

2023 Non-Congregate Shelter Operations Request for Proposal (RFP) #HOST-74-2023

Schedule of Events:

- RFP Issued – October 27, 2023, at 12:00 PM MST
- Virtual Pre-Proposal Meeting – November 2, 2023, at 11:00 AM MST
- Deadline to Submit Additional Questions – November 3, 2023, at 5:00 PM MST
- Response to Written Questions/Addendum – November 6, 2023, at 5:00 PM MST
- Proposal Due Date – November 10, 2023, at 5:00 PM MST
- Evaluation Period – November 13 – 17, 2023 (Tentative)
- Anticipated Award Date – November 21, 2023 (Tentative)

Table of Contents:

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

1. Program Overview
2. Technology, Data & Reporting
3. Fiscal Accountability

E. Budget

F. Other Required Uploads

1. Diversity and Inclusiveness
2. Suspension and Debarment – SAM Certificate
3. Audit
4. Secretary of State Certificate of Good Standing
5. Contract Certification
6. Anti-Discrimination Certification

G. Optional Uploads

1. Community Support & Additional Materials

I. Background and Vision

A. HOST General Background

1. BACKGROUND/VISION

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

2. FIVE-YEAR STRATEGIC PLAN

HOST's Five-Year Strategic Plan sets the direction for our work over the next five years, from 2022 to 2026. We encourage Proposers to review the plan, and to explicitly address how your proposal contributes to achieving our strategic goals and targets. Primary goals and outcomes addressed by this RFP include:

Goal 1: Address Unsheltered Homelessness – By 2026, HOST and its partners will: Reduce unsheltered homelessness from 2022 Point-in-Time Count to 2026 Point-in-Time Count by 50%

Goal 2: Expand Pathways to Successful Rehousing – By 2026, HOST and its partners will increase the annual number of households served in rehousing and supportive housing programs

Goal 3: Complete Shelter System Transformation Toward Rehousing –

Goal 4: Improve Homelessness Resolution System for Families

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:

<https://denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Department-of-Housing-Stability/About-Housing->

[Stability/HOSTs-Equity-Commitment/Staff-Organizational-Racial-Equity-Self-Assessment](#)

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

B. RFP Background Vision and Purpose

1. Purpose

This procurement addresses the following Strategic Plan Goals:

Homelessness Resolution

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

As a part of Mayor Johnston's House 1000 initiative, the City and County of Denver through the Department of Housing Stability (HOST) is seeking partners that will manage and provide 24/7 operational and programmatic services at City owned for a 200 unit non-congregate shelter. The provider may serve a variety of populations including but not limited to single adults, adult couples or families, families with minor children or dependent adults, folks with disabilities and potentially special needs. In addition to operational management, partners must also provide necessary supportive services for people experiencing homelessness. Specifically, HOST is looking for a provider(s) to utilize a comprehensive approach that addresses the immediate needs of people experiencing homelessness, provide housing-focused case management, housing navigation, benefits enrollment, full-range of case management services, provide mental health or substance use referrals and/or direct support, and any other services that promote long-term stability and well-being. The provider(s) must embrace a collaborative approach and willingness to work with other providers coordinated through the City. This integrated approach is crucial in addressing the complex and interconnected challenges faced by people experiencing homelessness on their path to stability and successful exits to housing.

The Partner selected under this procurement will be expected to work with City to determine operator's prospective referral process in order to meet relevant City goals and community needs. Due to the many necessary services required, the City is looking for organizations that have strong community ties and can expand upon existing partnerships with homelessness and housing stabilization service providers that will enhance resource delivery and avoid any duplication of services.

C. Target Outcomes and Goals

Goals out of this procurement include ensuring households served throughout the contract term successfully exit to a stable or permanent housing solution, providing resources and ensuring households are consistently engaged in rehousing services, individualized housing focus case management, and attain some form of financial assistance and/or benefit enrollments.

HOST would like to see direct services and/or referrals to mental health support and substance use, physical health care services, employment assistance, and obtaining vital documents.

II. Requirements

A. Service Requirements

1. Budget

Funding under this RFP is Federal funding and is subject to change at the discretion of the City. HOST requests a 12-month budget for 200 units. 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 with reflects the anticipated operational needs and of their proposed program activities.

2. Scope of Work

Shelter operations must facilitate environments that are safe, hygienic, accessible (including for those that are Limited English Proficient), equitable, inclusive, and hospitable to all eligible shelter guests.

Managing operations may include, but are not limited to the following responsibilities:

- Ensure compliance with all applicable building codes, health regulations, and safety laws and regulations.
- Managing and maintaining common or specialized areas such as parking lots, smoking areas, dog-run areas, areas dedicated to emergency congregate areas (when activated).
- Provide custodial support including, but not limited to keeping common areas and walkways clean from debris, sanitization of common areas, pest control, and bio-hazard clean-up).
- Provide basic maintenance support, including but not limited to fixing leaky faucets, changing light bulbs, repairs without specialized tools, or personnel other than maintenance staff).

