



# DENVER

## HUMAN SERVICES

FIRST Licensed Behavioral Health Clinician Services

Request for Proposals

NO. FS/CA/OE-FIRST 2026

08.10.2026

Denver Human Services

1200 Federal Blvd. | Denver, CO 80204 | [www.denvergov.org/humanservices](http://www.denvergov.org/humanservices)  
General Assistance: 720-944-4DHS (4347) | Report Child Abuse: 1-844-CO-4-KIDS

**311 | [POCKETGOV.COM](http://POCKETGOV.COM) | [DENVERGOV.ORG](http://DENVERGOV.ORG) | [DENVER 8 TV](http://DENVER8TV.COM)**



Notice of Request for Proposals  
City and County of Denver  
Denver Human Services  
Outreach and Engagement Division  
FIRST Behavioral Health Clinician Services

Denver, Colorado

August 10, 2026

The City and County of Denver (City), through the Denver Human Services (DHS) Outreach and Engagement Division (O&E) is seeking a qualified contractor to provide behavioral health services for the Fatherhood Intervention, Recovery, Support, and Transition (FIRST) Program. FIRST is a father-centered behavioral health program designed for Denver fathers and father figures involved in, exiting, or at risk of involvement with the criminal legal system. The Contractor will provide qualified behavioral health professionals, which may include Licensed Clinical Social Workers (LCSW), Licensed Professional Counselors (LPC), Licensed Marriage and Family Therapists (LMFT), Licensed Addiction Counselors (LAC), or other appropriately qualified professionals, to deliver the services described in this solicitation. Services will be coordinated with the broader FIRST program to support stabilization, continuity of care during release and reentry, treatment engagement, recovery, and stronger family relationships.

The total funding available for award through this Request for Proposals (RFP) is not to exceed **\$100,000**. The City reserves the right to negotiate all final contract amounts. The anticipated initial contract term is **January 1, 2027**, through **December 31, 2028**, with the possibility of subsequent extensions that will be contingent on need, performance, and availability of funds.

Parties interested in responding are required to follow the guidelines and instructions contained in this RFP. If you are unable to download the RFP packet, please contact DHS Contract Administrator, **Aaron Hoard**, [aaron.hoard@denvergov.org](mailto:aaron.hoard@denvergov.org).

Respondents must **ONLY** rely on documents provided on the Rocky Mountain E-purchasing System (BidNet®) or as communicated directly from the DHS Contract Administrator.

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Only proposals that are received by the due date/time will be considered.

Proposals are due and must be received in BidNet by **3:30 P.M. Mountain Time** on **Friday, September 11<sup>th</sup>, 2026**.

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## City Solicitation Contact

| City RFP Contact                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Aaron Hoard, Contract Administrator<br>Denver Human Services<br>1200 Federal Blvd.<br>Denver, CO 80204<br>E-mail: <a href="mailto:aaron.hoard@denvergov.org">aaron.hoard@denvergov.org</a> |

## Solicitation Schedule

| Milestone                     | Details                                                                                                                                                                           | Date                                                                                               |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| RFP Released                  | The RFP packet may be obtained electronically by visiting <a href="http://www.bidnetdirect.com">www.bidnetdirect.com</a> . There is no cost to register on BidNet® <sup>1</sup> . | August 10, 2026                                                                                    |
| Information Session           | Virtual pre-bid information session offered publicly to all interested potential Respondents:<br><br>Link for virtual pre-bid information below.                                  | <b>Two Sessions:</b><br>August 17, 2026<br>-1:00 – 2:30PM<br><br>August 28, 2026<br>-1:00 – 2:30PM |
| Written Questions Due         | All written inquiries must be submitted electronically via BidNet®. Questions must include Respondent's name, organization, telephone number, and email address.                  | August 31, 2026                                                                                    |
| City Response to Questions    | Questions will be answered and posted on BidNet® by DHS, making City responses to questions equally available to all Respondents.                                                 | September 4, 2026                                                                                  |
| Proposal Due Date             | Completed proposals must be submitted electronically through BidNet® ( <a href="http://www.bidnetdirect.com">www.bidnetdirect.com</a> ) on or before the proposal due date.       | September 11, 2026                                                                                 |
| Proposal Reviews              | Technical review and Review Committee activities for all proposals received by the due date.                                                                                      | September 11, to October 16, 2026                                                                  |
| Notice of Award (tentative)   | Respondent(s) selected for award will receive award notices from DHS by email.                                                                                                    | October 16, 2026                                                                                   |
| Estimated Contract Start Date | Following contract negotiations with selected Respondent(s), the final contract(s) will be processed and executed.                                                                | No earlier than January 1, 2027                                                                    |

