

Request for Proposal (RFP) #HOST-83-2024

Outreach RFP

Minority and Women-Owned Business Enterprise Participation

Article V, of Chapter 28 of the Denver Revised Municipal Code (D.R.M.C.) grants authority to the Division of Small Business Opportunity (DSBO) to establish participation requirements under the Minority and Women-Owned Business Enterprise (MWBE) Program as related to expenditures and related contracts by and through the City and County of Denver. The participation requirement for this project is: 5% Minority and Women-Owned Business Enterprise (MWBE) The requirement must be met with certified firms, § 28-127 D.R.M.C., or through the demonstration of a sufficient good faith effort. § 28-128 D.R.M.C. A proposed MWBE Equity, Diversity, and Inclusion Plan (MWBE EDI Plan), also known as a Utilization Plan, is required as part of the RFP response and will be scored. DSBO's approval of the MWBE EDI Plan will be required prior to contract execution.

Schedule of Events:

- RFP Issued –July 26th, 2024, at 10:00 AM MST
- Virtual Pre-Proposal Meeting –August 2nd, 2024, at 10:30 AM MST
- Deadline to Submit Additional Questions –August 9th, 2024, at 5:00 PM MST
- Response to Written Questions/Addendum –August 12th, 2024, at 5:00 PM MST
- Proposal Due Date –August 23rd, 2024, at 5:00 PM MST
- Evaluation Period – August 26th, 2024-September 9th, 2024 (Tentative)
- Anticipated Award Date –September 20th, 2024 (Tentative)
- Finalize MWBE EDI Plan (AKA Utilization Plan) –October 14th, 2024

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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 & CITYWIDE GOALS

HOST's Five-Year Strategic Plan sets the direction for our work over the next five years, from 2022 to 2026. Additionally, Denver has adopted citywide goals, including a goal to bring 2000 people indoors from unsheltered homelessness by the end of 2024 and a goal to achieve a functional zero in unsheltered homelessness by December 31, 2026. We encourage Proposers to review the plan and the citywide goals, and to explicitly address how your proposal contributes to achieving our goals and targets.

Please see Five-Year Strategic Plan here: [HOST 5-Year Strategic Plan](https://denvergov.org/Government/Agencies-Departments-Offices/Department-of-Housing-Stability/About-Housing-Stability/Plans-and-Reports/Five-Year-Strategic-Planning-Efforts)
(<https://denvergov.org/Government/Agencies-Departments-Offices/Department-of-Housing-Stability/About-Housing-Stability/Plans-and-Reports/Five-Year-Strategic-Planning-Efforts>)

Please see the Citywide Goals here: [CITYWIDE GOALS](https://denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Mayors-Office/Mayor-Mike-Johnston-Announces-Citywide-Goals-for-2024)
(<https://denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Mayors-Office/Mayor-Mike-Johnston-Announces-Citywide-Goals-for-2024>)

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.

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: HOST ORESA Survey Results (<https://denvergov.org/files/assets/public/housing-stability/documents/rfp-files/host-internal-oresa-survey-results.pdf>)

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

1. HOW THIS PROCUREMENT ADDRESSES THE STRATEGIC PLAN GOAL

This procurement addresses the following Strategic Plan Goals:

Homelessness Resolution

- a. Address Unsheltered Homelessness
- b. Expand Pathways to Successful Rehousing

The City is seeking qualified proposals for homeless outreach services to serve individuals and families, specifically in the City and County of Denver, who are experiencing homelessness. The target population for outreach services are individuals experiencing homelessness who are unsheltered (living outdoors, in vehicles including RVs, or other places not meant for human habitation). Street outreach programs support initial and ongoing engagement for households experiencing homelessness who may or may not already be connected to community-based programs and services (e.g., day/overnight shelters, critical services, transport, etc.) as well as intensive, housing-focused case management services up to the point of exiting homelessness through housing/reunification, including related data entry.

2. SCOPE OF WORK

As a primary access point, street outreach may occur directly in street/encampment environments or in public places and community organizations that do not have a primary mission to serve the needs of people in homelessness (e.g. libraries, parks, etc.). Outreach is at the direction of the City and County of Denver and responsive to community-based requests for service to persons experiencing homelessness in neighborhoods, businesses, and other public and private spaces.

