SECTION A. GENERAL INFORMATION

A.1 INTRODUCTION

The City and County of Denver’s Economic Development & Opportunity (DEDO) works to ensure an inclusive and innovative economy for all Denver residents, businesses, and neighborhoods, and on behalf of the Denver Workforce Development Board (DEDO-WDB), invites proposals from qualified public, private, or nonprofit entities for the delivery of the One-Stop Operator services in accordance with the requirements of the Workforce Innovation and Opportunity Act of 2014 (WIOA), Pub. L 113-128. The One-Stop Operator will also deliver services under WIOA for Adult, Dislocated Worker, and Out-of-School Youth programs within the City and County of Denver.

This Request for Proposal (RFP) seeks to engage experienced applicants who will, through partnerships, improve access to vital services throughout the local area by establishing a one-stop delivery system described in WIOA Section 121(e). Proposals will focus on helping job seekers, especially those with barriers to employment, access quality employment, education, training, and supportive services so they may succeed in the labor market. Access to career services, as described in WIOA Section 134(c)(2), will be available to youth, adults, and dislocated workers, respectively. Qualified applicants will establish and develop relationships and networks with large and small employers and work collaboratively with partners/programs that are designed to meet workforce development needs. The Operator will work in collaboration with the Denver Workforce Services team and in alignment with services provided through Denver Workforce Centers, and the Operator will be responsible for the coordination of the delivery of workforce services within the larger Denver workforce network. Details for service area are included in Sections B, below.

A.2 BACKGROUND

Denver Economic Development & Opportunity (DEDO) works to ensure the success of Denver’s economy is shared by our residents, businesses, and neighborhoods. We are committed to creating and maintaining a vibrant economy that works for everyone. We believe all Denver residents should have the opportunity to make a home, get a job, and build a future.
Through its operation of the Denver Workforce Centers DEDO serves as an employment and training resource for employers, job seekers, Veterans, and youth throughout the metro area. Denver Workforce Services 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.

The City’s workforce strategies are designed to reduce skills gaps across targeted industries with an emphasis in Healthcare & Wellness, Information Technology, Financial Services, Manufacturing, Construction/Skilled Trades, Retail & Hospitality, Early Childhood Education, Aviation, Aerospace 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 City promotes career pathways within these industries that provides job seekers with roadmaps which include on-ramps and off-ramps to employment and training, leading to self-sustaining employment.

**Denver Workforce Development Board**

Authorized by WIOA, and certified by the Colorado Workforce Development Council (CWDC) as a local area, the Denver Workforce Development Board (DEDO/Denver WDB) serves as a strategic convener to promote and broker aligned relationships between the Mayor and economic development, education, and workforce partners to engage in and implement state-of-the-art talent development solutions tailored to meet the needs of Denver area businesses and job seekers as part of an integrated, holistic, customer-centered, and effective business-driven workforce development system. As such, the Mayoral appointed board provides program oversight and policy guidance for all federal, state, and locally funded workforce development programs, including the operation of the Denver Workforce Centers, and in partnership with the Mayor, carries out designated functions under WIOA in Denver, including the designation of a competitively procured One-Stop Operator(s) and Service Providers. For more information, please visit [www.denvergov.org/workforce](http://www.denvergov.org/workforce).

**Workforce Innovation and Opportunity Act**

WIOA is landmark legislation that is designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers.

The Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014, supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. WIOA is designed to improve and streamline access to federally funded employment, education, training, and supportive services, to strengthen and improve our nation’s public workforce system, and help put American’s back to work.

WIOA has six main purposes:

1. Increasing access to and opportunities for employment, education, training, and supportive services for individuals, particularly those with barriers to employment.
2. Supporting the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system;
3. Improving the quality and labor market relevance of workforce investment, education, and economic development efforts;
4. Promoting improvement in the structure and delivery of services;
5. Increasing the prosperity of workers and employers; and
6. Providing workforce development activities that increase employment, retention, and earnings of participants and that increase postsecondary credential attainment and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet skill requirements of employers, and enhance productivity and competitiveness of the nation.

