

Emergency Solutions Grant (ESG) Request for Proposal (RFP) #HOST-61-2023

Schedule of Events:

- RFP Issued – May 19, 2023, at 10:00 AM MST
- Virtual Pre-Proposal Meeting – May 30, 2023, at 10:30 AM MST
- Deadline to Submit Additional Questions – June 1, 2023, by 5:00 PM MST
- Response to Written Questions/Addendum – June 2, 2023, at 5:00 PM MST
- Proposal Due Date – June 23, 2023, at 5:00 PM MST
- Evaluation Period – June 23 – July 17, 2023 (Tentative)
- Anticipated Award Date – July 24, 2023 (Tentative)

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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

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 targets.

Please see Five-Year Strategic Plan here:
[HOST 5-Year Strategic Plan](#)

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: [HOST ORESA Survey Results](<http://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/S

Emergency Solutions Grant (ESG) Program Procurement address the following HOST-Homelessness Resolution Strategic Plan Goals:

- Reduce unsheltered homelessness from 2022 Point in Time Count to 2026 Point-in Time Count by 50%
- Increase the annual number of households served in rehousing and supportive housing programs from 1,800 to 3,000
- Measurably end veteran homelessness by achieving functional zero by 2026, i.e. placing at least as many veterans into permanent housing each month as there are veterans experiencing homelessness
- Increase the contract benchmark for the percentage of sheltered households who exit to housing from 30% to 40%
- Increase the number of family households who exit shelter and outreach programs to housing from 25% to 50%
- Reduce the average length of time residents experience homelessness to 90 days

ESG programs are a community-based set of activities with the goal of preventing or ending episodes of homelessness for individuals and families as quickly as possible. The ESG Program Procurement seeks to provide funding for eligible ESG programs for people in Denver experiencing housing insecurity and homelessness. ESG programs should promote long term stability for participants and whenever possible should seek to improve equity within the homelessness resolution system.

To achieve the goals listed above the ESG Program Procurement will fund the following ESG Eligible Activities:

1. Rapid Rehousing (RRH)
2. Emergency Shelter
3. Homelessness Prevention
4. Access to and use of the Homelessness Management Information System (HMIS)

These eligible activities will be used to expedite unhoused people, both sheltered and unsheltered, in the Denver Area into stable housing as quickly as possible. HOST recognizes that many groups and identities are overrepresented in the homeless population and encourage proposals that will serve these marginalized minority groups.

C. Target Outcomes and Goals

The ESG Program Procurement may be awarded to multiple agencies which are often referred to as subrecipients. Each program type has a primary outcome that subrecipients are responsible for achieving. Rapid rehousing programs are evaluated for a rehousing a specific number of individuals or families. While the emergency shelter programs are evaluated by the number of people experiencing homelessness they serve. Homelessness prevention programs will be evaluated primarily by the number of households they prevent from entering homelessness. HMIS programs will be evaluated on data quality. Additional outcomes include, but are not limited to, ensuring that the make-up of the program is comparable to the race and ethnicity of the homeless population of Denver, increase in income, ensuring outcomes are equitable, exits to permanent housing, long term maintenance of housing, etc.

For each activity HUD that requires that program participants must meet specific criteria in terms of housing, providers will be responsible for maintaining records to indicate a client is eligible to participate. This documentation is critical in order to comply with ESG program regulations. More information on eligibility criteria can be found in minimum qualifications section.

II. Requirements

A. Service Requirements

1. Budget

ESG Program Budgets are provided by the federal government and change year to year making it difficult to predict exact funding amounts. In 2023 the City and County of Denver's total funding for six programs totaled \$596,752. Applicants for the RFP can expect a similar amount for this RFP award. Only specific activities qualify for ESG funding. For more information on eligible services please consult this [link](#).

Documentation of eligibility is of great importance to ESG funding. Applicants are encouraged to be as detailed as possible in explaining how they would assess and document participant eligibility. More information on eligibility requirements can be found below.

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

2. Minimum Qualifications

Proposals should reflect the proposer's knowledge and understanding of homeless services especially around emergency shelters, permanent housing, and rapid rehousing. HOST is seeking responses from service providers that meet minimum qualifications, including providers of, or connection to agencies that provide, supportive housing, rapid rehousing, case management services, behavioral health care, housing financial assistance, emergency financial assistance, transportation services, and other support services for people experiencing homelessness in the Denver Metro Area.

Providers are expected to provide relevant case management for people experiencing homelessness. Case management should include case planning, wrap around services, and navigation for relevant resources such as employment, behavioral health, and safety net services. All programs including emergency shelters will be evaluated on their ability to facilitate participants in getting housed. For more information on HUD's expectations for case management please visit this [link](#).