<sup>1</sup> Please note that BidNet® does offer notification services for a fee, but those services are not needed to view posted governmental bids. It is the responsibility of the Respondent to evaluate and select the service option of their choice.

## Information Session

Interested parties can access the public pre-bid information session virtually via Zoom. Please use the links provided below to access the information sessions.

### Information Session 1

August 17, 2026 | 1:00 – 2:30PM

<https://denvergov-org.zoom.us/j/86080881602>

### Information Session 2

August 28, 2026 | 1:00 – 2:30PM

<https://denvergov-org.zoom.us/j/84156312063>

The information sessions will be documented to ensure accurate transcription of all questions and DHS responses. All Q&A from the information sessions will be captured in writing and posted to BidNet no later September 4, 2026.

## Accessibility

Contact the City's Deaf and Hard of Hearing Services team to request ADA accommodations for the information session. Sign language interpreters and real-time captioning via CART are available upon request with three (3) business days' notice. To request this service, please email [deafhhservices@denvergov.org](mailto:deafhhservices@denvergov.org).

For other public accommodation requests/concerns related to a disability, please email [DisabilityAccess@denvergov.org](mailto:DisabilityAccess@denvergov.org).

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## I. Background and Overview

### A. Background

Denver Human Services (DHS) serves approximately one-third of Denver residents by connecting individuals and families to food assistance, health care, childcare, child support, child protection, and other essential services. DHS has historically provided fatherhood services to support fathers and father figures navigating involvement with justice, child welfare, recovery, and other systems. From 2021–2025, the program served 505 fathers, using fatherhood education, individualized case management, referrals, and reentry support.

Through implementation of the prior Fatherhood Program, DHS identified significant behavioral health and substance use needs among participants and an opportunity to better integrate behavioral health services into the existing fatherhood service model. Following the end of federal funding for the prior program in 2025, DHS began redesigning the program to provide more comprehensive support for fathers experiencing behavioral health, recovery, and reentry needs.

In 2026, DHS provided temporary internal bridge funding while developing the Fatherhood Intervention, Recovery, Support, and Transition (FIRST) Program, an expanded service model focused on stabilization, behavioral health, recovery, family relationships, and continuity of care during release and reentry.

FIRST (Fatherhood Intervention, Recovery, Support, and Transition) enhances DHS' established fatherhood education and case management model by integrating behavioral health services, increased peer navigation, and more intensive coordination across behavioral health, recovery, family-support, and justice-system partners.

Participants will continue to receive father-centered programming, including the Nurturing Fathers curriculum<sup>2</sup>, individualized support, referrals, and reentry assistance, while gaining more timely access to behavioral health screening, assessment, brief intervention, therapeutic support, and connections to ongoing treatment and recovery resources.

FIRST is designed as a voluntary, relationship-based program that promotes engagement through trust, coordinated support, and continuity of care, particularly during release, reentry, and other periods of transition. Behavioral health services provided through this solicitation will be integrated into the broader FIRST service model and coordinated with DHS staff, peer navigation, fatherhood programming, and other community-based services to support participant stabilization, treatment engagement, recovery, and stronger family relationships.

