2023 REQUEST FOR PROPOSAL – 20230109
Denver Workforce Services –
Workforce Innovation and Reskilling, Upskilling, Next skilling Grants

PROPOSAL GUIDELINES

SECTION A. GENERAL INFORMATION

A.1. INTRODUCTION

Denver Economic Development & Opportunity (DEDO) within the City and County of Denver, works to create an economy that works for everyone, and on behalf of the Denver Workforce Development Board (DEDO-WDB), is seeking proposals from experienced organizations capable of providing workforce development solutions to assist Denver residents from priority populations who have been impacted by the COVID-19 Pandemic gain skills and credentials that assist them in gaining employment.

Many of our neighbors continue to face tremendous hardships due to the COVID-19 pandemic. Some populations, particularly those experiencing significant inequities, are more vulnerable to the effects of the pandemic and are therefore disproportionately impacted. In Denver, business leaders report significant decreased revenue, reduced workforce, and increased expenses due to ongoing COVID-19 related closures and safety precautions.

The ability to find employment that generates a self-sustaining wage can be challenging in a healthy economy. In the current environment it is important that we support workforce development programs and wrap-around supports to help individuals make progress towards their employment and career goals.

A.2. BACKGROUND

The purpose of this Request for Proposal (RFP) is to support agencies with adapting and responding to our region’s workforce development needs throughout the COVID-19 pandemic, and building a strong, resilient, and equitable recovery by making investments in long-term growth and opportunity.

We are looking for proposals that advance
- Reskilling, Up-skilling, and Next-skilling of Denver residents
- Programs and services offering training leading to an industry-recognized credential reskill individuals displaced from COVID-19 affected jobs into career pathways in high growth industries and in-demand occupations
• Programs and services designed to improve digital literacy and reskill displaced and/or unemployed workers into middle-skill, middle-high wage occupations
• Programs and services designed to help low-income, unemployed and underemployed individuals achieve economic self-sufficiency
• Programs and services designed to build in-demand skills, connect workers and learners to quality jobs, and drive employer engagement in talent development
• Wrap-around supports that remove barriers to making progress on employment and career goals
• Programs and services aimed at placing Denver residents from priority populations on a continuum of quality education, training, workforce development, and economic security programs.
• Programs and services offering employment in a job along a career pathway, education/training, and economic security as a continuum with an integrated approach, where individuals can take advantage of multiple services to help them become economically self-sufficient.

The intent of this grant is to serve individuals who have been adversely and disproportionately affected by COVID-19 to build in-demand skills, which include, but are not limited to individuals experiencing the following conditions;

• Low-income
• Unemployment or Underemployment related to COVID-19
• Individuals with a disability
• Individuals who have limited English proficiency or are non-English speaking
• Households residing in Qualified Census Tracts
• Receiving public assistance
• Veterans
• Experiencing Homelessness
• Basic skills deficient
• Justice involved
• Other significant barriers to employment

Additionally, it is important that these investments are guided by the understanding that some populations are disproportionately impacted by this pandemic and an equity lens should be used to focus efforts, increase access, and support those who need it most.

A.3. SCHEDULE OF EVENTS

• RFP ISSUED Monday January 9, 2023 2:00 p.m.
• PRE-PROPOSAL QUESTIONS Tuesday January 17, 2023 4:00 p.m.

All general questions regarding the RFP must be submitted in writing by e-mail to DEDO_BusinessDevelopment_Proposals@denvergov.org.

Additional questions may be asked at the Pre-Proposal Conference.
• PRE-PROPOSAL CONFERENCE Tuesday, January 24, 2023  2:30 p.m.  
This will be a TEAM LIVE EVENT to discuss the 2022 Workforce Innovation and Reskilling, Upskilling, Next-skilling Grants. 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 State Stimulus program 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 Tuesday, January 31, 2023  4:00 p.m.  
Any Final questions regarding the RFP must be submitted in writing by 4:00 p.m., Friday, January 31, 2023 to DEDO_BusinessDevelopment_Proposals@denvergov.org.

• ADDENDUM TO RFP RELEASED Wednesday February 3, 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 Friday, February 3. The addendum will be made available through DEDO’s Funding Opportunities webpage

• COMPLETED PROPOSAL SUBMISSION DEADLINE Monday February 13, 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 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: All times are Mountain Standard Time (MST). 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. ACRONYMS, TERMS, AND DEFINITIONS

AMI  Area Median Income The area median household income is commonly used to generate data about geographic areas and divides households into two equal segments with the first half of households earning less than the median household income and the other half earning more.

CCDF  Child Care and Development Fund

CDLE  Colorado Department of Labor and Employment

CHIP  Children’s Health Insurance Program

CORA  Colorado Open Records Act, §§ 24-72-201, et seq., C.R.S

CC  Connecting Colorado records data in a state-managed database system, Selected Service Provider(s) will have access to existing databases for use in participant record keeping.
DEDO  The City and County of Denver Economic Development & Opportunity (DEDO) is dedicated to advancing economic prosperity for Denver, its businesses, neighborhoods, and residents.

