



DENVER

HUMAN SERVICES

Strengthening Families through Community Partnerships RFA

Request for Applications

Denver Human Services
1200 Federal Blvd. | Denver, CO 80204
www.denvergov.org/humanservices
General Assistance: 720-944-4DHS (4347) | Report Child Abuse: 1-844-CO-4-KIDS

311 | POCKETGOV.COM | DENVERGOV.ORG | DENVER 8 TV



**Notice of Request for Applications
City and County of Denver
Denver Human Services Child Welfare Division
Strengthening Families through Community Partnerships RFA**

Denver, Colorado

January 1, 2021

The City and County of Denver through the Child Welfare Division under Denver Human Services (DHS) is seeking applications from qualified agencies and organizations to partner with the Child Welfare Division to promote family strengths by hosting activities throughout the year.

Parties interested in applying are required to follow the guidelines and instructions contained in this RFA.

The RFA packet may be obtained electronically on or after April 1st, 2019 by visiting “Current Bidding Opportunities” at: www.denvergov.org/Government/Departments/Denver-Human-Services/Be-Involved/Partner/Strengthening-Families

If you are unable to download the RFA packet, please send an email to Contracting Services at DHS_Contracting_Services_Documents@DenverGov.Org.

This RFA is open-ended and will remain in effect until rescinded.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

Please submit Application Certification Form and attachments to the attention of:

For information or any questions related to this RFA please contact:

Christina Rios
Denver Human Services
1200 Federal Blvd.
Denver, CO 80204
E-mail: DHS_Contracting_Services_Documents@DenverGov.Org

Only applicants that meet the minimum qualifications as set forth in the complete Request for Applications packet will be evaluated. All interested individuals, organizations, firms, or



other entities, whether for-profit or not-for-profit are invited to apply in accordance with the terms and conditions stated in this Request for Application. 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 responses received and to accept any portion or all items proposed if deemed in the best interest of the City and County of Denver.



Denver Human Services
Financial Services Division
Contracting Administration
on behalf of
Denver Human Services Child Welfare Division
Strengthening Families through Community Partnership RFA
Request for Applications Package
RFA NO. FS/CS/CW/SFTCP/1/01/21

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. Timelines of the RFA will be included in this section.

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. Evaluation criteria will be included in this section.

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 the DHS Child Welfare Division, 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 submit an application.

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.

Prior to awarding a contract (if required), 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 a contract being awarded.

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 Christina Rios; DHS_Contracting_Services_Documents@DenverGov.Org. 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 of the submission.

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. APPLICATION SUBMISSION

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

8. REJECTION OF APPLICATION

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.

9. INCURRING COSTS

Expenses for developing an application are entirely the responsibility of the applicant, and the City shall not be liable in any manner for any costs incurred regarding the preparation, submittal, or subsequent negotiation.

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. RFA CLOSING DATE

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

12. INSURANCE

To comply with the terms and conditions of a contract agreement between your agency and the City and County of Denver (if required), the successful applicant will be required to have a current and valid insurance policy in effect 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.

Upon review and approval of your organization's application, your primary contact will be contracted by a representative of DHS to inform you if your application was accepted and how DHS intends to pay for the work as discussed in section 22 .

Until this happens, it will not be necessary to submit a Certificate of Insurance or complete Attachment 5 along with your application.

All successful applicants will be required, at their own expense, to secure and deliver within a specified timeframe 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 4-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 at all times during the term of the contract as well as to sign and submit Attachment 5-Compliance with Contract and Insurance Certification Form. 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 relating to 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

Applicant 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 the Colorado Open Records Act, C.R.S. § 24-72-201, et. seq. The applicant understands that the City may be subject to the provisions of such Act together with the Uniform Trade Secrets Act. The City will try to 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 successful 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 (if required) 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 on this application.

