2022 REQUEST FOR PROPOSALS – 20220829
WORKFORCE SERVICES – DENVER YOUTH EMPLOYMENT PROGRAM

PROPOSAL GUIDELINES

SECTION A. GENERAL INFORMATION

A.1 INTRODUCTION

The City and County of Denver’s Economic Development and Opportunity (DEDO), on behalf of the Denver Workforce Development Board (Denver WDB), is seeking interested and qualified youth service provider(s) to deliver structured career exploration, job readiness, and case-management supports to more than 200 local youth between the ages of 14 and 21, all anchored around a paid summer internship. Services shall include intensive case management for vulnerable youth, career exploration services, job readiness training, financial literacy education, supportive services, resource navigation, summer internship placements, and other individualized offerings based on the needs of the youth.

It is Denver’s goal to create a state-of-the-art and coordinated workforce system that focuses on a fully integrated service delivery strategy to ensure that all customers flow seamlessly throughout. As youth are engaged across multiple entry points, their individual needs shall be identified and addressed, and they will be provided with access to programs, services, and navigation to supplementary supports. This service delivery model is a collective impact approach to help customers discover appropriate and client-centered services throughout the City and County of Denver. This vision promotes cutting-edge practice and technology that fosters livable sustainable wages and sustainable employment, as well as offering career pathways for Denver’s vulnerable populations.

A.2 BACKGROUND

Denver Economic Development and Opportunity

DEDO is dedicated to leading an inclusive and innovative economy for all Denver residents and neighborhoods.

Through its operation of the Denver Workforce Centers, also known as the workforce system, DEDO serves as an employment and training resource for employers, job seekers, veterans, and youth throughout the metro area. Denver’s workforce system connects employers with a trained and ready workforce and assists job seekers with acquiring skills needed to secure sustainable employment. Between serving and supporting employers, assisting a wide range of job seekers, and aligning safety net services with tools for economic independence, Denver strives to balance the ongoing demand for essential services with an eye on continuously improving our customers’ experience and meeting the needs of a diverse population.

Denver’s workforce strategies are designed to reduce skills gaps across targeted industries with an emphasis in Construction/Skilled Trades, Education, Healthcare, Information Technology (IT), Manufacturing, Professional & Financial Services and Retail & Hospitality, as well as all additional industries as identified in the local and regional plan to help job seekers obtain positions that pay livable sustainable wages throughout all industries. The focus is on “stackable credentials,” an approach that
encourages workers with a roadmap of incremental, progressive skills that will lead to better jobs along each career path.

A.3  SCHEDULE OF EVENTS
2022 DENVER YOUTH EMPLOYMENT RFP
ON-LINE APPLICATION AVAILABLE HERE

•  RFP ISSUED  Monday August 29, 2022 1:00 p.m. (MST)

•  PRE-PROPOSAL QUESTIONS DUE  Tuesday September 6, 2022 4:00 p.m. (MST)
All questions regarding the RFP must be submitted in writing by e-mail to DEDO_BusinessDevelopment_Proposals@denvergov.org or asked at the Pre-Proposal Conference. After the RFP is issued, Proposers are prohibited from contacting City employees regarding this RFP directly.

•  PRE-PROPOSAL CONFERENCE  Tuesday, September 13, 2022 2:30 (MST)
This meeting may be attended virtually or in person at the Wellington E. Webb Building 201 W. Colfax Avenue, Denver, CO. Conference Room - 4G4 Conference Room.

Representatives from Denver’s Workforce Services team and other City staff will share the city’s guiding principles, priorities, and regulatory requirements relevant to, the 2022 Denver Youth Employment Program and RFP process. Prospective proposers will have the opportunity to ask questions.

➢ Pre-Registration is requested for all attendees, please use the following link to REGISTER NOW

➢ Please use the following link to
JOIN THE LIVE PRE-PROPOSAL CONFERENCE

•  QUESTIONS ON RFP GUIDELINES DUE  Monday, September 19, 2022, 4:00 p.m. (MST)
Any Final questions regarding the RFP must be submitted in writing by 4:00 PM MST, Monday, September 19, 2022.