Street outreach programs do **not** include outreach activities focused specifically on behavioral health needs without a housing component, outreach to unstably housed individuals who are not homeless, or outreach/case management services to clients of facility-based services whose primary function is homelessness response (e.g., shelters, day centers). However, outreach activities can partner within spaces accommodating people experiencing homelessness but without primary housing/case management supports (e.g., clinics, courts, schools, libraries, transportation centers, recreation centers and parks). The primary objective of the program is to help people who are currently unsheltered transition to safe, secure housing, or congregate or

non-congregate shelter (NCS), including micro-communities and NCS hotels. We encourage organizations to submit proposals that include most of the below lanes of work, but this RFP does not require a program to complete every lane.

Prescribed Lanes of Work:

We are procuring for multiple lanes of outreach work that fall under the 5 categories listed below:

1. General Street Outreach- supporting basic needs, building rapport, acquiring vital documentation, enrolling people in public benefits all to work toward a housing focused outcome
2. Encampment Resolution Outreach (EnRe) – short term outreach to connect clients from an encampment to All in Mile High (AIMH) NCS/Micro-Communities
3. Street to Leased (S2L) Outreach – supporting pre-housing navigation activities in collaboration with S2L Case Managers
4. Street to Leased Case Management (S2LCM) – Support in housing navigation in the field, housing applications and ongoing supportive housing stabilization case management for a minimum of 12 months (max caseload of 1:20)
5. Bilingual Newcomer Outreach – focused on supporting recent arrivals who are experiencing street homelessness in Denver, bilingual Spanish/English required.

Outreach teams listed above are expected to fulfill the following prescribed work:

- Engage individuals in the community experiencing unsheltered homelessness in coordination with the Mayor's Office, HOST, and other outreach teams (ALL)
- Complete Coordinated Entry assessments for housing assistance as determined by Denver's Continuum of Care (CoC) the Metro-Denver Homeless Initiative (MDHI) (ALL)
- Support city's efforts to ensure a quality By Name List and utilize HMIS in a way that aligns with the city's standards. (ALL)
- Enter households' information into the Homeless Management Information System (HMIS) and enrollment into the relevant Street Outreach program within 2 working days of contact and must have a 90-day auto-exit set up within the program, and exit from street outreach as client enters shelter/housing etc. (ALL)
- Participate in case conferencing as determined by lane of work (daily, weekly, etc.) (EnRe, S2L, S2LCM)
- Maintain by-name lists for specific areas, individuals, and/or encampments to assist with coordination of services. (EnRe, S2L, S2LCM)
- Link individuals to partner organizations to explore housing options (General Outreach)
- Help individuals acquire paperwork and vital documents needed to obtain housing, specifically but not limited to birth certificates, state ID's and Social Security cards (ALL)
- Assist with completion of entitlement and benefits applications ie. Medicaid, SNAP, SSI, SSDI etc. (ALL)
- Make spontaneous and regularly scheduled drop-ins at encampments, libraries, parks, etc. as determined by City officials (ALL)
- Link individuals to resources in the community and provide a warm hand-off to service providers (EnRe, S2L, S2LCM)
- Provide and/or arrange for transportation to services appointments (ALL)
- Assist in increasing income through referrals to employment services and job skills training (ALL)

- Support individuals in their interactions with other service providers (ALL)
- Develop individual service and ongoing support plans (ALL)
- Coordinate with medical, dental and mental health providers (ALL)
- Crisis intervention and connection to emergency services (ALL)
- Coordinate closely with internal city teams at the Department of Housing Stability and work at the Direction of the City and County of Denver (ALL)
- Supporting in cold weather activation events at the direction of City and County of Denver (ALL)

C. Target Outcomes and Goals

Outreach Outcomes: HOST has a goal of achieving a functional zero in unsheltered homelessness by June 30, 2027. All program investments should drive toward reductions in unsheltered homelessness. In order to monitor progress towards this goal contracts are expected to include the output and outcome measures identified below:

Output measures:

- a. Number of contacts with people experiencing unsheltered homelessness
- b. Number of households that exited the program within the reporting period and contract period to date, including destinations of those exits
- c. Percentage of unique households contacted who receive ongoing case management services (frequency determined within the contract Scope of Work)
- d. Additional reportable outcomes we are capturing through HMIS and other report

