

A REQUEST FOR PROPOSALS (RFP)

for

**DRCOG Web Refresh Project:
Website Strategy and Redesign**

May 18, 2012

**DENVER REGIONAL COUNCIL OF GOVERNMENTS
1290 Broadway, Suite 700
Denver, Colorado 80203-5606**

TABLE OF CONTENTS

I. INSTRUCTIONS FOR SUBMITTAL	1
<u>Summary</u>	1
<u>RFP Schedule</u>	1
<u>General Instructions</u>	2
<u>Required Elements in Response/Response Format</u>	2
<u>Selection Process</u>	5
<u>Evaluation Criteria</u>	5
<u>Special Conditions</u>	5
II. PROJECT DESCRIPTION	8
<u>Introduction</u>	8
<u>Objective and Goals</u>	9
ATTACHMENT A: PRINCIPLES FOR DETERMINING COSTS APPLICABLE TO CONTRACTS WITH THE DENVER REGIONAL COUNCIL OF GOVERNMENTS	12
ATTACHMENT B: DISADVANTAGED BUSINESS ENTERPRISE PROGRAM INFORMATION REQUEST FORM	16

I. INSTRUCTIONS FOR SUBMITTAL OF PROPOSALS

A. Summary

The Denver Regional Council of Governments (DRCOG) hereby issues this Request for Proposals (RFP) in order to solicit proposals from individuals, firms, and teams with experience in website strategy and design.

B. RFP Schedule

Consideration of the responses will be governed by the following schedule, which is subject to revision by DRCOG.

Milestone	Details	Date
Distribution	Requests for Proposals (referred to further herein also as “solicitation”) will be forwarded to respondents and firms who have indicated an interest in participating in this project or who have displayed evidence of expertise in website strategy and design. The solicitation is also posted on DRCOG’s website at www.drcog.org .	May 18, 2012
Questions and Inquiries	Questions and inquiries must be submitted on or before this date. Please use the DRCOG Q&A Web page to submit questions at: http://www.drcog.org/bids/faq/dsp_addQuestion.cfm?code=CAM03 All questions and answers will be posted on this Web page for all interested parties to view.	May 23, 2012
Question Responses	DRCOG will respond to questions and inquiries via the DRCOG Q&A web page to ensure that all interested parties have the same information. http://www.drcog.org/bids/faq/dsp_viewFAQs.cfm?code=CAM03 Responses to questions will be posted by this date.	May 25, 2012
Submittals due	Responses to this request must be received no later than 5:00 PM Mountain time on this date. Respondents must submit proposals digitally (in PDF format) to the following secure site: Bids@drcog.org . Please identify the name of the solicitation in the subject line of your digital response.	June 4, 2012
Interviews	Interviews, if required, will be held on or before this date. Notification of selection for an interview will be given on or before June 7, 2012.	June 11, 2012

Contract Execution	DRCOG staff to begin contract negotiations with selected respondent(s). DRCOG may contract with one (or more) respondent(s) to complete the entire scope of work. This date is approximate.	June 15, 2012
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C. General Instructions

1. **Questions** – Questions regarding this solicitation should be submitted by the date listed above via the DRCOG Q&A Web page:

http://www.drcog.org/bids/faq/dsp_addQuestion.cfm?code=CAM03

2. **Project Direction** – Steve Erickson will be responsible for providing direction to the selected respondent(s).
3. **Signatory Requirements** – Responses must be signed by a duly authorized official of the respondent. Consortia, joint ventures, or teams submitting responses will not be considered responsive unless it is established that all contractual responsibility to DRCOG with regard to the project shall rest solely with one contractor or legal entity, which shall not be a subsidiary or affiliate with limited resources. Each response should indicate the entity responsible for execution on behalf of the team.
4. **Responses to RFP** - All responses to this solicitation become the property of DRCOG upon receipt and will not be returned to the respondent. Selection or rejection will not affect this right. DRCOG shall have the right to use any or all of the ideas or adaptations of the ideas contained in any response received, excluding case study materials or other reference materials prepared for clients of respondent. Any confidential/proprietary information submitted in response to this request shall be readily identified, clearly marked and separated from the rest of the response. Co-mingling of confidential/proprietary and other information is not acceptable. Submittals will be handled in accordance with applicable federal and state public records laws and procurement regulations. Neither cost information nor the total response will be considered confidential/proprietary.

