



# DENVER

## HUMAN SERVICES

### Child Welfare Substance Use Testing Services

Request for Applications  
NO. FS/CA/CW-SubstanceUseTesting-2026  
08.19.2026

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)**

Notice of Request for Applications  
City and County of Denver  
Denver Human Services  
Child Welfare Division  
Child Welfare Substance Use Testing Services

Denver, Colorado

August 19, 2026

The City and County of Denver (City), through Denver Human Services (DHS) Child Welfare Division (CW), is seeking applications from qualified agencies and organizations to provide drug testing services for intervention child welfare cases that do not meet the Core Services funding eligibility criteria. These services will support households in which primary caregivers are involved in allegations of abuse and/or neglect, helping determine the need for further substance use treatment or other supportive interventions.

The total funding available for award through this Request for Applications (RFA) is not to exceed \$150,000. The City intends to execute contracts with one or more organizations and reserves the right to negotiate all final contract amounts. The anticipated initial contract term is June 1, 2027, through May 31, 2030, with the possibility of subsequent extensions that will be contingent on need, performance, and availability of funds.

Parties interested in applying are required to follow the guidelines and instructions contained in this RFA. If you are unable to download the RFA packet, please contact DHS Contract Administrator, Manuel Montoya - [Manuel.Montoya@denvergov.org](mailto:Manuel.Montoya@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 applications that are received by the due date/time will be considered.

**Applications are due and must be received by 3:30 P.M. Mountain Time  
on September 10, 2026**

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City Solicitation Contact

| City RFA Contact                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Manuel Montoya, Contract Administrator<br>Denver Human Services<br>1200 Federal Blvd.<br>Denver, CO 80204<br>E-mail: <a href="mailto:Manuel.Montoya@denvergov.org">Manuel.Montoya@denvergov.org</a> |

## Solicitation Schedule

| Milestone                     | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Date                         |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| RFA Released                  | The RFA 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 19, 2026              |
| Information Session           | <p>Virtual pre-bid information session offered publicly to all interested potential Respondents:</p> <p>Join Zoom Meeting: August 26, 2026<br/> <a href="https://denvergov-org.zoom.us/j/85221099561?pwd=BitazGngZQSOVyJ7pGQ4DPbgEhRfCD.1">https://denvergov-org.zoom.us/j/85221099561?pwd=BitazGngZQSOVyJ7pGQ4DPbgEhRfCD.1</a></p> <p>Meeting chat link<br/> <a href="https://denvergov-org.zoom.us/jc/85221099561">https://denvergov-org.zoom.us/jc/85221099561</a></p> <p>Meeting ID: 852 2109 9561<br/>           Passcode: 802590</p> | August 26, 2026<br>1:00PM    |
| Written Questions Due         | All written inquiries must be submitted electronically via BidNet®. Questions must include Respondent's name, organization, telephone number, and email address.                                                                                                                                                                                                                                                                                                                                                                           | September 2, 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 8, 2026            |
| Application Due Date          | Completed applications must be submitted electronically through BidNet® ( <a href="http://www.bidnetdirect.com">www.bidnetdirect.com</a> ) on or before the application due date.                                                                                                                                                                                                                                                                                                                                                          | September 10, 2026           |
| Application Reviews           | Technical review and Review Committee activities for all applications received by the due date.                                                                                                                                                                                                                                                                                                                                                                                                                                            | September 28, 2026           |
| Notice of Award (tentative)   | Respondent(s) selected for award will receive award notices from DHS by email.                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Week of October 5, 2026      |
| Estimated Contract Start Date | Following contract negotiations with selected Respondent(s), the final contract(s) will be processed and executed.                                                                                                                                                                                                                                                                                                                                                                                                                         | No earlier than June 1, 2027 |

### Information Session

Interested parties can access the public pre-bid information session virtually via Zoom. The information session will be documented to ensure accurate transcription of all questions and DHS

<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.

responses. All Q&A from the information session will be captured in writing and posted to BidNet no later than the City's date to respond to questions as detailed in the Solicitation Schedule above.

### 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 business days' notice. To request this service, please email [deafhhservices@denvergov.org](mailto:deafhhservices@denvergov.org).