Outcome measures:

- a. Number of persons contacted who obtain permanent housing, including those who permanently reunify with family and friends
- b. Number of persons contacted who enter the shelter system, including non-congregate shelter such as micro-communities and hotels

D. Minority and Women-Owned Business Enterprise (MWBE) Guidelines

The Division of Small Business Opportunity (DSBO) has designated a Minority and Women-Owned Business Enterprise (MWBE) requirement for this project, proposal requirements for which are set forth herein. This procurement and resulting contract are governed by Article V, of Chapter 28 of the Denver Revised Municipal Code (D.R.M.C.) (the "DSBO Ordinance") and accompanying rules and regulations (collectively, the "MWBE Program"). Throughout the life of the contract, the awarded consultant (the "Consultant") will be required to comply with the MWBE Program and their Approved MWBE Equity, Diversity, and Inclusion Plan (MWBE EDI Plan), also known as a Utilization Plan. Failure by the Consultant to comply therewith during the performance of the contract is a material breach of the contract, which may result in the imposition of sanctions on the Consultant, as deemed appropriate by DSBO.

II. Requirements

A. Service Requirements

1. Budget

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

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

2. Minimum Qualifications

Respondents Must Have the Following Agency Experience:

- Significant role providing similar services
- At least two years working with collaborative decision-making processes
- At least two years of experience facilitating and working within a structure to accomplish the goals listed above
- Experience developing program policies, procedures, and operations manuals
- Work with local communities to recommend improvements and implement changes to homeless response systems.
- Client Eligibility Requirements: Eligible households must currently be unsheltered and reside in the City and County of Denver.

Minority and Women – Owned Business Enterprise (MWBE) Proposal Requirement

The following must be completed and submitted per the requirements detailed below, but do not count toward the proposal's overall page limit:

a. MWBE Equity, Diversity, and Inclusion Plan (MWBE EDI Plan) and/or documentation of a good faith effort (GFE)

b. MWBE Form: Commitment to MWBE Participation

(https://denvergov.org/files/assets/public/v/1/housing-stability/documents/dsbo_commitment-to-mwbe-participation_2023.pdf)

B. Data Requirements

At the Department of Housing Stability, we understand that racial, cultural and linguistic representation matters in ensuring access and resource delivery for Denver's precariously housed and unhoused residents. We are committed to doing the work of housing stability with a racial equity lens and embrace the opportunity to commence this work alongside our community partners with the shared values of making Denver an equitable place to live for all. HOST relies on data to understand and evaluate trends in program equity.

HOST Contractors are required to use the Homeless Management Information System (HMIS) for program data collection. Contractor's use of HMIS must adhere to COHMIS Policy (<https://denvergov.org/files/assets/public/v/1/housing-stability/documents/statewide-hmis-policies-procedures-v2.0-1.pdf>) and Data Quality

(https://static1.squarespace.com/static/5fea50c73853910bc4679c13/t/6109834a6810db18a3d4da75/1628013386433/Security_Privacy_Data_Q

_V_1.1.pdf) standards to demonstrate clients' eligibility, and meet indicators in this scope of work. Disbursement of funds is contingent upon the ability to collect program data using HMIS. Contractors will be required to use HOST Programs Community to submit all program narrative and qualitative data reports. These reports are due the 15th day of the month following each reporting period. Each narrative report will contain information on program success, challenges, and funding leverage during the reporting period.

Street Outreach Programs in HMIS will be expected to adhere to the following guidelines:

- a. Set an auto-exit from the HMIS program within 90 days
- b. Ensure that exits to shelter or housing are captured in 7 days so that a client does not continue to hold unsheltered status once in shelter/housing
- c. Each outreach team will be responsible for maintaining data quality for their own specific program in HMIS
- d. De-duplication of HMIS data within the encampment resolution collaborative.

Supplemental reporting may be required when HMIS data and narrative reports are insufficient to demonstrate program impact. Submitted reports will be reviewed by the designated Program Officer for completeness, clarity, and accuracy.

