



Department of
Human Services

Department of Human Services

Contracting Services Organization

1200 Federal Boulevard, 4th Floor

Denver, CO 80204-3221

p: 720-944-2233

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Email: DHS_Contracting_Services@denvergov.org

www.denvergov.org/Contracting_Services

Denver Department of Human Services

**Business Management Division
Contracting Services**

On behalf of

Denver Office of Strategic Partnerships

Nonprofit Capacity Building Program

REQUEST FOR PROPOSAL

PACKAGE

RFP NO. NCBP_1_11_2010

Released 1/11/2010

**NOTICE OF REQUEST FOR PROPOSALS
DENVER, COLORADO
City and County of Denver
NONPROFIT CAPACITY BUILDING PROGRAM**

Denver, Colorado

1/11/2010

The City and County of Denver through the Denver Office of Strategic Partnerships (DOSP) is seeking proposals from qualified interested organizations and agencies to provide capacity building through training and one on one technical assistance to select nonprofits within the City and County of Denver. Parties interested in submitting a proposal with qualifications to provide such services are required to follow the recommended guidelines and instructions contained in this Request for Proposal ("RFP").

Services by the selected proposer are to commence on March 1, 2010 and continue through December 31, 2010, with the potential to extend the contract for two (2) additional one-year terms, contingent upon funding availability, contractor performance, and local priorities.

The RFP packet may be obtained on or after **1/11/2010** by visiting "Bidding Opportunities" at: http://denvergov.org/Contracting_Services/ for an electronic download of the RFP packet. If you are unable to download the RFP packet please contact Contracting Services at 720.944.2233 in order to pick up a RFP packet at Denver Department of Human Services during the hours of 9:00A.M. to 4:30 P.M., local time, Monday through Friday.

Proposals are due and must be received by 12:30 P.M., Mountain Standard Time on Friday, **1/22/2010** to the attention of the RFP contact person.

RFP Information Contact Persons:

Jon Luper Contract Administrator Denver Department of Human Services 1200 Federal Boulevard, Denver, CO 80204 Phone: 720-944-3079 Fax: 720.944.2224 E-mail: Jon.Luper@Denvergov.org	Pamela Blair Contract Compliance Coordinator Denver Department of Human Services 1200 Federal Boulevard, Denver, CO 80204 Phone: 720-944-3099 Fax: 720.944.2224 E-mail: Pamela.Blair@denvergov.org
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Only applicants that meet the minimum qualifications as set forth in the complete Request for Proposals packet will be evaluated. All interested organizations, firms, or other entities, whether for-profit or not-for-profit are invited to apply in accordance with the terms and conditions stated in this Request for Proposals.

The Denver Office of Strategic Partnerships reserves the right, at its sole discretion, to reject any or all applications and to waive informalities and minor irregularities in applications received and to accept any portion or all items proposed if deemed in the best interest of the City and County of Denver.

Registration Required:

Upon receipt of this RFP, it is your obligation to register with DDHS by sending an email to: DHS_Contracting_Services@denvergov.org or by calling Pamela Blair at 720-944-3099. You will be asked to provide your company name, two (2) contacts, email address, fax number and telephone number. This information is required should DDHS amend the RFP or need to communicate with applicants. If an applicant is not registered, any information that is related to and is subsequent to the release of this RFP, may not be communicated to the applicant.

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NONPROFIT CAPACITY BUILDING PROGRAM

RFP NO. NCBB_1_11_2010

This Request for Proposals package is divided into two parts.

Part I contains general information and instructions necessary for submission of a Proposal to the City and County of Denver.

Part II contains information regarding the scope of services to be provided, any general specifications and documents specific to this solicitation to be completed and submitted as part of a proposal.

PART I
INSTRUCTIONS FOR SUBMITTING PROPOSALS

To be considered, all applications must be submitted in accordance with these instructions.

NOTE: THE FOLLOWING ARE GENERAL INSTRUCTIONS FOR SUBMITTING PROPOSALS. ADDITIONAL AND/OR CONFLICTING INSTRUCTIONS OUTLINED IN THE GENERAL SPECIFICATIONS IN THIS REQUEST FOR PROPOSALS (RFP) MAY SUPERSEDE THESE INSTRUCTIONS.

1. ISSUING OFFICE

This RFP is issued for the City and County of Denver by the Business Management Division, Contracting Services on behalf of the Denver Office of Strategic Partnerships. The contract will be issued through the Denver Department of Human Services (DHS), 1200 Federal Boulevard, Denver, Colorado 80204-3221.

2. PURPOSE

This RFP is designed to provide qualified applicants sufficient information to enable them to prepare and submit a proposal to provide **capacity building through training and one on one technical assistance to select nonprofits within the City and County of Denver.**

3. SCOPE

This RFP contains the instructions for submitting a proposal, the information to be included in the response, and any mandatory requirements which must be met for the applicant to be eligible for consideration.

4. WHO SHOULD RESPOND

All interested applicants who have the capability to meet the specifications (see Part II, Section III. Qualified Proposers, for additional information) are invited to submit an application in accordance with the specification, procedures, dates, and times as set forth herein. Proposals will be accepted from public, private non-profit, or private for-profit organizations which meet at least one of the following criteria:

- a. Political entity of the State of Colorado
- b. Incorporated in the State of Colorado and in good standing.
- c. A foreign corporation registered with the Colorado Secretary of State and in good standing.