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; or in violation of federal or state antitrust statutes or are 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 2** 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. SELECTION OF CONTRACTOR(S): EVALUATION PROCESS

A. REVIEW

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

Successful applicants may be required to 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

Information submitted by the applicant should be in the order outlined in the RFA specifications. Applications will be evaluated according to the following eligibility criteria:

- The Organization must support one or more communities within the City and County of Denver.
- The event must take place inside the city and county of Denver.
- The event must be directed towards parents and caretakers and capture, educate, provide awareness or support for one or more of the **5 protective factors:**
 - Parental Resilience
 - Knowledge of Parenting and Child Development
 - Concrete Support in Times of Need
 - Social and Emotional Competence of Children
 - Social Connections

21. TERMS OF PAYMENT

Upon the review and approval of your organizations application, and funds have been requested, DHS will reach out to the contact person listed on the application and provide guidance related to how the reimbursement process will function specifically for your organization's request. Below are some examples and information related to possible reimbursement methods that could be used to support your organization's request. Regardless of the method selected to support your organizations request, all requests will function on a reimbursement basis only. I.E. the activity or service must occur prior to payment being issued to the applicant at amount equal to what was spent to support the activity. DHS will not issue payments or purchase items or services prior to the activity or service actually taking place. For Official Functions: approval from the Division Expending Authority and completion of a DHS official function form will be required preferably 30 days prior to the event taking place.

***Please note that not all requests are required to center around funding being provided by DHS to support an organization's request. DHS can also provide support to your event in the form of our presence or materials for example.**

Contractual Agreement (If Required):

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 or vouchers, or other official documentation evidencing in

proper detail the nature and propriety of the charges. The successful applicant will be required to submit 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. Please refer to Attachment 7 for some examples of the items mentioned above.

Requisition to Purchase Order:

Purchase orders define the commitments from the City and Vendor regarding a purchase. It gives the specifications of the good and the payment terms. They may be used for goods or services related to a good. They may be used for a service if approved by DHS CFO. A purchase order requires a Purchase Request Form signed by Division Expending Authority with the amount that the vendor is requesting. The requisition will be reviewed by General Services Purchasing Division prior to becoming a Purchase Order. General Purchasing will send the Purchase Order number to the vendor and the Requisition Enterer. The vendor must use the Purchase Order number when invoice DHS.

Pcard/Tcard:

Procurement cards are Authorized by the Department of General Services, Purchasing Division. This method of procurement functions as a credit card that can be used by an authorized DHS representative. Approval to purchase from the Division Expending Authority is required prior to utilization. The Purchase card holder will provide documents showing items received, third party signatures, receipts or packing slips. Cards cannot be utilized to purchase a service unless outlined in Pcard Allowed Services. Client Information must be redacted from backup documentation. Split purchases are not allowed. All documentation will be entered into Workday by the Pcard holder.

Supplier Invoice Request:

This method of procurement is used for the purchase of goods or certain services that cannot be negotiated. This method would be utilized for a one-time payment, typically not a service. Completion of an Imprest Check Request form, receipt/proof of expense and expending authority approval are required. The Imprest Check Request form must be filled out by the Division Representative and submitted to DHS Accounts Payable. Receipts must be attached. If a receipt is lost the vendor must provide a duplicate form or submit a Substitute Receipt form. DHS accounts payable will enter all information into Workday.

22. 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.

23. CONTRACTING PROCEDURES (IF CONTRACT REQUIRED)

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.

24. 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.

- Strengthening Families through Community Partnership Application Certification Form.
- All acronyms must be defined.

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PART II
CITY AND COUNTY OF DENVER
DENVER HUMAN SERVICES
GENERAL SPECIFICATIONS

Strengthening Families through Community Partnership Application RFA

BACKGROUND

The Prevention Services program at Denver Human Services is dedicated to creating a safe space where we partner with communities to promote family strengths by helping to support activities and events throughout the year. These activities and events should create awareness of ways to prevent child abuse and neglect from occurring, by building stronger families and aiding in resiliency. We are currently seeking applications from any Denver area organization planning a related activity or an event that will serve community residents.

