SECTION A. GENERAL INFORMATION

A.1 INTRODUCTION

The City and County of Denver’s Office of Economic Development (OED) is seeking proposals to provide program performance and financial compliance monitoring of grant activities conducted by OED and its subrecipients.

A.2 BACKGROUND

OED is dedicated to advancing economic prosperity for the City and County of Denver’s businesses, neighborhoods, and residents through purposeful and intentional economic development that: broadens the tax base; stimulates balanced economic growth through business assistance, neighborhood revitalization and the development of a skilled workforce; and focuses on innovation, sustainability and education.

Through its operation of the Denver Workforce Centers, OED currently serves as an employment and training resource for employers, job seekers, veterans, and youth throughout the metro area. We connect employers with a trained and ready workforce, and we assist job seekers with needed skills to secure sustainable employment.

On November 1, 2014, the U.S. Department of Labor (USDOL) awarded OED a grant as part of the Ready to Work Partnership (Ready to Work) initiative to support and scale innovative collaborations between employers, nonprofit organizations and federal job training programs to help connect ready-to-work Americans with ready-to-be-filled jobs.

This partnership, called the Technology Employment in Colorado Partnership (TEC-P), consists of OED as the lead grantee recipient and six contracted sub-grantees including: 1) the Colorado Urban Workforce Alliance (CUWA), as a regional convener; and five Workforce Investment Boards (WIB) including 2) Arapahoe/Douglas County WIB; 3) Boulder County WIB; 4) Jefferson County WIB; 5) Larimer County WIB; and 6) Mesa County WIB.

TEC-P will focus on developing training and career pathways in information technology and advanced manufacturing industries and occupations that lead to sustainable long-term employment. Eligible participants include those that are long-term unemployed (LTU), underemployed, or incumbent workers/currently employed in an eligible industry or occupation. TEC-P will serve 538 LTU, and 55 other unemployed or incumbent workers.

The period of performance for this grant is: November 1, 2014, through October 31, 2018.
A.3 SCHEDULE OF EVENTS
Proposal is available
RFP questions deadline
Proposal submission deadline

Thursday, October 1, 2015
Thursday, October 8, 2015
4:00 MST, Thursday, October 22, 2015

A.4 SUBMISSION OF PROPOSALS
Proposals must be submitted through the on-line application available at:

https://app.wizehive.com/apps/2015TECPMonitoring

Proposals must be received no later than date and time listed above in the Schedule of Events. Proposals not submitted through the on-line application will not be considered. Individual Proposals will not be read in public or available for public inspection until after an award determination has been made.

OED continues to implement the management system, WizeHive, which will simplify the application process. The online application has been streamlined to allow program areas to use one document to gather general data and information. Organizations may submit more than one project proposal. Additional proposals for different projects can be accessed after the first proposal has been submitted through the WizeHive system. Detailed instructions are provided in the application instructions are available at:


A.5 PROPOSAL QUESTIONS
General questions regarding the RFP and its scope of services must be submitted in writing by email to OEDProposals@denvergov.org by 4:00 PM, Thursday, October 8, 2015. Answers will be published in an addendum and posted to the OED Funding Opportunities Website:

Technical questions regarding the on-line application must be submitted in writing by email to OEDProposals@denvergov.org and will be answered until the application deadline.

A.6 ALTERNATE RESPONSES
It is our intent to solicit proposals that afford the City the most cost efficient, technically responsive proposal for the acquisition of the subject matter of this RFP. However, we recognize that there may be arrangements different from that requested hereunder that would offer additional benefits to the City while satisfying the applicable requirements of this RFP. Accordingly, you may submit alternative proposals for consideration, which offer such additional benefits in addition to the requested baseline proposal. These alternatives will be evaluated in conjunction with the primary (baseline) approach for each proposal.

A.7 ACCEPTANCE PERIOD
Proposals in response to this RFP shall indicate that they are valid for a period no less than 120 days from the closing date.

A.8 TECHNICAL REQUIREMENTS/ STATEMENT OF WORK
Sections B and C of this RFP contain the proposed Statement of Services and Proposal and Response Requirements. This document shall form the basis of a Contractual Agreement covering the subject matter
of this RFP. Exceptions or deviations to this proposal must not be added to the proposal pages, but must be on vendor's letterhead and accompany proposal. Any exceptions to this documentation will be taken into consideration when evaluating proposals submitted. The City reserves the right to reject any or all of your proposed modifications. The City welcomes cost saving proposals which still satisfy all technical and business objectives.

A.9 PRICING/PROPOSED BUDGET

Budgets shall be in the format contained in Section C.3 of this RFP. Alternative approaches for the pricing of the requested products and services may be provided; however, such alternate approaches shall be described separately and must be in addition to the response to Section C.3. Do not include cost or price figures anywhere except in the cost and pricing section.