•  ADDENDUM TO RFP RELEASED  Thursday September 22, 2022 4:00 p.m. (MST)
If necessary, the City will issue an addendum with answers to questions and any significant changes to the RFP by 4 p.m. on Thursday September 22nd. The addendum will be made available through DEDO’s Bidding Opportunities webpage

It is the responsibility of the proposer to confirm that they have acquired all addenda related to this solicitation and they have reviewed and complied with the requirements therein.

•  COMPLETED PROPOSAL SUBMISSION DEADLINE  Monday October 3, 2022 4:00 p.m. (MST)
Proposals must be received no later than date and time listed 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 and agreement is executed.
Note: Technical questions and technical support regarding the on-line application will be accepted and answered individually up to the proposal submission deadline listed above in the Schedule of Events.

A.4 ELIGIBLE RESPONDENTS

Eligible respondents include governmental, educational institutions or not-for-profit organizations or agencies engaged in a public service. Private, for-profit organizations engaged in providing employment and training and educational opportunities may apply. Proposers must be registered with the Colorado Secretary of State to do business in Colorado. Entities that are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency are not eligible. Proposal reviews and awards are contingent upon respondents being current with the City on any loan, contractual, or tax obligation as due, and in compliance with rules, regulations, and provisions of existing or past City contracts.

A.5 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.6 ACCEPTANCE PERIOD

Proposers agree that their proposal will remain valid, and that the City may accept it within 120 days of the proposal submission deadline listed above in the Schedule of Events.

A.7 TECHNICAL REQUIREMENTS/ SCOPE OF SERVICES

Sections B and C of this RFP contain our proposed Scope of Services and Proposal and Response Requirements. This document shall form the basis of a Contractual Agreement covering the subject matter of this RFP. The City reserves the right to reject any proposed modifications. The City welcomes cost saving proposals which still satisfy all technical and business objectives.

A.8 PRICING/ PROPOSED BUDGET

Budgets shall be in the format contained in General Response form 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 general response form as appropriate. Do not include cost or price figures anywhere except in the cost and pricing section.

A.9 RFP CONDITIONS AND PROVISIONS

This proposal must be certified by a duly authorized official of the proposing company. The completed and certified proposal (together with all required attachments) must be submitted in the manner described in Section C on or before the time and date in Section A.3.
All participating proposers, by their certification hereunder, shall agree to comply with all conditions, requirements, and instructions of this RFP as stated or implied herein. Any alteration, erasure, or interlineation by the Proposer in this proposal shall constitute cause for rejection by the DEDO. 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 proposer shall secure written instructions from the DEDO.

All proposers are required to complete all information requested in this proposal. Failure to do so will result in the disqualification of the 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 prices 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 City reserves the right to waive any technical or formal errors or omissions and to reject any and all proposal(s), or to award a contract for the items hereon, either in part or whole, if it deems it to be in the best interests of the City to do so.

The successful proposer(s) will be in complete compliance with all 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 proposer(s) to ensure such compliance.

The City shall not be liable for any costs incurred by the proposer in the preparation of proposals or for any work performed in connection therein.

A.10 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 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.

A.11 NON-COLLUSIVE VENDOR CERTIFICATION

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

- The proposal has been arrived at by the proposer independently and has been submitted without collusion with any other proposer.
- The contents of the proposal have not been communicated by the proposer, nor, to its best knowledge and belief, by any of its employees or agents, to any person not an employee or agent of
the proposer 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 proposer shall submit more than one proposal for the same services solicited through this RFP. It shall be the responsibility of each proposer to obtain the prior written permission of the DEDO before proposal opening in every situation in which the proposer, due to corporate association or other affiliation, may be found to be impossibly associated with another proposer. Failure to observe this requirement could result in all such affiliated proposals being rejected.

A.12 EVALUATION

All proposals will be reviewed by an Evaluation Team comprised of the DEDO/Denver WDB, DEDO staff and additional evaluators with subject matter expertise. All data and information from the proposer must be submitted as described in section A.3 (SUBMISSION OF PROPOSALS) above. No additional information, documents or inquiries pertaining to the proposal submittal will be considered during the selection process. The Evaluation Team will determine which of the proposals will provide the best value to the City, based on the responses to Section C.2, using the following criteria:

- Organization Overview
- General Program
- Denver Youth Employment Program (DYEP)

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 proposers.