### B. Summary of Service Need and Desired Outcomes

DHS is seeking a qualified Contractor to provide behavioral health services for fathers and father figures participating in the Fatherhood Intervention, Recovery, Support, and

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<sup>2</sup> <https://nurturingfathers.com/>

Transition (FIRST) Program. Participants may experience mental health, substance use, trauma-related, recovery, and reentry needs alongside barriers such as unstable housing, unemployment, family-system involvement, and difficulty accessing and navigating treatment.

Through this procurement, DHS seeks to integrate timely and coordinated behavioral health services into the FIRST model to address these needs and strengthen connections between fatherhood programming, behavioral health treatment, recovery supports, and other community-based services. Services may include behavioral health screening and assessment, brief intervention, stabilization and crisis support, individual and group-based services, and coordinated connections to ongoing treatment and recovery resources.

Respondents may include qualified behavioral health organizations, individual practitioners, group practices, or other entities capable of providing the required services. All personnel assigned to provide clinical services must meet the applicable professional qualifications and requirements identified in this solicitation.

The behavioral health services provided through this solicitation are intended to support the following outcomes:

- i. **Improved behavioral health stability.** Participants have timely access to behavioral health screening, assessment, intervention, and appropriate treatment or recovery resources based on identified needs.
- ii. **Increased continuity of care.** Participants remain connected to appropriate behavioral health and recovery services during release, reentry, court involvement, and other periods when disruption in care is more likely.
- iii. **Stronger connections to treatment and recovery supports.** Participants are successfully connected to appropriate treatment, peer support, recovery services, and other community-based behavioral health resources.
- iv. **Improved family and parenting stability.** Behavioral health services complement FIRST's fatherhood programming by supporting emotional regulation, recovery, healthy relationships, and participants' ability to engage positively with their children and families.
- v. **Increased long-term stability.** Participants develop behavioral health supports, coping strategies, and connections to ongoing services that address factors associated with instability and future justice-system involvement.

## II. Scope of Work

### A. Focus Population

- i. The FIRST Program serves Denver fathers and father figures age 18 and older who are involved in, exiting, or at risk of involvement with the criminal legal system. Participants may experience mental health, substance use, trauma-related, recovery, and reentry needs, as well as multiple and intersecting barriers to stability and engagement in services.

- ii. Barriers may include, but are not limited to:
  - a. Unstable or unsafe housing;
  - b. Unemployment or underemployment;
  - c. Child welfare or child support system involvement;
  - d. Difficulty accessing or navigating behavioral health and recovery systems;
  - e. Socioeconomic hardship and poverty and other barriers affecting access to services and long-term stability; and
  - a. Disproportionate exposure to behavioral health inequities and justice involvement in Denver communities.

**B. Services to be Provided**

The awarded contractor shall provide qualified personnel and sufficient service capacity to deliver the behavioral health services described below. Services shall be coordinated with the broader FIRST Program and responsive to the individual needs of participants.

- i. Behavioral Health Screening and Assessment
  - a. Behavioral health screenings for enrolled participants.
  - b. Comprehensive mental health and substance use assessments when clinically indicated.
  - c. Reassessments aligned with participant progress, changes in risk level, or clinical need to inform individualized stabilization and care plans.
- ii. Brief Therapeutic Intervention & Stabilization Planning
  - a. Brief interventions addressing emotional regulation, trauma symptoms, and early recovery needs.
  - b. Stabilization plans for participants experiencing high-risk transition periods (release, reentry, court involvement).
  - c. Crisis response and immediate linkage to higher-acuity services when necessary.
- iii. Care Coordination and Warm Handoffs
  - a. Clear coordination and communication with DHS Fatherhood staff, including the Fatherhood Advocate and Peer Navigator, to ensure behavioral health services align with fatherhood programming, peer support, individualized case planning, and broader goals related to parenting confidence and family relationship stability.
  - b. Clear coordination and communication with other relevant treatment, recovery, and community-based support including providing warm handoffs, verifying successful connection to services, and ensuring continuity of care throughout program participation, including:
    - 1. Community mental health and substance misuse providers;
    - 2. Recovery support programs; and
    - 3. Relevant justice-system and referral partners, including probation, diversion programs, and The Salvation Army Harbor Light Center.

