The City and County of Denver’s Economic Development & Opportunity (DEDO), on behalf of the Denver Construction Careers Program (DCCP), is seeking interested and qualified organizations and or collaboration to create job training opportunities and supportive services for individuals seeking careers in construction.

DCCP is committed to sustaining a thriving construction workforce program with the goal of increasing outreach, training, job opportunities and employment of people in economically disadvantaged areas and populations. DCCP will address shortages in qualified construction workers by building a talent pipeline consisting of pre-apprentices, apprentices, and journeymen in skill trades to meet the workforce demands in the Denver market.

DCCP is seeking to enhance talent pipeline development through collaboration with community partners who can provide vetted participants, core training, supportive services, and/or solutions to support construction workforce development.

DCCP is addressing the following:

- Foster demand-driven skills attainment and employment using city infrastructure projects as a catalyst.
- Enable upward mobility for all metro Denver residents and families.
- Align and integrate programs and services and promote exchange of best practices and technical assistance.
- Coordinate community-centered hiring on infrastructure projects to improve access for residents and to provide project contractors with a pipeline of local workers in craft and professional service positions.

Starting in 2018, the City and County of Denver began adding workforce language and goals to construction contracts valued over $10M in order to test and identify best practices for connecting Denver residents to jobs created by large-scale, city-funded construction projects.

DCCP has focused on more than 15 major projects between 2019-2021. These have included the most iconic venues that make Denver a world-class city, such as Denver International Airport, Denver Museum of Nature & Science, and the Denver Art Museum. The projects total more than $1.5B in value,
creating job opportunities for Denver residents, increasing access to opportunity for those that need it most.

Based on the data captured from the DCCP pilot, city leadership has proposed to convert the $1.2M pilot to an official program with $3.2M in annual funding. The increase of $2M in additional funding will be leveraged to continue to bolster the worker pipeline, sustain existing program supports, and expand staff and community resources.

DCCP reported outstanding outcomes from 2019-2022 for workers on 16 city-funded projects:
- 13,967 workers earned an average wage of $31.23/hr
  - Total Gross Pay was $144M for all workers
  - 4.6M hours were performed by total workers
  - 15% of hours were performed by workers living in target zip codes
- 1,062 apprentices worked on the pilot projects earning an average wage of $25.00/hr
  - Total Gross Pay was $11M for apprentices
  - 447K hours were performed by apprentices
  - 10% of hours were performed by apprentices living in target zip codes
- 7,918 new hires earned an average wage of $29.25
  - Total Gross Pay was $67M for new hires
  - 2.3M hours were performed by new hires

The city construction workforce development requirements is expected to be established in ordinance in 2023 and will cover projects $10M and above in construction value. The city is also allocating funds through a special revenue fund to expand Denver Public Schools’ capacity for the Careers In Construction program. The DCCP team is working with Colorado Department of Labor and Employment (CDLE) to expand access to construction apprenticeship programs in the Denver metro area.


A.3 SCHEDULE OF EVENTS

2023 DENVER CONSTRUCTION CAREERS PROGRAM

ONLINE APPLICATION AVAILABLE HERE

- **RFP ISSUED** Wednesday March 29, 2023, 1:00 p.m.
- **PRE-PROPOSAL QUESTIONS DUE** Wednesday April 5, 2023, 4:00 p.m.
  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** Monday, April 17, 2023 2:30 p.m.
  This meeting will be a TEAM LIVE EVENT to discuss the 2023 Denver Construction Careers Program. Representatives from DENVER CONSTRUCTION CAREER PROGRAM team and other city staff will share the city’s guiding principles, priorities, and regulatory requirements relevant to the 2023 DCCP and RFP process. Prospective proposers will have the opportunity to ask questions.
  - Please use the following link to [JOIN THE LIVE PRE-PROPOSAL CONFERENCE](#)
• **QUESTIONS ON RFP GUIDELINES DUE**  
  Monday, April 24, 2023, 4:00 p.m.  
  Any final questions regarding the RFP must be submitted in writing by 4:00 PM MST, Monday, April 24, 2023.

• **ADDENDUM TO RFP RELEASED**  
  Monday May 1, 2023, 4:00 p.m.  
  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, May 1. 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**  
  Wednesday May 3, 2023, 4:00 p.m.  
  Proposals must be received no later than date and time listed in the Schedule of Events. Proposals not submitted through the online 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:** All times are Mountain Standard Time (MST). Technical questions and technical support regarding the online 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 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 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.

