

Disparity Study Request for Proposal (RFP) #HOST-41-2022

Schedule of Events:

- RFP Issued – August 11, 2023, at 10:00 AM MST
- Virtual Pre-Proposal Meeting – August 18, 2023, at 10:30 AM MST
- Deadline to Submit Additional Questions – August 23, 2023, by 5:00 PM MST
- Response to Written Questions/Addendum – August 25, 2023, by 5:00 PM MST
- Proposal Due Date – September 6, 2023, by 5:00 PM MST
- Evaluation Period – September 6 – September 29, 2023(Tentative)
- Anticipated Award Date – October 2, 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 applicants 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.

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 feels 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

HOST's vision is to create a healthy, housed, and connected Denver wherein race no longer predicts outcomes for involuntary displacement, homelessness, or cost burden.

With this procurement, we will select a partner to conduct a disparity study to document racial disparities in Denver's housing outcomes and determine whether current race-neutral housing programs and policies are sufficient in addressing the impacts of structural racism in Denver. As part of this work, HOST would like the contractor to provide recommendations on actions Denver could take (e.g., programs or policies) to better remedy racial disparities in Denver, including a determination of whether or where racially-explicit programs are warranted based on relevant legal standards.

C. Deliverable Analysis Goals

The objective of this procurement is to identify an experienced firm or firms to perform an analysis of systemic disparities in achievable housing options and outcomes. The objectives of the disparity analysis are to:

1) Survey existing research, available data and collect additional data where needed to assess disparities in housing outcomes by race and ethnicity in Denver, including some or all of the following:

- Homeownership
 - Access to homeownership/homeownership rate
 - Incidence of foreclosure
 - Home value and wealth
- Housing Stability
 - Cost burden
 - Rates of eviction
 - Incidence of involuntary displacement
- Homelessness
 - Incidence of homelessness
 - Access to housing programs/exits to housing
 - Length of time experiencing homelessness
 - Returns to homelessness after regaining housing

2) Assess the degree to which current HOST-funded programs and policies are addressing disparities by race and ethnicity in the outcomes above, including down payment assistance programs, eviction legal defense, rent and utility assistance, shelter programs, outreach programs, and others.

3) Based on the findings, the final report should include an evaluation of potential actions by HOST to eliminate inequities and advance equity including race-conscious remedies that could be incorporated into HOST's plans

The consultant team will be responsible for engaging the community in a meaningful way during the project. The final work product will be a comprehensive report that incorporates an explanation of the study's terminology, methodology, data analysis, findings, conclusions, and recommendations.

II. Requirements

A. Service Requirements

1. Budget

Funding available through this RFP comes from local funds including the Incentive Fee Fund and the Metro Mortgage Assistance Special Revenue Fund. .HOST encourages providers to submit a budget that reflects the required scope to achieve target outcomes and goals indicating a baseline proposal to meet outcomes and goals as well as recommended additional activities to maximize the effectiveness of the disparity study to the City.

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

2. Minimum Qualifications

The Consultant is required to have the following documented experience and qualifications:

- Understand principles of using an equity framework to improve planning, decision-making, and resource allocation;
- Experience using tools and processes to identify, analyze, and deconstruct racial disparities;
- Experience analyzing data to assess housing markets and housing outcomes;
- Background in affordable housing policies and history (e.g., redlining, eminent domain) and housing program implementation;
- Knowledge of legal standards that determine under what circumstances governments are able to support race-explicit programming;
- Experience with qualitative research methods and/or community engagement;
- Experience designing and completing research projects on behalf of public entities to inform policy-making;
- Ability to present technical information in a manner that is understandable for non-technical users, in written and oral form.

3. Desired Timeframe and Deliverables

The following task descriptions provide a framework for the major anticipated components of this work and possible timeframes. Proposers are encouraged in their response to add to or adjust this plan based on their expertise. HOST ideally desires to have the study completed by early Q2 2024; however, this may be adjusted to fully accomplish the goals of the project.

Task 1: Information Gathering and Pre-Study Planning (6 weeks)

- The awarded partner will participate in kick off meetings and consult with key stakeholders to confirm project goals and desired outcomes for the project.
- Prior to conducting the study, the awarded partner will deliver a written plan describing the proposed approach for the disparity study, including a plan for quantitative analysis, a description of any new data collection recommended, how stakeholders will be engaged and a proposed project timeline.

Task 2: Study Activities (suggested items included below, to be refined with awarded partner) (4 months)

- Reviewing existing research,
- Analyzing new publicly or privately available data,
- Stakeholder engagement and/or qualitative data collection,
- Legal review of possible programmatic approaches

Task 3: Final reporting (2 months)

- Provision of draft report outline to HOST for review and feedback prior to final report drafting;
- The awarded consultant will provide the City with an evaluation report including but not limited to:
 - Methodology used to evaluate the programs.
 - Results of quantitative and qualitative data analysis
 - Summary of legal considerations informing recommendations
 - Final recommendations for City action
 - Analytic data files for quantitative data suitable for repeat analysis

B. Technical Requirements

1. Diversity and Inclusiveness – Executive Order #101

Diversity and Inclusiveness in City Solicitations Information Request Form
The Respondent is required to complete the Diversity and Inclusiveness Form (link below) and must be submitted electronically. The information provided on this form will provide an opportunity for Respondents to describe their own diversity and inclusiveness practices. Respondents are not expected to conduct intrusive examinations of their employees, managers, or business partners in order to describe diversity and inclusiveness measures. Rather, the City simply

seeks a description of the Respondent's current practices, if any. Using the link below, please state whether you have a diversity and inclusiveness program for employment and retention, procurement and supply chain activities, or customer service, and provide the additional information requested on the form. Respondents that do not complete this form prior to the RFP submission will be rejected.