Prior to contracting, private corporations must either be incorporated in the State of Colorado or registered with the State as a foreign corporation, and must be in good standing. Proof of such standing is required prior to the start of the contracting process.

5. PRE-APPLICATION CONFERENCE

There will not be a proposer's conference in relation to this RFP. For questions and clarifying information contained within the RFP, refer to **Section 6 INQUIRIES**, below. The City may request oral presentations as part of the evaluation process.

6. INQUIRIES

Proposers may present questions concerning this RFP to the contact person specified in this RFP. Any such inquiries must be submitted in writing or by e-mail to the RFP contact person from **1/11/2010** through **1/13/2010**. Questions must be typed or printed clearly, and include the proposer's name, telephone number, e-mail address and the name of the organization(s) being represented. All questions will be

answered fully and emailed to all registered Proposers by 5:00 p.m. on **1/15/2010**. The City and County of Denver may consolidate questions or disregard questions not considered pertinent to this RFP.

7. ADDENDUM TO REQUEST FOR PROPOSALS

If it becomes necessary to revise any part of this RFP, an appropriate addendum will be issued by the City. The City will only send the Addendum to those who have registered as specified on Page Two (2) of this document.

8. PROPOSAL SUBMISSION

Proposal packets must be received no later than **12:30 pm**, Mountain Standard Time, Friday, **1/22/2010**. Applicants mailing their submissions must allow sufficient delivery time to ensure receipt of their applications on or before the time and date specified at:

**DENVER DEPARTMENT OF HUMAN SERVICES
CONTRACTING SERVICES
1200 FEDERAL BOULEVARD, 4TH FLOOR
DENVER, COLORADO 80204-3221
TO THE ATTENTION OF: PAMELA BLAIR
CONTRACT COMPLIANCE COORDINATOR
(NO FACSIMILE (FAX) OR EMAIL COPIES WILL BE ACCEPTED)**

One (1) application clearly marked "ORIGINAL" and **five (5) copies** as stated on the "RESPONSE CHECKLIST" should be submitted in an envelope or container with the name of the Applicant clearly shown on the top left hand corner of the envelope. Additionally, an electronic copy of the entire proposal, including attachments, shall be submitted on a disc in PDF format. Both the copies and the disc must be submitted for the application to be considered complete.

9. LATE APPLICATIONS

It is the responsibility of the proposer to assure that the proposal packet arrives at the specified location by or prior to, the date and time specified. Proposals postmarked by the due date but received after the due date, will not be considered.

10. REJECTION OF APPLICATION

The Denver Office of Strategic Partnerships reserves the right, at its sole discretion, to accept or reject any or all applications and to waive informalities and minor irregularities in applications received and to accept any portion or all items proposed if deemed in the best interest of the City and County of Denver.

11. INCURRING COSTS

Expenses for developing an application are entirely the responsibility of the proposer, and the City shall not be liable in any manner for any costs incurred in connection with the preparation, submittal, or subsequent negotiation.

12. NO ARREARAGES/NO DEFAULTS

No proposal shall be accepted from, and no contract will be awarded to, any person, firm or corporation that is in arrears to the City and County of Denver, upon debt or contract, or that has defaulted, as surety or otherwise, upon any obligation to the City and County of Denver, or that has failed to attain or demonstrate compliance with any law, ordinance, City regulation, or contract term or condition as may be provided for or required in any City contract, or that may be deemed irresponsible or

unreliable by the City. Proposer may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in the application.

13. RFP CLOSING DATE

All proposals must be received by **12:30 p.m. Mountain Standard Time, 1/22/2010** as specified in the RFP. In the event of an emergency situation (i.e., severe adverse weather conditions) which causes the Mayor of the City and County of Denver to close the Denver Department of Human Services offices, the Denver Office of Strategic Partnerships has the authority to reschedule the RFP closing date. All proposers will be allowed to resubmit according to the new date and time specified.

14. INSURANCE

The successful proposer will be required, at its own expense, to secure and deliver to the City prior to the execution of any contractual agreement, and to keep in force at all times during the term of the contract, as the same may be extended, the insurance coverage in the types and amounts required by the City and County of Denver. Prior to the commencement of work under any resulting contract, the successful applicant shall provide proof of required insurance in such format as designated by the City. A sample insurance Acord is included as Attachment 16 which also includes the minimum insurance limits as required by the City and Count of Denver. The City and County of Denver must be listed as Additional Insured on General Liability, Automobile and Workers Compensation, and a Waiver of Subrogation must be provided.

15. CONFLICT OF INTEREST

No official, officer, or employee of the City shall have any personal or beneficial interest whatsoever in connection with the services, agency, or business proposed within this RFP. The applicant agrees not to hire or contract for services with any official, officer, or employee of the City or any other person in any manner, which would be in violation of the Denver Revised Municipal Code Chapter 2, Article IV, Code of Ethics, or Denver City Charter 1.2.9, and 1.2.12.