WIOA is Denver’s primary source of funding for workforce development services. Respondents to this RFP shall be familiar with WIOA and the federal and state requirements applicable to WIOA, and should have a minimum of three years’ experience administering WIOA programming. The United States Department of Labor and Employment (DOLETA) has issued guidance for WIOA implementation in the form of the Final Rule (Regulations) and Training and Employment Guidance Letters (TEGLs). Bidders are strongly encouraged to read the WIOA Final Rules that outline the vision for the One-Stop System under WIOA. Additionally, the Colorado Department of Labor and Employment (CDLE) has published WIOA Policy Guidance Letters that provide additional WIOA guidance. It is the bidder’s responsibility to be familiar with all laws, statutes, rules, and regulations that are applicable to the programs and services referenced in this RFP.

A.3 SCHEDULE OF EVENTS

2022 DENVER WORKFORCE SERVICES – WIOA One-Stop Operator and Service Provider RFP

ON-LINE APPLICATION AVAILABLE HERE

- **RFP ISSUED** Thursday October 13, 2022 2:00 p.m. (MST)
- **PRE-PROPOSAL QUESTIONS DUE** Friday October 21, 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** Wednesday, October 26, 2022 2:30 (MST)
  This meeting will be a MICROSOFT TEAMS LIVE EVENT
  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 WIOA One-Stop Operator and Service Provider and RFP process. Prospective proposers will have the opportunity to ask questions.
  Pre-Registration is not required, please use the following link to JOIN THE LIVE PRE-PROPOSAL CONFERENCE
- **RFP GUIDELINES QUESTIONS DUE** Wednesday, November 2, 2022, 4:00 p.m. (MST)
  Any final questions regarding the RFP must be submitted in writing by 4:00 PM MST, Wednesday, November 2, 2022.
ADDENDUM TO RFP RELEASED Monday November 7, 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 Monday November 7th. The addendum will be made available through DEDO’s Funding 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.

PROPOSAL SUBMISSION DEADLINE Thursday November 17, 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/STATEMENT OF WORK

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

A.8 PRICING/ PROPOSED BUDGET

Budgets shall be in the format contained in Section C of this RFP. Alternative approaches for the pricing of the requested products and services may be provided; however, such alternate approaches shall be described separately and must be in addition to the response requirements in Sections C 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 impermissibly associated with another proposer. Failure to observe this requirement could result in all such affiliated proposals being rejected.

A.12 EVALUATION

The Evaluation Team will determine which of the proposals will provide the best value to the City, based on the responses to Section C, using the following criteria:

- Organization Overview
- General Program Requirements
- WIOA One-Stop Operator and Service Provider

The City may request oral presentations and demonstrations as part of the evaluation process. Additionally, the City reserves the right to conduct negotiations with one or more proposers.

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

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-WDB and DEDO Senior Management for review and approval.

Successful proposers will be invited to enter into contract negotiations and development of a final scope of services. Any award(s) as a result of these proposals shall be contingent upon the execution of an appropriate contract. Section D.8 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 to Section D.8. 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. Proposal reviews and awards are contingent upon proposers being current to the City on any loan, contractual, or tax obligation as due, or with any rule, regulation, or provision on existing or past City contracts.

A.14 ANTICIPATED FUNDING AND PERIOD OF PERFORMANCE

The DEDO-DWD anticipates that total funding for this solicitation is expected to equal $4,240,000 in Workforce Innovation and Opportunity Act (WIOA) and discretionary grant funds available for contracts awarded through this RFP. Funding for this RFP is expressly contingent upon final budget approval of the U.S. Congress, written authorization from CDLE, and approval by the Mayor and City Council of the City and County of Denver. The City, DEDO and the DEDO-WDB reserve the right to negotiate the final contracts.

Current funding sources include but are not limited to:

- WIOA Adult - $1,500,000
- WIOA Dislocated Worker - $500,000
- WIOA Out-of-School Youth - $1,200,000
- Technology Employment in Colorado Partnership (TEC-P) - $500,000
- Trade Adjustment Assistance Act (TAA) - $65,000
- Reemployment Services and Eligibility Assessments (RESEA) - $120,000
- Disability Program Navigator (DPN) - $95,000
- Innovation, Diversity, and Equity in Apprenticeship (IDEA)- $160,000
- City and County of Denver General Funds - $100,000

Total funding is subject to change based on increases and/or decreases in local, state and federal allocations. While proposals shall include a single overall budget, each listed funding stream has Policy and Guidance Letters (PGLs) with unique funding provisions that will require individually negotiated budgets. Additional information about funding source overview can be located [HERE](#)

The DEDO-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 July 1, 2023, through June 30, 2024. The DEDO-WDB reserves the right to renew agreements for up to three additional one-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 PROPOSALS:

All proposals become a matter of public record and shall be regarded as Public Records, with the exception of those specific elements in each proposal which are designated by the proposer as Business or Trade Secrets and plainly marked “Trade Secrets”, “Confidential”, “Proprietary”, or “Trade Secret”. Items so marked shall not be disclosed unless disclosure is otherwise required under the Open Records Act. If such items are requested under the Open Records Act, the City will 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 non-disclosure of such information.
SECTION B: SCOPE OF SERVICES

GENERAL PROGRAM REQUIREMENTS/OBJECTIVE

DEDOWEBD is seeking a WIOA One-Stop Operator and Service Provider, that employs vision, innovation, accountability, and efficient and effective utilization of resources in workforce development programming. It is the City’s goal to create a coordinated workforce system that focuses on a fully-integrated service delivery strategy, which ensures that all customers flow seamlessly throughout. As customers 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 collaborative approach to help customers discover appropriate and client-centered services. This vision promotes cutting-edge practice and technology that fosters livable sustainable wages, sustainable employment, as well as offering career pathways for the City’s vulnerable populations.

Role of the One-Stop Operator

The One-Stop Operator coordinates the service delivery of required One-Stop partners, service providers of core programs, and other partners working with the comprehensive One-Stop Center. This includes managing partner responsibilities in the comprehensive One-Stop Center as defined in the Memorandum of Understanding (MOU). The One-Stop Operator is prohibited from performing functions that are reserved for the Local Workforce Board.

Oversight and Facilitation of Partners: The One-Stop Operator is to facilitate collaboration among the Partners. The Operator in the point of contact on issues that are central to the effective operations of partners in Denver Workforce Centers:

- Develop and maintain memorandums of understanding (MOUs) and resource-sharing agreements with WIOA mandated partners and other partner agencies as needed. Each MOU and resource-sharing agreement will detail the following:
  - Description of services to be provided by the workforce system;
  - Coordination of funding for shared services and infrastructure costs; and
  - Workforce system navigation methods between partners and the provider.

- Convene the Workforce Center Partner and the One-Stop community network meetings, known locally as the Denver Workforce Integration Network (DWIN), to discuss and share general information, streamline referral processes, and provide local program and workforce center updates. DWIN consists of key organizations within the community that act as access points to One-Stop services. These include faith-based entities, local municipal agencies, non-profits, and other community organizations. In conjunction with the One-Stop Operator, they provide job seekers with access to skill assessment, career development, recruitment events, supportive services, and assistance to apply for employment through Colorado’s labor exchange system, Connecting Colorado.

In addition to convening these meetings, the One-Stop Operator shall be responsible to provide meeting minutes to attendees after each meeting, determine suitable meeting agendas based on direction and communication from the Denver WDB, and ensure relevant stakeholders are invited.
• Develop and coordinate opportunities to share and formalize strategies about how partners and DWIN can most effectively identify and assist hard to serve youth and adults with significant barriers to employment.

• Ensure the engagement of the following partners:
  1. **Required One-Stop partners:**
     - Programs authorized under title I of WIOA, including: adults, dislocated workers, youth, Job Corps, Youth Build, Native American programs, and migrant and seasonal farmworker programs;
     - The Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III;
     - The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA;
     - The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV;
     - The Senior Community Service Employment Program authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.);
     - Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.);
     - Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.);
     - Employment and training activities carried out under the Community Services Block Grant (42 U.S.C. 9901 et seq.);
     - Employment and training activities carried out by the Department of Housing and Urban Development;
     - Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law);
     - Programs authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532); and
     - Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), unless exempted by the Governor under § 678.405(b).
  2. **Other relevant stakeholders may include, but are not limited to:**
     - Employment and training programs and services administered by the Social Security Administration;
     - Department of Corrections;
     - Employment and training programs administered by the Small Business Administration;
     - Supplemental Nutrition Assistance Program (SNAP) and SNAP Employment & Training (E&T) programs;
     - Client assistance programs, under Section 112 of Rehabilitation Act (Independent Living Centers);
     - National and Community Service state grants;
     - Other appropriate federal, state or local employment, education and training programs;
     - Denver Public Library System;
     - DEDO contracted service providers;
     - WORKNOW; and
     - Denver Construction Careers Program.
Equal Opportunity and Americans with Disabilities Act (ADA): The Operator shall ensure that all outreach materials are compliant with ADA and EO guidelines in coordination with DEDO-WDB and will provide summary reports on such efforts as requested.

