

Micro-Community Food Needs Request for Proposal (RFP) #HOST-82-2024

Schedule of Events:

- RFP Issued – August 2nd, 2024, at 10:30 AM MST
- Virtual Pre-Proposal Meeting – August 12th, 2024, at 9:00 AM MST
- Deadline to Submit Additional Questions August 13th, 2024, at 5:00 PM MST
- Response to Written Questions/Addendum – August 15th, 2024, at 5:00 PM MST
- Proposal Due Date – August 23rd, 2024, at 5:00 PM MST
- Evaluation Period – August 26th – September 4th, 2024 (Tentative)
- Anticipated Award Date – September 13th, 2024 (Tentative)

Table of Contents:

- I. Background and Vision
 - A. **HOST General Background**
 - B. **RFP Background Vision and Purpose**
- II. Requirements
 - A. **Service Requirements**
 1. Budget
 2. Scope of Work
 3. Minimum Qualifications
 - B. **Data Requirements**
 - C. **Technical Requirements**
 1. Diversity and Inclusiveness – Executive Order #101
 2. Suspension and Debarment
 3. Certificate of Insurance (COI)
 4. Proof of Registration with SOS
 5. Accounting and Audits
 6. Sample Contract
 7. Conditions and Provisions
 8. Gratuities and Kickbacks
 - D. **Evaluation and Awards**
 - E. **Decisions and Acceptance Period**
 - F. **CORA**
- III. Instructions
 - A. **Questions and Answers**
 - B. **Pre-Proposal Meeting**
 - C. **Submittable Application Instructions**
- IV. Application
 - A. **Proposer Information**
 - B. **Organizational Overview & Experience**
 - C. **Diversity**
 - D. **Program Overview & Requirements**

1. Program Overview
 2. Technology, Data & Reporting
 3. Fiscal Accountability
 4. References
- E. Budget**
- F. Other Required Uploads**
1. Diversity and Inclusiveness
 2. Suspension and Debarment – SAM Certificate
 3. Audit
 4. Secretary of State Certificate of Good Standing
 5. Contract Certification
 6. Anti-Discrimination Certification
- G. Optional Uploads**
1. Community Support & Additional Materials

I. Background and Vision

A. HOST General Background

1. BACKGROUND/VISION

The Department of Housing Stability (HOST) builds a healthy, housed, and connected Denver. HOST invests resources, creates policy, and partners with organizations to keep people in the homes they already live in, to quickly resolve an experience of homelessness, and to connect people to affordable housing opportunities.

2. FIVE-YEAR STRATEGIC PLAN

HOST's Five-Year Strategic Plan sets the direction for our work over the next five years, from 2022 to 2026. We encourage Proposers to review the plan, and to explicitly address how your proposal contributes to achieving our strategic goals and target as well as those of the Citywide Goals.

Please see Five-Year Strategic Plan here:

[HOST 5-Year Strategic Plan](#)

Please see the Citywide Goals here:

[CITYWIDE GOALS](#)

3. RACIAL EQUITY

The Department of Housing Stability, in alignment with the Mayor's Office of Social Equity and Innovation, prioritizes racial equity and inclusiveness and seeks to reflect this value in our funding practices. Our commitment to producing racially equitable housing outcomes is paramount to HOST's overall mission of Denver residents being healthy, housed and connected.

In furtherance of our mission, HOST leadership and staff have completed a racial representation audit of our department as well as an internal organizational racial equity self-assessment (ORESAs). The Department of Housing Stability has created a brief write-up sharing the results of the internal ORESA survey. The write-up provides HOST's average scores on the ORESA survey disaggregated by race and level of employment. See results of survey here:

<https://denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Department-of-Housing-Stability/About-Housing-Stability/HOSTs-Equity-Commitment/Staff-Organizational-Racial-Equity-Self-Assessment>

HOST leadership fully acknowledges the department has more work to do in racial, cultural and linguistic representation and feel that work is best done by acknowledging where we currently stand. HOST is committed to working with the Mayor's Office of Social Equity and Innovation to meet our goals and the Mayor's Equity Platform as we serve the community's most vulnerable and underrepresented residents.

