

PRE-SUBMITTAL MEETING AGENDA

PROJECT NAME: SMALL BUSINESS ENTERPRISE (SBE) ON-CALL PROJECT MANAGEMENT SERVICES

MEETING DATE: April 20, 2023

MEETING TIME: 10:00 a.m.

MEETING TELECONFERENCE: [Click here to join the meeting](#) or by Phone at (720) 388-6219 / Conference ID: 960 553 063#

PROJECT LOCATION: Citywide

General information about teleconference: *6 will mute/unmute phone if using the call-in number. Anyone that is not speaking is asked to mute their phone during the meeting to prevent background noise.

I. **Introductions**

- a. Contract Administrator – Michele Foust
- b. DOTI Project Manager – Travis Bogan
- c. DSBO Representative – Megan Kelly

II. **DSBO (Megan Kelly)**

- a. Participation – 30% SBE
- b. Section 7 on page 9 of the RFQ

III. **Treasury**

- a. www.denvergov.org/content/denvergov/en/denver-department-of-finance/our-divisions/treasury-division.html

IV. **Risk Management**

- a. Insurance coverage requirements – Section 6.07 of the Sample Agreement
- b. Standard 3 coverages required plus additional (Commercial General Liability, Business Automobile, Workers Compensation, Professional Liability (Errors & Omissions))
- c. Insurance and indemnity requirements are non-negotiable.

V. **RFQ Administration (Michele Foust)**

- a. RFQ is available on BidNet (**Solicitation No. 202367070**).
- b. After today's meeting, a list of firms that have downloaded the RFQ document will be posted in [BidNet](#) under the *Communication* tab titled **Solicitation Document Report**. Make sure you have the correct contacts listed for you firm. To be on this list, you must download the RFQ to be considered a document holder.
- c. Verify and use legal name, per [Colorado Secretary of State](#).
- d. Confirm registration with the [System for Award Management \(SAM\)](#); registration is free.
- e. Addenda and/or notices will be sent by email notification via BidNet at least 5 business days prior to submittal due date.
- f. **Diversity and Inclusiveness in City Solicitations Information Request Form** must be completed [online](#), and a copy is to be returned with the RFQ response.



- Please provide this agenda to the person who will be responsible for the completion of the Diversity and Inclusiveness survey.
 - Ensure the email address input for the City contact is doti.procurement@denvergov.org.
- g. **Important Dates:**
1. **Question Deadline – April 27, 2023 no later than 2:00 p.m. All questions must be sent to doti.procurement@denvergov.org.**
 2. **Submittals Due – May 16, 2023 by 2:00 p.m.**
- h. Submittals for this RFQ will ONLY be received and accepted via the online electronic bid service through [BidNet](#) .
- i. **REMINDER:** All communication must be sent to doti.procurement@denvergov.org. Any Submitter that contacts any member of the Selection Committee, other than the designated contact, from the date of issuance of the RFQ and prior to the completion of the selection process may be disqualified from further participation in the selection process, at the City’s sole discretion.

VI. Project Overview (Travis Bogan)

DOTI is looking for highly skilled Small Business Enterprise (SBE) led project/program managers or teams that can support effective delivery of projects by leveraging program and project management best practices to manage risk and deliver successful outcomes. The skillsets needed are varied and cover the full lifecycle of a project/program – from the initiating phase, through planning, execution, monitoring and controlling, and closeout activities. Task orders could range from discrete tasks to support specific project elements such as charter and/or PMP development to larger program management tasks such as project delivery. DOTI anticipates awarding multiple On-Call Project Management Services contracts, each with a maximum contract limit of \$3,000,000.00 for a three-year duration.

- VII. Q & A** - please send any additional questions or those needing a more thorough answer to doti.procurement@denvergov.org so they may be answered in a subsequent addendum.