- iv. Group and Individual Behavioral Health Support
    - a. Participation in group classes (e.g., Nurturing Fathers, Caring Dads aligned activities) to integrate behavioral health guidance and reinforce recovery and regulation skills.
    - b. Individual clinical sessions, as needed based on participant assessment and treatment goals.
  - v. Ongoing Participant Engagement
    - a. Ongoing engagement appropriate to participant needs, which may include:
      - 1. Phone, virtual, or in-person follow-ups,
      - 2. Regular progress check-ins,
      - 3. Engagement support during reentry and high-risk transitions to ensure participants maintain continuity of care and do not disengage from treatment.
  - vi. Anticipated Service Volume
    - a. DHS anticipates serving approximately 50 participants annually. For purposes of developing a proposal and budget, Respondents should anticipate the following approximate service volume:
      - 1. 1–2 Behavioral Health Screenings
      - 2. 1 Comprehensive Assessment
      - 3. 1 Stabilization Plan
      - 4. Individual clinical engagement biweekly to monthly
    - b. Participation in approximately 2–4 FIRST group sessions
  - vii. Program Coordination
    - 1. Participation in regular coordination meetings with DHS Fatherhood Advocates and Peer Navigators.
    - 2. Maintained communication with justice and recovery partners to avoid duplicative services and ensure alignment with existing court or treatment requirements.
    - 3. Notification to DHS of high-risk cases, urgent clinical needs, or barriers to service engagement.
- C. Cultural Responsiveness and Trauma-Informed Care.
- i. Services provided through this solicitation should be provided in a manner culturally appropriate and consistent with the DHS's commitment to equity values, which encompass inclusion, engagement, equitable programming, accountability, transparency, and the promotion of intersectional, inclusive, and accessible programs and strategies.
  - ii. Selected contractor is expected to ensure all staff provide services through a trauma-informed, relationship-based approach with an emphasis on harm reduction. Including ensuring staff are trained and continually supported to understand the impact of trauma and to respond in ways that promote trust, psychological safety,

voluntary engagement, and continuity of care for the focus population(s) receiving services.

- iii. Selected contractor is expected to demonstrate the ability to adapt service delivery to participants' cultural backgrounds, lived experiences, language needs, and levels of readiness for care, particularly for fathers navigating stigma, system involvement, behavioral health needs, and other barriers to participation.
  - a. The City will prioritize proposals for award which clearly demonstrate how the proposed services will be culturally responsive, trauma-informed, and aligned with the relationship-based service approach described in this solicitation.

**D. Key Performance Indicator Metrics.**

- i. Key Performance Indicators for behavioral health provider services may include but are not limited to:
  - a. Number of participants screened or assessed
  - b. Percent of participants receiving initial behavioral health contact, screening, or assessment within an established timeframe.
  - c. Percent of participants successfully connected to treatment or recovery supports.
  - d. Percent of participants demonstrated improved behavioral health stability or emotional regulation.
  - e. Percent of participants maintaining regular engagement with program.
  - f. DHS will work with the selected Contractor during contract development to finalize applicable KPIs, definitions, data sources, reporting requirements, and performance expectations. Measures may be refined during the contract term based on available data, program experience, and identified opportunities for service improvement.

**E. Contract Performance Management.**

- i. Successful Respondent(s) will be subject to contract performance management and monitoring activities.
- ii. Per City policy, Contractors are required to permit the City to carry out reasonable activities to review, monitor, and evaluate any of the procedures used by Contractor in providing or supplying services and make available for inspection all notes and other documents used in performing the services as described in the contract.
- iii. Monitoring can be performed by the City throughout the term of the contract as follows:
  - a. Program or Managerial Monitoring – a review of the quality of services being provided and the effectiveness of those services to address the needs of the program.
  - b. Contractor Monitoring – a review and analysis of current program information to determine the extent to which Contractor is achieving established contractual objectives and goals.

