

RV Parking Request for Proposal (RFP) #HOST-49-2022

Schedule of Events:

- RFP Issued – March 17, 2023, at 10:00 AM MST
- Virtual Pre-Proposal Meeting – March 29, 2023, at 9:00 AM MST
- Deadline to Submit Additional Questions – April 5, 2023, at 5:00 PM MST
- Response to Written Questions/Addendum – March 28, 2023, at 5:00 PM MST
- Proposal Due Date – April 28, 2023, at 5:00 PM MST
- Evaluation Period – April 28 – May 12, 2023 – (Tentative)
- Anticipated Award Date May 22, 2023 – (Tentative)

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I. Background and Vision

A. HOST General Background

1. HOST 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.

In our efforts to advance racial equity, 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)
(<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 Goals

Vehicle residency in unsupported environments is a unique experience of unsheltered homelessness. Many households of individuals, families, chosen families, or couples endure homelessness in Recreational Vehicles and other oversized vehicles that have been converted into living quarters like buses, vans or trucks. While some households do not consider vehicle residency as homelessness, other households welcome a transition to housing stability in a fixed-site housing unit. Long-term vehicle residency involves health and safety risks associated with the lack of utility connectivity (such as heat and sewer), and disrepair/maintenance of vehicles. Further, the US Department of Housing and Urban Development (HUD) definitions place all vehicle residency within the category of unsheltered homelessness.

Households experiencing homelessness in large vehicles have specific needs and barriers compared to other experiences of homelessness and necessitate a tailored approach. New outreach approaches and resourced pathways to permanent fixed-site housing are required to achieve reductions in unsheltered homelessness articulated in the City of Denver's strategic plan. This procurement addresses the following Strategic Plan Goals:

Homelessness Resolution

Goal 1: Address Unsheltered Homelessness

Goal 2: Expand Pathways to Successful Rehousing

HOST seeks proposals for a Large Vehicle Safe Parking Program to address and focus resources to support outcomes to fixed-site housing for households staying unsheltered in RVs, trailers, or other large vehicles. The program will mitigate harms associated with unsupported vehicle residency and will be evaluated from a focus on transition to fixed housing. To this end, programs should not focus design on vehicle maintenance or otherwise renovating vehicles for long-term residency. This program will coordinate with a separate Large Vehicle Transition program which includes incentivizing people experiencing vehicular homelessness to transition into fixed, permanent housing; mitigating any environmental hazards due to vehicular living, and dispossession and recycling of unsafe RVs.

2. Program Vision

Large Vehicle Safe Parking is anticipated to:

- operate program site(s) 24 hours a day, 7 days a week, for an anticipated total of up to 60 vehicle spaces, representing service to approximately 60 households at a time
- include around 20 vehicles at a single site, so at full scale may represent around three safe parking sites

- leverage site(s) that are identified by the Large Vehicle Safe Parking program administrator, though partnership with the city on publicly identified sites may be possible.

Client services:

- partner with encampment response and/or street outreach programs for referrals to the program
- intake and assessment to develop individualized housing and case management plans and complete the required OneHome assessment for housing prioritization
- housing-focused case management and housing navigation that encourages and promotes an environment that is strength based to assist clients in meeting their individual goals
- whenever possible, clients are to be offered additional physical, emotional, and psychological support needed to ensure success in the program and reduce exits to the streets.

Operations:

- 24/7 professional staffing with de-escalation training
- provide three nutritionally adequate meals per day, potable water, security, restrooms, access to showers and laundry, designated pet area, and designated smoking area
- conduct a community relations process to inform, educate, and mitigate potential concerns from neighbors and nearby business owners
- meet planning and compliance requirements of City regulatory agencies such as Denver Fire Department, Denver Department of Public Health, Denver Department of Safety, and Community Planning and Development
- report in HMIS

Safe parking is currently authorized by an [unlisted use determination](#) which expires December 31, 2023. The City is currently undergoing a process to codify the unlisted use determination to allow safe parking, and other safe outdoor spaces, permanently in the zoning code. To learn more about this process [please visit this webpage](#).

C. Target Outcomes and Goals

Large Vehicle Safe Parking will help address unsanctioned camping by providing an additional shelter alternative. Success of the programs will be measured against the following target outcomes.

- 90% of participating households have a length of stay in the program of 90 days or less
- 90% of participating households exit to fixed and stable housing
- 90% of participating households engage in case management

- 100% of participating households obtain at least one service type (mental health, physical health, substance use, vital records and identifying documents, basic needs, legal services, and employment or vocational services)
- 50% of participating households increase public benefits or earned income

II. Requirements

A. Service Requirements

1. Budget

Funding available through this RFP comes from the City's Homelessness Resolution Fund.

HOST encourages providers to submit a competitive and realistic budget which reflects the operational needs of the program.

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

2. Minimum Qualifications

Proposals should reflect the proposer's knowledge and understanding of vehicular homelessness, provision of homeless services, and housing navigation.

