and it will be the responsibility of the proposer to seek a court order protecting 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.

SECTION B: SERVICES

General Good Jobs Challenge Grant Information

The Economic Development Administration's (EDA) Good Jobs Challenge (<https://eda.gov/arpa/good-jobs-challenge>) will fund projects within the following three phases, as applicable to regional needs:

- System Development
Help establish and develop a regional workforce training system comprised of multiple sector partnerships
- Program Design
Develop the skills training curriculum and materials, and secure technical expertise needed to train workers
- Program Implementation
Implement non-construction projects needed to provide workforce training and connect workers with quality jobs, including wrap-around services

Metro Denver's Work4 Grant:

- Work4Health
- Work4Aviation
- Work4Aerospace
- \$25 million
- 36-month period of performance
- 2,700 individuals served across Metro Denver

Metro Denver Regional Partnership:

- Denver Workforce Services
- Arapahoe/Douglas Works
- Jefferson County Business and Workforce Center
- Adams County Workforce and Business Center

Industries of Focus:

- Healthcare
- Aviation

- Aerospace

Approach

Employment and training activities in all 4 industries will be driven by their respective Sector Partnerships, which is a group of committed employers from a similar industry, who come together on a regular basis to collectively address issues that are barriers to individual business and overall industry growth.

Through these Sector Partnerships, employers will identify skills gaps and workforce pipeline needs, and the Local Area service network will work directly with the training providers to identify a preferred training network for each industry, with a focus on cohort-based training. Furthermore, the Local Areas will identify the network of community-based organizations, non-profits and resource providers that will act as the referral pipeline for underserved populations and areas across Metro Denver.

In collaboration with the other three workforce Local Areas, Denver, through a contracted partner that may be selected through this RFQ process, will be responsible for the enrollment, case management, training, placement and retention to at least 675 jobseekers over a 36-month period of performance, and contracted through a pay-for-performance approach.

The contracted partner will need to work directly with a large network of 3rd-party training providers to allow customers access to industry-recognized credentialing and upskilling opportunities as directed by the industry Sector Partnerships. In parallel with the hard-skilling activities, the contracted partner will also need to provide wrap-around and supportive services that support the enrollment and completion of education and training activities, as well as employment placement and retention. Furthermore, the contracted partner will be required to track and report all grant activities through DEDO's chosen system of record and will be required to participate in all grant audits and activities.

SECTION C. SUBMISSION REQUIREMENTS

C.1 SUBMISSION OF RESPONSES

The questions included in the following sections are included in the on-line application. Responses to these items must be included within the appropriate spaces provided in the on-line application.

Responses that are not submitted through the on-line application will not be accepted.

C.2 RESPONSE REQUIREMENTS

- A. Project Name *
- B. Please briefly describe the project *
- C. Requested Grant Amount *
- D. A statement of interest and qualifications
- E. A resume outlining the respondent's experience, the experience of key team members and a response to the qualification review criteria
- F. Evidence of successful outcomes through a pay-for-performance approach showing customer volume and metrics
- G. If applicable, proof of additional funds that may be brought to the project
- H. Three professional letters of reference

SECTION D: ADDITIONAL REQUIRED INFORMATION

All submitted responses will require the items listed below before entering a contract with the City and County of Denver.

Upon conclusion of its selection process, the city may invite one or more of the successful respondents to execute an agreement with the city for the provision of the services required. The city reserves the right to contemporaneously negotiate the final terms of the proposed contract with one or more of the highest rated responsive respondents. All respondents are strongly advised to seek legal counsel related to the preparation and execution of any such agreement and the city reserves the right to modify any term or condition of the proposed agreement and to add, delete or modify terms and conditions as deemed necessary, prior to execution of a final agreement. If the city is unable to reach an agreement as to final contract terms with any selected respondent, the city expressly reserves the right to terminate negotiations and enter contract negotiations with one or more of the other ranked finalists. As the best interests of the city may appear in the city's sole judgement, the city reserves the right to reject any or all proposals at any time during this selection process or terminate, cancel, or modify this selection process.

D.1 IRS FORM W-9

A copy of the respondents current IRS Form W-9 available from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

D.2 DUNS NUMBER AND SAM REGISTRATION

All contractors receiving Federal funds must be registered in the System for Award Management Database (www.sam.gov). This requires a Data Universal Numbering System (DUNS) Number. Dun & Bradstreet issues unique nine-digit DUNS Numbers without charge for all businesses required to register with the US Federal government for contracts or grants. Please see <http://www.dnb.com/get-a-duns-number.html> for more information.

D.3 CERTIFICATE OF GOOD STANDING FROM SECRETARY OF STATE

Responding organizations must be registered with the Secretary of State's office **PRIOR TO** entering a contract with the city. This can be obtained from the Secretary of State's website: <http://www.sos.state.co.us/biz/BusinessEntityCriteria.do>.

D.4 AUDITED FINANCIAL STATEMENTS

All respondents must provide financial statements for the two most recent fiscal years; audited financial statements are preferred. If financial statements are not available, the proposer's most recent federal tax returns must be submitted and will be kept confidential.

D.5 ORGANIZATION BUDGET

All respondents must provide current the fiscal year budget for the applicant organization.

D.6 LOBBYING CERTIFICATION

All respondents must include certification that no funds have been paid by or on behalf of the applicant organization to influence funding decisions regarding this RFP.

D.7 DRUG-FREE WORKPLACE CERTIFICATION

All respondents must include certification that the applicant organization will provide a drug-free workplace in compliance with the Drug-Free Workplace Act.

D.8 DIVERSITY AND INCLUSIVENESS IN CITY SOLICITATIONS INFORMATION REQUEST FORM

Definitions

Diversity: Diversity refers to the extent to which a contractor/consultant 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.

All proposals must include the city's "Diversity and Inclusiveness in City Solicitations Information Request Form." Responders are requested to 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 Information 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 its employees, managers, or business partners 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 Executive Order No. 101. However, no personally identifiable information provided by or obtained from contractors/consultants will appear in such reports.

The "Diversity and Inclusiveness in City Solicitations Request Form" must be included with RFP response. Failure to submit this form as instructed will render the proposal non-responsive and as such will not be considered.

D.9 CERTIFICATES OF INSURANCE

Certificates of Insurance evidencing the following coverage required of all city contractors:

- Commercial General Liability: \$1,000,000 per occurrence, \$1,000,000 for each personal and advertising injury claim, \$2,000,000 products and completed operations aggregate, \$2,000,000 policy aggregate
 - Sexual Abuse and Molestation Exclusion: All contractors working with youth and/or a vulnerable population also require sexual abuse and molestation coverage as a part of the contractor's commercial general liability policy, therefore the policy cannot exclude such coverage and the Certificate of Insurance must state as such.
- Business Auto Liability: \$1,000,000 combined single limit
- Workers Compensation: \$100,000 per occurrence for each bodily injury claim, \$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all

bodily injuries caused by disease claims (or statement of rejection of coverage in accordance with § 8-41-202(1), C.R.S.).

- For each program participant or person otherwise receiving services under this Agreement including without limitation paid or unpaid work experience, Contractor shall either: a) itself obtain and maintain Employer's Liability coverage; or b) ensure each employer providing paid or unpaid work experience has obtained and will maintain Employer's Liability coverage. Professional Liability (Errors & Omissions): \$1,000,000 per claim and \$1,000,000 policy aggregate limit. Policy shall include a severability of interest or separation of insured provision (no insured vs. insured exclusion) and a provision that coverage is primary and non-contributory with any other coverage or self-insurance maintained by the city.

Additional coverage as specified above may be required upon entering a contract with the city.