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>
(<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. 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>) (<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_Certificate%20of%20Insurance%20Sample.pdf&parent=%2Fsites%2FFinance%2F

[id=%2Fsites%2FFinance%2FRisk%20Documents%2FExhibit%201_Certificate%20of%20Insurance%20Sample.pdf&parent=%2Fsites%2FFinance%2F](https://denvercity.sharepoint.com/sites/Finance/Risk%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FFinance%2FRisk%20Documents%2FExhibit%201_Certificate%20of%20Insurance%20Sample.pdf&parent=%2Fsites%2FFinance%2F)

3. 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/> (<https://www.sos.state.co.us/>)) for more information.

4. 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.

5. 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 Zengine, 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 any time during this selection process or terminate, cancel or modify this selection process.

Please View Sample Contract by Clicking on the Link: Outreach Sample Contract (<https://denvergov.org/files/assets/public/v/1/housing-stability/documents/outreach-sample-agreement.pdf>)

6. 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 Zengine at https://webportalapp.com/sp/outreach_rfp_application (https://webportalapp.com/sp/outreach_rfp_application)

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.

7. 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, 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.

G. Minority and Women-Owned Business Enterprise (MWBE) Program

City and County of Denver's MWBE Policy Statement

The City and County of Denver's ("City") Minority and Women-Owned Business Enterprise (MWBE) policy is to ensure nondiscrimination in the award and administration of the City's construction contracts, professional services contracts, and in the procurement of common goods and services. The awarded consultant (the "Consultant") shall comply with and implement requirements of Article V, of Chapter 28 of the Denver Revised Municipal Code (D.R.M.C.) (the "DSBO Ordinance") and accompanying rules and regulations (collectively, the "MWBE Program") in the award and administration of Subcontracts under any agreement resulting from this solicitation ("the Contract"). The Consultant shall not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in the administration and performance of the Contract. The Consultant shall carry out MWBE Program requirements in the award and administration of its contracts as well as the flow down provisions of this MWBE Contract requirements to be incorporated in all MWBE subcontract agreements regardless of tier. It is the City's intention to create a level playing field on which MWBEs can compete fairly for City-funded contracts. Failure by the Consultant to comply with or implement these requirements may be a material breach of the Contract, which may result in the termination of the Contract or such other remedy as the City deems appropriate. These legal remedies may include but are not limited to: withholding monthly progress payments, assessing sanctions, liquidated damages, and/or disqualifying the Consultant from future bidding. The City's commitment to the MWBE Program is not intended to and shall not be used as a justification to discriminate against any qualified company or group of companies.

City's Equity, Diversity, & Inclusion Values

The City is committed to advancing its vision of equity, diversity, inclusion, and sustainability through growing the capacity of historically underutilized businesses, which include MWBE firms, providing significant contracting opportunities, and ensuring they benefit from said contracts.

Counting MWBE Participation

For a firm's performance to count toward meeting the MWBE requirement, they must be MWBE certified by the City on or before execution of Consultant's agreement with the MWBE firm and must be certified in the NAICS code(s) that coincide with the scope(s) of work that they will be performing. In instances of an MWBE Prime Consultant, the MWBE Prime must be certified prior to executing their agreement with the City. DSBO maintains a MWBE Directory ("Directory"), which is a current listing of City-certified MWBEs and may be accessed via the DSBO website at <https://www.denvergov.org/dsbo> (<https://www.denvergov.org/dsbo>). Proposers are encouraged to use the Directory to assist in identifying MWBEs for the work and supplies required for the project. Proposers are reminded that changes may be made to the Directory at any time. MWBE certification or listing in the Directory is not a representation or warranty by the City regarding the qualifications of any listed MWBE.

During performance, accounting of MWBE participation will be maintained for all purchase orders, task orders, and work orders, which participation will collectively be applied to the contract's overall MWBE participation attainment.

In utilizing the participation of an MWBE supplier, the degree to which their participation counts towards satisfaction of the MWBE requirement varies. If materials or supplies are obtained from a MWBE manufacturer, one hundred percent (100%) of the cost of the materials or supplies counts toward the requirement. Sixty percent (60%) of the value of the commercially useful function performed by MWBE regular dealers counts toward satisfaction of the requirement. Only the bona fide commissions earned by manufacturer representatives or brokers for their performance of a commercially useful function counts toward meeting the requirement. Therefore, Proposer must separate bona fide brokerage commissions from the actual cost of the supplies or materials provided to determine the actual dollar amount of participation that can be counted towards meeting the requirement.