Proposers should have experience implementing or collaborating with established programs that reflect the Housing First Model, Critical Time Intervention, OneHome Coordinated Entry System, Trauma Informed Care/Trauma Informed Response, Harm Reduction approaches, Nonviolent Crisis Intervention, and Motivational Interviewing. Applicants should have experience with providing robust, housing-focused case management to individuals and/or families in unsheltered or safe outdoor space settings and should have thorough knowledge of available resources and programs in the community, including eligibility requirements and referral processes.

Proposers should be competent in outreach to community, businesses owners, realtors, landlords, identifying new and existing opportunities, building strong relationships to better assist clients in assessing resources.

Proposers should be competent at coordinating participants' individual housing needs, performing assessments, and executing housing plans to positive outcomes. Skilled in identifying resources for individuals with barriers to housing, employment and education.

Proposers should be competent at positively working with participants who have been unsheltered for long periods of time with high levels of behavioral and primary health needs.

Proposers should describe their experience:

- providing case management, housing navigation, and other services to people experiencing homelessness in Denver
- operating service-enriched congregate or non-congregate homeless shelters, safe outdoor solutions such as villages or safe outdoor spaces
- developing and operating housing-focused outreach programs addressing unsheltered homelessness
- citing and starting up congregate or non-congregate homeless service sites including conducting community outreach to neighboring business owners, landlords, and homeowners
- negotiating agreements for purchase or lease of land or property

Proposer should have experience, and the necessary infrastructure such as accounting systems, to successfully partner with local government and meet applicable laws, rules, and regulations.

B. Data Requirements

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

HOST will require all programs to report on the demographic characteristics of participant households. This information will help HOST monitor demographic trends in who is served and by whom.

All data will be maintained in the Homeless Management Information System (HMIS). Narrative reports will be submitted quarterly to HOST through Salesforce to measure progress toward each specific outcome. To measure increased benefit use, staff will track connection to SNAP/food stamps, Medicaid, Aid to the Needy Disabled, Old Age Pension, Temporary Assistance for Needy Families, Social Security Disability Insurance and other services, and mental health and substance use services. Staff will also measure improvements in individual situations by reporting outcomes quarterly that focus on housing status at program exit.

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. 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](https://denvergov.org/files/assets/public/housing-stability/documents/rfp-files/exhibit-1_certificate-of-insurance-sample.pdf)

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

3. Proof of Registration with SOS

All contractors must be registered with the Colorado Secretary of State and have an active Certificate of Good Standing prior to submitting an application. See (<https://www.sos.state.co.us/>) for more information.

4. Accounting and Audits

Organizations applying must provide the most recent audited or pro-forma financial statements. Organizations that DID expend \$750K or more in U.S. federal funds are required to provide a Single Audit Report.

Organizations awarded funds will be required to provide accounting system and audit-related information based upon the amount of the HOST grant.

5. Sample Contract

All contractors receiving an award of funds will be required to execute a contract with the City. A sample contract is available below and as an attachment in Zengine, which proposers can download and review.

All Proposers are strongly advised to seek legal counsel to review the agreement. The City reserves the right to accept or reject in its sole discretion any proposed modifications to the sample contract. The City reserves the right to modify any term or condition of the draft Agreement, and to add, delete or modify terms and conditions as deemed necessary, prior to execution of a final agreement.

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 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 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 Clinking on the Link:

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

6. Conditions and Provisions

This proposal must be signed by a duly authorized official of the proposing company. The completed and signed proposal (together with all required attachments) must be returned to the Department of Housing Stability on or before the time and date of the deadline shown on page one.

*This proposal MUST be submitted electronically through Zengine at

https://webportalapp.com/sp/rvparking_rfp_application

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. Unit price for each item shall be shown and shall be for the unit of measurement indicated. In case of error in extension of prices, the unit price will govern. 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.

7. Gratuities and Kickbacks

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

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

8. Environmental

ENVIRONMENTAL MANAGEMENT SYSTEM, ENVIRONMENTAL POLICY, AWARENESS, AND COMPLIANCE

Some City operations can pose risks to human health and the environment. Proactive environmental management can reduce risk and prevent harm.

The City is certified to the ISO 14001 international standard for Environmental Management System (EMS). The City's EMS ensures that all aspects of City operations with the potential to cause significant environmental impacts are proactively managed. Through the EMS, the City has adopted environmental procedures to ensure compliance with environmental requirements, protect workers and the public, conserve energy and resources, and prevent pollution. The EMS reinforces the City's position that each person providing products or services to the City, the City's business partners, is responsible for conducting activities in a manner that will protect public health and the health of their employees and protect the environment. The EMS also requires business

partners ensure the competency of their staff with respect to their environmental impacts and duties.