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## I. Background and Purpose

### A. Summary.

Denver Human Services (DHS) Child Welfare (CW) division is seeking to establish a pool of qualified organizations to provide substance use testing services for parents, caregivers, kinship caregivers, and other adults involved in Child Welfare cases. Testing services support child welfare care planning, including assessing intervention, by providing timely, objective information that helps caseworkers, treatment providers, legal partners, and the courts make informed decisions regarding child safety, family preservation, treatment engagement, and permanency. DHS anticipates awarding contracts to Respondents that demonstrate in their application how their services would benefit Denver families as part of a ready network of qualified providers capable of delivering responsive, accessible, and consistent testing services across the City and County of Denver.

### B. Background.

- i. DHS Child Welfare partners with families, community organizations, behavioral health providers, the courts, and other stakeholders to provide services that improve outcomes for children and families that are referred to or involved with Child Welfare. Child Welfare receives and responds to reports of child abuse and neglect and provides assessment, intervention, ongoing case management, and supportive services designed to promote child safety, strengthen families, and achieve timely permanence and wellbeing.
  - a. DHS administers Child Welfare services in accordance with applicable federal and state law, including the Colorado Children's Code (Title 19, C.R.S.) and the Colorado Department of Human Services Social Services Rules governing Child Welfare Services (12 CCR 2509, Volume 7).
  - b. Whenever possible, families are connected with services that strengthen protective factors, address identified needs, and support children remaining safely with their families.
- ii. When concerns related to a parent's or caregiver's substance use are identified during an assessment or an open Child Welfare case, substance use testing may be used as one component of a comprehensive assessment and case planning process. Testing provides objective information that helps inform service planning, treatment referrals, court proceedings, and decisions that support child safety and family stability.
- iii. Because substance use disorders may affect family functioning and child safety, timely access to reliable, quality substance use testing is an important resource within the broader continuum of Child Welfare services. Delays in testing or reporting may affect safety planning, treatment engagement, visitation, court proceedings, and permanency outcomes. The population for these services includes parents, caregivers, kinship caregivers, and other adults involved with DHS Child Welfare services, including individuals who require substance testing as part of participating in:
  - a. Safety planning;
  - b. Family preservation and stabilization services;

- c. Non-Core Services eligible child welfare monitoring
- d. Voluntary service agreements with DHS; and
- e. Other Child Welfare interventions where substance use testing has been determined to support case planning or child safety.

C. Purpose.

Substance use testing is one tool used by Child Welfare caseworkers to provide objective information regarding the presence or absence of substances. Testing results may assist Child Welfare professionals in determining whether additional assessment, treatment referrals, or other supportive services are appropriate based on the unique circumstances of each family.

- i. Substance use testing refers to the collection and analysis of any of the following: urine, oral fluid (saliva), sweat, hair, breath, blood, or other scientifically accepted biological specimens, as appropriate to the referral and consistent with industry standards. Such specimens are used to determine the presence of specific substances or their metabolites in an individual's system.
- ii. Testing supports well-informed case planning, such as the type and level of substance abuse services a family may require while ensuring that supports are tailored to the family's needs and aligned with child safety and well-being goals.

D. Continuity of Care. DHS contracts separately for substance use treatment and recovery services through its Child Welfare Core Services network. When risk and safety concerns indicate the need for ongoing child protection services, a parent or caregiver may become eligible for a Family Service Plan and receive treatment services funded through Core. To promote continuity of care for families that may be referred to treatment services, or who may have previously received treatment services, DHS encourages applications from current Denver Child Welfare Core Services providers. However, all qualified organizations meeting the requirements of this RFA, including Signal Behavioral Health Network providers, are encouraged to apply.

To align funding across this RFA and the Core Services RFA, DHS will award additional points during application evaluation in the Funding Alignment section to applicants with an active Denver Core Services award or those applying to the Core Services RFA by November 1, 2026. This preference is applied solely as part of the published evaluation criteria and does not limit competition.

E. Desired Outcomes. DHS seeks providers that will help achieve the following outcomes:

- i. Provide accurate, objective, and timely testing information that supports assessment, case planning, and court-related decision-making.
- ii. Promote coordinated service delivery that supports treatment engagement and continuity of care when substance use services are needed.
- iii. Minimize delays that affect child safety, treatment timely reporting.

- iv. Support child safety, family stability, and positive permanency outcomes through coordinated, high-quality testing services.

