



DENVER

HOUSING STABILITY

Pre-Proposal Conference - Request for Proposals (RFP) HOST-87-2025 Eviction Legal Assistance for the Department of Housing Stability (HOST)

For attendance purposes, please put your name, title, company representing and email address in the chat feature. This information will be posted on the bid site.

We ask that everyone please mute themselves.

If you have any questions, please submit them in the chat function.

Good afternoon. Welcome and Thank You for joining us.

- All requests for information, clarifications and/or questions must be emailed to HOSTProcurements@denvergov.org throughout this process. They are to be received in accordance with the Schedule of Events.
- Deadline to submit additional questions is April 16, 2025, by 5:00 PM, MST
- Responses to written questions will be posted on April 22, 2025, by 5:00 PM,
- Questions and responses received throughout this event will be published as an addendum on Submittable.

Other HOST Participants: Melissa Thate, Karissa Johnson and Rashonda Gordon

Schedule of Events:

RFP Issued	March 28, 2025	10:00 AM
Virtual Pre-Proposal Conference/General Information Meeting	April 8, 2025	1:00 PM
Deadline to Submit Additional Questions	April 16, 2025	5:00 PM
Response to Written Questions	April 21, 2025	5:00 PM
Proposal Due Date	April 28, 2025	5:00 PM
Evaluation Period (Tentative)	May 9, 2025	
Award Date (Tentative)	May 20, 2025	

Eviction Assistance

HOST is requesting proposals for eviction legal defense with a starting term of January 1, 2026 through December 31, 2026 with possible extensions. This RFP is seeking proposal(s) for service providers that are interested in providing eviction legal defense to address the increased risk of eviction caused by economic impacts.

This procurement is in accordance with Denver's Revised Municipal Code, Chapter 27, Article IX. Proposals will be required to demonstrate a strong commitment to integrating into existing service delivery systems of eviction legal defense and prevention programs and willingness to participate in regular communication and coordination with such programs.

Eviction Assistance

Target Outcomes and Goals

Respondents should provide projections for the number of unduplicated households they expect their proposed program to serve with the amount of funds requested.

Please describe how your program or service would track and report data including any household demographics including all relevant process and outcome measures that will be reported on.

Describe how each proposed activity of your application has a measurable impact on reducing the number of people involuntarily displaced from their homes as a result of an eviction filing as well as reducing the number of households facing evection receiving a writ of restitution from the court.

Eviction Assistance Qualifications

Respondents must have:

- Experience serving residents experiencing housing instability
- A strong commitment to equity, diversity and inclusion.
- Ability to collect and report outcome and household demographic data
- A strong commitment to integrating into existing service delivery systems
- A strong commitment to streamlining and coordinating resident access to eviction legal defense and prevention programs and services
- Providing language access and support to residents with limited English proficiency
- Knowledge about best practices and prior experience providing legal assistance for low to moderate income residents at-risk of housing instability, eviction and/or involuntary displacement
- A plan to develop and/or expand up on existing partnerships with housing stabilization service providers that will enhance renter resource deliver and avoid any duplication of

RFP Evaluation Criteria

Areas of review:

- A. Agency capacity & experience
 - Compliance (Only if organization has or had HOST contract within last two years)
- B. Proposed Services
- C. Response to City's proposed questions
- D. Technical review of proposal requirements
- E. Response to City's proposed Sample Contract provisions
- F. Budget and Financial
- G. Other Requirements (as applicable)

No weighting relative importance of criteria is intended or implied by the list

Contract Requirements

Required provisions and documentation

- **Secretary of State:** All contractors **must** be registered with the Colorado Secretary of State and have an active Certificate of Good Standing prior to award.
- **Insurance:** Certificates of Insurance are required of all City Contractors evidencing the following policies:
 - Workers' Compensation and Employer's Liability
 - Waivers for Sole Proprietors
 - Commercial General Liability
 - 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
 - Exception for Sole Proprietors
 - Cyber Liability Insurance
 - Any contractor responsible for retaining Personally Identifiable Information (PII)

Questions

- Questions will be accepted until the deadline of April 16, 2025 by 5:00 P.M. MST. All questions and answers will be posted in an addendum.
- Submission of proposals for this solicitation may only be done electronically through Submittable. 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.

Questions and Answers?



For the time remaining in this event, you may type your questions in the **chat function**. The City will attempt to respond them. This feature can be found at the top right of your screen.

These questions and answers will be made available on the bid site.

HOSTProcurements@denvergov.org – to submit additional questions

Any change(s) to the RFP and/or its scope will be posted in an addendum. Do not rely on any oral interpretation.