A.13 DECISIONS

Based upon the information provided by the proposers, the Evaluation Team will evaluate proposals. The evaluations will be ranked according to scores and proposed services, and recommendations forwarded to DEDO/Denver WDB and DEDO Senior Management for review and approval.

Successful proposers will be invited to engage with the City to finalize the scope of work. Any award(s) as a result of these proposals shall be contingent upon the execution of an appropriate contract. Attachment A of this proposal 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. 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 of your proposed modifications.

A.14 ANTICIPATED FUNDING AND PERIOD OF PERFORMANCE

The DEDO/DWD anticipates that total funding for this solicitation, expected to equal $1,000,000.00, shall emanate from funds appropriated annually by the Denver City Council, paid into the Treasury of the City, and encumbered for the purposes of the Program. The City does not irrevocably pledge present cash reserves for payment or performance in future fiscal years and this RFP is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of the City. Funding for this RFP is expressly contingent upon final budget approval by the Mayor and City Council of the City and County of Denver. The City, DEDO and the DEDO/Denver WDB reserve the right to negotiate the final contracts between the City and County of Denver and any other party.
The DEDO/Denver WDB will award funding to one or more entities that demonstrate an ability to effectively deliver and manage services as described within this RFP at the best value. Agreements are anticipated to have terms effective January 1, 2023, through December 31, 2023. The DEDO/Denver WDB reserves the right to renew agreements for up to three (3) additional one (1)-year periods based on contractor performance, achievement of benchmarks, funding availability, ability to leverage funds, compliance with all applicable regulations, and other program requirements.

A.15 DISCLOSURE OF CONTENTS OF PROPOSAL

All proposals become a matter of public record and shall be regarded as Public Records and as a result may be subject to the Colorado Open Records Act, §§ 24-72-201, et seq., C.R.S (“CORA”), with the exception of those specific elements in each proposal that are designated by the proposer as Business or Trade Secrets and plainly marked “Trade Secrets”, “Confidential”, “Proprietary”, or “Trade Secret”. In the event the City receives a request for disclosure of protected information, the City shall advise the Contractor of such request to afford the Contractor the opportunity to object to the disclosure of any of its proprietary or confidential materials. Where such requests are made pursuant to CORA, the City shall use reasonable efforts to notify the proposer, and it will be the responsibility of the proposer 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 disclosure or non-disclosure of such information.

SECTION B: SCOPE OF SERVICES

YOUTH SERVICE COMPONENTS

Integrated youth services must be available through one-stop service delivery model. Proposals must address how the following services will be met by the service provider or partners.

Outreach and Recruitment

The selected service provider shall conduct outreach and recruitment efforts throughout the Denver Metro area to generate quality enrollments of youth participants. Outreach shall be conducted in conjunction with the one-stop center and will include other service providers, programs, and educational institutions.

Program Eligibility

To be considered eligible for DYEP, youth must meet the following criteria:

- Between 14 and 21 years of age at the time of enrollment
- A current resident of the City and County of Denver or considered a Ward of the County or State
- Eligible to work in the United States
- Considered to be a Priority Youth using one of the following criteria:
o Receives or is eligible to receive free or reduced-price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);
o Receives or is part of a family that receives assistance through the Temporary Assistance for Needy Families Program (TANF), the Supplemental Nutrition Assistance Program (SNAP), or other Federal, State, or local income-based assistance;
o Receives services or benefits covered by Medicaid (known as ‘Health First Colorado’)
o Resides in a Denver targeted neighborhood (per DEDO guidance)
o As a method of last resort, currently enrolled at or attending a Title I school

**Program Elements**

- Paid internship opportunities
- Personalized case management services
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors
- Activities that help youth prepare for the transition to post-secondary education and training
- Financial literacy education
- Entrepreneurial skills training
- Other services as needed

**Internships**

Service provider(s) will ensure that a variety of industries are represented throughout the Denver Metro Area and will have a streamlined process for placement based on youth career interests, any prior experience, location, and special circumstances. These placements should provide an understanding of career options within a given industry, develop industry-relevant work-based readiness skills, employment competencies, and connect youth with next steps resulting in post-secondary education, training, and/or employment.