16. PARENT COMPANY/ FISCAL AGENT

If an applicant is owned or controlled by a parent company, or utilizes a fiscal agent, the name, main office address and parent company's/fiscal agent's tax identification number shall be provided in the proposal. A completed Substitute W-9 shall be submitted as part of the contracting process (Attachment 15).

17. NON-DISCRIMINATION

Proposers shall comply with all City, state and federal laws, rules, and regulations involving non-discrimination based on race, color, religion, national origin, gender, age, military status, sexual orientation, marital status or physical or mental disability.

18. APPLICATION DISPOSITION/APPLICATION OPEN RECORD

All proposals and the materials attached thereto submitted in response to this RFP, shall become the property of the City upon delivery to the City. The City reserves the right in its sole discretion to use without limitation any and all information, concepts and data contained therein. Any portions of the Application marked "Confidential," "Copyrighted," or "Proprietary Information" will be declared non-responsive.

If a request to inspect the proposal, or any portion thereof, is made by a third party, the City will endeavor to treat all materials requested to be kept confidential and nondisclosable to the extent provided by C.R.S. § 24-72-201, et. seq., the Colorado Open Records Act. The proposer understands that the City may be subject to the provisions of such Act together with the Uniform Trade Secrets Act. The City will endeavor to inform the proposer of any third party request for disclosure of such information pursuant to the Colorado Open Records Act or as may be otherwise made to the City. If the proposer requests that such information be held confidential and not disclosed by the City, the proposer will assume the defense of such position, up to and including litigation, and will indemnify and save and hold harmless the City, its officers and employees, from any expense, fees, costs or liability associated with such third party request or such litigation.

19. PROPOSER DISCLOSURE OF PRINCIPALS

Section 20-69 of the Denver Revised Municipal Code (D.R.M.C.) requires all proposers for certain contracts for professional or personal services to disclose certain information as to company principals and political contributions, as set forth in the attached Bidder/Contractor/Vendor/ Proposer/Disclosure form. This form is attached to this RFP as *Attachment 13*. Complete the form and include it with your proposal in hard copy.

20. COMPLIANCE WITH FEDERAL, STATE AND CITY LAWS

The proposer agrees to comply with all federal, state and local laws and regulations applicable to the funding source authorizing any program or activity funded through this RFP (including, but not limited to Title VI of the Civil Rights Act of 1964, including the Limited English Proficiency requirements) and with all laws, policies, procedures, ordinances, and regulations of the City and County of Denver.

21. PROHIBITION AGAINST EMPLOYMENT OF ILLEGAL ALIENS TO PERFORM WORK UNDER THIS AGREEMENT

The successful proper(s) is/are prohibited from knowingly employing or contracting with illegal aliens to perform services pursuant to this application, and shall execute a certification to that effect at the time of entering into a contract with the City.

The successful proposer(s) will not enter into a contract with a subcontractor that knowingly employs or contracts with an illegal alien or that fails to certify to the successful applicant(s) that it does not knowingly employ or contract with illegal aliens to perform work on this proposal.

If the successful proposer(s) executes a contract with the City and fails to abide by these prohibitions, the City may terminate the contract, and the successful applicant(s) will be liable for actual and consequential damages to the City.

22. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Federal Law implementing Executive Order 12549 requires that prospective proposers certify that it and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal or State or local) transaction or contract under a public transaction; or are in violation of Federal or State antitrust statutes or are indicted for or otherwise criminally or civilly charged with a commission of

embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. This form is attached to this RFP as Attachment 14. Complete the form and include one signed original with your proposal in hard copy.

23. SELECTION OF CONTRACTOR(S): EVALUATION PROCESS

A. Review Committee

An Nonprofit Capacity Building Program RFP Review Committee will evaluate all proposals that have passed a Technical Review for completeness and were received prior to the deadline. The Review Committee will evaluate the Proposer's qualifications and responsiveness to all specifications as outlined in the RFP.

The City reserves the right to contemporaneously negotiate the final terms of the proposed contract with one or more applicants. If the City is unable to reach an agreement as to final contract terms with any selected applicant, the City expressly reserves the right to terminate negotiations and enter into contract negotiations with one or more of the other applicants.

B. Disqualification

Failure by an applicant to provide all information requested in the RFP may result in disqualification of the proposal.

C. General Evaluation Criteria

Information submitted by the applicant should be numbered and ordered as outlined in the RFP specifications. Applications will be evaluated according to the following criteria: agency information, response to specifications; demonstrated expertise and service records; experience in program management around energy audits and energy efficiency upgrades for nonprofit or commercial use facilities; use of subcontractors; ability to adequately evaluate program outcomes; proposed cost of program; plans for City and community agency collaboration; ability to leverage complementary resources (as proposed); qualifications of personnel; cultural competency and inclusiveness; workforce and purchasing; experience managing government or similar contracts; and budget.

24. RECORD KEEPING AND REPORTING

A. Record Keeping

The proposer's record keeping system must be available to program monitors and auditors and must be maintained in an orderly fashion to easily locate necessary documents. The proposer's fiscal and program record keeping system must be electronically compatible with the DHS computer software programs (i.e. Excel and Word) and must be maintained in order to easily locate necessary documents. Such records must be maintained for a period of three (3) years after receipt of the final payment under the contract.