B. RFP Background Vision and Purpose

The purpose of this Request for Proposal (RFP) is to enter into a contract with an organization that will provide meals and necessary food service management to Denver micro-communities. Denver anticipates having up to ten sites with a total of 500 people.

HOST's goals are to provide nutritious, quality meals, to accommodate special diets where medically necessary, improve the nutritional quality of meals, and maintain a financially viable food service program for the residents in Denver micro-communities. This includes the provision of frozen, hot meals, cold meals (i.e., sack lunch), and snacks.

Proposers may apply individually or as a collaborative group with a lead agency submitting the proposal.

II. Requirements

A. Service Requirements

1. Budget

HOST encourages providers to submit a budget which reflects the operational needs of the program. Subsequent budget periods are subject to the availability of funds, program authority, satisfactory performance, and compliance with the terms and conditions of the award.

HOST intends to partner with an agency for a one-year contract term that has the potential for renewal(s) past the first year.

2. Scope of Work

Providers must be able to complete the following:

- Provide nutritious appetizing meals in adherence to USDA guidelines for adults seven days a week to multiple micro-community sites in the City and County of Denver.
- Provide, at minimum, two meals daily with snacks. Preference will be given to providers offering three meals daily. At least one meal must be a hot prepared meal.
- Abide by and provide services in accordance with all health rules, regulations, and laws.
- Effectively and efficiently collaborate with multiple micro-community partners while taking into consideration each community's unique needs
- Coordinate meal delivery times for micro-communities

- Keep in regular communication with micro-communities' staff members to determine quantities of food needed per site as occupancy changes
- Package, as needed, and deliver food to each site
- Collect, enter, and use required data to inform and shape program meals and adhere to HOST data and reporting compliance

3. Minimum Qualifications

Proposals should reflect experience serving meals to those experiencing homelessness and/or those considered vulnerable populations in Denver. Proposals should reflect a deep understanding and knowledge of the unique needs that accompany the target population.

B. Data Requirements

Vendor(s) will be required to submit ongoing reports potentially including supplemental information on how many meals served daily via HOST Program Community (HOST will provide service provider with training and login credentials). The quarterly program narrative report will include program successes, challenges, qualitative report, program spend down, etc.

C. Technical Requirements

1. Diversity and Inclusiveness – Executive Order #101

Diversity and Inclusiveness in City Solicitations Information Request Form

The Respondent is required to complete the Diversity and Inclusiveness Form (link below) and must be submitted electronically. The information provided on this form will provide an opportunity for Respondents to describe their own diversity and inclusiveness practices. Respondents 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 Respondent's current practices, if any. Using the link below, 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. Respondents that do not complete this form prior to the RFP submission will be rejected.

Link to the Diversity and Inclusiveness Form:

<https://us.openforms.com/Form/57f3a8ea-39b7-4115-be17-1770f38d3cf6>

Diversity and Inclusiveness information provided to the City will be collated, analyzed, and made available in reports consistent with City Executive Order Number 101 ("XO 101"). However, no personally identifiable information provided by or obtained from Respondents will be in such reports.

Diversity: Diversity refers to the extent to which a Respondent has people from diverse backgrounds 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 XO 101, includes the extent to which a Respondent 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 sectors.

2. Suspension and Debarment

Contractors debarred, suspended, or proposed for debarment are excluded from receiving contracts with the City and County of Denver. Contractors are required to provide a copy of the SAM page showing good standing.

3. Certificate of Insurance (COI)

Certificates of Insurance evidencing the following coverage are required of all City Contractors:

- Workers' Compensation/Employer's Liability Insurance: Contractor shall maintain the coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of
- \$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.
- Contractor expressly represents to the City, as a material representation upon which the City is relying in entering into this Agreement, that none of the Contractor's officers or employees who may be eligible under any statute or law to reject Workers' Compensation Insurance shall effect such rejection during any part of the term of this Agreement, and that any such rejections previously effected, have been revoked as of the date Contractor executes this Agreement.
- If the contractor is a sole proprietor, a waiver may be filed with the City for Workers' Compensation requirements.

