



DENVER

HUMAN SERVICES

Motel/Hotel Voucher Program

Request for Applications RFA CORE 2017 MPV

Denver Human Services
1200 Federal Blvd. | Denver, CO 80204
www.denvergov.org/humanservices
General Assistance: 720-944-4DHS | Report Child Abuse: 1-844-CO-4-KIDS

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NOTICE OF REQUEST FOR APPLICATIONS
City and County of Denver
Community Outreach and Resource Engagement Division
Motel/Hotel Voucher Program

Denver, Colorado

September 1, 2017

The City and County of Denver (City) through Denver Human Services (DHS) is seeking applications from qualified motel/hotel facilities to provide short term shelter for individuals and families when the City's emergency shelter beds are full. The motel/hotel facilities will receive guests through the City voucher program. Motel/hotel facilities are expected to provide a facility that is safe, clean, and free of drugs, violence, and illegal activities. Additionally, they must meet all ADA guidelines, including allowance of certified service animals. Reimbursement from DHS will be based upon a per room basis.

The City intends to contract with qualified motel/hotel providers from which it may select on an on-call basis to provide such services in the future. Parties interested in submitting an application are required to follow the recommended guidelines and instructions contained in this Request for Applications ("RFA").

The total amount of funding available under this RFA will not exceed **\$65,000.00** and the intent is to make awards to multiple providers. Meeting the criteria of this RFA, or any other solicitation, does not of itself obligate DHS to extend a contract for services, utilize, or pay for these services in any circumstance. Parties interested in submitting their applications to provide such services are required to follow the recommended guidelines and instructions contained in this RFA and must complete and submit the Request for Application form (**Attachment 1**).

The RFA packet may be obtained on or after **September 1, 2017** by visiting "Bidding Opportunities" on the [denvergov.org](https://www.denvergov.org/web/site/contracting-services) web site at Denver Human Services, Contracting Services for an electronic download at <https://www.denvergov.org/content/denvergov/en/denver-human-services/doing-business-with-dhs/current-bidding-opportunities.html>

If you are unable to download the RFA packet, please contact Contracting Services at 720-944-2233 to pick up a packet at DHS between the hours of 9 a.m. and 4 p.m. Monday through Friday.

This RFA is open-ended and will remain in effect until rescinded. Applications will be accepted on an ongoing basis until further notice.

All applicants are required, at their expense, to secure and deliver to the City a current Certificate of Insurance (COI) showing coverage for all required insurance prior to the initiation and execution of any contractual agreement according to the "Insurance Information and Sample Certificate of Insurance Form" (**Attachment 2**).



Please submit the Request for Application form and attachments to the attention of the RFA Information Contact Person:

Jodie Berdiales
Denver Human Services
1200 Federal Blvd.
Denver, CO 80204
Phone: 720-944-2782
Fax: 720-944-2224
E-mail: Jodie.Berdiales@denvergov.org

Only applicants that meet the minimum qualifications as set forth in the complete Request for Applications packet will be reviewed. The responses from this RFA will be reviewed for appropriate qualifications and experience in relation to the services to be provided.

The Executive Director reserves the right, at his/her sole discretion, to reject any or all responses and to waive informalities and minor irregularities in responses received and to accept any portion or all items proposed if deemed in the best interest of the City and County of Denver.

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Denver Human Services
Business Management Division
Contracting Services
on behalf of

Community Outreach and Resource Engagement Division
Motel/Hotel Voucher Program
Request for Applications Package
RFA CORE 2017 MVP

This Request for Application package is divided into two parts.

Part I contains general information and instructions necessary for submission of an application to the City and County of Denver.

Part II contains information regarding the scope of services to be provided, any general specifications, and documents specific to this solicitation to be completed and submitted as part of a response.



PART I: INSTRUCTIONS FOR SUBMITTING APPLICATIONS

To be considered, all applications must be submitted in accordance with these instructions.

Note: the following are general instructions for submitting applications. Additional and/or conflicting instructions outlined in Part II (General Specifications) of this Request for Applications (RFA) may supersede these instructions.

1. ISSUING OFFICE

This RFA is issued for the City and County of Denver by Denver Human Services (DHS), 1200 Federal Boulevard, Denver, Colorado 80204.

2. PURPOSE

This RFA is designed to provide qualified applicants sufficient information to prepare and apply.