D. Required Elements in Response/Response Format

Firms, teams, or individuals responding to this solicitation shall provide the following information in their proposals in the order listed below. Only complete submittals will be evaluated.

1. **Cover Letter** - Respondents should submit a cover letter expressing their interest in the project. The letter must contain, at a minimum, the following information:
 - a. Statement of interest referencing DRCOG web refresh project.
 - b. Certification that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.

- c. Respondent's name, address, telephone number, fax number and e-mail address of the individual to contact regarding the submittal.
- d. An authorized principal or partner of a firm shall sign the letter.
- e. Identification of whether the prime respondent is certified as a Disadvantage Business Enterprise, or indication as to the Respondent's goals for DBE participation, if any (see Section F.5).

- 2. Qualifications and Experience of the Respondent (s)** - Respondents shall describe projects and experience of the past three years relevant to the draft scope of services described in Section II, Project Description, below. Respondents should place particular emphasis on projects for which key staff to be assigned to this project have either been primarily responsible or have performed substantial work. If subcontractors are to be used, the means by which these firms will participate must be specified and their experience and credentials presented in this section.
- 3. Qualifications and Experience of Key Staff** - Respondents shall identify the key individuals to be assigned to this project (by name and position) and describe the work tasks assigned to each individual. The respondent must also provide experience summaries of these key individuals, describing for each individual their previous experience on similar projects in similar roles, their educational background, and their length of tenure with the consulting firm. Resumes of these key individuals may also be included. Respondents shall also list any professional affiliations, licensures, and certifications that are pertinent to the work described in Section II, Project Description.
- 4. References** - Respondents shall submit names, addresses, and phone numbers of references familiar with the Respondent's ability, experience, and reliability in the performance and management of projects of a similar nature.
- 5. Cost Information** - Respondents shall provide a listing of the hourly billing rates for each job classification and job title they would expect to deploy on this project, including any supporting personnel.

Respondents shall also include a breakout of general operating expenses, the costs associated with any materials or services that may be required, or any other miscellaneous costs that are anticipated in the course of performing the tasks outlined below. Overhead costs, including, without limitation, faxing, cellular phone air time, and computer processing time, must be borne exclusively by the selected respondent(s) as a cost of doing business.

Allowable costs under any contract with the selected Respondent will be administered in accordance with Attachment A of this solicitation and applicable federal regulations and requirements, including without limitation 2 C.F.R. Part 220 (OMB Circular A-21); 2 C.F.R. Part 225 (OMB Circular A-87), 2 C.F.R. Part 230 (OMB Circular A-122); and Federal Acquisition Regulations at 48 C.F.R. Part 31.2. Any such contract is contingent on the availability of funds.

- 6. Project Management and Scheduling Expertise** - Respondents shall identify the management techniques that they are using to assure the completion of projects within schedule and budget.
- 7. Insurance Requirements** – Respondents shall provide acknowledgement of the following insurance requirements and a statement ensuring they are able to meet these minimum requirements. Any Contract resulting from award of this RFP will require the selected respondent(s) to procure and maintain, and shall cause each subcontractor of respondent to procure and maintain the minimum insurance coverages listed below:
- a. Workers' Compensation in statutory limits.
 - b. Employer's Liability Insurance: \$100,000/ each accident, \$500,000/ disease - policy limit, and \$100,000/ disease - each employee.
 - c. Comprehensive General Liability Insurance: \$1,000,000/Occurrence
 - d. Automobile Liability or Hired & Non-Owned Vehicle Liability Insurance: \$1,000,000/each accident.
 - e. Professional Liability Insurance: \$1,000,000/Occurrence.