Whenever youth under the age of 18 are placed in an internship, the service provider(s) is required to conduct a criminal background check(s) in adherence to the DEDO-DWS Background Check Requirements for Youth Service Providers and Employers policy. Selected Service Provider(s) will also be responsible for ensuring individuals participating in an internships or other work-based learning activities are covered by Workers’ Compensation Insurance.

**Additional Program Elements**

Understanding customers’ needs and meeting them where they are – Proposals are encouraged to incorporate motivational interviewing techniques, which is a method that works on facilitation and engaging intrinsic motivation within the youth to change behavior. This method of conversing is client-centered and should lead to identifying the youths’ needs as well as obstacles.
Orient the customers to program options and expectations – Some time needs to be crafted for program orientation. This is the opportunity to ensure that youth have a good understanding of supports, expectations, and opportunities.

Programmatic supports – Not every youth will require all supports; however, proposals should incorporate a menu of offerings that provide a variety of support. Programmatic supports may include aspects like soft skill development, job-readiness training, digital and financial literacy, conflict resolution, social-emotional supports, and mental health.

Suitability determination – as youth navigate through multiple programmatic elements, it is critical to determine whether an aspect is suitable for the individual. Proposals should include mechanisms that demonstrate youths’ readiness or suitability for aspects such as training and job placement.

Understanding of the local area and labor market – Denver is a diverse city and as such, the needs of its citizens are often different within specific geographic areas and populations. Proposals need to incorporate community outreach and engagement as well as an understanding of unique barriers in serving diverse populations. Additionally, an understanding of the labor market, higher learning institutions, and career pathways are critical in successfully working with youth as they advance their goals.

Services that provide:

- Activities leading to the attainment of a high school diploma, secondary school diploma or recognized equivalent or a recognized postsecondary credential;
- Preparation for postsecondary educational and training opportunities;
- Preparation for pre and/or a registered apprenticeship;
- Strong linkages between academic and occupational education that lead to the attainment of recognized postsecondary credentials;
- Preparation for unsubsidized employment opportunities, in appropriate cases; and
- Effective connections to employers, including small employers, in-demand industry sectors and occupations of the local and regional labor markets.

The specific services a youth will receive is based upon the youth’s assessment and individual service strategy.

- Selected service providers will determine and verify program eligibility prior to program enrollment. Documentation verifying eligibility must be collected prior to enrollment in the DYEP program. Eligibility documentation must be obtained and retained electronically in the Colorado labor exchange database, Connecting Colorado, and in a paper (hard) case file.

- An orientation will be provided to all youth, regardless of entry point. Orientation should include sharing information and services available through the workforce system, including partner services and any other pertinent resources to ensure successful completion of the
youth’s education and employment goals. Orientations may be provided in one-on-one or group settings.

- Comprehensive Assessment- The comprehensive assessment must include a review of basic skills, work readiness skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs and developmental needs for the purpose of identifying appropriate services and career pathways for youth.

- Individual Service Strategy- The Individual Service Strategy is specific plan developed for each youth that is directly linked to educational and employment goals. The ISS is used as the basic instrument for the local area to document appropriateness of decisions made about the mix and combination of services, including referrals to other programs.

**Performance Metrics & Outcomes**

- In concert with DEDO/Denver WDB, the selected Service Provider(s) must develop and implement performance management practices to ensure strong program evaluation. These methods should evaluate program effectiveness and performance outcomes and evaluate the resources development strategy to ensure programmatic interventions achieve optimal results that meet local needs. Selected Service Provider(s) will need to demonstrate their willingness and commitment to rapid cycle learning and evaluation processes, in addition to other evaluation techniques. This may include participation in aspects such as strategic planning sessions and other evaluation technical assistance provided by DEDO/Denver WDB or external evaluation entities.

