

## PRE-PROPOSAL MEETING AGENDA

### PROJECT NAME: MIGRANT SHELTERING AND SUPPORT SERVICES

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MEETING DATE: September 25, 2023

MEETING TIME: 11:00 a.m.

MEETING LOCATION: Wellington Webb Building, Conference Room 4.F.6

MEETING TELECONFERENCE: [Click here to join the meeting](#) or by Phone at (720) 388-6219 / Conference ID: 250 088 707#

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General information about teleconference: \*6 will mute/unmute phone if using the call-in number. Anyone that is not speaking is asked to mute their phone during the meeting to prevent background noise.

#### I. **Introductions and Agenda Overview - 5 min.**

- a. Contract Administrator – Michele Foust
- b. Contract Owning Agency – Denver Human Services: Mimi Scheuermann
  - Informational, Q&A, close with Open Networking Session
  - Supporting Agencies
    - Denver Human Services (DHS): Mimi Scheuermann, Kaye Templeton
    - Department of Housing Stability (HOST): Jerred Powell
    - Human Rights & Community Partnerships (HRCP): Atim Otti, Melissa Burton, Lisana Munoz
    - Denver’s Department of Public Health & Environment (DDPHE): William Benerman, Danica Lee
    - Technology Services (TS): Ashley Bolton
    - Department of Transportation & Infrastructure (DOTI): Patience Reuter, Stephanie Holden
    - Mayor’s Office: Evan Dreyer

#### II. **Auditor’s Office (Jasmine Madlock) - 5 min.**

- a. Prevailing Wage Rates
- b. Section 3 on page 17 of the RFP
- c. RFP Attachment 2 - Sample Agreement, Exhibit I
- d. RFP Attachment 3 – Prevailing Wage Overview

#### III. **Treasury-2 min.**

- a. [www.denvergov.org/content/denvergov/en/denver-department-of-finance/our-divisions/treasury-division.html](http://www.denvergov.org/content/denvergov/en/denver-department-of-finance/our-divisions/treasury-division.html)

#### IV. **Risk Management (TBD) - 5 min.**

- a. Insurance coverage requirements – Section 3 on page 16 of the RFP and Section 15 of the Sample Agreement (Attachment 2)
- b. Standard 3 coverages (Commercial General Liability, Business Automobile, Workers Compensation) required plus additional depending on Scope of Work
- c. Insurance and indemnity requirements are non-negotiable.



**V. RFP Administration (Michele Foust) - 15 min.**

- a. RFP is available on BidNet (**Solicitation No. 202370141**).
- b. After today’s meeting, a list of firms that have downloaded the RFP document will be posted in [BidNet](#) under the *Communication* tab titled **Solicitation Document Report**. Make sure you have the correct contacts listed for your firm. To be on this list, you must download the RFP to be considered a document holder.
- c. Verify and use legal name, per [Colorado Secretary of State](#).
- d. Confirm registration with the federal management system, [System for Award Management \(SAM\)](#); registration is free.
- e. Addenda and/or notices will be sent by email notification via BidNet at least 5 business days prior to submittal due date.
- f. RFP contains five Scope of Work categories. Proposers will be able to submit proposals for a single category or multiple categories, as desired.

Five Scope Categories

- Program Management
  - Siting & Operation of Reception Center
  - Siting & Operation of Sheltering Sites
  - Transportation
  - Operation & Coordination of Donations
- g. Package Submittal Process
    - Package 1 – only need to submit one
    - Package 2 – category specific, a separate Package 2 shall be submitted for each category proposed upon
  - h. **Important Dates:**
    1. **Question Deadline – October 2, 2023, no later than 3:00 p.m. All questions must be sent to [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org).**
    2. **Responses to RFP (Phase 1) – October 13, 2023, by 12:00 p.m.**
    3. **Selected Candidates for Phase 2 (pricing and interviews) will be notified by October 18, 2023**
    4. **Responses to Phase 2 – October 24, 2023**
    5. **Phase 2 Interviews (in-person with virtual option) – October 25, 26, 27, 2023**
  - i. Responses for this RFP will ONLY be received and accepted via the online electronic bid service through [BidNet](#).
  - j. **REMINDER:** All communication must be sent to [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org). Any Submitter that contacts any member of the Selection Committee, other than the designated contact, from the date of issuance of the RFP and prior to the completion of the selection process may be disqualified from further participation in the selection process, at the City’s sole discretion.

**VI. Program Overview Presentation (Mimi Scheuermann) - 15 min.**

**VII. Q & A - 20 min.**

- a. Attendees may ask questions in-person/virtual
- b. Please send any additional questions or those needing a more thorough answer to [doti.procurement@denvergov.org](mailto:doti.procurement@denvergov.org) so they may be answered in a subsequent addendum.

**VIII. Open Networking Session: Encouraged opportunity to meet and greet, make connections, and build relationships with other industry suppliers as potential proposal partners. – 20+ min.**