DRCOG, its officers, and employees are to be named as additional insured under both the Contractor's General Liability and Automobile Liability policies. Said insurance will be required to be maintained in full force and effect during the term of the contract.

The foregoing insurance types, limits, and coverages may be modified only with the express written consent of DRCOG and shall be subject to additional terms and conditions of any contract awarded pursuant to this RFP.

- 8. Disadvantaged Business Enterprise Information** - All Respondents shall complete and return with their response the Disadvantaged Business Enterprise Information Request Form (Attachment B).
- 9. Prohibition Against Employing Illegal Aliens** - Prior to entering into any Contract for this Project, the respondent must certify that it does not knowingly employ or contract with an illegal alien; and that the respondent will participate in the E-Verify program or the Department Program, as defined in C.R.S. §§ 8-17.5-101(3.3) and 8-17.5-101(3.7), respectively in order to verify that it does not employ any illegal aliens.
- The respondent acknowledges that any contract shall also include a prohibition against employing illegal aliens in conformance with C.R.S. § 8-17.5-101 et seq., and that respondent will comply with the requirements of C.R.S. § 8-17.5-101 et seq.
- 10.** Respondent should identify any elements/reservations, special conditions, or constraints related to this request.

E. Selection Process

DRCOG will establish a proposal review team to review the responses to this solicitation received no later than **5:00 pm Mountain** time on or before June 4, 2012. After the review of responses, oral interviews of the most qualified respondent(s) may be conducted at the discretion of the review team.

F. Evaluation Criteria

Evaluations of proposals will be based on the following criteria:

- 1. Experience and Capability (15%)** - Respondents will be evaluated with respect to the experience of the respondent(s) and personnel assigned to the project both in terms of past efforts in this type of work and the quality and level of commitment to this project. Of prime concern will be the capabilities and accomplishments of the individuals to be assigned to this particular project.
- 2. Management Qualifications (15%)** - Qualifications of the respondent in terms of its ability, experience, and reliability in performing and managing work within a schedule and budget will be included in the evaluation process.
- 3. Proposed Approach to Project (30%)** – Discuss how the respondent would accomplish all requirements presented in Section II, Project Description.
- 4. Cost Information (30%)** – Likely project cost, determined from the standard service fee break out provided by the respondent, will be considered in the selection; however, it will not be the only determining factor. Specific attention will be given to the commitment implied for key staff and the overall labor effort proposed, and their relationship to the estimated project cost.
- 4. References (5%)** – Information provided by respondent's references addressing the knowledge, skills, abilities and performance of the respondent to complete the work outlined below will be included in the staff evaluation of the response.
- 5. Disadvantaged Business Enterprise (DBE) Participation (5%)** - It is the policy of DRCOG that equal opportunity to participate in its procurements is provided to disadvantaged business enterprises. The selected respondent(s) shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of contracts.

G. Special Conditions

- 1. Rejection Rights** - All respondents are notified that the execution of a contract pursuant to this solicitation is dependent upon approval by DRCOG. DRCOG reserves the right to reject all responses and re-solicit if deemed by DRCOG to be in its best interests, and to abandon the project and this RFP at any time for any or no reason. Selection of a respondent or respondents is also conditioned on the negotiation of an acceptable contract.