- The providers will work with DEDO/Denver WDB to establish and provide monthly, quarterly and annual reports on programming and the use of funds. These reports may include, but are not limited to, the following data points:
  - Enrollments
  - Job readiness participants (includes financial literacy)
  - Job readiness completions
  - Participants placed in an internship
  - Participants successfully completing internship
  - Participants placed in unsubsidized employment
  - Median earnings
  - Participants placed/remaining in education/training
  - Credential attainment

Furthermore, the service Provider(s) will be responsible for not only the performance measures for the program, but also additional outcome goals and metrics to communicate a broader picture of performance to DEDO/Denver WDB both short-term and long-term. Examples of what such measures may look like are shown below. These additional measures will assist with reducing service gaps within the community in and align workforce development programs with other citywide initiatives and efforts.

- **DEDO/Denver WDB Program Metrics:**
- **Cost Per – average cost per figures on each of the following:**
  - Participant
  - Metric
  - Outcome
- Participation Rates – number of individuals enrolled/co-enrolled in a program(s) within the system
- Completion Rates - number of individuals who have exited a program(s) within the system
- Three Part Program Cost Breakdown:
  - Direct cost to customer
  - Admin/Oversight (management)
  - Program Delivery (case manager)
  - Reporting

Role of the Service Provider

The youth service provider is a core partner in Denver’s workforce system.

The service provider is responsible for outreach and recruitment, eligibility determination meeting the required youth performance metrics, and reporting promising practices. The youth provider shall ensure all services accessed or provided are compliant with the Americans with Disabilities Act (ADA).

Clarifying Partner Expectations

The selected youth service provider(s) is expected to participate in partner meetings with the One-Stop Operator and other workforce system service providers to encourage communication among partners, leverage resources, discuss effectiveness of the system, and create strategies to serve all customers.

Data, Record Keeping, Validation, and Reporting

While there are many state and federal requirements for data collection across youth programs, Denver will require a standardized data collection procedure involving the Service Provider(s) that ensures a comprehensive, detailed, and comparable record for each participant. This will include quantitative participant demographic information and services received, individual and family characteristics, and qualitative data across all programs. Baseline data collection at the outset of the project should be followed by data gathering activities at regular intervals to record the programs and its participants evolving history and data records.

Selected Service Provider(s) will have access to existing databases for use in participant record keeping. Denver records youth data in a state-managed database system, Connecting Colorado (CC), which is maintained by the Colorado Department of Labor and Employment (CDLE). Service Provider(s) shall utilize Connecting Colorado and/or any designated management information data base system required by program for data collection and documentation.

Service Provider(s) must ensure documents are legibly imaged to a prescribed file management and document imaging system and must maintain both an electronic and hard file record of documentation. The Service Provider(s) must maintain program, participant, and financial records for seven years from completion of services in accordance with the City and County of Denver’s file retention policy. The Service Provider(s) must develop policies and procedures that ensure the proper use of data and demonstrate that controls are sufficient to prevent identity theft, fraud and abuse as well as maintain a sophisticated and secure technology structure.
Fiscal Accountability and Stewardship of Federal Resources Supporting the Workforce System

Service Provider(s) operations must be conducted in compliance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) and with fiscal accountability and stewardship of the federal funding supporting the activities. Stewardship refers to processes and structures that manage, allocate and monitor resources to ensure that Federal funds are utilized to carry out a program for a public purpose specified in the authorizing statute.

Internal control can help an entity achieve its performance and profitability targets and prevent loss of resources. It can help ensure reliable financial reporting. And it can help ensure that the enterprise complies with laws and regulations, avoiding damage to its reputation and other consequences.

Internal control consists of five interrelated components –

- **Control Environment** – The control environment factors include the integrity, ethical values and competence of the entity’s people; management’s philosophy and operating style; the way management assigns authority and responsibility, and organizes and develops its people; and the attention and direction provided by the board of directors.

- **Risk Assessment** – Risk assessment is the identification and analysis of relevant risks to achievement of the objectives, forming a basis for determining how the risks should be managed.

- **Control Activities** – Control activities are the policies and procedures that help ensure management directives are carried out. They include a range of activities as diverse as approvals, authorizations, verifications, reconciliations, reviews of operating performance, security of assets and segregation of duties.