B. Reporting requirements

The Denver Office of Strategic Partnerships requires that funded programs provide periodic reports on program progress. A brief overview of work completed will be submitted with monthly invoices. Additionally, a quarterly report will be required and a final report, cumulative of the funding period performance. Additional or alternate reporting mechanisms may be required depending on the program or service proposed.

25. SUBCONTRACTS

A. Subcontracts

Any subcontracted services proposed by the applicant shall be described and information provided as to the nature of the services. The financial and legal relationship between the proposer and the subcontractor must be described in the proposal and approved by the Denver Office of Strategic Partnerships prior to initiation of a contract. Proposers and their subcontractors must comply with all pertinent Federal, State and City laws and regulations, including labor and wage laws, and confidentiality laws.

26. RECOMMENDATION

The objective of the Nonprofit Capacity Building Program RFP Review Committee is to recommend for funding to the Denver Office of Strategic Partnerships the proposal which is most responsive to the specifications as stated in this RFP. Based on the Committee's recommendation, the Denver Office of Strategic Partnerships will make the final determination the successful proposer(s) and dollar amount(s) of the contract(s).

27. TERMS OF PAYMENT

Funds are to be distributed to the successful applicants on a monthly reimbursement basis only. Each month's invoice must be submitted separately. Invoices submitted for reimbursement must be accompanied by adequate backup documentation. All costs must be supported by properly executed payrolls, time sheets, invoices, contracts or payment vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. The successful applicants will be required to submit monthly invoices using designated DHS forms. These forms are due by the 15th calendar day of each month for the preceding month. Only those budget items approved in the final contract will be reimbursed. Each invoice shall include, but not be limited to, documentation and reports as required to support appropriate program expenses. Any required Advance Payment must be requested in the proposal budget section. Method of pay-back for any Advance payment must be specified.

Recipients of City funds must agree to comply with all applicable regulations governing contracts with the City and County of Denver and any applicable state or federal regulations.

28. TERM OF SERVICES

Services by the selected proposers are to commence on **March 1, 2010** and continue through **December 31, 2010**. All contracts, contract amounts, and extensions are contingent upon funding availability.

29. RFP CANCELLATION

The City and County of Denver reserves the right, at its sole discretion, to cancel this RFP in whole or in part, if it is in the best interest of the City and County of Denver.

30. CONTRACTING PROCEDURES

Successful proposers will be required to execute a professional services contract with the City. The City reserves the right to modify any terms and conditions as deemed necessary, prior to execution of a final agreement. Applicants 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.

All Contracts will be executed in accordance with the City and County of Denver's Contract Administration process. The successful application and budget will be used to develop a Scope of Work that will become an attachment to the contract. Services and payment may commence only upon final execution of the signed contract between the successful applicant and the City.

31. PROPOSAL FORMAT INFORMATION

This RFP is designed to allow each proposer to highlight the services it intends to provide. Expensive bindings, colored displays, promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content. To facilitate an effective evaluation process, applicants are instructed to utilize the following format and order for documents in submitting an Application.

- ✓ Proposal should be prepared on 8½ x 11-inch paper.
- ✓ Double-sided printing is preferred.
- ✓ Proposal may not exceed ten (10) single spaced pages in length. (This does not include Attachments and required documents)
- ✓ All pages should be numbered, sequentially, in the following manner: 1 of 10, 2 of 10, etc. This should be centered on the lower middle edge of each page.
- ✓ Page margins must be at least one inch on all sides.
- ✓ Any type smaller than a 10-point font will not be accepted in proposal narratives.
- ✓ All acronyms must be defined.
- ✓ The **ORIGINAL** proposal must be bound together by a binder clip. Do not use professional binding methods, staples or paperclips. Do not hole punch the original. One (1) copy may be stapled or bound. This RFP requires the submission of one (1) Copy of the full proposal plus five (5) Originals - Total Six (6) (no facsimiles (FAX) or e-mails will be accepted), **Plus one electronic copy on disc.**
- ✓ The electronic copy of the proposal and attachments should be submitted on a standard CD disc in PDF format.
The following attachments (1-11) shall be part of the proposal, in numeric order. Attachment 12 will be your Certificate of Insurance or Insurance Acord form.
- ✓ **Attachment 1.** Complete, sign and place as cover page of your proposal, the Applicant Certification Form attached to this RFP.
- ✓ **Attachment 2.** Complete, sign and attach to your proposal following Applicant Certification Form the Proposal Checklist attached to this RFP. .
- ✓ **Attachment 3.** The completed proposal not to exceed ten (10) pages, following the sequence described on pages 13 & 14 of the RFP.
- ✓ **Attachment 4.** The Proposal Budget, utilizing the Standard DHS Budget Page (Excel Format), including a detailed narrative of all line items on the budget. Budget pages do **not** count toward the ten Proposal pages.
- ✓ **Attachment 5.** A Copy of CO Secretary of State Certification of Good Standing or Corporation papers
- ✓ **Attachment 6.** Key Staff Biographies
- ✓ **Attachment 7.** Non-Discrimination Statement and Policy
- ✓ **Attachment 8.** Parent Company Disclosure (if applicable)
- ✓ **Attachment 9.** Disclosure Form
- ✓ **Attachment 10.** Debarment and Suspension Certification
- ✓ **Attachment 11.** Substitute W-9 form, completed and signed.
- ✓ **Attachment 12.** Sample Insurance Acord