- c. Compliance Monitoring – a review to ascertain if the terms of the contract, including any applicable federal, state and city legal requirements, are met.
    - d. Financial Monitoring - a review to ensure that costs are allocated and expended in accordance with the terms of the contract and may include site visits and inspection of invoicing procedures.
  - iv. If, as a result of an audit or review relating to the fiscal performance of the Contractor including those performed by a DHS internal auditor, the City receives notice of any irregularities or deficiencies in said audits, the Contractor shall correct all identified irregularities or deficiencies within the time frames designated in the City’s written notice of irregularities or deficiencies. If the identified irregularities or deficiencies cannot be corrected by the date designated by the City, then the Contractor shall so notify the City in writing and shall identify a date that the Contractor expects to correct the irregularities or deficiencies; provided, however, that the irregularities or deficiencies shall be corrected no later than ninety (90) days from the date of the City’s notice.
  - v. As part of the City’s commitment to improved outcomes, the City seeks to actively and regularly collaborate with awarded Respondents to enhance contract management, improve results, and adjust service delivery based on learning what works. Reliable and relevant data is necessary to drive service improvements, facilitate compliance, inform trends to be monitored, and evaluate results and performance. As such, the City reserves the right to request/collect other key data and metrics from Respondents.
- F. Administrative Requirements.
  - i. Policies and Procedures

Upon request and as relevant to the services to be provided, a successful Respondent may be asked to provide to the City a current, dated copy of their organization’s policies and procedures upon award. Contract monitoring activities typically include monitoring to ensure a contractor is fulfilling their own policies and procedures.

    - a. The City anticipates requiring the following policies and procedures:
      - 1. Documentation Policies and Procedures
      - 2. Client Intake and Client Income Verification Policies and Procedures
      - 3. Performance Reporting Policies and Procedures
      - 4. Human Resources Policies and Procedures
      - 5. Nondiscrimination Policies
      - 6. Grievance Policies
      - 7. Financial Policies and Procedures
      - 8. Policies to Ensure Maximum Public Participation
  - ii. Language Access.

- a. The Selected Respondent will be required to provide meaningful and equitable access to services for participants with limited English proficiency, consistent with applicable City language-access requirements and Executive Order 150.
  - 1. This includes identifying language needs, arranging qualified interpretation or translated materials when necessary, communicating information in an understandable manner, and ensuring language is not a barrier to screening, treatment engagement, informed participation, or continuity of care.
- iii. Record-keeping.
  - a. If a Respondent's proposal is selected for award and a fully executed contract is in effect, the Respondent's organization is responsible for record-keeping for all relevant service areas, including that the Contractor shall:
    - 1. Work collaboratively with City personnel to collect and retain all program information necessary to ensure compliance with the requirements of any applicable state or federal law and program regulations. This includes all service records (paper and automated).
    - 2. Establish and maintain record-keeping policies in accordance with the requirements established by applicable federal and state law or as reasonably required by the City, including the City Auditor, concerning the provision of services and expenditure of City Funds, including, but not limited to, establishing and maintaining financial and performance records with respect to all matters covered by this contract in sufficient detail and in a manner sufficient to conform to generally accepted accounting principles so as to allow audit of the expenditure of City funds received by the Contractor.
    - 3. Retain such financial and performance records for a period of six (6) years from the date of final payment to the Contractor under the contract.
- iv. Technology and Data.
  - a. Respondent must have the capability to sustain a sophisticated and secure technology structure to implement and maintain data collection and record-keeping. This includes any City provided data in order to prevent a breach of City client and/or City information.
- v. Client Confidentiality.
  - a. Contractors may be exposed to basic non-specific or non-personally identifiable information about DHS clients while providing outlined services.
  - b. In cases where a client's stories, information, or image are being used DHS must obtain written authorization which names the Contractor as a party able to receive and publish that information to the public.
  - c. A DHS Privacy Officer should approve any client story release or de-identification effort to assure client confidentiality.
- vi. Additional administrative requirements may be discussed during any resulting contract negotiations for successful proposals.