- 2. Other Conditions; Reservation of Rights** - This is a solicitation and not an offer to contract. The provisions in this solicitation and any procurement or purchasing policies or procedures of DRCOG are solely for the fiscal responsibility of DRCOG and confer no rights, duties, or entitlements to any party submitting responses to this solicitation. DRCOG reserves the right to issue clarifications and other directives concerning this solicitation, to make and issue modifications to the solicitation schedule; to require clarification or further information with respect to any response or proposal received; to waive any informalities or irregularities; and to determine the final scope and terms of any contract, and whether to enter any contract. The provisions herein confer no rights, duties or entitlements to any respondent.
- 3. Costs of Response Preparation and Other Charges** - Respondents are solely responsible for all costs of preparing their proposals and participation in this solicitation and DRCOG assumes no responsibility for payment of any expenses incurred by a respondent as part of this process. For the selected firm, no reimbursement will be made by DRCOG for any costs incurred prior to full execution of a contract and issuance of written notice by DRCOG to commence project services.
- 4. Equal Employment Opportunity** - In connection with this request, the selected respondent(s) shall not discriminate against any employee or applicant for employment because of age, race, sex, color, religion, veteran status, marital status, national origin, disability, being a disadvantaged person, genetic information, sexual orientation or any other status protected by applicable state or local law. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including any apprenticeship.
- The selected respondent(s) will furnish all necessary information and reports and will permit access to its books, records, and accounts by DRCOG for purposes of investigation to ascertain compliance with the nondiscrimination provisions of any resultant contract.
- 5. Noncompliance** - In the event of the selected respondent(s) noncompliance with the nondiscrimination provision of any resultant contract, DRCOG shall impose such contract sanctions as it may determine to be appropriate, including, but not limited to:
- a. Withholding of payments under the contract until the compliance by the selected respondent(s), and/or
 - b. Cancellation, termination, or suspension of the contract, in whole or in part.
- 6. Allowable Costs** - Allowable costs under any contract will be determined in accordance with Attachment A of this solicitation and applicable provisions of federal regulations and requirements, including without limitation OMB Circular A-87.

7. **Suspension and Debarment** - By submitting a proposal in response to this solicitation, the respondent represents its organization and its principals are not suspended or debarred per Federal requirements.
8. **Period of Performance** – Performance of the contract resulting from this solicitation will commence on or about June 15, 2012. The initial term of the work to be performed will terminate July 31, 2012.

II. PROJECT DESCRIPTION

A. Introduction and Background

For more than 50 years, the cities and counties of the Denver region have worked together as the Denver Regional Council of Governments (DRCOG) to further a shared vision of the future of the metro area and to make life better for residents. DRCOG is requesting proposals for professional services related to its current website strategy, redevelopment, and redesign, technical and business processes, E-commerce and social media integration.

There are currently a number of independent websites at DRCOG for differing business uses. DRCOG would like to partner with an outside firm to explore a single Content Management System (CMS) platform that can bring these websites into a common business process workflow where IT staff, content editors, graphic designers and business-specific area managers can work together to accomplish their business objectives. DRCOG business teams would like the following list of websites to be part of the evaluation process:

DRCOG Agency Website	www.drcog.org
Bike to Work Day	www.biketowork2012.org
Live Work Play	www.liveworkplay2011.com
Regional Solar Map	http://solarmap.drcog.org
Transit Oriented Development (TOD)	http://tod.drcog.org
RideArrangers	www.ridearrangers.org
Regional Data Catalog	http://gis.drcog.org/datacatalog
TRIPS (Transportation Improvement Grant Program)	http://www3.drcog.org/trips
Network of Care (<i>outsourced</i>)	www.drcog.networkofcare.org

In addition to these websites the organization has an active Twitter account and three primary Facebook sites:

@Drcogorg

<http://www.facebook.com/Denver.Regional.Council.of.Governments>
<http://www.facebook.com/live.work.play.denver>
<http://www.facebook.com/RideArrangers>

The organization also has a presence, albeit limited, on LinkedIn, YouTube, and Flickr and is in the process of defining a more comprehensive new media marketing plan.

DRCOG currently develops and maintains websites in the following technology frameworks:

- Homegrown CMS (Adobe Cold Fusion - approximately 10 years old)
- Custom Microsoft .NET (Recent specialized websites)

- Drupal CMS (Federal Transit Administration Grant Award developed in 2010)
- Ruby on Rails (Colorado Governor's Energy Office Grant Award developed in 2010)
- Outsourced/hosted

DRCOG has a diversity of information and services provided to citizens, Board of Directors (elected officials), local municipal governments and other business partners. DRCOG's current website workflow needs are not able to be accommodated by its current underlying CMS. Information workflows are disjointed and often the CMS is unable to meet modern web standards so business areas have developed additional websites outside of this CMS framework to meet their objectives. This is proving inefficient and costly. It is also difficult to coordinate business process workflows for editing, tracking and content approvals.