***Please note that not all requests are required to center around funding being provided by DHS to support an organization's request. DHS can also provide support to your event in the form of our presence or materials for example. Please utilize Attachment 1 to specifically detail the type of support that DHS can provide to your activity /event.**

SCOPE OF WORK

To be eligible:

1. The Organization must support one or more communities within the City and County of Denver.
2. The event must take place inside the City and County of Denver.
3. The event must be directed towards parents and caretakers and capture, educate, provide awareness or support for one or more of the

5 protective factors:

- a. Parental Resilience
 - b. Knowledge of Parenting and Child Development
 - c. Concrete Support in Times of Need
 - d. Social and Emotional Competence of Children
 - e. Social Connections
4. Complete and submit all required information found within this solicitation, preferably, 30 days prior to your event.

Examples of Activities You Could Host:

Note: the following are examples and not an exhaustive list and some activities incorporate more than one Protective Factor.

1. Parental Resilience

- A support group for parents/other caregivers
- A workshop/speaker around self-care
- Tips and discussion around how to manage stress

2. Social Connections

- A community event that allows families to connect with each other
- Workshop/Training that includes building skills around reaching out to others, communicating and/or resolving conflict

3. Knowledge of Parenting/Child Development

- Education around parenting/child development, which could include a training, workshop, or resource table
- A training around discipline practices

4. Social/Emotional Competence of Children

- An activity for children around feelings and self esteem
- Information for parents around social/emotional development by age of the child

5. Concrete Supports in Time of Need

- Printed resources and/or a resource table at an event, with information on programs and benefits that can help children and families
- A workshop or training around where families can access help and support when in need

***Please utilize Attachment #1 to communicate with DHS regarding how we can best support your event.**

*Please note that requests involving Alcoholic Beverages, Tobacco or Tobacco products, and/or marijuana products will not be considered.

APPLICATION AND ATTACHMENTS

The RFA packet is designed to provide sufficient information for applicants to prepare and submit a complete and responsive packet with the “Application Certification Form” and attachments. All responses should provide the following attachments:

- A. Completed “2021 Strengthening Families through Community Partnership Application Certification Form” (Attachment 1); Note the
- B. Completed Certification Regarding Debarment, Suspension and Other Responsibility Matters (Attachment 2).

RFA ATTACHMENTS

1. 2021 Strengthening Families through Community Partnership Application Certification Form
2. Certification Regarding Debarment, Suspension and Other Responsibility Matters



Attachment #1

2021 Strengthening Families through Community Partnership Application Certification Form

(Please type or print)

Application date _____ *Must be at least 30 days prior to event*

Event Date: _____ Alternative Event Date: _____

Name of Organization: _____

Address: _____

City: _____ State: CO Zip: _____

Primary Point of Contact; Name: _____

Primary Contact Number: _____ Alternative Number: _____

Primary Point of Contact; Email Address: _____

Event Title: _____

Event Address: _____

Total Dollar Value of support requested. (If required) _____

Applications requesting support valued at over \$1500 will not be considered, please make sure to itemize all expenses and provide a description of what they are specifically, how the value is calculated and the benefit that they would provide to the overall event.

Application Narrative: (not to exceed 5 pages in length)

Briefly describe the proposed Strengthening Families event/celebration for which you are requesting support. We suggest 500 words or less, briefly the: *who, what, when, where* and *how* of your application.

Attachment #2

CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS
INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this application, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this application is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, application, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this application is being submitted for assistance in obtaining a copy of those regulations.

CERTIFICATION

- (1) The prospective primary participant certifies to the best of knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation



of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federally, State or local) with a commission of any of the offenses enumerated in paragraph (1) (b) or this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the Prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this application.

Signature Principal Officer

Title

Name of Agency

Date

Address

City, State, Zip Code