Additional roles of the One-Stop Provider include:

1. Equally represent all the partners in the Denver One-Stop system and be responsible for promoting and living the vision, mission, and goals of the Denver WDB and DWS.
2. Form, expand, and coordinate committees or workgroups to address the needs affecting the Denver workforce centers. Committees might be internally facing (e.g., staff development, hospitality, integrated service delivery) or customer facing (e.g., marketing, accessibility, safety, continuous improvement, and aesthetics).
3. Ensure WIOA mandated partners continue to align through the lens of integrated services.
4. Understand and comply with WIOA, local, state, federal laws, policies, regulations, and guidance.
5. Coordinating job fairs, large hiring events, community meetings, tours of visitors and dignitaries in alignment with DEDO-Denver WDB.
6. Ensure all Americans with Disabilities Act requirements are met and managed as required by WIOA.
7. Promote the services of Denver workforce centers, including support with marketing and outreach materials and social media, with support from DEDO and One-Stop partners.
8. Engage with team members to provide day-to-day feedback regarding customer engagement. May provide functional oversight or guidance to partner staff within this realm.
9. Contribute to the Denver One-Stop calendar to ensure all classes and activities are adequately staffed and offered appropriately.
10. Conduct performance analyses to identify performance improvement opportunities for the Denver One-Stop system and ensure lean operating processes that result in compliance with policies and customer service delivery expectations.
11. Conduct and report on customer’s degree of satisfaction with program services and quality

Preferred One-Stop Operator Qualities and Values

**Partnership and Collaboration:** Prioritizes strong partnerships, aims to collaborate in a facilitative way, always works towards the win-win.

**Customer Service Focus:** Dedication to delivering excellent services to all Denver workforce center customers – job seekers, employed workers, employers, partners, and colleagues.

**Systems Orientation:** Ability to see, facilitate, and build connections through a systems lens, looking beyond just programs.

**Equity, Diversity, and Inclusion:** Commitment to anti-racism, equity, diversity, and inclusion that includes a demonstrated knowledge of and experience in effective strategies.

**Commitment to Access:** Strives to eliminate barriers and reach new audiences.

**Neutrality:** Works on behalf of and is equally accountable to all One-Stop partners. Provides services in an equitable fashion and refrains from bias and partiality in thinking, decisions, influence, and actions.
Sustainability: Proactively facilitates planning that builds long-term strategies and resources.

Motivation: Excited to help the Denver workforce system reach its full potential as the backbone of the workforce development system in our community.

Role of the WIOA Adult, Dislocated Worker, and Youth Program Service Provider

The awarded bidder will be responsible for:

- Providing day-to-day supervision and management of WIOA Title I staff in Denver workforce centers and satellite/affiliate locations;
- Achieving the performance outcomes for all funding sources as negotiated with CDLE;
- Seeking innovative ways to serve customers with barriers to employment as defined by WIOA, including ex-offenders, homeless individuals, veterans, persons with disabilities, etc.;
- Determining eligibility for the WIOA Adult, Dislocated Worker, or Out-of-School Youth program, as appropriate;
- Developing outreach and recruitment strategies to share information about the WIOA program and attract new participants;
- Providing WIOA Adult, Dislocated Workers, and Youth services to qualified individuals;
- Providing 12 months of follow-up services to participants who have exited the WIOA Adult, Dislocated Worker, or OSY program.

Location of the Denver One-Stop Operator

The Denver One-Stop Operator is expected to have a full-time presence at the following locations:

- Arie P. Taylor Municipal Center
  4685 Peoria Street
  Denver, CO 80239

- Richard T. Castro Building
  1200 Federal Boulevard
  Denver, CO 80204

- Denver International Airport
  8500 Peña Boulevard
  Denver, CO 80249

WIOA Adult and Dislocated Worker Program Design

The selected bidder will coordinate career, training, supportive, and follow-up services for WIOA-eligible adults ages 18 or older. Integrated services available through the City’s comprehensive service delivery model include, but are not limited to, supporting WIOA in the areas of eligibility determination, orientation, assessment, career, business, and training services. Additionally, these services shall be integrated with programs and services focused on connecting customers to employment and training opportunities. Proposals should demonstrate how the bidder will meet the service components below/those of a comprehensive services program design.
Eligibility, Orientation, Suitability, and Assessment