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1/11/2010

**PART II
CITY AND COUNTY OF DENVER
DENVER OFFICE OF STRATEGIC PARTNERSHIPS**

**GENERAL SPECIFICATIONS
FOR
NONPROFIT CAPACITY BUILDING PROGRAM**

I. OVERVIEW

In current economic times, the dual reality is that nonprofit organizations are being asked to provide a much greater amount of service in the community, while also vying for scarce resources. Having a strong organizational infrastructure, plan, and accountability mechanisms, helps nonprofits have fundamental building blocks in place to be more competitive in the current funding environment, achieve long-term organizational sustainability, and enables them to better partner with government to meet service provision needs in the community.

Under this contract, DOSP is seeking technical assistance providers to offer capacity building services targeting the three areas identified in a nonprofit sustainability needs assessment:

- Solid, long-term strategic planning
- Program evaluation and accountability
- Financial management and accountability

This capacity building will include larger group training, targeted technical assistance services, and facilitating the creation of ongoing learning communities amongst providers who have received targeted capacity building services.

II. FINANCIAL INFORMATION

A. Amount

The maximum amount available under this procurement is \$71,810 which includes, but is not limited to personnel costs, expenses for capital upgrades, and other costs incurred in completion of contract. Indirect administrative costs associated with providing these services is limited to nine (9%) of the funds available. In all cases the City and County of Denver and Denver Office of Strategic Partnerships reserve the right to negotiate all contract amounts.

III. SCOPE OF SERVICES

The Denver Office of Strategic Partnerships is seeking a qualified provider to manage a Nonprofit Capacity Building Program, providing training, one on one technical assistance, and facilitation of learning communities to selected nonprofit organizations in the City and County of Denver.

Large Group Training:

This component of the program is designed to reach a large number of nonprofit providers to teach general principles and best-practices in organizational development in the areas of strategic planning, program evaluation, and fiscal accountability. These sessions will be targeted to both nonprofit staff and nonprofit

board members and should reach a total of 150 individual nonprofit participants. Two sessions will be offered on each topic and Contractor will be responsible for marketing, registration, communication with training participants, delivery of training, and issuance and collection of evaluation tool.

Targeted Technical Assistance Services:

A targeted group of thirty nonprofit agencies will be selected to receive one-on-one technical assistance around strategic planning, program evaluation and accountability, financial management and accountability, or a combination of these areas. Contractor will be responsible for agency needs assessment and delivery of a total of 30 hours of technical assistance to each agency.

Contractor will work with the Denver Office of Strategic Partnerships and the Office of Economic Development to select appropriate agencies meeting priority criteria for these services. Denver Office of Strategic Partnerships will be responsible for outreach, solicitation of applications, and facilitation of selection process.

Learning Communities:

The nonprofit agencies that are selected to receive technical assistance services will also have the opportunity to engage in Learning Communities with their peers, developing a mechanism for ongoing support, sharing of experiences, and facilitating cross-learning between organizations. Contractor will be responsible for securing a site, communicating with agencies about their expected attendance, and facilitation of three sessions.

Qualified Proposer

Qualified proposers include an applicant with experience in and a history of providing large group training, one on one technical assistance, and small group facilitation to nonprofits in the City and County of Denver. Applicants must possess specific expertise and experience in helping nonprofits build capacity in strategic planning, financial management, and program evaluation, as well as experience working with nonprofit-government contracts. The applicant will also display an ability to articulate their unique strengths, appropriate infrastructure to manage a project and contract of this scope, including reporting, invoicing and accounting mechanisms, and qualified staff with appropriate expertise to manage this project.

IV. APPLICATION ELEMENTS

The application form is attached to this RFP as Attachment 3. The application should be succinct, well organized, and must contain all the information necessary for reviewers to understand. The questions presented herein are the same elements that are on the application. Your completed application is limited to 10 (ten) one sided pages, not including the budget or required attachments.

A. General Information

1. Provide a brief overview of why you are best qualified to receive this contract.

B. Services to be Provided

1. Provide a description of the services you propose to provide and include narrative that explains the proposed activities that meets the services requested in this RFP.
2. Provide detailed information about goals, objectives, activities, and timelines for proposed services, including the tool you will use for nonprofit needs assessment.

C. Expertise and Experience

1. Describe your organizational and staff expertise in providing proposed services.
2. Detail previous contracts with the City and County of Denver and/or other government agencies and describe your ability to effectively manage these contracts.
3. Describe your methods you will use to track your work and report outcomes of program.
4. Describe the accounting system you utilize to provide fiduciary accountability.

D. Philosophy of Consulting

1. Describe why you think it is important for nonprofits to build capacity around the three targeted areas: strategic planning, financial management, and program evaluation.
2. Describe your philosophy around an ideal consultant/nonprofit relationship to build nonprofit capacity.