3. SCOPE

This RFA contains the instructions for submitting an application, the information to be included in the response and any mandatory requirements, which must be met, for the applicant to be eligible for consideration.

4. WHO SHOULD RESPOND

All interested applicants, who have the capability to meet the specifications, are invited to submit an application in accordance with the specification, procedures, dates, and times as set forth herein. Applications will be accepted from public, private non-profit, or private for-profit firms, which meet at least one of the following criteria:

- Political entity of the State of Colorado,
- Corporation, LLP, LLC, or other firm located, registered, and in good standing in the State of Colorado,
- Foreign corporation, LLP, LLC, or other firm registered with the Colorado Secretary of State and in good standing.

Prior to contracting, private corporations, LLPs, LLCs and other firms must be registered with the State as either Colorado or foreign entities and must be in good standing. Proof of such standing is required prior to the start of the contracting process.

5. INQUIRIES

Applicants may present questions concerning this RFA to the contact person specified below in this RFA. Any such inquiries must be submitted by e-mail to Jodie Berdiales (Jodie.berdiales@denvergov.org) or in writing and faxed to 720-944-2224. Questions must be typed or printed clearly, and include the applicant's name, telephone number, e-mail address and the name of the organization(s) being represented. Ordinarily, questions will be answered within two working days.



6. ADDENDUM TO REQUEST FOR APPLICATIONS

If it becomes necessary to revise any part of this RFA, an appropriate addendum will be issued by the City. The City may re-publish, at its sole discretion, any such addendum.

7. RFA CANCELLATION

The City and County of Denver reserves the right, at its sole discretion, to cancel this RFA in whole or in part, at any time if it is in the best interest of the City and County of Denver.

8. APPLICATION SUBMISSION

This Request for Application is open-ended and will remain in effect until rescinded. Applications will be accepted on an on-going basis until further notice. Providers mailing their applications should send their response to:

Denver Human Services
Contracting Services
Attn: Jodie Berdiales
1200 Federal Boulevard, 4th Floor
Denver, Colorado 80204

(No fax or e-mail copies will be accepted)

Please include: one (1) request for application packet clearly marked "ORIGINAL", one (1) copy of the application packet, and one (1) electronic copy on Flash Drive or CD. These should be submitted in an envelope or container addressed as above and with the name of the applicant clearly shown on the top left-hand corner of the envelope or container.

9. REJECTION OF APPLICATIONS

The Executive Director reserves the right, at his/her sole discretion, to reject any or all applications and to waive informalities and minor irregularities in applications received and to accept any portion or all items proposed if deemed in the best interest of the City and County of Denver.

10. NO ARREARAGES/NO DEFAULTS

No application shall be accepted from, and no contract will be awarded to, any person, firm or corporation that is in arrears to the City and County of Denver, upon debt or contract, or that has defaulted, as surety or otherwise, upon any obligation to the City and County of Denver, or that has failed to attain or demonstrate compliance with any law, ordinance, City regulation, contract term, condition or requirement as may be provided for or required in any City contract, or that may be deemed irresponsible or unreliable by the City.

Applicant may be required to submit satisfactory evidence that applicant has the necessary financial resources to perform and complete the work outlined in the application.



11. RESULTING CONTRACT

A selected applicant will be required to execute a contract with the City. All contracts will be executed in accordance with the City and County of Denver's contract administration process. The selected application and budget may become an attachment to the contract. Services and payment will commence upon final execution of the signed contract between the successful applicant and the City and satisfactory performance of required services.

12. INSURANCE

To comply with the terms and conditions of a contract agreement between your agency and the City and County of Denver, the successful applicant will be required to have and maintain in effect a current and valid insurance policy that complies with Mayoral Executive Orders, Denver Charter, Denver Revised Municipal Code and other City requirements. Proof of insurance is a major aspect of contract compliance.

All successful applicants will be required, at their own expense, to secure and deliver within a specified time frame to the City a current Certificate of Insurance (COI) showing coverage for all required insurance in hard copy prior to the initiation and execution of any contractual agreement. See **Attachment 2**-Insurance Information and Sample Certificate of Insurance Form.

The successful applicant will be required to provide proof that the insurance is current and will be kept in force always during the term of the contract as well as to sign and submit **Attachment 3**-Contract Certification and Compliance Form with Insurance Statement. This acknowledges an understanding of insurance requirements and must be submitted with the application along with any current insurance verification.