All City business partners are required by statute, regulation, and contractual agreement to comply with all federal, state, and local environmental regulations and requirements when working for the City. The City's EMS requires all City business partners to be aware of the City's Environmental Policy, be aware of the environmental aspects their actions may impact and implement practices to manage their actions in a manner that complies with environmental requirements and the City's environmental performance goals. The City's Environmental Policy outlines the City's commitment to environmental protection, continual improvement, and sustainability in all areas of City business and operations.

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
- Diversity and Equity
- 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 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 G. 4 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.

E. 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.**

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 Vendor 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: RV Request for Proposals (RFP) #HOST-49-2022 Pre-Bid Meeting
Time: Mar 29, 2023, 09:00 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://denvergov-org.zoom.us/j/88651553071?pwd=ejQ0QUswbUVBYi8xSUItUjFZWIRuUT09>

Meeting ID: 886 5155 3071

Passcode: 234254

One tap mobile

+17209289299,,88651553071# US (Denver)

Dial by your location

+1 720 928 9299 US (Denver)

Meeting ID: 886 5155 3071

Find your local number: <https://denvergov-org.zoom.us/u/kcjzt7L3Tk>

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.

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/rvparking_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. 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) *

SAM Unique Identifier Number*

SIC Code and/or NAICS Code *

Disadvantaged Business Enterprise (DBE)? *

B. Organizational Overview, Experience, & Capacity

1. Tell us about your agency's history, experience, interest, and the current work related to the proposed program.
2. Tell us about your experience with serving low income and underserved communities.
3. Describe the staff who will have a significant role in designing, delivering, and evaluating the program. What will they be responsible for doing? What is the ratio of staff to participants?

C. Equity & Diversity

1. Do you anticipate serving an underserved population? If so, please explain how you plan to do so in a culturally sensitive manner.
2. What are your marketing strategies to reach diverse populations?

D. Proposed Services

1. Please provide a detailed overview of your program, including how it will lead to exits to permanent housing?
2. Has your organization previously administered this same program in the last five years?

3. Will this program generate income?
4. What is the amount you are requesting in your proposal?
5. Will you use subcontractors for any of the work? If yes, please explain what work you plan to subcontract and why?
6. What changes have or would you make to develop and/or operate in a large vehicular encampment setting?

What is the anticipated number of households who will be served in your proposed model?

7. Describe how your agency will operate the selected program with COVID-19 safety protocols in place.

8. If you are proposing to utilize a site for the Large Vehicle Safe Parking program at a site owned or leased for this purpose by the respondent team, please provide information on the proposed site(s) including documentation of site access such as title or approved lease agreement.

If the respondent team is not proposing to utilize an existing site for the Large Vehicle Safe Parking program, please describe your organization's experience and capacity to identify site(s) for planned operations.

9. Describe how your agency will ensure a participant-centered approach to the design and services of your proposed program.

10. Describe how your staffing model provides culturally relevant, trauma-informed support to participants?

11. Describe how you will partner with program residents, community members, and/or other agencies to execute the proposed program. What role will program participants play in planning, implementation, and evaluating your work?

12. Describe your referral process and relationships with other providers that might benefit the service area you are proposing?

E. General Program Requirements

1. Technology, Data & Reporting

- i. Describe your agency’s experience or ability to collect and manage Homeless Management Information System (HMIS) data or plan to manage if using a different system?
- ii. Describe your experience meeting reporting requirements for state, local, and/or federally funded programs.

2. Fiscal Accountability

- i. What kind of other City, State, or Federal funds has your organization managed?
- ii. How does your organization determine if expenses are allowable? What would you do if you were unsure?
- iii. Describe how your agency manages finances, including any financial systems you use. Are you financially able to provide services, track client support costs, and submit invoices for reimbursement in a timely manner?

3. References

Reference 1: Agency *

Reference 1: Contact Person *

Reference 1: Contact Email *

Please describe the project you worked on with this reference.

Reference 2

Reference 2: Agency *

Reference 2: Contact Person *

Reference 2: Contact Email *

Please describe the project you worked on with this reference.

Reference 3

Reference 3: Agency *

Reference 3: Contact Person *

Reference 3: Contact Email *

Please describe the project you worked on with this reference.

F. 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, including site costs (ex: lease or other related costs) where appropriate.

G. 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. 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.

3. Secretary of State Good Standing Certification

Please upload Certificate of Good Standing here:

4. Contract Certification

Notice

Any proposed modifications to the language of the city's sample agreement must be contained in the paragraphs below or on a redlined version of the sample agreement. Any proposer modification that does not include specific language

changes may be considered non-responsive by the city and proposer waives any rights to negotiate the sample agreement language at a later time.

The following terms of the agreement are non-negotiable:

- Governing Law and Venue
- Defense and Indemnification
- Discrimination in Employment
- Examination of Records

The following terms of the agreement are only negotiated in exceptional circumstances:

- Payment
- Termination for Convenience

Click on the following link to view the Sample Agreement

<https://denvergov.org/files/assets/public/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 *

5. 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

H. 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