Link to the Diversity and Inclusiveness Form:

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

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

Diversity: Diversity refers to the extent to which a Respondent has people from diverse backgrounds or communities working in its organization at all levels, is committed to providing equal access to business opportunities and achieving diversity in procurement decisions for supplies, equipment, and services, or promotes training and technical assistance to diverse businesses and communities such as mentoring and outreach programs and business engagement opportunities.

Inclusiveness: Inclusiveness, for purposes of XO 101, includes the extent to which a Respondent invites values, perspectives, and contributions of people from diverse backgrounds and integrates diversity into its hiring and retention policies, training opportunities, and business development methods to provide an equal opportunity for each person to participate, contribute and succeed within the organization's workplace. Inclusiveness also includes the extent to which businesses have an equal opportunity to compete for new business opportunities and establish new business relationships in the private and public sectors.

2. Suspension and Debarment

Contractors debarred, suspended, or proposed for debarment are excluded from receiving contracts with the City and County of Denver. Contractors are required to provide SAM certificates.

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.

Applicants 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 applicants. As the best interests of the City may appear in the City's sole judgment, the City reserves the right to reject any or all applications at anytime during this selection process or terminate, cancel or modify this selection process.

Please View Sample Contract by Clicking on the Link:

<https://denvergov.org/files/assets/public/housing-stability/documents/general-fund-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_disparitystudy

All participating Vendors, 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 Vendor 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 vendor'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 Vendor 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 Vendors 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 Vendor 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 Vendor to ensure such compliance. The City shall not be liable for any costs incurred by vendor 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.

C. 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
- Diversity & equity
- Proposed services/deliverables
- Response to the City's proposed questions
- Technical review of proposal requirements
- 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 Vendors.

Before an application is awarded, an applicant 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 applicants who currently have, or have previously had, contracts with HOST. Application evaluation and awards are also contingent upon applicants 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.

D. Decisions and Acceptance Period

Based upon the information provided by the applicants, 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 applicants. 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 applicants 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 applicants 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.**

E. 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

Questions and Answers

The City shall not be bound by, and the Vendor shall not request or rely on any oral interpretation or clarification of this RFP. Any questions regarding this RFP should be submitted in writing by email to: HOSTProcurements@denvergov.org

A. 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: HOST Disparity Study Pre-Bid Meeting

Time: Aug 18, 2023, 10:30 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://denvergov->

[org.zoom.us/j/84448005695?pwd=eFRjRVBhNEgvSXJtbXhsVWpPMW8wQT09](https://denvergov-org.zoom.us/j/84448005695?pwd=eFRjRVBhNEgvSXJtbXhsVWpPMW8wQT09)

Meeting ID: 844 4800 5695

Passcode: 607337

One tap mobile

+17209289299,,84448005695# US (Denver)

Dial by your location
• +1 720 928 9299 US (Denver)

Meeting ID: 844 4800 5695

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

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

B. 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_disparitystudy

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. Vendor 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)

Vendor Entity Type (check one) *

*

SIC Code and/or NAICS Code *

Disadvantaged Business Enterprise (DBE)? *

B. Organizational Overview & Experience

1. Please describe your organization's experience including the number of years conducting similar or related studies, experience with qualitative data collection and analysis, experience with housing policy and programs, and analyzing data. Additionally, provide examples and experience with analyzing data from a racial equity lens.

C. Diversity

1. A brief description of your organization's and any proposed subcontractors' strategic efforts around equity, diversity, and inclusion, and how your organization's work product would support the City's goals around social equity, race and social justice.

D. Program Overview & Fiscal Requirements

1. Service Proposal

- i. Will you use subcontractors for any of the work?
- ii. If yes, please explain what work you plan to subcontract and why?
- iii. What is the amount you are requesting in your proposal?
- iv. Please describe in detail your proposed method for accomplishing the disparity study in line with articulated goals and requirements including analysis of existing data, whether you recommend new data collection, plans for community engagement, and approach to legally allowable recommendations to address racial disparities in housing in Denver.
- v. Please provide a proposed project schedule with major deliverable due dates and roles and responsibilities between the contractor and HOST.
- vi. Please provide a brief description of any Scope of Work exceptions, value-added services offered, and or additional information you would like the City to consider.

2. Fiscal Accountability

- i. Has your organization managed local funds previously? If so, what kind of funds?
- ii. Please explain the basis for your budget request.

3. References – Please provide references

Reference 1: Agency *

Reference 1: Contact Person *

Reference 1: Contact Email *

Please describe the project you worked on associated with this reference.

Reference 2

Reference 2: Agency *

Reference 2: Contact Person *

Reference 2: Contact Email *

Please describe the project you worked on associated with this reference.

Reference 3

Reference 3: Agency *

Reference 3: Contact Person *

Reference 3: Contact Email *

Please describe the project you worked on associated with this reference.

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/budget-disparity-study-contract.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 budget with proposed payment and milestone dates. Additional funding may be awarded based upon demonstrated need and availability of additional resources.

HOST encourages contractors to submit a budget which reflects the required scope of services to deliver HOST's desired outcome.

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)

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

<https://denvergov.org/files/assets/public/housing-stability/documents/general-fund-sample-contract.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 *

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 service 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 applicant 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