MWBE Responsiveness Requirements

Award of this project will be determined, in part, on Proposer's commitment to strengthen the small, minority, and women-owned business community. Said commitment is shown through adherence to and thoughtful completion of the below-listed DSBO proposal requirements, which are all conditions of responsiveness. Failure to submit a responsive proposal constitutes cause for rejection thereof.

1. Non-Competition

Proposer shall not restrict an MWBE from providing subconsulting quotations to other Proposers. Any Proposer who does so shall cause their proposal to be rejected. § 28-129(e) D.R.M.C.

2. Joint Ventures

If Proposer is participating in a joint venture with a certified MWBE firm, proposer must submit the firm's Joint Venture Agreement to DSBO **at least 10 working days prior to the RFP-response submission**. The Joint Venture must be approved by DSBO.

A Joint Venture is an association of an MWBE firm and one or more other firms to carry out a single, for-profit business enterprise, for which the parties combine their property, capital efforts, skills and knowledge, and in which the MWBE is responsible for a distinct, clearly defined portion of the work of the contract and whose share in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

DSBO will count a portion of the total dollar value of the joint venture contract toward the MWBE requirement equal to the distinct, clearly defined portion of the work that the MWBE performs with its own forces in a NAICS code in which the firm is MWBE certified. The joint venture agreement **MUST** specify the services, dollar value, reporting structure, and details of the MWBE's performance requirements associated with their percent of the joint venture ownership.

3. Commitment to MWBE Participation

Proposer shall include with their proposal a completed DSBO form, entitled "Commitment to MWBE Participation," stating their committed MWBE participation percent on this project. The committed participation level will be inserted into any resulting contract and the Consultant must comply with that committed participation amount during the term of the contract.

4. Good Faith Effort

If Proposer cannot meet the MWBE requirement established by DSBO or is able to only meet part of the requirement, they shall furnish to DSBO, with their proposal, a comprehensive statement of their good faith efforts to meet the requirement, along with supporting documentation demonstrative thereof. This means that Proposer must show that they took all necessary and

reasonable steps to achieve the MWBE requirement which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient MWBE participation, even if they were not fully successful.

The statement of good faith efforts should address each of the categories outlined in the DSBO Ordinance, § 28-128 D.R.M.C., and any additional criteria established by rule or regulation. As part of their good faith efforts, Proposers are encouraged to solicit the support and assistance of DSBO by contacting the procuring agency's Contract Administrator (CA)/Buyer with specific questions; the CA/Buyer will coordinate with DSBO to reply thereto. All good faith efforts information must be complete, accurate, adequately documented, and submitted with the proposal. Good faith efforts must be demonstrated to be substantive and not merely for formalistic compliance with the DSBO Ordinance.

To award a contract to a proposer that has failed to meet the MWBE requirement, DSBO will determine whether Proposer made good faith efforts to actively, effectively, and aggressively seek MWBEs to meet the MWBE requirement prior to proposal submission, which determination shall include consideration of Proposer's MWBE-EDI-Plan strategies to meet their MWBE participation commitment. Failure of Proposer to show good faith efforts shall render their proposal ineligible for further consideration with the City.

5. MWBE Equity, Diversity, and Inclusion Plan (MWBE EDI Plan)

A proposed MWBE Equity, Diversity, and Inclusion Plan (MWBE EDI Plan) is required to be included with Proposer's response to RFP unless proposer is submitting documentation of a good faith effort that states that they can only meet 0% of the MWBE requirement. The MWBE EDI Plan is a separate document that details Proposer's approach and strategy to equity, diversity, and inclusion in the operation of their business as well as the overall administration of the MWBE requirements, including expectations for their lower tier MWBE consultants.

The City will review and score Proposer's MWBE EDI Plan as part of the proposal-evaluation criteria. To meet the minimum responsiveness requirements for the MWBE EDI Plan, Proposer must submit with their proposal a separate document titled, "MWBE EDI Plan," wherein each MWBE EDI Plan category is meaningfully addresses in its own enumerated section of the plan. See the below subsections 5.A-5.H for the eight MWBE EDI Plan categories.