- The provider will determine and verify program eligibility prior to program enrollment in a WIOA core, mandated, discretionary, or supplemental program. Documentation verifying program eligibility must be collected within the timeframes required by each program’s law and regulations.
- A comprehensive orientation will be provided to all customers, regardless of entry point or funding stream. Orientation should include information on services available through the workforce system, including partner services, and any other pertinent resources to ensure successful return or transition to employment.
- Suitability for the programs and services offered through the Denver workforce centers will be determined through an initial assessment of the customer’s needs and barriers that includes but is not limited to: assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), supportive service needs, motivation, desire, and availability for work.

Basic and individualized career services may include the following:

- Job search, job development, and placement assistance, including the provision of information on in-demand industry sectors and occupations, and non-traditional employment.
- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include diagnostic testing and use of other assessment tools and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
- Development of an individualized employment plan to identify the employment goals, appropriate achievement objectives and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services and career pathways to attain career objectives.
- Career planning.
- Short-term pre-vocational services.
- English language acquisition and integrated education and training programs.
- Ongoing case management, coaching and follow up services.
- Referrals to and coordination of activities with partner programs and services.
- Workforce and labor market employment statistics information, which includes job vacancy listings, job skills necessary for job openings, and information on local occupations in demand and the earnings, skill requirements and opportunities for advancement within those career pathways.
- The operation of the Trade Adjustment Assistance (TAA) program are provided to employees of businesses issuing Worker Adjustment and Retraining Notification (WARN) notices or experiencing layoffs or closures in conjunction with other appropriate partners and in coordination with CDLE.

Training services may include the following:

- Occupational skills training, including training for nontraditional employment;
- On-the-job training;
- Incumbent worker training (as authorized by the Denver WDB);
- Professional Internships and work experiences related to employment;
- Apprenticeships;
- Programs that combine workplace training with related instruction, which may include cooperative education programs;
• Training programs operated by the private sector;
• Skill upgrading and retraining;
• Entrepreneurial training;
• Transitional jobs;
• Job readiness training provided in combination with services such as occupational skills training;
• Customized training conducted with a commitment by an employer or group of employees to employ an individual upon successful completion of the training.

Supportive Services

Eligible WIOA customers may receive supportive services necessary to enable individuals to participate in career or training services, including, but not limited to:

• Linkages to community services;
• Assistance with transportation;
• Assistance with childcare and dependent care;
• Assistance with housing;
• Needs-related payments;
• Assistance with educational testing;
• Reasonable accommodations for individuals with disabilities;
• Legal aid services;
• Referrals to healthcare;
• Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
• Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
• Payments and fees for employment and training-related applications, tests, certifications, and licenses.

Follow-up Services

Follow-up services can include, but are not limited to two-way exchanges between the service provider/case manager and either the participant or employer as follows:

• Counseling about the workplace
• Contacting the participant or employer to verify employment
• Help secure better paying jobs, career planning, or counseling
• Resolving work-related problems
• Providing information about educational or employment opportunities
• Referral to other community services

Priority of Service and Specialized Populations within the Workforce System

As stated in WIOA Section 134(c)(3)(E), with respect to individualized career services and training services funded with WIOA Adult funds, priority of service must be given to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.
Veterans and eligible spouses covered by Public Law 107-288, who otherwise meet the eligibility requirements for enrollment, are to be given priority over non-veterans for the receipt of employment, training, and placement services provided under the WIOA program.

**WIOA Out-of-School Youth Program Design**

The selected bidder will coordinate services for WIOA-eligible youth. WIOA Out-of-School Youth are individuals who are between the ages of 16 and 24 who are not attending any school and have one or more barriers to employment as defined under WIOA.

A minimum of 20 percent of funding must be used to support work experience opportunities for WIOA Youth.

Per WIOA Section 129(c), program design must include:

- An objective, individualized assessment of the academic levels, skill levels and service needs of each youth. Assessment should 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. Recent assessments conducted pursuant to another education or training program may be utilized.

- Development of Service Strategies for all youth served. The Service Strategy is an individual plan that identifies career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the youth, taking into account the assessment results. Recent service strategies developed for the youth under another education or training program may be utilized.

- Services that provide:
  - Activities leading to the attainment of a secondary school diploma or recognized equivalent or a recognized postsecondary credential;
  - Preparation for postsecondary educational and training opportunities;
  - 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 in-demand industry sectors and occupations of the local and regional labor markets.