Proposers must provide supportive services to eligible households. If you are not applying for Supportive Services under this competition, please explain how it will be provided using other sources.

Participant Eligibility, Assessment, Reassessment, and Minimum Standards to Qualify for ESG Activities include:

Each eligible activity in the Emergency Solutions Grant (ESG) requires that program participants or clients meet specific definitions of homelessness to qualify for services. Providers are responsible for assessing all participants for eligibility for the ESG activity they are engaged in. Assessments, regardless of the outcome, are eligible for reimbursement.

a) Category Information: More information on each category can be found here at the [HUD Exchange website](#).

Category 1: Literally Homeless [24 CFR 578](#)

- i. Individuals or families who are sleeping in a place not designed for human habitation
 - 1. Ex: Sleeping in their car or outside

Category 2: Imminently At-Risk of Homelessness

- i. Individuals or families who will imminently lose their primary nighttime residence with no subsequent residences, support networks, or resources.
 - 1. Imminently means within the next 14 days
 - 2. Primary nighttime residence includes:
 - a. Housing they own
 - b. Housing they rent directly from a landlord
 - c. Housing they are sharing with others
 - d. Hotels or motels not paid for by a publicly or privately funded program

Category 3: Other Federal Statutes

- i. Unaccompanied Youth under the age of 25 or families with children/youth who do not otherwise qualify as homeless, but who meet the homeless definition under another statute, AND
- ii. They have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the last 60 days, AND
- iii. Have experienced persistent instability during the past 60 days, AND
- iv. Are expected to continue in such a homeless status for an extended period of time due to special needs or are facing two or more barriers to employment
- v. Special needs and employment barriers are defined in the statute

Category 4: Domestic Violence 24 CFR § 578.3 (4)

- i. Individuals and families fleeing or attempting to escape:
 1. Domestic violence
 2. Dating violence
 3. Sexual assault
 4. Stalking or
 5. Other dangerous or life-threatening conditions related to violence against the individual or a family member, including a child or children/youth.

b) Eligibility Requirements by Activity

- 1) Activity 1 - Emergency Shelter 24 CFR § 576.102
 - i. Must meet the definition of “literally homeless” (Category 1)
 - ii. For essential services related to emergency shelter, individuals or families must meet the definition of “literally homeless” and be staying in an emergency shelter (including day shelters)
- 2) Activity 2 - Homelessness Prevention 24 CFR § 576.103
 - i. For an individual or family to be eligible for homelessness prevention services they must meet the definition of homelessness under Categories 2, 3, or 4 AND
 - ii. Must have an annual income below 30 percent of area median income
 - iii. Re-evaluation should occur no less than once every six months.
 - iv. Reassessment
 1. Homelessness prevention and Rapid Rehousing require reassessment at different cadences to ensure participants still qualify for services
 - a. Homelessness Prevention- Every three (3) months
 2. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that

each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant receive assistance; or the maximum number of times the program participant may receive assistance

v. Housing Stabilization and Relocation Services 24 CFR § 576.105

1. Financial assistance can include:

- a. Rental applications fees
- b. Security deposits
- c. Last month's rent
- d. Utility deposits and payments
- e. Moving costs
- f. Service Costs can include:
- g. Housing search and placement
- h. Outreach to potential landlords
- i. Unit habitability
- j. Costs associated with case management

3) Activity 3 - Rapid Re-housing 24 CFR § 576.104

- i. Must meet the definition of literally homeless (Cat 1)
- ii. At annual reassessment: Must have an annual income below 30 percent of area median income
- iii. Calculating Participant Annual Income
 1. Annual income is the estimated gross amount of money an individual or family will make in the coming year
 2. Annual income and eligibility for ESG activities can be calculated using the formulas found at this website <https://www.hudexchange.info/incomecalculator/>
- iv. Re-evaluation should occur no less than once every six (6) months
- v. Housing Stabilization and Relocation Services 24 CFR § 576.105

1. Financial assistance can include:

- a. Rental applications fees
- b. Security deposits
- c. Last month's rent
- d. Utility deposits and payments
- e. Moving costs
- f. Service Costs can include:
- g. Housing search and placement
- h. Outreach to potential landlords
- i. Unit habitability
- j. Costs associated with case management

4) Activity 4 - HMIS

- i. If a provider is applying for HMIS only they do not need to determine eligibility for participants

B. Data Requirements

The selected providers must report in Homeless Management Information System (HMIS). The provider will report on household characteristics including,

but not limited to number of heads of household by race, ethnicity, gender, age, and income at entry, household size. The contractor also must report data quality, rehousing interventions and homelessness prevention services including metrics on number of households served by living situation at program entry, average length of program enrollment, Number and percentage of households served by length of program (less than 3 months, 3 to 6 months, 6 to 12 months, longer than 12 months), number and percentage of households who increase or maintain income (earned and unearned) and/or non-cash benefits, number and percentage of households who exit the program exit to permanent housing and the destination at exit field in HMIS, and number and percentage of households who remain stably housed one year after program exit (as measured by not having a service or program enrollment that indicates homelessness). Disbursement of funds is contingent based on the ability to collect the required information.