B. Objective and Goals

Project Goal and Strategic Direction

The goal of improving the DRCOG website is to provide user-friendly experiences, simple and intuitive access to information related to all of the organization's programs and projects. It should incorporate clean, visually-pleasing, progressive design elements that strengthen awareness and perception of the DRCOG brand, as well as all associated subordinate brands. It should incorporate search engine optimization throughout, making it easy to find. It should have a very robust search tool within the site, along with a user-interface that flows freely, allowing users to navigate easily and find what they need quickly and efficiently. It should support on-line processing of forms and registration, applications, and on-line (E-commerce) payments. Once launched, it should be easy to administer with a simple, intuitive CMS that will allow DRCOG's non-technical staff to easily make significant changes internally, up to and including the addition of pages that support new programs or projects. It should provide access to information for audiences of all major demographic groups, across all major browser platforms, and work well with mobile devices where appropriate. It should foster a community-building environment with Web 2.0 capabilities including blogs, forums, and opportunities for comment. It should be designed to work in concert with the organization's social media presence, as well as any outsourced components, such as the current Network of Care site, or potential platforms for community engagement or virtual town meetings.

PROJECT REQUIREMENTS AND SPECIFICATIONS

Technical CMS recommendations and staffing

DRCOG would like the contractor to provide an overview of CMS solutions that could fit existing in-house technology know-how and that could be maintained by technical staff in-house. The CMS recommendation should be based on current industry and software trends, best practices and the ability to keep DRCOG's IT and Software Development staff customizations to a minimum and still able to meet DRCOG business area specific needs. The contractor should include a cost breakdown that includes initial investment and annual operational software cost for each solution they recommend.

The contractor shall also:

- 1) Analyze the current DRCOG Graphic Designer's workflows and make recommendations for efficiencies where needed. The recommended solution(s)

should easily integrate with or use a simple workflow. The Graphic Designers utilize the current version of Adobe Create (Premium) Suite of software in-house.

- 2) Make recommendations on how to most appropriately staff the technical operation based on the business process and workflows that are needed to meet the website objectives for the organization.
- 3) Provide a cost breakdown (annual) for appropriate staffing that will help DRCOG meet its website objectives.
- 4) Recommend the appropriate infrastructure (hardware) to support the website objectives with room to grow. This recommendation might range from the utilization of in-house infrastructure to Cloud-based to managed/hosted environments. Include an annual operation cost breakdown for each.

Business Process and Workflow Recommendations

Upon award of a contract, contractor will meet with staff to discuss the business requirements identified in the Project Goal in the RFP, and then make additional recommendations, if needed, based on those meetings and interviews. DRCOG would like the contractor to map out the workflows with all stakeholders needed to support the websites including technical staff, and other business-specific area staff.

User Experience and Information Architecture Recommendations

DRCOG would like the contractor to perform a content analysis of DRCOG's current sites and make a recommendation on how to create and maintain proper taxonomy, metadata, audio/video, SEO, mobile and interaction design elements. The contractor should review all pertinent analytical and statistical data from current sites, architecture and navigation, as well as design elements. The contractor should: recommend a standard of content writing and editing, along with graphic design, appropriate to its stakeholder needs; recommend standards that are pertinent including but not limited to the W3C and Americans with Disabilities Act (ADA) website compliance and standards; and recommend an appropriate archival strategy for content including official meeting minutes, board of director documentation, planning documents and other research-related information.

Contractor shall interview small teams of stakeholders from each of DRCOG's six divisions to identify requirements and desires related to web presence. Following the interviews, the contractor shall deliver a Site Map document along with design documents, including prototypes and mockups. Contractor should present no fewer than three graphic design templates, consisting of a home page and at least two secondary pages, along with supporting content describing the attributes and rationale for each option.

