



Informal Solicitation Facilitation of Quarterly Community Stakeholder Meetings

The City and County of Denver Department of Housing Stability (HOST) is seeking an individual or team to facilitate four (4) quarterly meetings for community stakeholders over a twelve (12) month term. Meeting dates, times, and location will be determined at a later date. The purpose of these quarterly public meetings is for City officials to meet persons experiencing homelessness and their representatives to obtain information, input, and feedback on programs; gather unhoused attendees' approval of or objection to proposed changes to key components of the Lyall lawsuit settlement; listen to concerns; and discuss opportunities for solutions. Each public meeting is expected to last up to 90 minutes.

The facilitator will:

- Demonstrate personal lived expertise or experience working with those who have life experience in housing stability and/or homelessness and/or co-facilitate with someone with such experience.
- Lead the meeting in accordance with the agenda and schedule; and
- Facilitate the meeting, including introduction of speakers and their roles, and address comments or questions from attendees in person and/or online; and
- Take comprehensive meeting notes, including points of follow-up and submit to the City within two weeks after the meeting.
- Facilitator will promote a curriculum in line with HOST Sensitivity Training. This curriculum will be provided to the awarded vendor and details incorporated into the agreement.
- Facilitator may also be required to provide a virtual platform for offsite meetings including audiovisual equipment and refreshments for on-site meetings. The cost for refreshments is not included in the proposed budget and will be negotiated once awarded.

In addition to the formal meetings, the City anticipates:

- One hour-long preparation meeting to take place the week prior to each public meeting, to ensure alignment with agenda and facilitation with City staff;
- A follow-up meeting within two weeks after each public meeting with City staff to finalize notes and follow-up items for City staff; and
- Distribution of meeting notes to HOST staff for approval, with HOST staff distributing to other City staff, attendees, and partners.

Facilitation fees for all four (4) meetings are not to exceed \$12,000. The meetings may be part in-person/part virtual meeting, or may be fully in-person, following relevant public health guidelines. Facilitators will need to coordinate questions from both in-person and virtual attendees.

Preference will be given to applicants with demonstrated experience in the following:

- Facilitation of groups between 10 and 100 people to gather input and provide meaningful feedback on complex and sometimes controversial community issues;
- Formal/professional facilitation experience, particularly with volunteer and community-based groups;
- Person-focused and trauma-informed facilitation practices;
- Engaging a broad set of perspectives to support goals of equity and inclusion;
- Spanish language proficiency and/or strategies to engage non-English speakers and those with other language support needs.

If interested, please submit the following information to Jeff.Stawicki@denvergov.org by 5:00 p.m., MST, Friday, May 28, 2021:

- Describe your team/company overview and experience in facilitation
- Describe personal lived expertise or experience working with those who have life experience in housing stability and/or homelessness and/or co-facilitate with someone with such experience;
- Examples of groups facilitated
- References
- Fees: hourly rate and overall cost breakdown
- Completed [Diversity and Inclusiveness in City Solicitations Information Request Form](#)

DIVERSITY AND INCLUSIVENESS – EXECUTIVE ORDER #101: Definitions: 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. Using the 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.

NOTE: A DIVERSITY & INCLUSIVENESS FORM MUST BE RETURNED WITH YOUR PROPOSAL; OTHERWISE, YOUR PROPOSAL MAY BE REJECTED WITHOUT CONSIDERATION.

Note: Enter **jeff.stawicki@denvergov.org** in the field where the form asks for the "City and County of Denver contact person facilitating this solicitation".

Please direct any questions to jeff.stawicki@denvergov.org.