Contract execution will be conditioned upon a DSBO-approved MWBE EDI Plan, unless DSBO has determined that Proposer made a 0%-participation good faith effort. Upon approval by DSBO of the MWBE EDI Plan, the proposed MWBE EDI Plan shall be referred to as the "Approved MWBE EDI Plan." Thereafter, the Consultant may be required to prepare and submit to DSBO an updated MWBE EDI Plan, on a minimum of an annual basis, for DSBO approval throughout the term of the contract.

Proposer's MWBE EDI Plan shall include, but is not limited to:

A. An MWBE Coordinator. Identify an MWBE Coordinator that will have direct and independent access to DSBO, the project manager and/or chief operating officer. This coordinator should be identified as one of the Consultant's key personnel and submitted with the proposal package. This Coordinator will manage MWBE requirements for the Program including meeting and compliance with reporting requirements. The Coordinator shall identify key personnel and their duties as it relates to escalation matters, the execution of the project, and certified business relations. The Coordinator as well as key personnel shall attend DSBO meetings (compliance meetings, DSBO

Equity & Empowerment Council, etc.). The Coordinator will also manage outreach and development efforts to disadvantaged businesses to improve subconsulting opportunities and assist in the administration of the MWBE EDI Plan. Please elaborate on experience the MWBE Coordinator has related to: experience managing established subconsulting requirements.

Experience should indicate success meeting local requirements and compliance with to reporting requirements; experience managing outreach and development efforts to small and local businesses to improve subconsulting opportunities.

B. MWBE Utilization Strategies. Indicate the anticipated work for MWBEs, estimated value of that work and anticipated timeframe subcontracts will be signed with MWBEs. Describe the strategies and tactics Proposer will use to increase the participation of new and existing MWBE businesses in contracting opportunities.

C. Technical Assistance and Support Services. Describe the assistance and/or guidance that Proposer will provide to MWBE businesses that helps move this next generation of disadvantaged businesses forward. This assistance and/or guidance could include technical, financial, or support services to the MWBE businesses that allows them to have meaningful participation on this or other contracts with Proposer or other business partners. Examples of such assistance and guidance may include, but are not limited to, quality control, bonding, insurance assistance, prompt payment, mentoring programs, joint ventures, workforce development, technical assistance, access to capital platforms, etc.

D. Procurement Process. Describe Proposer's procurement process (including policies and procedures) and provide details on the principles that will be used throughout the process to remove barriers in an effort to promote equity and how you ensure that the MWBE program requirements flow down to all tiers of subconsultant agreements. Indicate as project is designed/details known, how anticipated work will evolve into signed subcontracts with MWBEs and how required MWBE flow down provisions will be included.

E. Communication and Vendor Management. Describe the communication strategies and assistance Proposer will use with MWBE businesses to align their work with the contract requirements which may include, but are not limited to, training for internal and external staff to ensure effective communication, scheduling, safety requirements, terms and conditions, performance expectations, document control, and dispute resolution.

F. Past Performance. Provide examples where Proposer has been successful in promoting equity, diversity, and inclusion both internally and externally. Describe practices of Proposer's efforts and initiatives towards MWBE mentorship and development, employee recruitment, training, development, and succession planning to promote equity, diversity, and inclusion. Describe how Proposer has promoted these values to both businesses and communities that they serve. Describe times when Proposer has been successful in promoting the participation of MWBE businesses and/or any assistance provided to the MWBE businesses that promoted their overall growth and success. Examples of such promotion may include, but are not limited to, bonding and insurance assistance, mentor-protégé programs, prompt payment, workforce expansion, innovative and successful partnering with an MWBE firm (i.e., joint venture, performing as a subconsultant to an MWBE etc.), technical assistance, access to capital platforms and community outreach.

G. Proposer's Culture. Describe how EDI has been promoted internally and rooted within your company through programs that include but are not limited to 1) company policy and programs that advance equity, diversity, and inclusion priorities, 2) employment practices of recruitment/hiring, employee development/advancement, training (i.e., implicit bias), and 3) expectations of valuing and actively collaborating through partnerships with subconsultants.