- Youth Program Elements provided directly or through referrals to other resources:
  - Instruction leading to completion of secondary school or recognized equivalent or a recognized postsecondary credential, including dropout prevention and recovery strategies, tutoring and study skills training, as appropriate;
  - Alternative secondary school services, or dropout recovery services, as appropriate;
  - Paid and unpaid work experiences with an academic and occupational education component, including summer and year-round employment opportunities, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities, as appropriate;
  - Occupational skill training, with priority consideration for training programs that lead to recognized postsecondary credentials aligned with in-demand industry sectors or occupations, as appropriate;
- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
- Services that provide labor market and employment information about in-demand industry sectors or occupations in the local area, such as career awareness, career counseling, and career exploration services;
- Activities that help youth prepare for the transition to post-secondary education and training;
- Financial literacy education;
- Entrepreneurial skills training;
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors, as appropriate;
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
- Supportive services;
- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months; and
- Follow-up services for 12 months after the completion of participation.

**Employer Services**

The selected bidder must coordinate and integrate all service strategies to align with the Denver Workforce Service (DWS) Employer Services team programming and activities to include but not limited to the activities outlined below.

Designating FTE and/or FTEs to:

- Assist employers with recruitment, retention and development strategies for a qualified and skilled workforce;
- Develop strong relationships with employers and need assessments to understand initial and evolving workforce needs;
- Attend hiring fairs and/or events representing DWS
- Coordinate and align services throughout the workforce system to minimize the burden on employers; and
- Track, document, and report on employer service efforts

**WIOA Performance Outcomes**

The selected bidder is expected to establish and maintain program performance standards that:

- Assure that negotiated performance measures are met or exceeded;
- Promote accountability and transparency; and
- Maximize return on investment of federal resources.

The selected bidder will utilize case management and state reporting systems as required by DEDO/Denver WDB for WIOA and any discretionary grants. The selected bidder will be required to support statewide efforts around implementation for any case management or data management systems, as well as take part in training about how to use any new systems.
WIOA Performance Measures are outlined in the following chart:

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Local Negotiated Levels of Performance PY20 and PY21</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adult</td>
</tr>
<tr>
<td>Employment Rate – 2nd Qtr</td>
<td>72.0%</td>
</tr>
<tr>
<td>Education/Employment Rate – 2nd Qtr</td>
<td>-</td>
</tr>
<tr>
<td>Employment Rate – 2nd Qtr</td>
<td>70.0%</td>
</tr>
<tr>
<td>Performance Measure</td>
<td>Local Negotiated Levels of Performance PY20 and PY21</td>
</tr>
<tr>
<td></td>
<td>Adult</td>
</tr>
<tr>
<td>Education/Employment Rate – 4th Qtr</td>
<td>-</td>
</tr>
<tr>
<td>Median Earnings – 2nd Qtr</td>
<td>$7,273</td>
</tr>
<tr>
<td>Credential Attainment</td>
<td>80.0%</td>
</tr>
<tr>
<td>Measurable Skill Gains</td>
<td>64.0%</td>
</tr>
</tbody>
</table>

Equal Opportunity and Americans with Disabilities Act (ADA): The Operator shall ensure that all programs, services and outreach materials are compliant with ADA and EO guidelines in coordination with DEDO-WDB and will provide summary reports on such efforts as requested.

**Transition of Current (Carry-In) WIOA Customers**

DEDO/Denver WDB is committed to a seamless continuation of services to existing customers without an undue interruption of services. Customers currently receiving services from an existing provider will continue to receive services from that provider if the provider is awarded a new contract through this RFP. Customers currently receiving services from an existing provider that does not receive a contract extension or new contract under this RFP will be smoothly transitioned to another provider. DEDO/Denver WDB will require new contractors to accept “carry-in” WIOA customers and to continue providing appropriate WIOA services.

**Wagner-Peyser Services**

Wagner-Peyser Act-funded workforce preparation services are an integrated component of the Denver Workforce Centers. These services will be delivered in coordination with DEDO/Denver WDB staff and state staff that administer the Disabled Veterans Outreach Program (DVOP) and the Local Veterans Employment Representative Program (LVER).