- When applicable, or as negotiated with the City, set up and manage utilities such as water, energy, trash, Wi-Fi, internet and telephone services, and Cable TV.
- When applicable or as negotiated with the City, provide financial administration in the development and budget management including tracking expense.
- When applicable or as negotiated with the City provide security services (e.g., personnel, patrol, camera system acquisition, installation, and/or management).
- Collaborate with City representative(s) to notify and address any critical incidents on site(s).
- Collaborate with community stakeholders, the city, and partner organizations to foster positive relationships with the local community to reduce any negative impacts associated with the site and address concerns.

Programmatic service requirements may include the following depending on the provider(s) proposal:

- Utilize a low-barrier, Housing First Model programming that is designed to encourage shelter entry through progressive engagement and maximize successful exits into permanent and stable housing.
- Provide ongoing reporting and documentation to maintain accurate and up-to-date records in HMIS for client data, services provided, exits from the program (required, see “B. Data Requirements”).
- Provide direct services, referrals, and/or coordinate with other providers, the provision of medical, dental, and vision services.
- Provide direct services, referrals, and/or coordinate with other providers, the provision of physical health, mental health, substance use & harm-reduction services.
- Provide navigation and/or benefit enrollment, transportation assistance, employment/workforce development services and/or education, life skills development training and/or education.
- Provide any other programmatic services, as deemed necessary, to help drive housing focused outcomes.
- Work with the City and designated outreach teams to enroll clients into NCS and conduct an intake process in the Homeless Management Information System (HMIS) for new clients, ensuring they receive necessary support services under the program.

3. Minimum Qualifications

Partners selected under this procurement must be well versed in trauma-informed approaches, motivational interviewing, and housing focused case management for people experiencing homelessness. Partners must have some experience in managing shelters, or other non-congregate sites, and/or shelter

buildings, including but not limited to apartment buildings, and hotels, including providing shelter programs at such locations. Partners must be collaborative and have strong communications skills as they will be expected to work directly with the assigned outreach team(s), other service providers, the community, and HOST staff for these projects.

B. Data Requirements

Provider(s) will be required to be set up in HMIS (see below). Vendors who do not have access to HMIS will be provided with training necessary to utilize the system. The selected service provider/s will be required to enter and record all program data into the HMIS, including but not limited to clients' demographic information, enrollment, provision of services/supports, case management and exit information. The selected service provider shall abide by both [COHMIS Policy](#) and [Data Quality Standards](#) established and adopted by the Metro Denver Homeless Initiative (MDHI) Continuum of Care (CoC) for metro Denver.

The selected service provider will be required to submit a quarterly program narrative report and HMIS Data Quality report to HOST via HOST Program Community (HOST will provide service provider with training and login credentials). The quarterly program narrative report will include program successes, challenges, qualitative report, program spend down, etc. In rare situations, service providers may be required to submit supplemental reports. Supplemental reports may be required when HMIS data and program narrative reports are not sufficient to demonstrate program impacts and outcomes.

C. Technical Requirements

1. Diversity and Inclusiveness – Executive Order #101

Diversity and Inclusiveness in City Solicitations Information Request Form

The Respondent is required to complete the Diversity and Inclusiveness Form (link below) and must be submitted electronically. The information provided on this form will provide an opportunity for Respondents to describe their own diversity and inclusiveness practices. Respondents are not expected to conduct intrusive examinations of their employees, managers, or business partners in order to describe diversity and inclusiveness measures. Rather, the City simply seeks a description of the Respondent's current practices, if any. Using the link below, please state whether you have a diversity and inclusiveness program for employment and retention, procurement and supply chain activities, or customer service, and provide the additional information requested on the form. Respondents that do not complete this form prior to the RFP submission will be rejected.

Link to the Diversity and Inclusiveness Form:

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

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

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

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

2. Suspension and Debarment

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

3. Certificate of Insurance (COI)

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

- **Workers’ Compensation/Employer’s Liability Insurance:** Contractor shall maintain the coverage as required by statute for each work location and shall maintain Employer’s Liability insurance with limits of
- \$100,000 per occurrence for each bodily injury claim, \$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims.
- Contractor expressly represents to the City, as a material representation upon which the City is relying in entering into this Agreement, that none of the Contractor’s officers or employees who may be eligible under any statute or law to reject Workers’ Compensation Insurance shall effect such rejection during any part of

the term of this Agreement, and that any such rejections previously effected, have been revoked as of the date Contractor executes this Agreement.

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

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

SAMPLE CERTIFICATE OF INSURANCE

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 the selected contractors. If the City is unable to reach an agreement as to final contract terms with any selected contractor, the City expressly reserves the right to terminate negotiations and enter into contract negotiations with one or more of the other Proposers. As the best interests of the City may appear in the City's sole judgment, the City reserves the right to reject any or all applications at anytime during this selection process or terminate, cancel or modify this selection process.

Please View Sample Contract by Clicking on the Link:

<https://denvergov.org/files/assets/public/v/1/housing-stability/documents/rfp-files/template-agreement-service-provider-and-property-manager-eoc-rfp.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/2023_ncs_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.