H. Future Initiatives. Provide a roadmap of the work Proposer intends to do over the next 5 years to promote equity, diversity, and inclusion both internally and externally. Describe practices Proposer intends to use in MWBE mentoring & development, employee recruitment, training, development, and succession planning to promote equity, diversity, and inclusion. Describe any plans Proposer has made to promote these values to both businesses and communities that they serve.

6. Authority

The DSBO Ordinance and rules and regulations promulgated pursuant thereto apply to this project and are incorporated into these solicitation documents by reference. Compliance with those, and any additional requirement contained herein, are conditions of responsiveness. The DSBO Ordinance, its accompanying rules and regulations, and additional MWBE guidance are available here: <https://www.denvergov.org/dsbo> (<https://www.denvergov.org/dsbo>). Proposer is encouraged to contact the procuring agency/Buyer with specific questions related to compliance therewith, who will coordinate with DSBO to reply to Proposer's questions.

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

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.

Topic: Outreach Pre-Bid Meeting

Time: Aug 2, 2024 10:30 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://denvergovorg.zoom.us/j/86347427785?pwd=N1w3kbTZLfpEKWwqPMLIHav8tcYdZY.1>
(<https://denvergovorg.zoom.us/j/86347427785?pwd=N1w3kbTZLfpEKWwqPMLIHav8tcYdZY.1>)

Meeting ID: 863 4742 7785

Passcode: 323959

One tap mobile

+17209289299,,86347427785# US (Denver)

Dial by your location

+1 720 928 9299 US (Denver)

Meeting ID: 863 4742 7785

Find your local number: <https://denvergov-org.zoom.us/j/86347427785> (https://denvergov-org.zoom.us/j/86347427785)

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. Zengine Instructions

Submission of proposals for this solicitation may only be done electronically through Zengine. Proposals must be submitted at: https://webportalapp.com/sp/outreach_rfp_application (https://webportalapp.com/sp/outreach_rfp_application) 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

JILL TEST

Business Address

TEST

City

Denver

State

US-CO

Zip

80204

Is the order address different from above?

No

Tax ID # (TIN or SSN)

134

Telephone Number (Ex: xxx-xxx-xxxx)

3033333333

Fax Number

Email

jill.wilson@denvergov.org

Ordering Email (If different from above)

jill.wilson@denvergov.org

Proposer Entity Type (check one)

Individual

Dun & Bradstreet Number

134

SIC Code and/or NAICS Code

134

Disadvantaged Business Enterprise (DBE)?

No

B. Organizational Overview – Experience and Capacity

1. Provide an overview of your agency or organization including mission, history, years in operation, total staff size, and program staff including number of staff, role in program, education or licensure requirements, inclusion of people with lived experience, and training provided.

2. What is your organization's experience providing similar services? What length of time has the organization provided services to people experiencing unsheltered homelessness?

3. Provide a detailed description of the services you propose to provide and include narrative that explains the proposed activities that meet the goals, objectives and scope of the RFP.

4. Provide detailed information about timeline and staffing for proposed services.

5. What experience does the organization have partnering with other homeless services organizations, outreach teams, and the City?

6. Describe how the proposed project meets housing goals and what outcomes will be achieved through the provision of proposed services.

7. What is your organization's understanding of Housing First and how does the organization demonstrate Housing First principles in its work?

8. Describe how you will implement best practices designed to engage people experiencing unsheltered homelessness (e.g. outreach techniques, how outreach locations are identified, motivational interviewing, and outreach partnerships) how outreach locations are identified

C. Diversity

1. Please describe your organization's approach to equity and inclusion.

2. Given the disproportionate over representation of people of color, LGBTQ people, people with disabilities, and other marginalized groups experiencing unsheltered homelessness, please describe the aspects of your proposal that help ensure the population served is representative of those in need of the services.

3. What methods and systems does your organization use to help provide outreach and services to marginalized groups? Give examples, if possible, from prior agency projects.

4. How does your organization use data to evaluate program outcomes for equity?

5. Does your organization collect feedback from clients? How does that feedback inform programmatic decisions?

6. How does your organization address the links between institutional racism and its contribution to homelessness and housing insecurity?

7. If your agency or the proposed project is associated with or supported by the faith community or religious organization(s), are clients required to participate in religious programming?