**Relevant Experience**

The proposal should indicate whether the Bidder has a record of prior successful experience in the implementation of the services sought through this RFP. Bidder(s) should include statements specifying the extent of responsibility on prior projects and a description of the projects’ scope and similarity to the projects outlined in this RFP. Describe past experience, if any, with the One Stop service delivery model under WIOA (or similar programs). All experience under this section should be in sufficient detail to allow an adequate evaluation by the DEDO-WDB.
The Bidder must submit written past performance reference information for any current and/or prior contracts. Past performance references should be at least three (3) references for projects completed or in progress in at least the last three to five (3-5) years for a similar type project.

**Program Oversight**

Although the DEDO-WDB will monitor system performance, it is critical that selected providers demonstrate the capacity to ensure self-performance monitoring and evaluation on a timely basis. These mechanisms should demonstrate the ability to track program outcomes, performance measures, and establish continuous quality improvement efforts. Successful proposals will establish indicators, develop instruments and protocols for ongoing performance evaluation. Selected Respondents 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 - WDB or external evaluation entities.

**Data, Record Keeping, Validation, and Reporting**

While there are many State and Federal requirements for data collection across the WIOA, the City will require a standardized data collection procedure involving the One-Stop Operator and Service Provider 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.

The selected One-Stop Operator and Service Provider will have access to the appropriate existing databases for use in participant record keeping. The City records WIOA and Wagner-Peyser Programs through the Colorado Department of Labor and Employment’s (CDLE) system of record, Connecting Colorado (CC).

The Service Provider must maintain program, participant, and financial records for seven (7) years from completion of services in accordance with the City’s file retention policy. The One-Stop Operator and Service Provider must already have established or otherwise 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.

Policies must cover, at a minimum, the following:

- Participant eligibility documentation;
- Program participant records, including all services provided, and costs expended per participant;
- Customers’ records including participant data forms, verification/documentation items, assessments tests and results, and documentation of outcomes;
- Protection of personal and confidential customer information, including protected health information (HIPAA);
- Memoranda of Understanding (MOUs) between partner programs to share program, participant, and financial data that adhere to federal, state, and local privacy standards. In addition, the operator will require all program participants to sign a release of information that includes an explanation of the level and type of access, as well as restrictions on the use of the participant’s data.
Continuous Quality Improvement (CQA)
In conjunction with the DEDOWDB, the One-Stop Operator and Service Provider shall:
Establish a well-developed quality assurance process that includes performance management benchmarks. Use data to measure and inform of their progress towards accomplishing designated benchmarks; and Develop a tracking system to monitor progress over time.

The One-Stop Operator and Service Provider must design programmatic models to ensure alignment in service delivery across the workforce system, which will include assessment of customer satisfaction, measurement of service delivery quality, and determination of accurate performance reporting. They should also ensure the service delivery leverages and manages resources to maximize the number of customers who are successfully engaged in program activities that leads to employment or other successful outcomes.

The continuous quality improvement processes should utilize monitoring reports and outcomes as tools to provide technical assistance on all policies, procedures and rules that impact programs, provide assistance as needed for compliance, and develop and provide technical assistance to build capacity to meet quality and consistency standards as well as to meet or exceed performance goals.

The One-Stop Operator and Service Provider is responsible for completing reviews on 100% of new program enrollments. The entity/entities will work with the DEDO CQA team to ensure all areas identified by internal and external monitoring activities are corrected in a timely manner to hedge potential of disallowed costs. Furthermore, the Service Provider will work with the DEDO team to request any additional training or technical assistance needs to ensure success.

Fiscal Oversight
One-Stop Operator and Service Provider 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, prevent loss of resources, ensure reliable financial reporting, and help ensure that the enterprise complies with laws and regulations, avoiding damage to its reputation and other consequences. Internal control consists of five (5) 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/DEDO-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.
All required written policies and procedures including, but not limited to, financial management, procurement, internal controls, conflicts of interest, record retention and access, allocation of costs, employee conduct, etc.

Compliance: All documents prepared in accordance with General Accepted Accounting Principles (GAAP) and Generally Accepted Government Auditing Standards (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.
Internal Sub-Recipient Monitoring

In accordance with WIOA Contract Monitoring and Audit Procedures, the One-Stop Operator and Service Provider must cooperate with any contract monitoring, inspection or audit requests from DEDO/DEDO-WDB, the City, the Colorado Department of Labor and Employment (CDLE), the United States Department of Labor (USDOL), and any other internal or external auditors. Providers must also ensure compliance with all sub-recipient monitoring of its subcontractors. Providers anticipating initiating sub awards must submit a copy of the draft subcontract to DEDO for review and approval prior to entering into a final agreement. In addition, The Sub-recipient shall conduct fiscal and performance monitoring of all subcontractors to ensure compliance to all terms of the contract and federal regulations.