E. Nonprofit-Government Interaction

1. Describe any experience you have with nonprofit-government partnerships or contract work.
2. Describe your perspective of how nonprofits and government would ideally work together.

F. Inclusiveness/Cultural Competency

1. Describe why inclusiveness/cultural competency is important to your work and how it relates to this project.

G. Sub-Contractors/Sub-Consultants

1. Identify and describe any proposed subcontractors and their qualifications.
2. Describe the financial and legal relationship between your agency and subcontractors.

H. Budget

1. Complete attached budget form. (Attachment 4.)
2. Include a brief, but detailed narrative about all line items in your budget, using the second budget TAB on the budget spreadsheet template form.
3. Indicate whether an Advance would be required for this program, and the amount of the Advance. Indicate the pay-back schedule to be used for the Advance.

V. PROPOSAL EVALUATION CRITERIA

A Proposal must receive a minimum average score of 70 points out of a possible 100 points to be responsive to this RFP. Proposals receiving less than 70 points will therefore not be considered. The criteria below will be used to evaluate all applications. The order in which evaluative criteria appear does not imply any weighting or ranking of the factors.

A. General Information -

Applicant clearly articulates expertise, capacity, and unique capability to provide scope of services outlined in the RFP.

B. Services to be provided, in the context of this RFP -

Applicant clearly describes proposed services based on scope of work outlined in the RFP. Activities and timelines are detailed and realistic to accomplish goals.

C. Expertise and Experience -

Agency has adequate staff and appropriate staff expertise to fulfill the scope of proposed work and manage the project. Applicant has clear and rigorous systems in place for program reporting and fiscal management. Applicant shows experience in successfully managing government contracts.

D. Philosophy of Consulting -

Applicant can clearly articulate the purpose and outcome of strong strategic planning, financial management, and program evaluation systems. Applicant is able to detail their own philosophy on interaction with nonprofit clients.

E. Nonprofit-Government Interaction -

Applicant has experience in working with government and observing or participating in nonprofit-government interactions. Applicant can articulate the benefits and challenges of nonprofit-government interactions.

E. Inclusiveness/Cultural Competency -

Applicant can articulate philosophy on inclusiveness/cultural competency and how it relates to their work.

G. Sub-Contractors -

Subcontractors are appropriate to services proposed and possess necessary expertise to accomplish work. Fiscal and legal relationship between agency and subcontractor is clearly detailed.

H. Budget -

Proposed budget is cost-effective in service to expense ratio and clearly detailed.

RFP ATTACHMENT

1. Applicant Certification Form (signed)
2. Proposal Checklist (signed twice)
3. Proposal
4. Budget (Budget and detailed narrative)
5. Colorado Secretary of State Certification of Good Standing or Corporation Papers
6. Key Staff Biographies
7. Non-Discrimination Statement and Policy
8. Parent Company Disclosure
9. Disclosure Form (signed)
10. Debarment and Suspension Certification (signed)
11. Substitute W-9 form (signed)
12. Sample Insurance Acord

Attachment 1

2010 NONPROFIT CAPACITY BUILDING PROGRAM

DENVER OFFICE OF STRATEGIC PARTNERSHIPS

Applicant Certification

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____ Cell Number: _____

Website: _____ Email Address: _____

Contact Person for this Application: _____

Title: _____ - Phone: _____

Executive Director, CEO, or Owner: _____

Title: _____ Phone: _____

Federal Identification Number or Social Security Number: _____

I certify that I have read the terms of this Request for Proposal and understand application and contracting procedures. If awarded a contract, I agree to provide services and documentation as specified in the proposal or as negotiated prior to final contact approval.

Signature of an Authorized Official

Title Date

Print Name of Authorized Official

Print Title

Attachment 2

**2010 NONPROFIT CAPACITY BUILDING PROGRAM
DENVER OFFICE OF STRATEGIC PARTNERSHIPS
Proposal Checklist**

Your Application will not be considered complete unless all of the documents are included. Mark each attachment with its number on the top left of the first page. Please make certain that you include all of the following:

- ☐ Applicant Certification Form (Attachment 1)
- ☐ Proposal Checklist (Attachment 2)
- ☐ Proposal (Attachment 3) not to exceed ten (10) pages and marked "Original"
- ☐ Five additional copies of full Proposal
- ☐ Electronic Copy on disc of full proposal in Word, Excel or PDF format
- ☐ Budget (Attachment 4) (two pages – summary budget and line item detail)
- ☐ Copy of Colorado Secretary of State Certification of Good Standing or Corporation papers (Attachment 5)
- ☐ Key Staff Biographies (Attachment 6)
- ☐ Non-Discrimination Statement and Policy (Attachment 7)
- ☐ Parent Company Disclosure (if applicable) (Attachment 8)
- ☐ Disclosure Form (Attachment 9)
- ☐ Debarment & Suspension Certification (Attachment 10)
- ☐ Substitute W-9 form (Attachment 11)
- ☐ Insurance ACORD (Attachment 12)

Please place an X next to the items above to indicate they are included in your submission. This sheet must accompany your proposal. You are advised to review your materials to ensure they are complete before submission.