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 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

All proposals will be reviewed by an Evaluation Team comprised of the DEDO/DCCP, 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 Response

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/DCCP 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/DCCP anticipates that total funding for this solicitation, expected to equal $1,500,000.00 in local City Funds and are subject to change based upon local, state and federal allocations. Funding for this RFP is expressly contingent upon final budget approval by the Mayor and City Council of the City and County of Denver. Funds will be awarded based on quality of proposals submitted. We are looking to award multiple contracts ranging between $200,000.00 - $375,000.00. The city and DEDO/DCCP reserve the right to negotiate the final contracts.

DEDO/DCCP 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 December 31, 2024. DEDO/DCCP will reserve 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. The Contractor further agrees to defend, indemnify, and save and hold harmless the City, its officers, agents and employees, from any claims, damages, expenses, losses or costs arising out of the Contractor’s intervention to protect and assert its claim of privilege against disclosure under this section including, but not limited to, prompt reimbursement to the City of all reasonable attorney fees, costs and damages that the City may incur directly or may be ordered to pay by such court.
SECTION B: SCOPE OF SERVICES

DCCP is looking to create a partnership that supports the development of a local worker pipeline for infrastructure construction job opportunities through collective career information, education and training, and employment or navigation services. This partnership believes in the efficiency and effectiveness of collaboration between for-profit and non-profit organizations; government and non-government organizations; community- and faith-based organizations; business; education; and labor in developing a quality workforce and sustainable neighborhoods.

Proposers must demonstrate how they will contribute to connecting Denver residents to construction training and sustainable employment opportunities on city funded construction projects. Proposers are strongly encouraged to be led by, or team with, community organizations that have demonstrated experience in working with:

- Priority Populations
  - Historically marginalized
  - Individuals who reside within DCCP priority neighborhoods
  - Veterans
- Community resources designed to support individuals interested in the construction industry
- Ability to track, document and report deliverables as outlined in this RFP
- Awareness of WIOA and any other city, local or regional Workforce initiatives

Service Components

The selected bidder will coordinate career, training, supportive, and retention services. Proposals should demonstrate how the bidder will meet the service components listed below in the proposed program design.

Recruitment- Activities that provide recruitment of priority populations to access construction related training and employment opportunities through apprenticeship readiness training, apprenticeships, and continuing education.

Deliverables:

- # of participants enrolled
- # of recruitment events held % events held in DCCP Priority Neighborhoods
- Demonstrated partnerships with training organizations
- # of people from priority populations recruited into apprenticeship readiness and apprenticeship training programs
- Demographic and participant information for those enrolled including:
  - Veterans
  - Graduates from DEDO-approved apprenticeship readiness programs
  - DCCP Priority Neighborhoods

Case Management – The proposer will provide case management services to individuals seeking support for construction related trainings, supportive services, work-based learning, upskilling training, certificate training, apprenticeship readiness training, and placement and retention services. Case management will include tracking the progress of participants from acceptance through completion of the services.

Deliverables:

- # of people who received case management services
• Case notes to show the progression from each participant interaction
• Measurements defined in the proposed Task
• Certificates of completion

Outreach and Engagement- Activities in the community that provide career exposure and education about the benefits and opportunities of construction careers; especially in priority neighborhoods.

Deliverables:
• # of educational/career exposure sessions including job fairs and other city-initiated construction careers programming

Placement & Retention Services- Organizations that provide placement services into the construction sectors and then work with a person to retain their employment through on-going case management and/or other supports.

Deliverables:
• # of people placed in job after program
• Average initial wages in new job
• Retention of program alumni at 3-month intervals post program for one year and wages over time

Program Elements
Proposers are encouraged to review each element to determine which one(s) their organization will be included in their program(s) design. The proposal should include a thorough understanding of providing training and employment services including, but not limited to apprenticeship readiness apprenticeship programs, supportive services, work-based learning, that will lead to full-time employment on city funded construction projects.

Element 1: Supportive Services
Activities that provide wrap-around support towards making progress on employment and career goals. This could include transportation costs, childcare, expungement, tools or materials, or other supports that will aid an individual in achieving their employment aspirations. May include construction readiness support to ensure they are ready to work in the field, including but not limited to boots, tools, and union dues.