### III. Organizational Eligibility

- A. Proposals will be accepted from public, private non-profit, or private for-profit organizations, which meet at least one (1) of the following criteria:
  - i. Governmental entity;
  - ii. Corporation, LLP, LLC or other firm located, registered, and in good standing in the State of Colorado; or
  - iii. Foreign corporation, LLP, LLC, or other firm registered with the Colorado Secretary of State and in good standing.
- B. The City prefers local organizations when considering proposals to award for the services described in this solicitation.
- C. Prior to executing a contract with the City, the selected organization(s) must be registered with the State as either Colorado or foreign entities and must be in good standing. Proof of such standing is required prior to the start of the contracting process.
- D. Prior to executing a contract with the City, the selected organization(s) must be registered on [www.SAM.gov](http://www.SAM.gov) and provide a Unique Entity Identifier (UEI) number.
- E. Prior to executing a contract with the City, the selected organization(s) will be required, at their own expense, to secure and deliver to the City a current Certificate of Insurance (COI) showing coverage for all required insurance prior to initiation and execution of any contractual agreement. Please see Attachment 4 for more details about City insurance requirements.
- F. Contractor personnel may be required to take certain City trainings and/or abide by certain City policies and procedures.

### IV. Funding and Term

- A. Solicitation Process.
  - i. It is the City's intent to encourage maximum competition and enter into a contractual agreement with the selected organization(s) based upon the scope of services outlined within this proposal and the subsequent revision (if necessary) to the scope based upon negotiations.
  - ii. The proposal should contain the total cost of your proposed services. For purpose of the RFP, the Respondent is to provide a detailed work plan describing the costs associated with the proposed budget and the cost methodology.
  - iii. The City anticipates refinement of the final scope of services during the contract negotiation process.

**B. Funding and Term**

- i. Total funding available under this solicitation is anticipated to be \$100,000 or less. The initial contract term is January 1, 2027, through December 31, 2028.
- d. Funds for this RFP are sourced through the Caring for Denver Foundation, local funds provided by Denverites.
- ii. Award contingent on receipt of grant funds.
- iii. Selected organization(s) will be paid for services performed or deliverables achieved up to the award amount or maximum contract amount. In all cases, the City reserves the right to negotiate contract amounts as well as the right, at its discretion, to reject any or all proposals and to waive informalities and minor irregularities in responses received and to accept any portion or all items proposed if deemed in the best interest of the City.
- ii. Contracts are subject to audit by City departments, the City Auditor's Office, and other authorized officials.

**C. Deliverable-Based Fee Schedule.**

Respondents must submit a deliverable-based, fee-driven budget that aligns with their proposal and accounts for all costs. Payments will be issued upon successful completion of deliverables.

- i. Proposal budgets must include detailed budget narratives explaining costs for milestones or deliverables throughout the project timeline. This should cover time and materials for meetings and any other proposed deliverables.
- ii. Each budget narrative must specify resources, including professional hours and pay rates, used to determine milestone or deliverable fees. Fees must be fair and reasonable for successful completion of deliverables.
- iii. All costs must comply with the cost instruction guidelines below and comply with the guidelines in the following sections: Allowable Costs, Unallowable Costs, Indirect, Administrative, and Facilities Costs. No milestone or deliverable fee may include costs outside these parameters.
- iv. Budgets will be evaluated based on clarity, fairness, and transparency of cost estimates. Respondents should indicate when rates reflect their standard commercial pricing, as this may be accepted as justification for certain costs (e.g., base curriculum fees).
- v. Milestones and deliverables may be structured at the respondent's discretion, provided they align with their proposal and business model. Fees will be reviewed and negotiated during contract development post-award.