- **Information and Communication** – Pertinent information must be identified, captured and communicated in a form and timeframe that enable people to carry out their responsibilities.

- **Monitoring** – Internal control systems need to be monitored. This is accomplished through ongoing monitoring activities, separate evaluations or a combination of the two. The scope and frequency of separate evaluations will depend primarily on an assessment of risks and the effectiveness of ongoing monitoring procedures.

Financial System Requirements –

- **Budget Controls**: The organization has a method for tracking planned expenditures that allows it to compare actual expenditures or outlays to planned or estimated expenditures.

- **Cash Management**: The organization’s cash draws are necessary and reasonable, and the timing and amount of such draws appear to be as close as possible to the actual disbursement of federal funds for the payment of allowable and allocable costs incurred under the contract.

- **Program Income**: The organization is aware of the requirements for earning, spending, and reporting program income.

- **Cost Allocation**: The organization only allocates costs to the contract to the extent that a benefit was received.

- **Allowable Costs**: The organization has a system in place to ensure the program is incurring necessary and reasonable costs and is only charging allowable and allocable costs to the contract.

- **Internal Controls**: Effective control, integrity, and accountability are maintained for sub-recipient cash, personal property, and other federally funded assets.
- **Financial Reporting**: The organization has an accounting system that allows it to maintain accurate and complete disclosure of the financial results of its contract activities and those of its sub-recipients according to the financial reporting requirements of the contract.
  
- **Documentation Required for Monitoring and/or Invoice Submittal**:
  - General ledger;
  - Cash receipts and cash disbursements journals/reports or equivalent;
  - Bank statements, reconciliation, deposit slips and canceled checks for each bank account through which WIOA funds were received or disbursed;
  - All contracts and MOUs with DEDO/Denver WDB including all amendments;
  - All financial reports and documentation supporting requests for reimbursement;
  - Payroll records including Individual Earnings Record, Employee Withholding Authorization (W-4), FICA reporting forms, federal and state withholding, Unemployment taxes, Employee Personnel Files, Time Records and Employee Time/Salary Allocation plans;
  - Invoices and/or supporting data for non-payroll disbursements.
- **Compliance**: in accordance with GAAP/GAGAS as applicable.

### Leveraged Resources

Leveraged resources encompass both the traditional definition of cost sharing (match) plus other resources available to the contractor and used to accomplish contract outcomes. These resources must include costs allowable under the 2 CFR PART 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Successful organizations will be required to report leveraged resources on a quarterly basis to the funding agency.

### Transitional Planning

In the event of a service provider transition, the applicant must be prepared to address multiple aspects of transition, including but not limited to:

- Staffing/Personnel
- Customers
- Community and Stakeholders
- Site Plan
- Technology/Infrastructure
- Fiscal
- Marketing/Communication/Outreach

### Internal Sub-Recipient Monitoring

In accordance with 2 CFR PART 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the Service Provider(s) must cooperate with any contract monitoring, inspection or audit requests from DEDO/, the City and County of Denver, USDOT and any other internal or external auditors. Providers must also ensure compliance with all sub-recipient monitoring of its subcontractors.

Service Provider(s) must also demonstrate the capacity to ensure internal program record management procedures that ensure auditable and adequate records are maintained demonstrating the eligibility of all ARPA customers as well as confirm adherence to specific requirements and time limitations. Service
Provider(s) are required to share any audit results or findings with federal, state, and DEDO/City and County of Denver monitors and develop corrective action plans.

**Regulatory Requirements**

The contracts awarded, activities performed and services provided under this RFP must be in compliance with all applicable regulations and other program requirements, including, but not limited, to those outlined below:


- Any and all federal, state, or City rules and regulations promulgated pursuant to the Federal Personal Responsibility and Work Opportunity Reconciliation Act and the Colorado Works Program Act including but not limited to 45 C.F.R. 260, 45 C.F.R. 261, 3 C.C.R. 3.600 et seq.;

- Department of Labor (USDOL), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Chapter II, Part 2900 et al. (December 19, 2014);


**SECTION C. PROPOSAL AND RESPONSE REQUIREMENTS**

**C.1 SUBMISSION OF PROPOSALS**

The questions included in the following sections 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.2 RESPONSE REQUIREMENTS**

**Organizational Overview**

All proposals must include responses to the [Organization Overview Response Form](#) regarding the proposing organization.