The following consumer-facing elements are paramount in any new site development and design:

- Progressive, Clean, Updated Design that supports DRCOG brand
- User-centered Design
- Robust Search Capability
- Online Media Room
- Web 2.0 functionality – “Community” feel

Marketing and Social Media Recommendations

Contractor will outline and demonstrate how the proposed website redesign will work in concert with traditional and new media marketing efforts, including social media. From interviews conducted with staff related to goals and requirements, contractor will also recommend tools – analytical and operational – that will bolster the effectiveness of the web presence and complement overall marketing goals.

Final Transition to New CMS, Report and Contractor Presentation

Contractor shall:

- Outline what the transition will look like, including schedule and staffing needs, to create or migrate to the New CMS.
- Generate a final report outlining recommendations. The report should only include the topics outlined in the RFP including staffing and financial considerations for the contractor's recommendations.
- Provide an in-person presentation for the stakeholders previously defined and their recommendations. This presentation should be no more than 1.5 hours.

Anticipated Project Schedule

- Discovery – Interviews, analysis, evaluation, and planning completed by June 29
- Recommendations – Design documents, site map documents, and general recommendations due July 6 for review
- Final report due July 13

ATTACHMENT A
PRINCIPLES FOR DETERMINING
COSTS APPLICABLE TO CONTRACTS WITH
THE DENVER REGIONAL COUNCIL OF GOVERNMENTS

A. Purpose and Scope

1. Objective. This policy procedure sets forth principles for determining the allocable costs of contracts with DRCOG and provides a generally summary of applicable policies. Allowable costs are determined and administered in accordance with these principles and applicable federal regulations and requirements, including without limitation 2 C.F.R. Part 220 (OMB Circular A-21); 2 C.F.R. Part 225 (OMB Circular A-87), 2 C.F.R. Part 230 (OMB Circular A-122); and Federal Acquisition Regulations at 48 C.F.R. Part 31.2.
2. Policy Guides. The application of these principles is based on the fundamental premises that:
 - a. Contractors are responsible for the efficient and effective administration of contract programs through the application of sound management practices.
 - b. Contractors assume the responsibility for seeing that contract funds have been expended and accounted for consistent with underlying agreements and contract objectives and provisions.
 - c. Each contractor organization, in recognition of its own unique combination of staff facilities and experience, will have the primary responsibility for employing whatever form of organization and management techniques may be necessary to assure proper and efficient administration.
3. Application. These principles will be applied to all contracts with DRCOG in determining costs and cost reimbursement type contracts including subcontracts.

B. Definitions

1. Approval or authorization of DRCOG means documentation evidencing consent prior to incurring specific costs.
2. Cost allocation plan means the documentation identifying, accumulating, and distributing allowable costs under DRCOGs' contracts, together with the allocation methods used.
3. Cost, as used herein, means cost as determined on a cash, accrual, or other basis acceptable to the Denver Regional Council of Governments as a discharge of the Contractor's accountability for DRCOGs' funds.
4. Cost objective means a pool, center, or area established for the accumulation of

cost. Such areas include organizational units, functions, objects or items of expense, as well as ultimate cost objectives including specific on-site direct and indirect activities.

5. Contract program means those activities and operations of the Contractor which are necessary to carry out the purposes of the contract.
6. Services, as used herein, means goods and facilities, as well as services.
7. Supporting services, means auxiliary functions necessary to sustain the direct effort involved in administering a contract or an activity providing service to the program. These services may include procurement, payroll, personnel functions, maintenance and operation of space, data processing, accounting, budgeting, auditing, mail and messenger service, and the like.