**D. Allowable Costs.**

- i. Allowable costs are those costs consistent with the principles set out in 2 CFR 200, Subpart E – Cost Principles<sup>3</sup>. A cost charged to an award must be:
  - a. Allocable to the award under the provisions of the applicable cost principles.

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<sup>3</sup> [2 CFR 200, Subpart E – Cost Principles](#)

- b. Necessary and reasonable for proper and efficient performance and administration of the grant or cooperative agreement.
- c. Treated consistently as a direct or indirect cost.
- d. Determined in accordance with the Generally Accepted Accounting Principles, except as otherwise stipulated in the applicable cost principles.
- e. Not included as cost or used to meet the cost-sharing or matching requirements of another federal award, unless specifically permitted by federal law or regulation.
- f. Adequately documented.
- g. Authorized or not prohibited under state or local laws and regulations.
- h. In conformance with limits or exclusions on types or amounts of costs, as set forth in the applicable cost principles, federal laws, award terms and conditions, or other governing regulations.
- i. Consistent with the recipient's policies, regulations, and procedures that apply to both federal awards and other activities of the recipient.

E. Unallowable Costs.

- i. The City will not reimburse contractors for certain expenses, known as unallowable costs. If a cost cannot meet the criteria of reasonableness, allowability, allocability, and consistency, it is unallowable. Common unallowable costs include entertainment, alcohol, fundraising, bad debt and certain travel expenses.

## V. Proposal Response

The RFP packet is designed to provide sufficient information for Respondents to prepare and submit a complete and responsive packet with the "Proposal Certification Form" and required documents and/or attachments. All responses should provide a straightforward, concise description of qualifications.

- A. Required Proposal Documents. For a proposal to pass technical review, the following documents must be present and complete in the Respondent's BidNet submission on or before the proposal due date:
  - i. Proposal Certification and Checklist Form (Attachment 1).
  - ii. Proposal Budget and Budget Narrative (see Attachment 2 for template)
    - a. Provide an operating budget using the budget table template and budget narrative template. These documents will not be included in the total number of pages allowed for the narrative.
    - b. The City values the importance of implementing equity into budget decisions. We will be evaluating proposed budgets based on how practical and ethical funding allocations are in accordance with the goals and values demonstrated in this RFP. This could include:
      - 1. Staff wages/benefits
      - 2. Client services and basic needs Determining caseloads

3. Productivity expectations balanced with workforce sustainability
  4. Workforce training to reduce harm and improve service delivery
  - iii. Proposal Narrative (Proposed Scope of Work), not to exceed 10 pages (see Attachment 3 for prompts)
  - iv. Certification Regarding Debarment, Suspension and Other Responsibility Matters (Attachment 4).
    - a. Federal law implementing Executive Order 12549 requires that each prospective Respondent 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 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.
  - v. Current certificate of insurance (see Attachment 5 for insurance requirements and sample COI).
  - vi. Compliance with Contract and Insurance Certification Form (Attachment 6) and current Certificate of Insurance.
  - vii. IRS form W-9 for organization
  - viii. IRS 501(C)(3), Certificate of Good Standing with Colorado Secretary of State, or State Corporation Papers, or City Agency
- B. Additional Documentation Requested for Proposal. Please indicate on proposal checklist if not applicable:
- i. Most Recent IRS Form 990
  - ii. Current Agency Annual Budget
  - iii. Most recent Independent Audit, Financial Review or IRS Tax Forms.
  - iv. List of Board of Directors with occupations and affiliations of primary organization.
  - v. Organizational chart with staff names for primary organization and/or collaborative entities
  - vi. Key staff job descriptions or resumes for primary organization and/or collaborative entities.
  - vii. Non-discrimination statement and policy for primary organization and/or collaborative entities.
  - viii. Copy of Client Grievance Policy and Procedures.
  - ix. Copy of policies pertaining to Client Rules, Guidelines, and Expectations, Data Retention and Destruction Policy.