13. CONFLICT OF INTEREST

No official, officer, or employee of the City shall have any personal or beneficial interest whatsoever in connection with the services, agency, or business proposed within this RFA. The applicant agrees not to hire or contract for services with any official, officer, or employee of the City or any other person in any manner, which would be in violation of the Denver Revised Municipal Code Chapter 2, Article IV, Code of Ethics, or Denver City Charter 1.2.9, and 1.2.12.

14. PARENT COMPANY/ FISCAL AGENT

If an applicant is owned or controlled by a parent company, or utilizes a fiscal agent, the name, main office address and parent company's/fiscal agent's tax identification number shall be provided in the application.

15. NON-DISCRIMINATION

Applicants shall comply with all city, state and federal laws, rules, and regulations involving non-discrimination based on race, color, religion, national origin, gender, age, military status, sexual orientation, gender identity, gender expression, marital status or physical or mental disability.



16. APPLICATION DISPOSITION/APPLICATION OPEN RECORD

All applications and the materials attached thereto submitted in response to this RFA, except for any identified proprietary material, shall become the property of the City upon delivery to the City. The City reserves the right in its sole discretion to use without limitation all information, concepts and data contained therein. Any portions of the application that the applicant deems confidential shall be clearly marked as such. An entire application marked “confidential” or “proprietary information” will be declared non-responsive.

If a request to inspect the application, or any portion thereof, is made by a third party, the City will endeavor to treat all materials requested to be kept confidential and non-disclosable to the extent provided by C.R.S. § 24-72-201, et. seq. (Colorado Open Records Act). The applicant understands that the City may be subject to the provisions of such act together with the Uniform Trade Secrets Act, C.R.S. 7-74-101 et seq.

The City will endeavor to inform the applicant of any third-party request for disclosure of such information pursuant to the Colorado Open Records Act or as may be otherwise made to the City. If the applicant requests that such information be held confidential and not disclosed by the City, the applicant will assume the defense of such position, up to and including litigation, and will indemnify and save and hold harmless the City, its officers, and employees, from any expense, fees, costs, or liability associated with such third-party request or such litigation.

17. COMPLIANCE WITH FEDERAL, STATE, AND CITY LAWS

The applicant agrees to comply with all federal, state and local laws and regulations applicable to the funding source authorizing any program or activity funded through this RFA (e.g. Title VI of the Civil Rights Act of 1964 and Limited English Proficiency Requirements) and with all laws, policies, procedures, ordinances, and regulations of the City and County of Denver.

18. PROHIBITION AGAINST EMPLOYMENT OF UNDOCUMENTED WORKERS TO PERFORM WORK UNDER THIS AGREEMENT:

The applicant is prohibited from knowingly employing or contracting with undocumented workers to perform services pursuant to this application. Applicant shall execute a certification to that effect at the time of entering into a contract with the City.

The applicant will not enter into a contract with a subcontractor that knowingly employs or contracts with an undocumented worker or that fails to certify to the successful applicant that it does not knowingly employ or contract with undocumented workers to perform work with the applicant.

If the applicant executes a contract with the City and fails to abide by these prohibitions, the City may terminate the contract, and the applicant will be liable for actual and consequential damages to the City and costs.

19. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Federal law implementing Executive Order 12549 requires that each prospective applicant certify that it and its principals are not:

- Debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal or state or local) transaction or contract under a public transaction;
- In violation of federal or state antitrust statutes; or
- Indicted for or otherwise criminally or civilly charged with a commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

This form is attached to this RFA as **Attachment 5** and is also available in an electronic format. If you desire an electronic copy, please request the form be sent to you by email. Complete the form and include it with your application in hard copy.

20. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA); SUBSTANCE ABUSE TREATMENT LAWS

Applicant shall be required to comply with the Health Insurance Portability and Accountability Act Of 1996, Public Law 104-191 (“HIPAA”), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 (“The HITECH Act”), and their implementing regulations at 45 CFR parts 160 and 164 (“The HIPAA Regulations”).

Applicant shall also comply with all applicable state and federal laws protecting the privacy or confidentiality of substance abuse treatment information.

21. SELECTION OF CONTRACTOR(S): EVALUATION PROCESS

A. Review Committee

All applications that have passed a technical review for completeness will be reviewed by the review committee for qualifications and responsiveness to all specifications as outlined in the RFA.

Successful applicants may be offered a contract through the City’s contract process.