## II. Organization Eligibility

- A. Applications 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. Qualified Laboratory and Testing Facilities. Respondents are required to ensure any laboratory performing clinical or laboratory analysis of specimens shall maintain a valid Clinical Laboratory Improvement Amendments (CLIA) certificate or other applicable CLIA authorization for the testing performed, as required by federal law.
  - i. Respondent's laboratories must maintain any applicable state licenses, registrations, certifications, accreditations, and permits required to perform the specific testing services on behalf of the City and County of Denver.
  - ii. Respondent's laboratories are required to maintain appropriate quality assurance and quality control procedures, proficiency testing, specimen identification and chain-of-custody procedures, and other applicable procedures necessary to ensure the accuracy, reliability, integrity, and confidentiality of test results.
- C. The City prefers local organizations when considering applications to award for the services described in this solicitation. We require organizations that can offer multiple testing and treatment locations within Denver and surrounding counties.
  - i. While all qualified organizations are encouraged to apply, DHS encourages applications from organizations that currently participate in Denver's Child Welfare Core Services network, as integrated service delivery can help promote continuity of care for families already engaged in treatment and other supportive services.
  - ii. Any evaluation preference for providers based on their geographic coverage of the Denver Metro area or their status as existing Core Services providers will be applied as described in the Evaluation Criteria section of this RFA.
- D. 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.
- E. 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.

- F. 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 VII for more details about City insurance requirements.

### III. Funding and Term

A. Solicitation Process.

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 application and the subsequent revision (if necessary) to the scope based upon negotiations. The application should contain fees that contain the full cost of services per service-type. For purpose of the RFA, the Respondent is to provide a detailed work plan describing the fee process and the methodology. The City anticipates refinement of the final scope of services during the contract negotiation process.

B. Funds and Term.

- i. DHS anticipates that up to \$150,000 in funding will be available through this solicitation. The initial contract term is projected to begin on June 1, 2027, through May 31, 2030.
- ii. For the purposes of this solicitation, your organization's proposed budget should be formatted as a fee schedule indicating the total fee for each service (inclusive of all direct and indirect costs).
  - a. A budget worksheet has been provided for use as Attachment 3.
- iii. The City may award one or more providers. 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 applications 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.

C. Allowable Costs.

- i. Allowable costs are those costs consistent with the principles set out in 2 CFR 200, Subpart E – Cost Principles. A cost charged to an award must be:
- ii. Allocable to the award under the provisions of the applicable cost principles.
- iii. Necessary and reasonable for proper and efficient performance and administration of the grant or cooperative agreement.

- iv. Treated consistently as a direct or indirect cost.
  - v. Determined in accordance with the Generally Accepted Accounting Principles, except as otherwise stipulated in the applicable cost principles.
  - vi. 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.
  - vii. Adequately documented.
  - viii. Authorized or not prohibited under state or local laws and regulations.
  - ix. 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.
  - x. Consistent with the recipient's policies, regulations, and procedures that apply to both federal awards and other activities of the recipient.
- D. 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.
  - ii. Cost Allocation Plan must be included in RFA response to use this method.

## V. Scope of Work

- A. Focus Population(s).
- i. Timely, reliable, and quality substance use testing services for parents, caregivers, kinship caregivers, and other adults being assessed for intervention services by Child Welfare following a referral as part of the continuum of Child Welfare services.
  - ii. Substance use testing is intended to supplement, and not replace, comprehensive clinical assessment, self-report, professional judgment, and other information considered by Child Welfare in case planning and service decisions.
- B. Geographic Service Area and Availability.
- i. Seeking Respondents that offer a variety of accessible locations throughout the City and County of Denver, where DHS is prioritizing awards that provide sufficient coverage throughout the Denver Metro area to ensure available access points for DHS-referred clients.
  - ii. Seeking Respondents that maintain sufficient collection capacity to provide accessible, timely services to DHS-referred clients. This includes qualified laboratory and testing facilities as well as qualified collection personnel.