FPG  Federal Poverty Guidance

HTF  National Housing Trust Fund

HOME  Home Investment Partnerships Program

HUD  The U.S. Department of Housing and Urban Development (HUD) is the federal government agency that receives appropriations from the principal agency for overseeing mortgage lending and securing housing for low- and moderate-income citizens.

LIHEAP  Low-Income Home Energy Assistance Program

NSLP  National School Lunch Program or Free and Reduced-Price Lunch

OMB  Office of Management and Budget

PGL  Policy Guidance Letter

RFP  Request for Proposal

RUN  Reskilling  Up-skilling Next-skilling

  - Reskilling - means activities to: (i) support unemployed and underemployed individuals who need or want to change industries in order to return to full-time work or who need or want to obtain more appropriate work based on their skills; and (ii) help unemployed and underemployed individuals achieve economic self-sufficiency. "Reskilling" may include technical training for new positions and new careers and entrepreneurial training for individuals who wish to pursue self-employment and business ownership.

  - Up-skilling - means activities or training to increase the skill levels of an incumbent worker so the worker is able to retain employment and advance within a company.

  - Next-skilling - means activities to develop future-ready skills necessary for employment in the twenty-first century and includes classes, workshops, or certificates focused on basic or advanced digital skills, remote work, interpersonal skills, professional communication, critical thinking, creativity, communication, analytical skills, collaboration, and relationship building, data analysis, project management, and digital design. Next-skilling training may be used in preparation for success in training that leads to an industry-recognized credential. Examples include, but are not limited to, Northstar Digital Literacy Online Assessment, Microsoft Certificates for digital skills (e.g. Microsoft Office, Azure), CSMlearn.

SBP  School Breakfast programs

SSI  Supplemental Security Income
A.5. **ELIGIBLE RESPONDENTS**
Eligible respondents include governmental, 501(c)(3) not-for-profit organizations or agencies engaged in a public service. Governmental agencies serving the listed population focus:

- Priority will be given to community-based organizations with a track record of providing services to targeted populations of the city while maintaining high standards of program management and accountability.
- Priority will be given to proposals that incorporate partnerships and collaborations under this RFP. Partnerships focusing on seamless integration of services are strongly encouraged to ensure that there are no gaps in the continuum of programs and services. Partnerships are urged to include a broad spectrum of stakeholders, including but not limited to employers, higher education, adult basic education providers, and community-based organizations.
- Each applicant may apply as the lead applicant for only one proposal. Applicants may be members of more than one partnership under this RFP. Applicants may also serve as a fiscal agent for more than one organization.

A.6. **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.7. **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.8. **TECHNICAL REQUIREMENTS/ SCOPE OF SERVICES**
Sections B, C and D 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.9. 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.10. 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.11. 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.12. 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.13. EVALUATION
All proposals will be reviewed by an Evaluation Team comprised of the DEDO/Denver WDB, DEDO staff and additional evaluators with subject matter expertise. All data and information from the proposer must be submitted as described in section A.3 (SUBMISSION OF PROPOSALS) above. No additional information, documents or inquiries pertaining to the proposal submittal will be considered during the selection process.

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

- Organization Overview
- General Program
- RUN and WIG

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

Successful proposers will be invited to engage with the City to finalize the scope of work. Any award(s) as a result of these proposals shall be contingent upon the execution of an appropriate contract. Attachment A of this proposal contains our proposed terms and conditions. These terms and conditions
shall form the basis of a Contract covering the subject matter of this proposal. If there is contention(s) with the Terms and Conditions, a brief explanation and alternative language, if any, should be included in your response. Any exceptions to the Terms and Conditions will be taken into consideration when evaluating proposals submitted. The City reserves the right to reject any or all of your proposed modifications.

A.15. ANTICIPATED FUNDING AND PERIOD OF PERFORMANCE

The DEDO-DWD anticipates that total funding for this solicitation is expected to equal $4,000,000 in Reskilling Up-skilling Next-skilling (RUN) and Workforce Innovation Grant (WIG) 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 Colorado Department of Labor and Employment (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.

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. Award amounts will vary based on several factors, such as the scope of the proposed response and the number of grant requests received. To provide guidance for applicants, the suggested size of awards is anticipated to range from $250,000 - $1,000,000. Proposals that demonstrate a coordinated effort among two or more partners may be considered for larger grant awards. Total funding is subject to change based on increases and/or decreases in local state and federal allocations.

Agreements are anticipated to have terms effective July 1, 2023, through December 31, 2024. The DEDO-WDB reserves the right to renew or extend agreements for up to 3 additional years based on funding availability, contractor performance, achievement of benchmarks, ability to leverage funds, compliance with all applicable regulations and other program requirements.