B. Disqualification

Failure by an applicant to provide all information requested in the RFA may result in disqualification of the application.

C. General Evaluation Criteria

Applications will be evaluated according to the following criteria:

1. Ability to work with City staff and clientele on a face-to-face basis to deliver required services to the City’s satisfaction.
2. Competitive rates

D. Record Keeping

The applicant’s record keeping system must be available to program monitors and auditors and must be maintained in an orderly fashion to easily locate necessary documents. The

applicant's record keeping system may be electronically compatible with the Microsoft Excel computer software program and be maintained in order to easily locate necessary documents. Such records must be maintained for a period of three (3) years after receipt of the final payment under the contract.

E. Subcontracts

Any subcontracted services submitted by the applicant shall be described and information provided as to the nature of the services. The financial and legal relationship between the applicant and the subcontractor must be described in the application and approved by DHS prior to initiation of a contract. Applicants and their subcontractors must comply with all confidentiality laws and insurance requirements.

F. Interviews

The purpose of an interview is to gain a better understanding, by all parties, of the work to be performed. Applicants selected to be interviewed will be contacted and scheduled, in no particular order, to meet with the evaluation committee or a representative of DHS at the City's sole discretion. Interviews are held during regular working hours.

During the interview, additional general and/or budget information may be requested. Any additional information will become part of the submitted application and, subsequently, may be part of the final contract. Based on (1) evaluation of the submitted application, (2) any information gathered during the interview process and (3) all additional submitted information, selected applicants may be invited to execute a formal contract with the City and County of Denver.

G. Recommendation

The objective of the evaluation committee will be to recommend to the Executive Director of DHS the applicants whose applications best respond to the specifications as stated in this RFA. The specifications within this RFA represent the minimum performance necessary for response by an interested application.

Upon the decision of the Executive Director, the contract will be prepared and submitted for signature through the City's contract approval signature process. All applications and associated documentation, including final executed contracts may be subject to disclosure as open records pursuant to the Colorado Open Records Act, C.R.S., Title 24, Article 72.

H. TERMS OF PAYMENT

Funds are to be distributed to the successful applicant on a reimbursement basis only. Billings submitted for reimbursement must be accompanied by adequate documentation. All costs must be supported by properly executed payrolls, time sheets, invoices, contracts, vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges.

The successful applicant will be required to submit monthly billings using designated DHS forms. These forms are due by the 15th day following the month in which services were rendered. Only those budget items approved in the final contract will be reimbursed. Each

billing shall include, but not be limited to, documentation and/or reports as required to support appropriate program expenses.

I. TERM OF SERVICE

Services by selected applicants are to commence on January 1, 2018 and continue through December 31, 2018 with the option in the City to extend the term. All contracts, contract accounts, and extensions are contingent upon need, funding availability and contractor performance.

J. RFA CANCELLATION

The City and County of Denver reserves the right, at its sole discretion, to cancel this RFA in whole or in part, if it is in the best interest of the City and County of Denver.

K. CONTRACTING PROCEDURES

The successful applicant will be required to execute a contract with the City. The City reserves the right to contemporaneously negotiate the final terms of the proposed contract with one or more of the highest rated responsive applicants. If the City is unable to reach an agreement as to final contract terms with any selected applicant, the City expressly reserves the right to terminate negotiations and enter into contract negotiations with one or more of the other finalists.

All contracts will be executed in accordance with the City and County of Denver contract administration process. Services and payment may commence upon the complete execution of the signed contract between the successful applicant and the City.

L. APPLICATION FORMAT INFORMATION

This RFA is designed to allow each applicant to highlight the services it intends to provide. To facilitate an effective evaluation process, applicants are instructed to utilize the following format in preparing an application.

- Applications should be prepared on 8½ x 11-inch paper.
- Application Form and Narrative (**Attachment 1**) is limited to six (6) one sided pages.
- Application Form: completed, signed and place as cover page of your application.
- All pages should be numbered in the following manner: page_of_____ pages. (Example: page 1 of 6; page 2 of 6, and so on)
- Page margins must be at least one inch on all sides.
- Any type smaller than a 12-point font will not be accepted in applications narratives.
- All acronyms must be defined.
- All applications must be bound together by a binder clip. Do not use professional binding methods, staples, or paperclips.
- Submit an electronic copy of application on Flash Drive or CD

Part II General Specifications Motel/Hotel Voucher Program

1. OVERVIEW

The purpose of this RFA process is to establish a list of qualified motels/hotels for short term shelter for individuals and families when the City's emergency shelter beds are full. After eliminating respondents who do not meet the criteria of the RFA, the City may issue contracts to those certified as qualified.