Providers will submit narrative reports and data quality reports via the online portal called HOST Programs Community. The portal provides the providers with an online form in which to submit reports for each quarter. Supplemental forms and information may be required by HOST. Supplemental reports may be required when the data in HMIS does not demonstrate the outcomes of a program. Providers may be required to submit a Contract Summary Report at the end of the contract period within 30 days after the term end date of the ESG contract agreement.

Match Reports – Completed and returned to Program Officer by January 31, following each funded yearly.

Match Certification – Match certification to be provided to Program Officer by January 31, following each funded year.

Contractor must complete and upload Consolidated Annual Performance and Evaluation Report (CAPER) to the appropriate HUD system within 30 days of program completion. A link will be provided by the Program Officer

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.

Ongoing reporting: HOST will require all programs it funds to report on the demographic characteristics of households served by the program throughout the duration of the contract in coordination with other required contractor demographic reporting. This information will help HOST monitor demographic trends in who is served and by whom.

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.

In the second box on the form, "Enter Email Address of City and County of Denver contact person facilitating this solicitation" please enter nicole.givens@denvergov.org.

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

http://www.denvergov.org/files/assets/public/housing-stability/documents/rfp-files/exhibit-1_certificate-of-insurance-sample.pdf

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 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 theselected 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 Clinking on the Link:

<http://denvergov.org/files/assets/public/housing-stability/documents/rfp-files/host-federal-subaward-esg-sample-contract.pdf>

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 Zengine at https://webportalapp.com/sp/host_esg_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.

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, an 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 F. 5 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

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: Emergency Solutions Grant (ESG) HOST Procurement Pre-Application Meeting

Time: May 30, 2023 10:30 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://denvergov-org.zoom.us/j/89495720054?pwd=cnBmalE3bVNqREJcQnpSQWNHZ3loQT09>

Meeting ID: 894 9572 0054

Passcode: 699546

One tap mobile

+17209289299,,89495720054# US (Denver)

Dial by your location

+1 720 928 9299 US (Denver)

Meeting ID: 894 9572 0054

Find your local number: <https://denvergov-org.zoom.us/u/kMD6OKB47>

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/host_esg_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 *

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) *

Dun & Bradstreet Number *

SIC Code and/or NAICS Code *

Disadvantaged Business Enterprise (DBE)? *

B. Organizational Overview – Experience and Capacity

1. Has your organization previously administered this same program in the last five years?
2. Please describe your organizations experience working with people experiencing homelessness especially with providing permanent housing, rapid rehousing, and supportive services.
3. What experience does your organization have with administering federally funded programing?
4. How does your organization determine success for its programing for people experiencing homelessness?
5. How does your organization capture and evaluate data for the programs you administer?

C. Diversity

1. Please describe your organization’s approach to equity and inclusion.
2. How does your organization use data to evaluate program outcomes for equity?
3. How does your organization address the links between institutional racism and its contribution to homelessness and housing insecurity?

D. Program Overview & Reporting Requirements

1. **Overview of Services to be Provided**
 - 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? If yes, please explain what work you plan to subcontract and why?
- v. Which ESG program eligible activities will you provide?
- vi. Please describe in detail how the program will be implemented. If you are applying for permanent housing, describe where placements will be housed.
- vii. Will you focus your program on any sub-populations of people experiencing homelessness? For example specific genders, ages, justice involved people, etc.
- viii. What type of staff and how many staff members will you need to implement this program?

2. Technology, Data & Reporting Data & Reporting

- i. Please describe your organization's experience capturing data and reporting on outcomes for housing focused programs
- ii. How do you plan to capture data for this program, especially those data points necessary for the federal reporting sections?
- iii. What systems do you currently use to capture data and would additional systems be needed to administer this program?
- iv. What experience does your organization have reporting outcomes for federally funded programs?

3. Fiscal Accountability

- i. Please describe the tools you have in place to ensure reimbursement requests are submitted on time
- 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: 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>

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) In the second box on the form, "Enter Email Address of City and County of Denver contact person facilitating this solicitation" please enter nicole.givens@denvergov.org.

Choose File

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