Deliverables:
• # of people who received supportive services by category of services received (childcare, record expungement, transportation, etc.)
• # of people who received construction readiness support and the category of support they received (boots, tools, childcare, transportation, union dues)
• Case management sessions provided
• # of referral to other service providers and provider name

Element 2: Work-based Learning
Work-based learning activities are designed to provide jobseekers with hands-on, real-world experience. Proposals should describe your organization's plan to incorporate work-based learning in your service delivery model by addressing each work-based learning element: on-the-job training, work experiences, pre-apprenticeships, and registered apprenticeships. Include details on timeframes and how you will blend and braid funding to expand services for jobseekers participating in work-based learning opportunities. Organizations are encouraged to provide training stipends to...
help eliminate barriers for priority populations, so individuals can make the investment in getting the training they need for their career.

**Deliverables:**
- # enrolled in work-based training programs
- % that successfully completed training programs
- Work-based learning hours (total)
- Documented proficiencies and certifications earned
- # of stipends awarded to participants
- Total number of $ awarded to participants
- Stipend $ awarded per participant
- Stipend $ awarded to participants from DCCP Priority Neighborhoods
- Trainings attended

**Element 3: Upskilling/Certificate Training for Transitioning and/or Incumbent Workers**
Organizations that provide upskilling/certificate training designed to reskill individuals into career pathways in construction industries and in-demand occupations. Training modules can also include elements related to access and successful retention of trainings, including diversity, equity and inclusion training. Organizations can provide training stipends for this work.

Serve individuals through prioritized training activities that may include the following:

a. OSHA 10 & 30 Certifications
b. Pre-apprenticeship activities
c. Middle skill upgrades including, but not limited to:
   - Commercial Drivers Licensing (CDL)
   - Estimating
   - Blueprint Reading
d. Stormwater Management to occupations and apprenticeship pathways such as:
   - Framing
   - Mechanical/ Sheet Metal
   - Pipe Fitting
   - Drywalling
   - Electrician
   - Carpentry
   - Concrete and Masonry
   - Millworks
   - Glaziers and Glass Work
   - Iron Working
   - Roofing, Electric
   - Plumbing
   - Equipment Operators
   - Other trades needed to support construction on city projects
e. Training activities to include tuition support for registered apprenticeship programs in the categories listed above
f. Provide pre-apprenticeship training utilizing certified instructors consisting of:
   - OSHA 10 certifications
   - First Aid certifications
   - Physical fitness training
• Union visitations and career evaluations
• Hands-on skills training
• Stipends
• Incentives
• Supportive services
• Career and navigation support

**Deliverables:**
- # of incumbent workers who received stipends for training
- # of incumbent workers who received a certification
- # of incumbent workers who completed upskill training by trade
- % of wage increase as a result of training completion
- Training attended

**Element 4: Apprenticeship Readiness Training for Priority Population**
Organizations that provide apprenticeship readiness (Pre-apprenticeship) training for priority populations and connects them to entry into Registered Apprenticeship Programs.

**Deliverables:**
- # of people enrolled in Apprenticeship Readiness training
- # of people graduated from Apprenticeship Readiness training
- # of people placed into an apprenticeship
- # of people placed into a job
- % of wage increase as a result of training completion

**WORKPLAN: OUTCOME, ACTIVITIES & TIMELINE**
Service delivery outcome information will be provided to DEDO upon request. Documentation needs to clearly demonstrate how outcome metrics were implemented. Outcome documentation could include but is not limited to detailed report printouts tied to specific outcomes, case notes with descriptions and dates, certifications proving that training completed.

Activities and reporting should align with the relevant metrics included in the Scope of Work above. One requirement of this program will be for the contracted organization to compile a final report documenting the actual outcomes compared to proposed outcomes at the end of the contracting period.

Additionally, spend down of budget items must occur in a timely manner to avoid the reallocation of funds to other program areas.

**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 online application. Proposals that are not submitted through the online application will not be accepted.
C.2 RESPONSE REQUIREMENTS

Organizational Overview
All proposals must include responses to the Organizational 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.

SECTION D: ADDITIONAL REQUIRED INFORMATION

All submitted proposals must include the items listed below. The online 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 online application. Proposals that are not submitted through the on-line application will not be accepted.

D.1 IRS FORM W-9


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 U.S. government for contracts or grants. Please see (www.sam.gov) for more information.

D.3 CERTIFICATION OF GOOD STANDING FROM THE 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.

(END)