The One-Stop Operator and Service Provider 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 WIOA customers as well as confirm adherence to specific requirements and time limitations. The One-Stop Operator and Service Provider is required to have a City Office of Management and Budget (OMB) single audit, share any audit results or findings with Federal, State, and DEDO/DEDO-WDB monitors, and develop corrective action plans.

Regulatory Requirements

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

- Workforce Innovation and Opportunity Act (Public Law #113-128, enacted 7/22/14) effective July 1, 2015, that supersedes the Workforce Investment Act (WIA), Title I, 20 CFR Part 652, et al., and amends the Adult Education and Family Literacy Act; the Wagner-Peyser Act of 1933, as amended; and the Rehabilitation Act of 1973;
- Workforce Innovation and Opportunity Act Final Rule (“DOL WIOA Final Rule”), at 81 FR 56072 (August 19, 2016);
- USDOL, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Chapter II, Part 2900, et al. (December 19, 2014)
- 29 CFR Parts 95, 96, 97, and 99;
- Colorado Revised Statutes (C.R.S.) § 8-77-109, Establishment of the Employment Support Fund (ESF) for use by the Colorado Department of Labor and Employment – Division of Employment
and Training and C.R.S. §§ 8-83-101, et seq., Workforce Development Part 1 Division of Employment and Training; and C.R.S. § 8-83-104, State Employment Service;

The terms and conditions of the executed Workforce Development Plan (WDP) Agreement and any Federal and State laws and requirements, including, but not limited to, Federal grant agreements, Federal guidance documents, relevant State-issued Policy Guidance Letters (PGLs), and Program Information. (https://www.colorado.gov/pacific/cdle/pgl);

United States Department of Labor-Employment and Training Administration (USDOL-ETA) Training and Employment Guidance Letters (TEGLs) issued under the authority of WIOA for the Adult, Youth, Dislocated Worker, Wagner-Peyser Employment Service, and other core partner programs concerning guidance on operations, services, and program requirements. http://wdr.doleta.gov/directives/.

**Transitional Planning**

To adequately support any transition from previous service providers, the One-Stop Operator and Service Provider must be prepared to address multiple aspects of transition, including, but not limited to:

- **Staffing/Personnel** – DEDO/WDB encourages the One-Stop Operator and Service Provider to grant existing and qualified vendor workforce staff first consideration for new jobs as a result of being awarded this contract. Additionally, proposals should include the process of acclimation and onboarding of new staff to the organization, training, service delivery expectations, and associated outcomes.

- **Customers** – Proposals should include a plan detailing how the One-Stop Operator and Service Provider will ensure seamless service delivery throughout the transition of all active and carry-in participants for WIOA programs and discretionary grants as identified. Additionally, proposal should include engagement of existing customer base to promote trust and a collaborative environment.

- **Community and Stakeholders**- Obtaining community input and support is critical to achieving success as a workforce system. Proposals should include details not only on community engagement, but also determining the value-add proposition for key stakeholders and how the One-Stop Operator and Service Provider intends on meeting those needs, both initially and ongoing.

- **Site Plan** – Proposals should include a plan detailing how the One-Stop Operator and Service Provider will work with DEDO/DED0-WDB and DHS Facilities and real estate staff to plan and implement a site plan in a manner that provides a welcoming environment and customer flow.

- **Technology/Infrastructure**- Proposals should include a plan detailing network and security for all technology (software, hardware, and telephony) that is current and is supported for security purposes by the vendor. This technology includes but is not limited to software, PCs, monitors, printers, copiers, fax machines, scanners, servers, switches, telephones, etc.

- **Fiscal**- Proposals should include a detailed budget of costs to successfully implement proposed transition plan. At detailed site plan specification of the spaces has been provided for consideration in the development of a transition budget, which may include any build out that may be needed.
SECTION C. PROPOSER QUESTIONS AND 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.

One-Stop Operator

All proposals must include responses to the One-Stop Operator Response Form regarding the cross-cutting requirements of all service areas.

WIOA Service Provider

All proposals must include responses to the WIOA Service Provider 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.