A.16. APPLICATION PROCESS

DEDODO is using the grant management system Zengine for this RFP application process. All proposals must be submitted via the Zengine system. Any application materials submitted outside the Zengine application will not be accepted nor reviewed. Zengine allows all program areas to use one document to gather general data and information; applicants must answer specific questions and requirements related to the proposed project.

Data entered by organizations must be clear, concise, and reflect measurable performance objectives. Organizations may submit more than one project proposal. Additional proposals for different projects can be accessed after the first proposal has been submitted through the Zengine system.

Documents have been created to assist you in the application process and are posted on the Funding Opportunities page as part of this RFP.
A.17. DISCLOSURE OF CONTENTS OF PROPOSAL

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

SECTION B. SCOPE OF SERVICES

B.1 PROGRAMS AND SERVICES

The intent of this RFP is to place Denver residents from targeted populations who may have been disproportionately affected by COVID-19 on a continuum of services in employment, education and economic security, with a focus on providing short-term training to obtain an industry-recognized certificate or credential, or to pursue training in any program that leads to an in-demand or growth occupation, and related services, that will aid workers, including those from communities disproportionately impacted by the public health emergency.

For certain occupations, temporary jobs, part-time jobs or subsidized jobs may be a strategic first step – these interim/intermediate outcomes will be considered successful short-term or mid-term outcomes. Applicants proposing such strategies must make a compelling argument to demonstrate a continuum of career pathways. Applicants are not required to produce all of the outcomes listed in section B.4, however applicants must demonstrate how their programs will eventually lead to long-term outcomes of attaining jobs at livable wages. Minimally employment and training programs will be required to track and report on entered employment, employment retention and average wages. Education programs will be required to track and report the number of individuals who successfully enroll and complete programs, as well as the credentials to be obtained.

Contracts will be awarded to support direct service responses and are not intended for general agency stabilization purposes. All applicants must demonstrate the ability to deliver services in a high-quality manner that adheres to safety protocols associated with social distancing and other public health recommendations.

We encourage collaborations among agencies/organizations that work closely with displaced or underemployed workers to help identify careers that pay wages achieving the living wage and above in high-demand occupations that require two years or less of post-secondary education.
We also request that individuals served by these grant awards be referred to Denver Workforce Services for possible services when applicable and appropriate. Coordination with this collaborative is important in helping to create a more integrated and holistic regional workforce system.

B.2 PROGRAM QUALIFICATIONS

Program services are intended for individuals ages 16 and older who want and are available for work and who are a member of a COVID-19 Impacted or Disproportionately Impacted Class as identified in the Policy Guidance Letter GRT 2021-01 and GRT 2021-02.

Member of a Covid-19 Impacted Class

1. Households with income at or below 300% of Federal Poverty Guidance (FPG) for the size of its household, based on the most recently published poverty guidelines by the Department of Health and Human Services (HHS), or
2. Income at or below 65% of the Area Median Income (AMI) for its county and size of household based on the most recently published data by HUD; or
3. Households that experienced unemployment/underemployment; or
4. Households that experienced food or housing insecurity; or
5. otherwise qualifies for any of the following programs:
   a. Children’s Health Insurance Program (CHIP)
   b. Childcare Subsidies through the Child Care and Development Fund (CCDF) Program
   c. Medicaid
   d. National Housing Trust Fund (HTF), for affordable housing programs only
   e. Home Investment Partnerships Program (HOME), for affordable housing programs only
6. Other households or populations that experienced a negative economic impact of the pandemic other than those listed above

Member of a Covid-19 Disproportionately Impacted Class

1. Households residing in Qualified Census Tracts
2. Households with income at or below 185% FPG for the size of its household based on the most recently published poverty guidelines by HHS or
3. Income at or below 40% AMI for its county and size of household based on the most recently published data by the Department of Housing and Urban Development (HUD), or otherwise qualifies for any of the following programs, or:
   a. Temporary Assistance for Needy Families (TANF)
   b. Supplemental Nutrition Assistance Program (SNAP)
   c. National School Lunch Program (NSLP) Free and Reduced-Price Lunch and/or School Breakfast (SBP) programs
   d. Medicare Part D Low-income Subsidies
   e. Supplemental Security Income (SSI)
   f. Head Start and/or Early Head Start
   g. Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
h. Section 8 Vouchers
i. Low-Income Home Energy Assistance Program (LIHEAP)
j. Pell Grants

Recipient establishes targeted class (individuals or area) based on evidence demonstrating intended class sustained negative economic impact from pandemic

4. For services to address educational disparities, Treasury will recognize Title I eligible schools as disproportionately impacted and responsive services that support the school generally or support the whole school as eligible.