A.10 RFP 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 submitted in the manner described in Section A.4 on or before the time and date in Section A.3.

All participating Vendors, by their agreement hereunder, shall agree to comply with all of 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 OED. 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 the OED.

Typographical errors in entering quotations on 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 OED 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 he deems it to be in the best interests of the City to do so.

The successful Vendor shall be in complete compliance with all of 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 insure 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.

A.11 GRATUITIES AND KICKBACKS

It shall be 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 shall be 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 vendor 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.

A.12 NON-COLLUSIVE VENDOR CERTIFICATION

By the submission of this proposal, the vendor certifies that:

The proposal has been arrived at by the vendor independently and has been submitted without collusion with any other vendor.

The contents of the proposal have not been communicated by the vendor, nor, to its best knowledge and belief, by any of its employees or agents, to any person not an employee or agent of the vendor or its surety on any bond furnished herewith, and will not be communicated to any such person prior to the official opening of the proposal.

No vendor shall submit more than one proposal for this purchase. It shall be the responsibility of each vendor to obtain the prior written permission of the OED before proposal opening in every situation in which the vendor, due to corporate association or other affiliation, may be found to be impermissibly associated with another vendor. Failure to observe this requirement could result in all such affiliated proposals being rejected.

A.13 EVALUATION

All proposals will be reviewed by an Evaluation Team comprised of OED staff and other evaluators. All data and information from the Proposer must be submitted as described in section A.4 above. No additional information, documents or inquiries pertaining to the proposal submittal, including email and phone calls, will be considered during the selection process.

Proposal evaluation criteria include, but are not limited to, proposed methodology, project schedule, experience, and proposed budget based on responses to C.1 through C.3.

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.

Performance outcomes of prior contracts with OED will be considered in the overall rating of proposals submitted by Proposers who currently have, or have previously had, contracts with OED.

A.14 DECISIONS

Based upon the information provided by the Proposers, the Evaluation Team will evaluate proposals. The evaluations will be ranked according to scores and forwarded to OED Senior Management for review.
OED reserves the right to postpone or cancel this RFP, if it deems it to be in the best interests of OED to do so. OED 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 OED.

Successful Proposers shall be in complete compliance with all of the specifications, terms and conditions of the proposal. OED shall have the right to inspect the facilities and equipment of the successful Proposer to insure such compliance. OED shall not be liable for any costs incurred in the preparation of proposals or for any work performed in connection therein.

Successful Proposers will be invited to enter into contract negotiations and development of a final scope of services. Proposal reviews and awards are 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.

SECTION B: SCOPE OF SERVICES

B.1 OBJECTIVE

Successful vendor will conduct annual performance, financial and administrative monitoring to ensure the OED and its TEC-P subgrantees are performing their responsibilities under the grant agreement in compliance with the following regulations, cost principles and other requirements:

Uniform Administrative Requirements:

- 29 CFR Part 97, for State/Local Governments and Indian Tribes; OR
- 29 CFR Part 95, for Institutions of Higher Education, Hospitals and other Non-Profit Organizations and Commercial Organizations.

Cost Principles:

- 2 CFR 225, for State/Local Governments and Indian Tribes;
- 2 CFR 220, for Institutions of Higher Education; OR
- 2 CFR 230, for Non-Profit Organizations.

Other Requirements (AsApplicable):

- 29 CFR Part 93, Lobbying Certification
- 29 CFR Part 37, Nondiscrimination and Equal Opportunity Requirements
- 29 CFR Part 98, Debarment and Suspension; Drug Free Workplace
- 20 CFR Part 652, et al., Workforce Investment Act
- Wagner-Peyser Act
- USDOL ETA Core Monitoring Guide

Grant Award Requirements – outlined in SGA-DFA-PY-13-07

It is anticipated that the successful bidder will provide monitoring services on the activities conducted by the following organizations:

- City & County of Denver, Office of Economic Development (as fiscal lead)
- Arapahoe Douglas Works! & Colorado Urban Workforce Alliance (CUWA)
- Boulder County Workforce Investment Board
- Denver County Workforce Development Board
- Jefferson County American Job Center
• Larimer County Workforce Investment Board
• Mesa County Workforce Investment Board

Monitoring must be conducted on each organization’s activities for each program year (PY)

• PY1: January 1, 2015 – December 31, 2015
• PY2: January 1, 2016 – December 31, 2016
• PY3: January 1, 2017 – December 31, 2017
• PY4: January 1, 2018 – October 31, 2018

B.2 DELIVERABLES

The selected vendor will conduct annual performance, financial and administrative monitoring of the OED and its subgrantees’ activities over the term of the grant, to include the following:

Performance, Financial & Administrative Monitoring: Conduct monitoring of OED’s Division of Workforce Development’s (DWD) TEC-P program, as well as perform subrecipient monitoring on OED’s TEC-P subgrantees to ensure effective delivery of grant-funded services and achievement of the grant’s outcomes and performance, service and expenditure goals. Monitor the activities of the subrecipients to ensure the subaward is used for authorized purposes and in compliance with Federal statues, regulations and the terms and conditions of the subaward agreements. Required elements of monitoring include:

1. Service Delivery – determine if direct and indirect services are being provided in compliance with the grant agreement and eligibility requirements.
   - Operating Systems
   - Participant Files
   - High Growth Jobs
   - Integrated Services
   - Business Relationships

2. Performance Accountability – determine if operating goals, planned deliverables and service levels, and performance outcome goals and expenditure targets are being met.
   - Services Goals
   - Performance Outcomes
   - Performance Data

3. Financial Management Systems:
   - Budget Controls
   - Cash Management
   - Program Income
   - Cost Allocation
   - Allowable Costs
   - Internal Controls
   - Financial Reporting

4. Program / Grant Management Systems
   - Administrative Controls
   - Personnel
   - Civil Rights
   - Sustainability
   - Match Requirements
• Equipment
• Procurement
• Audit and Audit Resolution
• Reporting Systems

**Reporting:** The selected vendor will be required to provide OED with an individual annual report of its review of OED’s TEC-P Program. Additionally, the vendor will provide an annual subrecipient monitoring report for each of the TEC-P subgrantees inclusive of performance, financial and administrative elements.

**B.3 TIMELINE**

- Vendor Selection and Contracting: December 16, 2015
- Conduct monitoring and submit reports on PY1 activities: completed by June 30, 2016
- Conduct monitoring and submit reports on PY2 activities: completed by March 31, 2017
- Conduct monitoring and submit reports on PY3 activities: completed by March 31, 2018
- Conduct monitoring and submit reports on PY4 activities: completed by October 31, 2018

**SECTION C. PROPOSAL AND RESPONSE REQUIREMENTS**

All proposals must be submitted through the on-line application available at:


The following items (C.1 through C.3) are included in the on-line application. Responses to these items must be included within the appropriate spaces provided in the on-line application. Proposals that are not submitted through the on-line application will not be accepted.

**C.1 METHODOLOGY**

1. Describe your understanding of and approach to completing the scope of services requested for this project. The methodology must be based upon the scope of services described in Section B and may be elaborated to include additional proposed approaches. (1500 words / 3 pages maximum)

2. Develop a proposed schedule of monitoring activities to cover the scope of services discussed in Section B. Include key milestones and dates, tasks and deliverables that meet the timeline delineated above. (1000 words / 2 pages maximum)

3. Describe how you will communicate with and ensure active participation of the OED throughout the monitoring activities. (500 words / 1 page maximum)

4. Submit copies of the monitoring tools your organization will utilize and discuss how the tools are used to assess risk and determine the scope and breadth of monitoring activities. (1000 words / 2 pages maximum // No maximum on number or size of upload on tools)

5. Describe any proposed subcontracts and why they are necessary in terms of expertise and accomplishing the scope of services. If using subcontractors please explain the contractual agreement and oversight that is required of subcontractors to ensure timely completion of scope of services. (1000 words / 2 pages maximum)

**C.2 EXPERIENCE**

1. Describe your organization’s capability (and any subcontractors) to provide the services described in Section B. Include expertise in performance, financial and administrative monitoring, experience
with the City or other government clients, and qualifications of staff proposed for this project. (1000 words / 2 pages maximum)

2. Describe three projects (1 page maximum for each project) that best illustrate your ability to provide the requested services. Explain how these projects are similar to this request and what the anticipated differences might be. (2500 words / 5 pages maximum)

3. Provide a sample of a performance and/or financial monitoring report your organization has prepared in the past. (100 MB maximum size)

4. Provide an organizational chart for the project team performing the proposed services. (1 page maximum / 100 MB maximum size)

5. Identify the following team members (1000 words / 2 pages maximum):
   - Project Manager
   - Other Key Personnel
   - Key Sub-Consultant/Subcontractor Personnel

6. Attach résumés of key staff and subcontractors that will be performing the requested services. (three résumés maximum)


C.3 BUDGET

The OED anticipates total funding of up to $250,000 will be available for one contract awarded through this RFP; however, if the USDOL determines the awarded contract to be a consultant contract, fees paid to the consultant shall be limited to $585 per day as outlined under 5 CFR §304. The contract is expected to begin January 1, 2016, and extend through October 31, 2018; the final subrecipient monitoring report must be submitted to OED by October 31, 2018. The City and the OED reserve the right to negotiate the total contract amount.