C. Basic Guidelines

1. Factors Affecting Allowability of Costs. To be allowable under a DRCOG contract, costs must meet the following general criteria:
 - a. Meet the standards and criteria set forth by OMB Circular No. A-87 issued by the Office of Management and Budget on May 17, 1995.
 - b. Be necessary and reasonable for proper and efficient administration of the contract, be allocable thereto under these principles, and except as specifically provided herein, not be a general expense required to carry out the overall responsibilities of the Contractor.
 - c. Be authorized or not prohibited under state or local laws or regulations.
 - d. Conform to any limitations or exclusions set forth in these principles, federal laws, or other governing limitations as to types or amounts of cost items.
 - e. Be consistent with policies, regulations, and procedures that apply uniformly to all activities of the Contractor.
 - f. Be accorded consistent treatment through application of generally accepted accounting principles appropriate to the circumstances.
 - g. Not be allocable to or included as a cost of any other program in either the current or a prior period.
 - h. Be net of all applicable credits.
2. Allocable Costs. A cost is allocable to a particular cost objective to the extent of benefits received by such objective.

3. Applicable Credits. Applicable credits refer to those receipts or reduction of expenditure-type transactions that offset or reduce expense items allocable to contracts as direct or indirect costs. Examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; sales or publications, equipment, and scrap; income from personal or incidental services; and adjustments of overpayment or erroneous charges.

D. Composition of Cost

1. Total Cost. The total cost of a contract is comprised of the allocable direct cost incident to its performance, plus its allocable portion of authorized indirect costs, less applicable credits.
2. Classification of Costs. There is no universal rule for classifying certain costs as either direct or indirect under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the contract or other ultimate cost objective. It is essential, therefore, that each item of cost be treated consistently either as a direct or an indirect cost.

E. Direct Costs

1. General. Direct costs are those that can be identified specifically with a particular cost objective. These costs may be charged directly to contracts, or to other programs against which costs are finally lodged. Direct costs may also be charged to cost objectives used for the accumulation of costs pending distribution in due course or other ultimate cost objectives.
2. Application. Typical direct costs chargeable to the Denver Regional Council of Government's contracts are:
 - a. Compensation of employees for the time and effort devoted specifically to the execution of contract work effort.
 - b. Cost of materials acquired, consumed or expended specifically for the purpose of the contract.
 - c. Other items of expense incurred specifically to carry out the contract work statement.

F. Indirect Costs

1. General. Indirect costs are those that, because of their incurrence for common or joint objectives, are not readily subject to treatment as a direct cost. Normal overhead and general and administrative expenses as audited by the Defense Contract Audit Agency (DCAA) will normally be allowed on work performed under the Denver Regional Council of Governments' contracts.

2. Application. Typical indirect costs chargeable to DRCOG's contracts include fringe benefit costs such as vacation pay, holiday and excused time pay, disability benefits and sick leave wages, federal and state unemployment and social security taxes, insurance, including Workmen's Compensation and employer's liability, group life and medical insurance and other related types of cost; consumable office supplies, help-wanted advertising, business conferences, deferred or other compensation.

ATTACHMENT B
DENVER REGIONAL COUNCIL OF GOVERNMENTS
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
INFORMATION REQUEST FORM

DRCOG's Disadvantaged Business Enterprise (DBE) Program is required by Congress as a condition of receiving federal transportation funds. It is intended to provide assistance to minorities, women and other socially and economically disadvantaged individuals to enter the highway construction and design industries. A copy of DRCOG's DBE Program Objectives/Policy Statement follows this Information Request Form.

It is the policy of DRCOG to request and maintain the following data on **all Respondents** to the solicitation. Please complete this form and include it with proposal.

General Information

Business Name _____

Business Address _____

Phone _____ Fax _____

E-mail _____

This firm was established on ____/____/____

Specify the gross annual receipts of the firm:

☐	Under \$100,000
☐	\$100,000-\$500,000
☐	\$500,000-\$1,000,000
☐	Over \$1,000,000

Is your company certified as a Disadvantaged Business Enterprise under the Colorado Unified Certification Program (UCP)?

☐	Yes
☐	No

RESPONDENT

TITLE

DATE