

ATTACHMENT 1

Proposer Response Form

Please use Adobe to complete this form. Attach additional sheets, forms, or other materials as necessary. The information provided will be a guide, subject to verification, for determining the capacity and qualifications of the proposer to provide the highest level of services to the City.

SECTION 1: Contact Details

Proposer Company Name:	
Proposer Address:	
Main Contact Name:	
Main Contact Email Address:	
Main Contact Phone Number(s):	

SECTION 2: Qualifications & Experience

1. Describe your organization's experience operating a community center or similar facility.

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2. Provide examples of past programming or services that demonstrate your capacity to serve diverse community needs.

3. Identify any existing agreements (leases, loans, or grants) your organization or affiliates have with the City, including the relevant City agency.

4. Describe your current community partnerships and how you plan to collaborate with other Denver-based nonprofit organizations.

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SECTION 3: Vision & Approach

1. Describe your vision for the Westwood Community Center and how it aligns with the needs identified in the Westwood Neighborhood Plan and the 2021 Community Survey.

2. Outline your proposed programming and services. Are these new, existing, or being transferred to this location?

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3. How will you ensure the Center remains publicly accessible and responsive to community feedback?

4. Describe your plan for establishing a long-term relationship with the surrounding community.

5. How will you identify and vet third-party organizations that may occupy space under a license or use agreement?

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6. How does the composition of your board and leadership reflect the community you intend to serve?

7. How are decisions made within your organization, and what role will community members play?

8. How will you ensure your programs are not duplicative of other services in the area?

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SECTION 4: Financial Backing

1. Provide your proposed hours and days of operation, including any seasonal variations.

2. Describe your expected timeline for launching operations and your rationale.

3. Describe your operating plan for the following:
 - a) Management structure

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b)) Number of full-time and part-time staff, staffing per shift, and any planned hires

c) Wage scale, benefits offered, and employee retention strategies

d) Staff experience and qualifications

e) Internal controls and recordkeeping

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f) Security measures

g) Facility cleanliness and maintenance practices

h) Communication protocols with City staff and emergency personnel

i) Customer service philosophy and complaint resolution

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- j) Infrastructure needs (e.g., technology, furnishings, accessibility improvements) and how you plan to address them

- k) Sustainability practices (e.g., recycling, energy conservation, use of compostable materials)?

- l) Marketing and outreach strategy

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SECTION 5: Legal & Financial

1. Disclose if your company is party to any current or pending litigation.

2. Describe your approach to tracking and reporting public benefit, including how you will meet the annual reporting requirement.

3. Provide evidence of financial capacity to operate the Center for a minimum of three years.

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SECTION 6: References

Provide the names and contact information for three (3) references for similar projects, who the City may contact, that are free to discuss all aspects of their experience working with your company.

	NAME, JOB TITLE & ORGANIZATION	CONTACT INFORMATION
1		
2		
3		