2. GENERAL INFORMATION

Ideally DHS is seeking motels/hotels that can achieve the following program requirements:

- Provide a nightly rate for each room for an individual and a nightly rate for a family.
- Maintain an environment that is safe for individuals and families. Ensuring safety includes, but is not limited to, prohibiting any drugs, violence, or illegal activities. There are random quality checks of the facilities to ensure that the rooms are up to standards throughout the term of the contract.
- Maintain the cleanliness of the rooms and the entire facility.
- Certified service animals shall be allowed to accompany their disabled owner.
- Provide accommodations that comply with the Americans with Disabilities Act.
- Provide total number of rooms available for housing facility guests.

3. SCOPE OF SERVICES

Denver Human Services (DHS) is seeking qualified motel/hotel facilities to provide short term shelter for individuals and families ("guest") when the City's emergency shelter beds are full.

The motel/hotel will receive guests through the City voucher program. DHS will issue a motel voucher to the guest and direct the guest to the authorized motel/hotel provider. Each night guests are expected to sign the DHS approved voucher as verification of each nightly stay and present it to the motel/hotel provider.

The motel/hotel provider will submit the signed vouchers as backup to their invoice submitted to DHS monthly for reimbursement.

4. APPLICATION ELEMENTS

The application form is attached to this RFA as **Attachment 1**. The application must contain all the information necessary for reviewers to understand.

Agency Information

Provide a brief description of your business.

Cost Effectiveness/Budget

All applications will be rated for overall cost effectiveness.

5. APPLICATION EVALUATION CRITERIA

In evaluating applications submitted pursuant to this request, DHS places high value on the following factors:

- Ability to work with DHS staff and clientele on a face to face basis to deliver required services to the City's satisfaction.
- Competitive rates.

6. APPLICATION AND ATTACHMENTS

The RFA packet is designed to provide sufficient information for providers to prepare and submit a Request for Application Form and attachments. All responses should provide a straightforward, concise description of qualifications.

Please complete and return the following documents to have your application be considered:

- Attachment 1 – Request for Application Form including budget and narrative (please limit to six (6) one sided pages)
- Attachment 2 – Insurance Information and Sample Certificate of Insurance Form
- Attachment 3 – Contract Certification Form and Compliance with Insurance Statement
- Attachment 4 – Certification Under § 8-17.5-102, C.R.S.
- Attachment 5 – Suspension & Debarment
- Attachment 6 – Sample Contract
- Executive Order 101 confirmation form (see below)

The remaining Attachments included in this RFA are for informational purposes only.

7. EXECUTIVE ORDER 101 (DIVERSITY AND INCLUSIVENESS PROVISIONS IN CITY SOLICITATIONS)

Executive Order 101 establishes strategies for the City and County of Denver to use diversity and inclusiveness to promote economic development in the City and to encourage more businesses to compete for contracts and procurements awarded by the City.

Please use the following link to complete the diversity and inclusiveness requirements for this solicitation: <https://fs7.formsite.com/CCDenver/form161/index.html>

All proposals that do not complete Executive Order 101 Diversity and Inclusiveness in City Solicitations Information Request Form, located at the link above, prior to this RFA submission will be rejected.

Applicants must complete the online form even if they believe it is not applicable. If it is not applicable, it will not affect the application review. Upon completion, a confirmation form will be




provided and must be included in the application packet. Applications will not be considered without it. The following must be included as answers in the online form:

Please include the:

- Email Address of the contact person facilitating this solicitation for the City and County of Denver: DHS_Contracting_Services@denvergov.org
- City Agency that is facilitating this solicitation: Denver Human Services
- Project Name: Motel/Hotel Voucher Program
- Solicitation No. (check below if not applicable): RFA_CORE 2017_MVP

Once the form is completed and submitted online, select "Printer Friendly Receipt" for the confirmation form (see sample confirmation form for reference).

Thank you!



Thank you for taking the time to fill out the Diversity and Inclusiveness in City Solicitations Information Request Form.

Please Print this "Diversity and Inclusiveness in City Solicitations Request Form" and include with your proposal submission.

 [Printer Friendly Receipt](#)