- If the sole proprietor is an LLC or Corporation, an additional State waiver is required. Please review the waiver and all instructions here: (<https://cdle.colorado.gov/dwc>)
- However, sole proprietors who are not LLCs or Corporations need only complete a form for the City to waive Workers' Compensation requirements. This form will be provided to all selected contractors that are sole proprietors during contract negotiations.
- Commercial General Liability: Contractor shall maintain a Commercial General Liability insurance policy with limits of \$1,000,000 for each occurrence, \$1,000,000 for each personal and advertising injury claim, \$2,000,000 products and completed operations aggregate, and \$2,000,000 policy aggregate.
- Sexual Abuse and Molestation Exclusion (SAME) language: Any contractor working with youth and/or a vulnerable population will require SAME coverage as a part of the contractor's commercial general liability coverage.
- Business Automobile Liability: Contractor shall maintain Business Automobile Liability with limits of \$1,000,000 combined single limit applicable to all owned, hired and non-owned vehicles used in performing services under this Agreement. i. If the contractor is a sole proprietor, the contractor may elect to use his or her personal automobile liability coverage instead of obtaining a business-specific policy.
- Cyber Security Insurance: Contractor shall maintain Cyber Liability coverage with limits of \$1,000,000 per occurrence and \$1,000,000 policy aggregate covering claims involving privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion and network security.
- Upon discretion of the City, additional coverage or changes to the above coverage language may be required upon award if needed.

Note: Certificate of Insurance (C.O.I.) example is provided below. It is not necessary to submit C.O.I. with proposal. However, prior to finalizing a contract this will be required.

SAMPLE CERTIFICATE OF INSURANCE

<https://denvercity.sharepoint.com/sites/Finance/Risk%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FFinance%2FRisk%20Documents%2FExhibit%201%5FCertificate%20of%20Insurance%20Sample%2Epdf&parent=%2Fsites%2FFinance%2FRisk%20Documents>

4. Proof of Registration with SOS

All contractors must be registered with the Colorado Secretary of State and have an active Certificate of Good Standing prior to submitting an application. See (<https://www.sos.state.co.us/>) for more information.

5. Accounting and Audits

Organizations applying must provide the most recent audited or pro-forma financial statements. Organizations that DID expend \$750K or more in U.S. federal funds are required to provide a Single Audit Report.

Organizations awarded funds will be required to provide accounting system and audit-related information based upon the amount of the HOST grant.

6. Sample Contract

All contractors receiving an award of funds will be required to execute a contract with the City. A sample contract is available below and as an attachment in Submittable, which proposers can download and review.

All Proposers are strongly advised to seek legal counsel to review the agreement. The City reserves the right to accept or reject in its sole discretion any proposed modifications to the sample contract. The City reserves the right to modify any term or condition of the draft Agreement, and to add, delete or modify terms and conditions as deemed necessary, prior to execution of a final agreement.

Proposers will be presumed to have submitted their applications based upon all the information set forth in the contract and in a manner fully cognizant of the requirements of the contract. The City reserves the right to contemporaneously negotiate the final terms of the proposed contract with the selected contractors. If the City is unable to reach an agreement as to final contract terms with any selected contractor, the City expressly reserves the right to terminate negotiations and enter into contract negotiations with one or more of the other Proposers. As the best interests of the City may appear in the City's sole judgment, the City reserves the right to reject any or all applications at anytime during this selection process or terminate, cancel or modify this selection process.

Please View Sample Contract by Clicking on the [Link](#):

7. 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 to the Department of Housing Stability on or before the time and date of the deadline shown on page one.