I have reviewed this Application and have included all the required information:

Print Name of Person completing Application

Signature of Person completing Application

Title

Date

Print Name of Agency or Corporation Executive

Signature of Executive

Title

Date

Attachment 3

Proposal

2010 NONPROFIT CAPACITY BUILDING PROGRAM

(Please Print)

Agency Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Work Phone:** _____

Cell Phone: _____ **Fax:** _____

Social Security Number: _____ or **Tax I.D. Number:** _____

Your completed application is limited to 10 (ten) one sided pages, not including the budget or required attachments,

Please answer the following:

A. General Information

1. Provide a brief overview of why you are best qualified to receive this contract.

B. Services to be Provided

1. Provide a description of the services you propose to provide and include narrative that explains the proposed activities that meets the services requested in this RFP.
2. Provide detailed information about goals, objectives, activities, and timelines for proposed services, including the tool you will use for nonprofit needs assessment.

C. Expertise and Experience

1. Describe your organizational and staff expertise in providing proposed services.
2. Detail previous contracts with the City and County of Denver and/or other government agencies and describe your ability to effectively manage these contracts.
3. Describe your the methods you will use to track your work and report outcomes of program.
4. Describe the accounting system you utilize to provide fiduciary accountability.

D. Philosophy of Consulting

1. Describe why you think it is important for nonprofits to build capacity around the three targeted areas: strategic planning, financial management, and program evaluation.
2. Describe your philosophy around an ideal consultant/nonprofit relationship to build nonprofit capacity.

E. Nonprofit-Government Interaction

1. Describe any experience you have with nonprofit-government partnerships or contract work.
2. Describe your perspective of how nonprofits and government would ideally work together.

F. Inclusiveness/Cultural Competency

1. Describe why inclusiveness/cultural competency is important to your work and how it relates to this project.

G. Sub-Contractors/Sub-Consultants

1. Identify and describe any proposed subcontractors and their qualifications.

2. Describe the financial and legal relationship between your agency and subcontractors.

H. Budget

1. Complete attached budget form. (Attachment 4.)
2. Include a brief, but detailed narrative about all line items in your budget, using the second budget TAB on the budget spreadsheet template form.

BUDGET (Cost Reimbursement)		Contract No.: _____	
Contractor Name:			
Contract Term:			
Program Name:			
INDIRECT COSTS:	BUDGET FY08-09		
ADMINISTRATION			
<u>Staffing</u>			
Sub-Total (Staffing)	\$0.00		
<u>Other Administrative Costs</u>			
Sub-Total (Other Costs)	\$0.00		
FACILITIES			
<u>General Operating and Overhead Costs</u>			
Sub-Total (Facilities)	\$0.00		
Total Indirect Costs:	\$0.00		
DIRECT COSTS			
<u>Staffing</u>			
Sub-Total (Staffing)	\$0.00		
<u>Client Services</u>			
Sub-Total (Client Service):	\$0.00		
Total (Direct Services):	\$0.00		
TOTAL BUDGET (Total Indirect and Direct Costs)	\$0.00		

A Budget Narrative must accompany this Budget Form. The Narrative must outline and clearly describe all items associated with each line item, the rationale and methodology used to establish the fees, cost allocations, and calculations associated with the funded program. The Budget Narrative should be outlined to the line items and is to be attached to the Budget Form page.

Exhibit B

Attachment 9

BIDDER/CONTRACTOR/VENDOR/PROPOSER DISCLOSURE

Bidding Entity's/Proposer's Name

Date this form was completed

Address

()
Telephone Number

City, State, Zip Code

Signature of Officer/Owner

Section 20-69, D.R.M.C. requires the disclosure of the name of each officer, director, shareholder who owns or controls 5% or more of the business entity, principal, and owner of each bidding or proposing entity, and either the names of the spouses of those individuals and the names of their children under the age of eighteen (18), or a statement in lieu of the disclosure of the names of such spouses and children as set forth below in the "Certified Statement in Lieu of Disclosure". **The names of officers, directors, 5% shareholders, principals and owners must be disclosed in either event.** Required disclosures also include the names of any subcontractor/supplier receiving more than \$100,000.00 of work and the names of any unions with which the bidder/proposer has a collective bargaining agreement. Not-for-profit entities are also required to identify individuals in executive positions and disclose their relationship within such entity.

This page may be photocopied if additional space is required.

The individuals listed below are disclosed as having the noted relationship with the business entity/proposer

listed above. Show appropriate letter in the box to the left. Use center box for relationship to another line number: A=Officer, B=Director, C=Principal, D=Owner, E=Controller of 5% or more of the stock, F=Spouse, G=Child under age 18, H=Subcontractor, I=Supplier, J=Union. Identify with an asterisk (*) all listed persons who have made a contribution or contribution in-kind, as defined by Section 15-32 D.R.M.C., within the last five years.