## VI. Evaluation, Selection, and Award Process

### A. Technical Review.

- i. All submitted proposals are subject to a technical review for completeness. A proposal must pass technical review to move forward in the evaluation process. Proposals which fail to provide all the required information and materials in response to the RFP will be determined not to pass technical review and will be disqualified from consideration.

### B. Review Committee.

- i. Proposals that pass technical review will move on to Review Committee. Committee members will independently evaluate the proposals based on the following criteria:

| Category                                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Weight |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Qualifications, Experience, and Capacity          | The extent to which Respondent demonstrates the organizational qualifications, relevant experience, staffing structure, and operational capacity needed to successfully deliver the services described in this RFP. Evaluation will include review of the Respondent's experience serving the focus population, the qualifications and supervision of proposed staff, and the Respondent's ability to manage reporting, invoicing, confidentiality, coordination, and other administrative requirements associated with the proposed work.                                                                             | 25%    |
| Proposed Service Delivery Model/ Implementation   | The extent to which Respondent presents a clear, feasible, and well-aligned approach to delivering the services described in this RFP. Evaluation will include review of how well the proposed service model addresses the goals of the FIRST Program, supports participant engagement, stabilization, recovery, and continuity of care, and demonstrates the Respondent's ability to operate effectively within the team-based structure and service expectations outlined in this RFP.                                                                                                                               | 25%    |
| Trauma-Informed and Culturally Responsive Program | The extent to which Respondent demonstrates the ability to provide services through a trauma-informed, culturally responsive, and psychologically safe approach that is well suited to the focus population identified in this RFP. Evaluation will include review of how the Respondent promotes trust, respectful engagement, participant safety, and responsiveness to trauma, stigma, system involvement, language needs, cultural background, lived experience, and varying levels of readiness for care, as well as how these practices are supported through staffing, supervision, and continuous improvement. | 30%    |
| Proposed Budget and Narrative                     | The extent to which Respondent provides a complete, clear, and well-justified budget that is reasonable, fiscally responsible, and directly aligned with the services proposed in response to this RFP. Evaluation will include review of whether proposed costs are allowable, sufficiently detailed, and supported by the budget narrative, including staffing assumptions, administrative or indirect costs, and any additional resources proposed to support or sustain the services.                                                                                                                              | 20%    |

- ii. The Review Committee will review proposals by completing a proposal evaluation matrix form for each submission passing technical review. A composite rating will be developed which indicates the group's collective ranking of the highest rated proposals in a descending order. The Review Committee will evaluate the proposals and may also ask questions of a clarifying nature from Respondents, as required.
- C. Interviews.
  - i. The City may request oral presentations and/or interviews as part of the review process in order to gain a better understanding, by all parties, of the work to be performed.
  - ii. Respondents selected to be interviewed will be contacted and scheduled, in no particular order, to meet with the Review Committee or a representative of DHS at the City's sole discretion.
    - a. The purpose of an interview is to gain a better understanding, by all parties, of the work to be performed.
    - b. Interviews will be held during regular working hours.
    - c. During the interview, additional general and/or budget information may be requested.
    - d. Any additional information provided by the Respondent during the interview will become part of the submitted proposal and, subsequently, may be part of the final contract.
- D. Notification of Award
  - i. The award will be made to the Respondent whose proposal meets the requirements of the RFP and is determined to be most responsive, responsible, and best value to the City, in accordance with the provided scoring criteria, community needs, and the Denver Revised Municipal Code (D.R.M.C.).
  - ii. Respondents with successful proposals will be noticed through e-mail.
- E. Contracting
  - i. Any award due to this RFP will be contingent upon the execution of an appropriate contract.
  - ii. The Sample Contract in this RFP contains proposed terms and conditions. These terms and conditions, along with the Scope of Work, and/or technical requirements shall form the basis of a Contract Agreement covering the subject matter of this RFP.
  - iii. Services and payment may commence upon the complete execution of a signed agreement between the successful Respondent and the City.