**General Program**

All proposals must include responses to the [General Program Response Form](#) regarding the cross-cutting requirements of all service areas.

**Denver Youth Employment Program (DYEP)**

All proposals must include responses to the [DYEP Response Form](#) regarding the proposing organization.
SECTION D: ADDITIONAL REQUIRED INFORMATION

All submitted proposals 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

D.2 UNIQUE ENTITY IDENTIFICATION (UEI) AND SAM REGISTRATION
All contractors receiving Federal funds must be registered in the System for Award Management Database. A Unique Entity ID (UEI) is a 12-character alphanumeric ID assigned to an entity at no charge for all businesses required to register with the US Federal government for contracts or grants. Please see www.sam.gov for more information.

D.3 CERTIFICATE OF GOOD STANDING FROM SECRETARY OF STATE
Please attach the proposer’s Certificate of Good Standing with the Colorado Secretary of State’s office to your proposal. Proposing organizations must be registered with the Secretary of State’s office PRIOR TO submitting an application. 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 two most recent fiscal years; 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 ORGANIZATION BUDGET
All proposals must include current the fiscal year budget for the applicant organization.

D.6 LOBBYING CERTIFICATION
All proposals must include certification that no funds have been paid by or on behalf of the applicant organization to influence funding decisions regarding this RFP.

D.7 DRUG-FREE WORKPLACE CERTIFICATION
All proposals must include certification that the applicant organization will provide a drug-free workplace in compliance with the Drug-Free Workplace Act.

D.8 SAMPLE CONTRACT
The successful Proposer(s) will be required to execute a contract with the City. The City shall assume that the sample Agreement has been thoroughly reviewed and discussed with legal counsel prior to preparation of any list of proposed modifications. All Proposers are strongly advised to seek legal counsel prior to preparing such list. 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. Proposers will be presumed to have submitted their Proposals 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 one or more of the highest rated responsive Proposers. If the City is unable to reach an agreement as to final contract terms with any selected Proposer, the City expressly reserves the right to terminate negotiations and enter into contract negotiations with one or more of the other ranked Finalists. As the best interests of the City may appear in the City’s sole judgement, the City reserves the right to reject any or all Proposals at any time during this selection process or terminate, cancel or modify this selection process. The sample contract is attached to this document as Attachment A.

D.9 DIVERSITY AND INCLUSIVENESS IN CITY SOLICITATIONS INFORMATION REQUEST FORM

Definitions

Diversity: Diversity refers to the extent to which a contractor/consultant has people from diverse background 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 Executive Order No. 101, includes the extent to which a contractor/consultant 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 sector.

All proposals must include the City’s “Diversity and Inclusiveness in City Solicitations Information Request Form”. Proposers are requested to 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. 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.

Submissions of the “Diversity and Inclusiveness in City Solicitations Request Form”, must be included with RFP response. Failure to submit this form as instructed will render the proposal non-responsive and as such will not be considered.

D.10 CERTIFICATES OF INSURANCE

Please attach 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
  - Sexual Abuse and Molestation Exclusion: All contractors working with youth and/or a vulnerable population also require sexual abuse and molestation coverage as a part of
the contractor’s commercial general liability policy, therefore the policy cannot exclude such coverage and the Certificate of Insurance must state as such.

- 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.).
  - For each program participant or person otherwise receiving services under this Agreement including without limitation paid or unpaid work experience, Contractor shall either: a) itself obtain and maintain Employer’s Liability coverage; or b) ensure each employer providing paid or unpaid work experience has obtained and will maintain Employer’s Liability coverage. Professional Liability (Errors & Omissions): $1,000,000 per claim and $1,000,000 policy aggregate limit. Policy shall include a severability of interest or separation of insured provision (no insured vs. insured exclusion) and a provision that coverage is primary and non-contributory with any other coverage or self-insurance maintained by the City.

Additional coverage as specified in the sample contract may be required upon award.