- a. Respondents must provide facilities that comply with applicable accessibility requirements, including the Americans with Disabilities Act (ADA).
    - b. Respondents should identify regular hours of operation and any extended hours of operation which accommodate client scheduling needs, including availability outside standard business hours highly preferred.
  - iii. DHS expects to close gaps in service availability based on geographic service area with this RFA. Historically, geographic locations that have not been readily available for services under previous contracts include but are not limited to:
    - a. Green Valley Ranch
    - b. Montebello
    - c. North Aurora (Adams County)
- C. Qualified Personnel.
  - i. Respondents shall demonstrate how they hire and retain qualified personnel to perform the specimen collection procedures applicable to the testing services they provide. This includes appropriate training to perform services with Respondent's organization.
    - a. Personnel must maintain any professional license, certification, registration, or other credential required by applicable law for the duties they perform, including collection, testing, result interpretation, and reporting.
- D. Substance Use Tests. Respondents shall specify the substance use testing services available from their organization which could be requested as part of Child Welfare intervention programs. Testing offerings must include capacity to coordinate randomized testing as well as laboratory confirmation through accredited facilities. Additionally, testing services must include the capacity to provide same sex observed or monitored collections when required.
  - i. Respondents must be able to provide one or more testing types:
    - a. Urine testing (UA);
    - b. Oral fluid (saliva) testing;
    - c. Hair testing; and,
    - d. Breath alcohol testing.
  - ii. In addition to the testing services listed above, Respondents may identify additional substance use testing options which may include, but is not limited to:
    - a. Opioid testing that can discern between heroin, methadone, fentanyl, and prescribed pain pills.
    - b. 6 Panel UA
    - c. Ethyl Glucuronide (ETG) UA
    - d. 8 Panel and ETG
    - e. Spice UA
    - f. Oral Swabs

- g. Finger nail testing
  - h. Sweat patches
  - i. Methadone add-on
  - j. Nurses panel
  - k. Ecstasy add-on
  - l. Buprenorphine/Suboxone add-on
  - m. Fentanyl add-on
- iii. DHS shall prioritize applications that clearly demonstrate how the Respondent's staff shall provide collection and testing services in a manner that protects client dignity, privacy, and safety. If applicable, Respondents shall demonstrate in their application how they might partner with DHS to minimize unnecessary barriers to testing services.

E. Cultural Responsiveness and Trauma-Informed Care.

- i. Services as described in this solicitation shall be provided in a manner culturally appropriate and consistent with the City's commitment to equity. This commitment encompasses inclusion, meaningful engagement, equitable access to and delivery of services, accountability, transparency, and the development and implementation of intersectional, inclusive, and accessible programs and strategies. Respondents should demonstrate how their proposed services will reflect the cultures, identities, lived experiences, languages, and needs of the focus population(s) served and how DHS referred clients will be meaningfully engaged in service delivery.
- ii. Services as described in this solicitation shall be provided using a trauma-informed approach with an emphasis on harm reduction. Respondents' staff are expected to receive appropriate training and continual coaching to develop and maintain an understanding of trauma and its impacts and to ensure that services are delivered in ways that are sensitive to client experiences, promote dignity and autonomy, and minimize the risk of re-traumatization.
- iii. The City will prioritize applications that clearly and specifically demonstrate how the proposed services will be culturally responsive and trauma-informed. Respondents should describe the policies, practices, staff training and supervision, and other approaches they will use to implement these principles in the delivery of services.

F. Testing and Reporting Timeliness. A Respondent's proven ability to ensure timely testing and reporting is essential to the successful delivery of substance use testing services for Child Welfare. At minimum, DHS will require the following timeframes for services under contract:

- i. Presumptive or preliminary test results must be reported to DHS within 24 hours of specimen collection, when applicable;
- ii. Laboratory-confirmed or definitive test results must be reported to DHS within 48 to 72 hours of specimen collection, unless a longer timeframe is required by the testing methodology or otherwise approved by DHS; and
- iii. Missed, cancelled, or refused tests reported to DHS on the same calendar day that Respondent's staff becomes aware of the missed, cancelled, or refused test.

- iv. Respondents are encouraged to make clear in their application how their organization will ensure timely, reliable, and quality testing services and subsequent reporting.
- v. DHS will require awarded organizations to have access to and use of the Sentry Cordant Health Solutions database by the start of the awarded contract, anticipated for June 1, 2027.

G. Background Checks.

- i. Under a contract with the City, the awarded Respondent(s) may be required to perform background checks for personnel working under the fully executed agreement. Organization(s) must be able to complete background checks and/or demonstrate proof of recent background check on file for employees providing services.
  - i. Upon a fully executed contract, the payment of the fee for the criminal record check is the responsibility of the awarded Respondent(s) or, at Respondent(s) option, the responsibility of the individual being checked. In either case, the City shall not reimburse any of the costs associated with background checks.
- ii. Language Access. All City contractors must adhere to the spirit of the City's Executive Order 150 which is in place to ensure public facing programs communicate effectively and equitably with Limited English Proficient (LEP) persons through the reasonable provision of language access.
  - a. Awarded Respondents shall be responsible for ensuring the organization, program, or service area defines tasks to achieve language access and maintain compliance with federal law requirements for Title VI Language Access and corresponding Executive Orders from the City and County of Denver.
    - i. A City Contractor shall clearly devise and document procedures for language access.
    - ii. A City Contractor shall ensure all personnel and/or subcontractors receive training on language access strategies and procedures.
  - iii. A City Contractor must collect data that identifies the language needs of the population served

The City, through the DHS child welfare team, shall coordinate the access to and use of interpretation or translation services for CW clients. This could include but is not limited to scheduling interpreters to accompany client during services and/or arranging telephone interpretation services when necessary.