Please include a description of the fee structure including the cost for each deliverable noted in the Scope of Services and total proposed cost. If hourly rates differ for type of work or position, please provide a description of the activities performed at each rate. Please specify any other costs, if any, which are not included in the Scope of Services. All cost information shall be limited solely to this section of your proposal. This section should address all services set forth in your response as well as any other items pertinent to your proposal budget. Do not include cost or price figures anywhere except in this budget section.

Any proposed services not included in this RFP shall be identified by each applicant in accordance with Section A.6 and incorporated into their proposal. The City will not increase the contract or any purchase order (either dollar amount or time) for items not included in the submitted proposal documents. The City reserves the right to purchase part of or the entire proposal.

Alternative approaches for the pricing of the requested products and services may be provided; however, such alternative approaches shall be described separately and must be in addition to the prescribed format.
SECTION D. ADDITIONAL REQUIRED INFORMATION AND FORMS

All proposals submitted through the on-line application must include the items listed below. The on-line application includes areas to enter the required information or upload the required documents. Responses to these items must be included within the appropriate spaces provided in the on-line application. Proposals that are not submitted through the on-line application will not be accepted.

D.1 IRS FORM W-9

All proposals must include a copy of the organization’s current IRS Form W-9 available from


D.2 DUNS NUMBER AND SAM REGISTRATION

All contractors receiving Federal funds must be registered in the System for Award Management Database (www.sam.gov). This requires a Data Universal Numbering System (DUNS) Number. Dun & Bradstreet issues unique nine digit DUNS Numbers without charge for all businesses required to register with the US Federal government for contracts or grants. Please see http://www.dnb.com/get-a-duns-number.html for more information.

D.3 CERTIFICATE OF GOOD STANDING FROM SECRETARY OF STATE

All proposals must include the organization’s Certificate of Good Standing with the Colorado Secretary of State’s office. This can be obtained from the Secretary of State’s website:

http://www.sos.state.co.us/biz/BusinessEntityCriteria.do

D.4 AUDITED FINANCIAL STATEMENTS

All proposals must include financial statements for the most recent fiscal year; audited financial statements are preferred. If financial statements are not available, the proposer’s most recent federal tax returns must be submitted and will be kept confidential.

D.5 CERTIFICATES OF INSURANCE

All proposals must include Certificates of Insurance evidencing the following coverage required of all City Contractors:

- Commercial General Liability: $1,000,000 per occurrence, $1,000,000 for each personal and advertising injury claim, $2,000,000 products and completed operations aggregate, $2,000,000 policy aggregate
- Business Auto Liability: $1,000,000 combined single limit
- Workers Compensation: $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 (or statement of rejection of coverage in accordance with § 8-41-202(1), C.R.S.)
- Professional Liability: $1,000,000 per claim and $1,000,000 aggregate policy limit.

Additional coverage may be required upon award.

D.6 SAMPLE CONTRACT & CONTRACT CERTIFICATION FORM

All proposers must review the sample contract provided and complete a Contract Certification Form, to state that either that all terms and conditions are acceptable or that some are acceptable and some are not
and to describe and explain any exceptions. Any exceptions will be taken into consideration when evaluating proposals. The sample contract is available at:

http://denvergov.org/content/dam/denvergov/Portals/690/Funding%20Opportunities/SampleContract.pdf

D.7 DIVERSITY AND INCLUSIVENESS IN CITY SOLICITATIONS INFORMATION REQUEST FORM

All proposals must include the City’s “Diversity and Inclusiveness in City Solicitations Information Request Form”, to state whether the bidder has 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. The information provided on the Diversity and Inclusiveness in City Solicitations Information Request Form will provide an opportunity for City contractors/consultants to describe their own diversity and inclusiveness practices. Contractors/consultants are not expected to conduct intrusive examinations of its employees, managers, or business partners in order to describe diversity and inclusiveness measures. Rather, the City simply seeks a description of the contractor/consultant’s current practices, if any.

Diversity and Inclusiveness information provided by City contractors/consultants in response to City solicitations for services or goods will be collated, analyzed, and made available in reports consistent with City Executive Order No. 101. However, no personally identifiable information provided by or obtained from contractors/consultants will be in such reports.

Failure to submit a Diversity and Inclusiveness in City Solicitations Information Request Form will result in the proposal being deemed non-responsive and as such will not be considered.

D.8 CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

As required under section 1352, title 31, U.S.C, all proposals must include this form to certify that no funds have been paid to influence the award of this contract.

D.9 CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

All proposals for federal funds awarded through the City and County of Denver must include this form to certify the proposer operates within the requirements of the Drug-Free Workplace Act.