*This proposal MUST be submitted electronically through Submittable at <https://denver-host.submittable.com/submit>

All participating Proposers, by their acknowledgement hereunder, shall agree to comply with all the conditions, requirements and instructions of this RFP as stated or implied herein. Any alteration, erasure, or interlineation by the Proposer in this proposal shall constitute cause for rejection by the Executive Director of HOST. Exceptions or deviations to this proposal must not be added to the proposal pages but must be on Proposer'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 Proposer shall secure written instructions from HOST 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 Proposers 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 in its judgment it deems it to be in the best interest of the City to do so. The Executive Director of HOST 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 the Executive Director deems it to be in the best interests of the City to do so.

The successful Proposer shall be in complete compliance with all 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 Proposer to ensure such compliance. The City shall not be liable for any costs incurred by Proposer in the preparation of proposals or for any work performed in connection therein.

8. Gratuities and Kickbacks

It is 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 is 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. In the event that any gratuities or kickbacks are offered or tendered to any City and County of Denver employee, the proposal shall be disqualified and shall not be reinstated.

D. Evaluation and Awards

Proposals will be scored and ranked based upon the information contained in the application itself and uploaded attachments. The criteria to be used for the proposal evaluation include but are not limited to:

- Agency capacity & experience
- Proposed services
- Response to the City's proposed questions
- Technical review of proposal requirements
- Proposed outcomes
- Program Budget Plan
- Response to the City's proposed Sample Contract provisions in Contract Certification
- 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. Additionally, the City reserves the right to conduct negotiations with one or more Proposers.

Before an application is awarded, a Proposer may be invited to a meeting with HOST staff to discuss the proposed program or service, to review compliance required under applicable regulations and to determine the eligibility of proposed costs. The City may choose to award multiple awards or to reject all proposals. An invitation to a meeting does not constitute an award of the service contract.

Any award as a result of this proposal shall be contingent upon the execution of an appropriate contract. The sample contract contains our proposed 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 to Section IV E. 3 Contract Certification. 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 your proposed modifications. Performance outcomes of prior contracts with HOST may be considered in the overall rating of proposals submitted by Proposers who currently have, or have previously had, contracts with HOST.

Application evaluation and awards are also contingent upon Proposers being current to the City on any loan, contractual, or tax obligation as due, or with any rule, regulation, or provision on existing or past City contracts.

E. Decisions and Acceptance Period

Based upon the information provided by the Proposers, an evaluation team will evaluate proposals. The evaluations will be ranked, and recommendations for funding will be forwarded to HOST Senior Management. Funding is limited. Applications that meet all the RFP's general guidelines and requirements may not necessarily receive an award. HOST may recommend funding a program or service for the full amount requested, less than the full amount, not at all, or multiple programs from different Proposers. The City reserves the right to postpone or cancel this request, if it deems it to be in the best interests 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 proposals, or to award contracts, either in part or in whole, if deemed to be in the best interests of the City.

Subsequent budget periods are subject to the availability of funds, program authority, satisfactory performance, and compliance with the terms and conditions of the award.

Successful Proposers shall be in complete compliance with all the specifications, terms, and conditions of the proposal. The City shall not be liable for any costs incurred in the preparation of proposals or for any work performed in connection therein. Successful Proposers may be invited to enter into contract negotiations and development of a final scope of services and budget. Contract negotiations may involve additional requirements, such as environmental reviews. **Proposals submitted under this solicitation remain valid for up to 365 days after the close date, in the event that new sites, funding and resources become available for the same Statement of Work. Proposals received through this RFP process could be utilized and awards may be made at the discretion of the City.**

F. CORA

The City shall conform to the provisions of the Colorado Open Records Act (CORA) (C.R.S. 24-72-200.1 to 24-72-205.5). All proposals become a matter of public record and shall be regarded as Public Records. Inspection of the proposals shall be allowed ONLY after an award has been made and in compliance with CORA requirements. CORA provides that the City shall deny the right of inspection of public records that contain trade secrets, privileged information, and confidential commercial, financial, geological, or geophysical data. Offerors must designate specific elements in each proposal that the offeror believes are within this CORA exception. If such items are request under CORA, the City will use reasonable efforts to notify the offeror, and it will be the responsibility of the offeror 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.