- iv. The City shall coordinate with the awarded Respondent(s) to ensure language access occurs for all referred clients

## V. Application Response

- A. This solicitation packet is designed to provide sufficient information for Respondents to prepare and submit a complete and responsive packet with the “Application Certification Form” and required documents and/or attachments. All responses should provide a straightforward, concise description of qualifications.

Required Application Documents. For an application to pass technical review, the following documents must be present and complete in the Respondent’s BidNet submission on or before the application due date:

- a. Application Certification and Checklist Form- Attachment 1
  - b. Completed Budget Worksheet – Attachment 3 or similarly formatted fee schedule.
  - c. Completed Questionnaire Worksheet – Attachment 2 or narrative response to questions (not to exceed 3 pages).
  - d. Compliance Certification Form – Attachment 6
- ii. Documents required before contracting, optional at submission.
- a. Certification Regarding Debarment, Suspension, and Other Responsibility Matters -Attachment 4.
  - b. Certificate of insurance, including all required coverages-see Attachment 5 - Insurance Compliance Form
  - c. IRS W-9 for organization

## VI. Award Criteria Timeline

### A. Technical Review

- i. All submitted applications are subject to a technical review for completeness. An application must pass technical review to move forward in the evaluation process. Applications which fail to provide all the required information and materials in response to the RFA will be determined not to pass technical review and will be disqualified from consideration.

### B. Review Committee.

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

| Category                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Weight |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Organization Information                        | The extent to which the Respondent demonstrates organizational history, structure, management, administrative and technical capacity as well as documented experience providing service similar to those outlined in this RFA.                                                                                                                                                                                                                                                                         | 5%     |
| Qualifications, Experience, and Capacity        | The extent to which Respondent demonstrates experience, staff qualifications, and capacity related to successfully administering federal funding, managing the proposed services.                                                                                                                                                                                                                                                                                                                      | 15%    |
| Diversity, Equity, and Inclusion Considerations | The extent to which Respondent demonstrates experience and ability to provide opportunities and services for a wide variety of clientele including underserved populations, clear and detailed plans to provide language access for Denver residents with Limited English Proficiency, and/or a project or program that specifically addresses the needs of communities, neighborhoods, and/or specific populations in Denver that are disproportionately affected by poverty and accessing locations. | 15%    |
| Service Delivery or Project Approach            | The extent to which Respondent addresses the service needs, program, and administrative requirements identified in this RFA. This will include evaluation of whether the proposed services align with one or more of the RFA funding priorities, whether the plan is clear, detailed, and feasible within the term and funding available, and the extent to which proposed outcomes would address causes and conditions of poverty for individuals and families with low incomes in Denver.            | 35%    |

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |     |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| KPIs, Project Management, Performance Improvement | The extent to which Respondent identifies clear and measurable outcomes that are directly related to the needs identified in this RFA, outlines a clear plan for collecting, tracking, analyzing, and reporting evidence that services were delivered, and outcomes achieved as well as customer satisfaction data, client demographic information and other data requested in the RFA. Evaluation will include review of responses to narrative questions and/or logic model. | 15% |
| Cost Application and Narrative                    | The extent to which Respondent provides a complete, clear, and detailed budget and explanation of needed costs, includes costs that are reasonable and directly related to the programs and services proposed, and includes only allowable costs based on the guidance given in this RFA. Evaluation will include responses to narrative questions and the budget documents included as attachments.                                                                           | 15% |

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 application and, subsequently, may be part of the final contract.

D. Notification of Award.

- i. The award(s) will be made to the Respondent(s) whose application meets the requirements of the solicitation 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 applications will be noticed through email.

E. Contracting.

- i. Any award due to this proposal will be contingent upon the execution of an appropriate contract.
- ii. The Sample Contract is this application 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 solicitation.

- iii. Services and payment may commence upon the complete execution of a signed agreement between the successful Respondent(s) and the City.