1. [] [] [] _____
2. [] [] [] _____
3. [] [] [] _____
4. [] [] [] _____
5. [] [] [] _____
6. [] [] [] _____
7. [] [] [] _____
8. [] [] [] _____

9. [] [] [] _____
10. [] [] [] _____
11. [] [] [] _____
12. [] [] [] _____
13. [] [] [] _____
14. [] [] [] _____
15. [] [] [] _____
16. [] [] [] _____

BIDDER/CONTRACTOR/VENDOR/PROPOSER CERTIFIED STATEMENT IN LIEU OF DISCLOSURE

I hereby certify that, except as identified by an asterisk above, no officer, director, shareholder who owns or controls 5% or more of the business entity, principal, or owner or his or her spouse or child under eighteen years of age has made a contribution, as defined at Section 15-32 D.R.M.C., or a contribution in kind, as defined at Section 15-32 D.R.M.C., to a candidate, as defined at Section 15-32 D.R.M.C., during the last five years.

Signature of Officer/Owner of Bidding/Proposing entity Bids/disRev. 5-19-95

Attachment 10.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

CERTIFICATION

- (1) The prospective primary participant certifies to the best of knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federally, State or local) with a commission of any of the offenses enumerated in paragraph (1) (b) or this certification; and
 - (d) Have not within a three-year period preceding this application proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the Prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

_____ Signature Principal Officer	_____ Title
_____ Name of Agency	_____ Date
_____ Address	_____ City, State, Zip

Substitute Form

W-9**REQUEST FOR TAXPAYER
IDENTIFICATION NUMBER (TIN) VERIFICATION**

For Computer's Office Use Only

VENDOR #

PLEASE PRINT OR TYPE
INFORMATION

Legal Name (Do NOT enter the business name of a sole proprietorship on this line.)

Do NOT send to the IRS

Trade Name (Complete only facing business as (DBA))

Return this form to the City and
County of Denver contact person
whom you have been working at
the address below.

Official Business/Mailing Address (Include City, State and Zip Code.)

☐ Check this box if you are either an attorney or a law firm.☐ Check this box if you are a medical service provider.**Check your legal entity type and enter your 9-digit Taxpayer Identification Number (TIN) below.**

For individuals, this is your Social Security Number (SSN). For other entities, it is your Employer Identification Number (EIN).

☐ **Sole Proprietor** (Note: Enter only the Owner's SSN and the business EIN if applicable.)

SSN

EIN

☐ **Individual**

SSN

☐ **General Partnership**

EIN

☐ **Corporation**

EIN

☐ **S-Corporation**

EIN

☐ **LLC**

EIN

☐ **LLP**

EIN

☐ **Government Entity**

EIN

☐ **Exempt or Non-Profit Organization**

EIN

If your business is a Foreign Entity please request a Form W-9 Certificate of Foreign Status from your City and County of Denver contact

CERTIFICATION

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all income, and (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification Instructions: You must check out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or improvement of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

Name (print or type)

Title (print or type)

Signature

Date

Telephone

ACORD CERTIFICATE OF LIABILITY INSURANCE				DATE (mm/dd/yyyy) Date Cert Issued	
PRODUCER Contractor's Insurance Broker Name Insurance Broker's Address Insurance Broker's Phone Number		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED Contractor's Legal Name Contractor's Address		INSURERS AFFORDING COVERAGE INSURER A General Liability Insurance Carrier INSURER B Auto Liability Insurance Carrier INSURER C Workers' Compensation Insurance Carrier INSURER D Professional Liability (if required) INSURER E		NAIC # 	
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE. ON THE POLICY PERIOD INDICATED, HOW- ANY DISBURSEMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSURANCE TYPE (check) A GENERAL LIABILITY B AUTOMOBILE LIABILITY C WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY D PROFESSIONAL LIABILITY (if required in the Contract) E	POLICY NUMBER General Liability Policy Number Auto Liability Policy Number Workers' Comp Policy Number Professional Policy Number	POLICY EFFECTIVE DATE (mm/dd/yyyy) POLICY EXPIRATION DATE (mm/dd/yyyy) Policy Start Date Policy End Date	LIMITS AGGREGATE LIMIT \$ 1,000,000 BODILY INJURY AND PROPERTY DAMAGE \$ 1,000,000 PERSONAL AND ADVERTISING \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 AUTO BODILY INJURY AND PROPERTY DAMAGE \$ 1,000,000 AUTO COLLISION \$ 1,000,000 AUTO THEFT \$ 1,000,000 AUTO UNINSURED MOTORIST \$ 1,000,000 WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY \$ 100,000 BODILY INJURY AND PROPERTY DAMAGE \$ 500,000 AGGREGATE \$ 500,000		
Sample					
DESCRIPTION OF OPERATIONS, LOCATIONS, VEHICLES, EXCLUSIONS, AND/OR ENDORSEMENTS (SPECIAL PERMITS) The City and County of Denver, its elected and appointed officials, employees and volunteers are named as additional insured with regards to the commercial general liability policy and the business auto liability policy. Waiver of subrogation applies regarding commercial general liability, business auto liability and workers' compensation.					
CERTIFICATE HOLDER City and County of Denver Department of Human Services 1200 Federal Boulevard Denver, Colorado 80204		CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED PRIOR TO THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED IN THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. 10 days for non payment of premium. AUTHORIZED REPRESENTATIVE: Insurance Broker Signature			

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