III. Instructions

A. Questions and Answers

The City shall not be bound by and the Proposer 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:

[E-Mail:HOSTProcurements@denvergov.org](mailto:HOSTProcurements@denvergov.org)

B. Pre-Proposal Meeting

A pre-proposal conference will be conducted the date and time listed in the Schedule of Events, front page. This meeting will be conducted using the City's Zoom meeting platform. This will be the only meeting to discuss this proposal request.

<https://denvergovorg.zoom.us/j/88407608072?pwd=6avHPa8wAJsaZxr2zbxRlglFna44n3.1>

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 Proposer will be provided to all Proposers. All communications regarding this proposal shall only be through the email listed above. No communication is to be directed to any other City personnel.

C. Submission Instructions

Submission of proposals for this solicitation may only be done electronically through. Proposals must be submitted at: <https://denver-host.submittable.com/submit>

no later than the date and time indicated in the proposal Schedule of Events.

Proposers who feel they are unable to prepare and submit an electronic submittal should submit a request in writing to **HOSTProcurements@denvergov.org**, no later than the Question due date, for permission and instructions for submitting a hardcopy proposal. Your proposal shall consist of the following section IV responses and required uploads to be completed below.

IV. Application

A. Proposer Information

Business Name *

Business Address *

City *

State *

Zip *

Is the order address different from above?

*Yes No

Remittance Name *

Remittance Address *

City *

State *

Zip *

Tax ID # (TIN or SSN) *

Telephone Number (Ex: xxx-xxx-xxxx) *

Fax Number

Email *

Ordering Email (If different from above)

Proposer Entity Type (check one) *

SAM Unique Identifier Number *

SIC Code and/or NAICS Code *

Disadvantaged Business Enterprise (DBE)? *

B. Organizational Overview – Experience and Capacity

1. Please provide all relevant experience providing programs similar to the work required in the Scope of Work section in this RFP.
2. Will the proposed program be supported by existing staff or require newly hired staff? If you have existing staff, how will these funds be used to support additional residents? If you will need to hire additional staff, please share your recruitment plan and include a timeline for hiring.
3. Please provide staffing plan including any job descriptions of key personnel, experience, and any certifications that will assist in the work required under this RFP.
4. Provide a sample menu with clearly identified items that are pre-packaged (not by your company) and what is made by your company
5. Describe how you plan to seek out and incorporate client and partner feedback to adapt and improve your services
6. Please describe any workforce development and job training opportunities you can provide to clients in micro-communities. Include details on the types of training offered, potential career pathways, and any partnerships with local businesses or organizations. If these opportunities are not available, please explain any plans or ideas you have to incorporate them in the future.
7. Describe how you will provide meals 365 days a year including holidays – dropping off meals the day before the holiday may be possible with correct refrigeration
8. Advise on what equipment and at what capacity (e.g. refrigerators, warming cabinets) will be needed onsite at the micro-communities to keep food hot or cold as relevant until meal time per food handling guidelines
9. Affirm your capacity to attend weekly virtual meetings for the first month of the contract then monthly thereafter to assure project success
10. If applying as a collaborative group, please provide the following: Identification of the partner, specific role and responsibility and describe any previous collaboration efforts if applicable

C. Diversity

1. How are perspectives, needs, and ideas of participants/clients incorporated into agency policies & procedures?
2. Please explain how your services address health inequities.
3. How does your agency/team use data to advance equity in your programs?

D. Program Overview & Reporting Requirements

1. Overview of Services to be Provided

- i. Please describe how your organization will deliver services that align with the goal/s of this RFP. Please include sample menus if possible.
- ii. How will you ensure efficient and effective food delivery including how you will ensure holding temperatures? Please share your processes and procedures for bad weather, sick staff, and other foreseeable obstacles and how you plan to overcome these issues to ensure residents receive meals.
- iii. Will this program generate income?
- iv. Will you use subcontractors for any of the work? If yes, please explain what work you plan to subcontract and why?

2. Technology, Data & Reporting Data & Reporting

- i. Please describe how your organization measures goals, how successful outcomes are defined, and the basis used for measuring data. Please include data from past projects as applicable.