8. **Gratuities and Kickbacks**

It is a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee (within six months of termination from City employment), or for any employee or former employee (within six months of

termination from City employment) to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding of application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime proposer or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order. In the event that any gratuities or kickbacks are offered or tendered to any City and County of Denver employee, the proposal shall be disqualified and shall not be reinstated.

D. Evaluation and Awards

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

- Agency capacity & experience
- Proposed services
- Response to the City's proposed questions
- Technical review of proposal requirements
- Proposed outcomes
- Program Budget Plan
- Response to the City's proposed Sample Contract provisions in Contract Certification
- Other Requirements (as applicable)

*No weighting or relative importance of criteria is intended or implied by this list.

The City may request oral presentations as part of the evaluation process. Additionally, the City reserves the right to conduct negotiations with one or more Proposers.

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

Any award as a result of this proposal shall be contingent upon the execution of an appropriate contract. The sample contract contains our proposed terms and conditions. These terms and conditions shall form the basis of a Contract covering the subject matter of this proposal. If there is contention(s) with the terms and conditions, a brief explanation and alternative language, if any, should be included in your response to Section IV E. 3 Contract Certification. Any exceptions to the Terms and Conditions will be taken into consideration when evaluating proposals submitted. The City reserves the right to reject any or all your proposed modifications. Performance outcomes of prior contracts with HOST may be considered in the overall rating of proposals submitted by Proposers who currently have, or have previously had, contracts with HOST. Application evaluation and awards are also contingent upon Proposers being current to the City on any loan, contractual, or tax obligation as due, or with any rule, regulation, or provision on existing or past City contracts.

E. Decisions and Acceptance Period

Based upon the information provided by the Proposers, an evaluation team will evaluate proposals. The evaluations will be ranked, and recommendations for funding will be forwarded to HOST Executive 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 730 days after the close date, in the event that new sites, funding and resources become available for the same Statement of Work. Proposals received through this RFP process could be utilized and awards may be made at the discretion of the City.**

F. CORA

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

III. Instructions

A. Questions and Answers

The City shall not be bound by and the Proposer shall not request or rely on any oral interpretation or clarification of this RFP. Therefore, any questions regarding this RFP are encouraged and should be submitted in writing by email to:
[E-Mail:HOSTProcurements@denvergov.org](mailto:HOSTProcurements@denvergov.org)

B. Pre-Proposal Meeting

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

Topic: 2023 Non-Congregate Shelter (NCS) Operations RFP Pre-Bid
Time: Nov 2, 2023 11:00 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://denvergov-org.zoom.us/j/83576604138?pwd=UEtvL2ZjUjZYSy9UdUJZMUowWDZsdz09>

Meeting ID: 835 7660 4138

Passcode: 929746

One tap mobile

+17209289299,,83576604138# US (Denver)

Dial by your location

• +1 720 928 9299 US (Denver)

Meeting ID: 835 7660 4138

Find your local number: <https://denvergov-org.zoom.us/j/keiXknK1RP>

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/2023_ncs_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 *

Business Address *

City *

State *

Zip *

Is the order address different from above?

*Yes No

Remittance Name *

Remittance Address *

City *

State *

Zip *

Tax ID # (TIN or SSN) *

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

Fax Number

Email *

Ordering Email (If different from above)

Proposer Entity Type (check one) *

SAM Unique Identifier Number *

SIC Code and/or NAICS Code *

Disadvantaged Business Enterprise (DBE)? *

B. Organizational Overview – Experience and Capacity

1. Demonstrate all relevant experience providing programs and operations similar to the work required in the Scope of Work section in this RFP.

C. Equity & Diversity

1. Please describe your agency's approach to providing culturally competent care that result in the increase of positive outcomes for Black, Indigenous, and People of Color (BIPOC) populations experiencing homelessness, including any relevant policies or programs. How do you use data to understand the outcomes of BIPOC in your program?

D. Program Overview & Reporting Requirements

1. **Overview of Services to be Provided**
 - i. Please provide your detailed proposal and describe how your organization will deliver services that align with the goal/s of this

RFP. Within your proposal you must address and detail the following:

- a. How will your proposed services help guests exit the shelter system to permanent housing?
- b. What strategies and tactics will you use in your operations plan that will create a safe and accessible environment for all NCS guests?

2. **Technology, Data & Reporting Data & Reporting**

- i. Please describe your agency's previous use of HMIS or a detailed plan to adopt HMIS for reporting on this HOST contract. If indicating previous use, include challenges, successes, data entry process, etc. The plan to adopt HMIS must include a timeline for your agency to become proficient in HMIS best practices within a reasonable timeframe to perform contracted activities.

3. **Fiscal Accountability**

- i. How does your organization ensure costs are allowable and allocable?

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 based on a NCS with 200 units, 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)

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

<https://denvergov.org/files/assets/public/v/1/housing-stability/documents/rfp-files/template-agreement-service-provider-and-property-manager-eoc-rfp.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 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