B.3 PROGRAM SUSTAINABILITY

This funding helps support individuals who have been economically impacted by the Covid-19 pandemic as defined in PGL GRT-2021-01 and PGL GRT 2021 02. The selected service provider will be required to submit a sustainability plan to DEDO detailing how they will continue their project after the grant ends.

B.4 OUTCOMES

Denver Workforce staff will work with successful proposers to develop measurable outcomes specific to the funded program which may be based on the following structure.

Employment Outcomes
- Number and percentage of participants who obtain employment in high growth industries and in-demand occupations
- Number and percentage of participants who retain their jobs for at least 60 days
- Average wage of employment placements

Education Outcomes
- Number and percentage of participants who obtain post-secondary degrees and industry-recognized certificates.
- Number and percentage of participants who are placed into skills training programs, such as occupational training, pre-apprenticeship, and apprenticeship programs.
- Number of participants completing training

B.5 REPORTING

DEDO staff will work with successful proposers to develop measurable outcomes specific to the funded program which may be based on the following structure. This includes but is not limited to;
- Achievement of objectives in accordance with proposal and contract
- Integrity of administrative systems and eligibility determination
- Quality of service evaluation through observation, customer feedback and informal interviews
Applicants must demonstrate the capacity to perform administrative responsibilities including maintaining records of participant eligibility, attendance and progress, tracking participation, and submitting program reports and invoices on a timely manner.

DEDO will conduct site visits and regularly scheduled check-ins to monitor compliance and quality of services. Site visits and regularly scheduled check-ins will also occur to monitor program and financial compliance.

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

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

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

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

**SECTION C. ADDITIONAL APPLICABLE REGULATIONS**

**C.1. ACCOUNTING SYSTEMS AND AUDITS**

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

Internal control can help an entity achieve its performance and profitability targets and prevent loss of resources. It can help ensure reliable financial reporting. And it can help ensure that the enterprise complies with laws and regulations, avoiding damage to its reputation and other consequences. For any proposals that include a subrecipient(s), the subrecipient(s) in your proposal would be required to show compliance with these accounting systems and audit requirements.
Internal control consists of five interrelated components –

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

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

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

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

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

**Financial System Requirements** –

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

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

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

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

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

- **Internal Controls**: Effective control, integrity, and accountability are maintained for sub-recipient cash, personal property, and other federally funded assets.

- **Financial Reporting**: The organization has an accounting system that allows it to maintain accurate and complete disclosure of the financial results of its contract activities and those of its sub-recipients according to the financial reporting requirements of the contract.

**Documentation Required for Monitoring and/or Invoice Submittal**:

- General ledger;
- Cash receipts and cash disbursements journals/reports or equivalent;
- Bank statements, reconciliation, deposit slips and canceled checks for each bank account through which funds were received or disbursed;
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 2 CFR PART 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the Service Provider(s) must cooperate with any contract monitoring, inspection or audit requests from DEDO/, the City and County of Denver, USDOT and any other internal or external auditors. Providers must also ensure compliance with all sub-recipient monitoring of its subcontractors.

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

Regulatory Requirements

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

- Any and all federal, state, or City rules and regulations promulgated pursuant to the Federal Personal Responsibility and Work Opportunity Reconciliation Act and the Colorado Works Program Act including but not limited to 45 C.F.R. 260, 45 C.F.R. 261, 3 C.C.R. 3.600 et seq.;
- Federal Funding Accountability and Transparency Act of 2006
31 CFR Part 35 Subpart A, Pandemic Relief Funds - Coronavirus State and Local Fiscal Recovery Funds
State and Local Fiscal Recovery Funds Final Rule;
American Rescue Plan Act of 2021, 117 P.L. 2
Section 602 of the Social Security Act, regulations adopted by Treasury pursuant to section 602(E) of the Act, and guidance issued by Treasury
Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25
Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170
OMB Guidelines to Agencies on Government wide Debarment and Suspension (No procurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (Agreements and subcontractors described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
Subrecipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
Government wide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20
New Restrictions on Lobbying, 31 C.F.R. Part 21
Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
Generally applicable federal environmental laws and regulations.
Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;
The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, creed, national origin, sex, familial status, or disability;
Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

SECTION D: PROPOSAL AND RESPONSE REQUIREMENTS

D.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.
D.2 RESPONSE REQUIREMENTS

Organizational Overview

All proposals must include responses to the Organization Overview Response Form regarding the proposing organization.

General Program

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

RUN-WIG

All proposals must include responses to the RUN & WIG Response Form regarding the proposing organization.

SECTION E: ADDITIONAL REQUIRED INFORMATION

E.1 IRS FORM W-9

E.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.

E.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

E.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.

E.5 ORGANIZATION BUDGET

All proposals must include current the fiscal year budget for the applicant organization.

E.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.
E.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.

E.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.

E.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.

E.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)