3. Fiscal Accountability

- i. Please describe the systems and tools your organization uses to manage submitting reimbursement requests including required documentation and ensuring those requests are accurate and timely
- ii. Please provide explanation of per person meal costs.

4. References

Reference 1: Agency *

Reference 1: Contact Person *

Reference 1: Contact Email *

Reference 1: I j x h w g j % m j % w j c f y r s x m n u t k % m j % w j k j w j s h j % t % t z a s h c z i n l % m f y a w t c j h x % t z % t w p j i % t s % t w a % n m % m x a j w t s %

Reference 2

Reference 2: Agency *

Reference 2: Contact Person *

Reference 2: Contact Email *

Reference 2: I jxhwgj mjwj fytsxmu t kmj wjkjwshj %t %tz %shqzinsl % mfyawtjhyx %tz % twpi % ts %t w % nm %mx %uj wts %

Reference 3

Reference 3: Agency *

Reference 3: Contact Person *

Reference 3: Contact Email *

Reference 3: I jxhwgj mjwj fytsxmu t kmj wjkjwshj %t %tz %shqzinsl % mfyawtjhyx %tz % twpi % ts %t w % nm %mx %uj wts %

E. Budget

Copy and Paste the following link for Program Budget Template in your browser to access the Excel template:

<https://denvergov.org/files/assets/public/housing-stability/documents/rfp-files/copy-of-host-application-request-budget-template-2023.xlsx>

This Program Budget Template document is to be filled out and uploaded as an Excel spreadsheet. Do not submit as a pdf file.

Please provide your proposed 12-month operational budget, including leverage of other funding. Additional funding may be awarded based upon demonstrated need, review of program success, and availability of additional resources.

HOST encourages providers to submit a budget which reflects the operational needs of the program.

F. Other Required Uploads

1. Diversity and Inclusiveness

Diversity & Inclusiveness Form: <https://us.openforms.com/Form/57f3a8ea-39b7-4115-be17-1770f38d3cf6> Optional to upload here, if not submitting electronically.

Upload XO 101 Diversity & Inclusiveness Form (if not submitting electronically)

2. SAM Certification

Upload a copy of SAM certificate here:

3. Audit/Financial Statements

Provide the most recent audited or pro-forma financial statements or provide your most recent annual and single audit if you expended more than \$750,000 in Federal awards.

4. Secretary of State Good Standing Certification

Please upload Certificate of Good Standing here:

5. Contract Certification

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
- Defense and Indemnification
- Discrimination in Employment
- Examination of Records

The following terms of the agreement are only negotiated in exceptional circumstances:

- Payment
- Termination for Convenience

Click on the following link to view the [Sample Agreement](#)

Agreement

I, on behalf of the proposer identified below, hereby certify that I have read a copy of the sample contract attached to the RFP.

I agree*

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:

1. Modifications to the sample contract:

2. Modifications to the sample contract:

3. Modifications to the sample contract:

I understand that the language modification(s) stated above, if any, are offered for discussion purposes only and that the City and County of Denver 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.

I agree Company Name *

Name *

Title *

Date *

6. Anti-Discrimination Certification

i. Does your organization have an anti-discrimination employment policy?

Yes

No

If your organization has a written anti-discrimination employment policy, please upload a copy of the policy here

Choose File

ii. Does your organization have an anti-discrimination policy regarding how services are performed and carried out?

Yes

No

If your organization has a written anti-discrimination employment policy, please upload a copy of the policy here

Choose File

G. Optional Uploads

1. Community Support & Additional Materials

Optional Uploads: Please upload all letters, notes, marketing materials, etc. as one document for each of their respective sections.

Upload Community Support Letters
Choose File

Upload Additional Community Support Letters (If Desired)
Choose File

Upload Additional Community Support Letters (If Desired)
Choose File

Upload Additional Materials (If Desired)
Choose File

Upload Additional Proposer notes and comments
Select a file

Upload Program Brochures, marketing materials etc.
Select a file

Upload Any additional information in support of your proposal
Select a file