D. Program Overview & Reporting Requirements

1. Overview of Services to be Provided

a. How will your program address the issues and service needs in accordance with the terms and conditions stated in this RFP?

b. What impact will your program have addressing these needs?

c. Who will be administering the program and what is the experience of staff? Does your staffing plan include people with lived experience?

i. What is the amount you are requesting in your proposal?

ii. How many households or individuals do you intend to serve?

iii. Will this program generate income?

iv. Will you use subcontractors for any of the work?

No

v. Please describe in detail your proposal and how you plan to address the needs relayed in this RFP. Please include as many details as needed to illustrate how the program will be run including staffing plans, outreach details and methods, each step and which staff is completing those steps

vi. Describe how you will implement best practices designed to engage people experiencing unsheltered homelessness (e.g. outreach techniques, motivational interviewing, and law enforcement partnerships) Describe how the proposed project improves upon the current homeless services system.

vii. How will your proposal for the outreach program meet this RFP's housing goals?

2. Technology, Data & Reporting Data & Reporting

i. Please describe your agency's use of HMIS or another like system and your comfort in recording all program entry, services, and exits?

ii. Please describe your agency's practices to monitor data quality and support staff in maintaining required data system training. Please provide a recent report showing the quality of your data.

iii. If awarded, your agency will be required to use HMIS to record client data on program enrollments, services, and exits and maintain timely, accurate, and complete data in that system. Please describe your agency's plan to meet these requirements.

iv. Please describe your agency's use of the HOST Reporting Community (Salesforce) or similar system reporting and ability to meet quarterly reporting requirements.

iv.i. Has your agency had any difficulty complying with the timeliness expectations of HOST reporting?

iv.ii. Has your agency had any issues with Data Quality Reporting in the past?

v. Please list the intended outcomes for the proposed program and your plans for tracking and ensuring the data is accurate.

vi. Please describe your organization's plan to meet Metro Denver Homeless Initiative (MDHI) recommended data quality rate, completeness, accuracy, support for end users and continued training on HMIS best practices?

vii. Does your organization have an established HMIS auto exit policy for Street Outreach Programs? Can you commit to a 90 day auto exit policy and exiting clients to shelter/housing in 7 days?

3. Fiscal Accountability

i. Please describe the tools and systems you have in place to ensure reimbursement requests are submitted on time and with accuracy.

ii. Please describe the tools you have in place and how you determine that all requests adhere to Uniform Guidance and other applicable financial requirements and that all requests are allowable.

iii. Please describe how the proposed budget is necessary to meet the program goals and objectives.

iv. Please share how your organization will leverage resources for this program.

4. References

Reference 1

Reference 1: Agency

Reference 1: Contact Person

Reference 1: Contact Email

Reference 1: Describe the relationship of the reference to you including what projects you worked on for or with this person.

Reference 2

Reference 2: Agency

Reference 2: Contact Person

Reference 2: Contact Email

Reference 2: Describe the relationship of the reference to you including what projects you worked on for or with this person.

Reference 3

Reference 3: Agency

Reference 3: Contact Person

Reference 3: Contact Email

Reference 3: Describe the relationship of the reference to you including what projects you worked on for or with this person.

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> (<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.

Upload Program Budget Template

F. Other Required Uploads

1. Diversity and Inclusiveness

Click [HERE](https://us.openforms.com/Form/57f3a8ea-39b7-4115-be17-1770f38d3cf6) for Link to 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. 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.

Upload Audited Financial Statement Here

3. Secretary of State Good Standing Certification

Upload Certificate of Good Standing Here

4. 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

(<https://denvergov.org/files/assets/public/v/1/housing-stability/documents/outreach-sample-agreement.pdf>)

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

5. Anti-Discrimination Certification

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

Yes

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

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

Yes

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

6. Commitment to MWBE Participation

[https://denvergov.org/files/assets/public/v/1/housing-stability/documents/dsbo_commitment-to-mwbe-participation_2023.pdf]

Upload Commitment to MWBE Participation Form Here

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

Upload Additional Community Support Letters (If Desired)

Upload Additional Community Support Letters (If Desired)

Upload Additional Materials (If Desired)

Upload Additional Proposer notes and comments

Upload Program Brochures, marketing materials etc.

Upload Any additional information in support of your proposal
