



Denver Immigrant Legal Services Fund Administration & Management Request for Proposals

RFP Name: Denver Immigrant Legal Services

RFP Number: HRC2026-RFP01

Contract Term: January 1, 2027 – December 31, 2029

Deadline for Submissions: September 21, 2026, 11:59P.M. MST

RFP Contact: Jessica Jorgensen, Senior Contract Administrator, jessica.jorgensen@denvergov.org

Applications that are incomplete and/or not received by the deadline will not be considered. It is the responsibility of the applicant to verify that the proposal was received by the deadline. Confirmation will be sent once your application has been successfully submitted to BidNet.

TENTATIVE SCHEDULE OF EVENTS

• RFP Issued	August 24, 2026	10:00A.M. MST
• Questions Due	September 9, 2026	5:00P.M. MST
• Answers to Questions Posted Online	September 11, 2026	5:00P.M. MST
• Proposal Due Date	September 21, 2026	11:59P.M. MST
• Anticipated Announcement of Funding	October 12, 2026	

The City contracts with Rocky Mountain E-purchasing System (BidNet®) in the advertisement and facilitation of solicitations; therefore, respondents must ONLY rely on documents provided on the Rocky Mountain E-purchasing System.

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SECTION A. GENERAL INFORMATION

A.1. PURPOSE

The City and County of Denver (the "City"), through Denver Human Rights & Community Partnerships (HRCP), is inviting proposals from qualified community foundations to deliver Denver Immigrant Legal Services Fund (DILSF) Administration and Management services. The contract term will begin on January 1, 2027, and will run through December 31, 2029 (subject to any contract violations). Selection of the vendor will be based on the criteria outlined in this RFP.

A.2. BUDGET

The City seeks to obtain the best and most cost-effective proposal for the administration and management of the Denver Immigrant Legal Services Fund (DILSF). The total amount available under this RFP is up to \$2,250,000 over the three-year contract term (up to \$750,000 per year).

This funding is intended to support both:

- Administration and management of the DILSF, including oversight and coordination of an existing grant advisory committee, data collection, reporting, grant recipient monitoring, and capacity-building activities; and
- Direct delivery of immigration legal services, provided by 501(c)(3) nonprofit legal service organization grant recipients, as described in Section B.2.

Proposers must submit a detailed budget and budget narrative (see **APPENDICES F & G**) that clearly differentiates between:

- Funds proposed for administration and management, and
- Funds proposed to be distributed to grant recipient legal service providers.

All budgets must also include a required language access plan line item consistent with Section A.10.

A.3. TERM:

The initial term of the agreement resulting from the RFP will be thirty-six months, subject to any contract violations. The contract will begin on January 1, 2027, and conclude on December 31, 2029. Upon mutual agreement of both parties, the contract may be extended for an additional two years beyond the initial term. Any extension will be subject to the availability of funding and performance reviews.

A.4. ROCKY MOUNTAIN E-PURCHASING (BidNet®)

The City is collaborating with Rocky Mountain E-purchasing System (BidNet®) in the advertisement and facilitation of this Request for Proposals (RFP).

It is a requirement of this Formal Bid that interested parties familiarize themselves and register with BidNet®; proposer/contractors who do not register may be considered non-responsive. Registration with BidNet® is available at NO CHARGE and allows proposers access to view governmental bids posted on BidNet®; they offer an additional notification service option with an associated fee. It is the responsibility of the proposer/contractor to evaluate and select the service option of their choice.

The City is not responsible for the actions or lack thereof on the part of the proposer/contractor regarding their interaction with BidNet®, or any other third-party bid notification service in relation to this Formal Bid/RFP.

More information is available at: www.rockymountainbidsystem.com.

A.5. RFP QUESTIONS:

The City shall not be bound by, and the Supplier shall not request or rely on any oral interpretation or clarification of this solicitation. Any questions regarding this Request for Proposals are encouraged and should be submitted in writing via BidNet.

Questions received up to the Questions Due deadline will be answered on BidNet per the Schedule of Events. Answers to questions from any Supplier will be provided to all Suppliers.

A.6. ADDENDA:

In the event it becomes necessary to revise, change, modify or cancel this Proposal or to provide additional information, addenda will be issued and made available on BidNet® at www.rockymountainbidsystem.com.

It is the responsibility of the proposer/contractor to confirm that they have acquired all addenda related to this solicitation and they have reviewed/complied with the requirements therein.

A.7. ELIGIBILITY

Firm/Organization Requirements:

- The community foundation must be 501(c)(3) federally registered and in good standing with the Colorado Secretary of State's Office.
- The community foundation must be located within the City and County of Denver OR have the ability to effectively serve Denver residents.
- The community foundation must be an established organization with demonstrated experience and the operational capacity to provide turnkey fund management services.

Through their proposal, community foundations must:

- demonstrate experience administering immigration legal services programs, coordinating with funded grant recipients, managing public or philanthropic funding, and/or overseeing programs serving immigrant and refugee communities.
- have the necessary staffing, resources, and infrastructure to effectively manage and complete the proposed grant awarding processes.
- demonstrate the financial capacity and organizational stability necessary to successfully administer and manage the DILSF and meet all contractual obligations.

A.8. SELECTION PROCESS

The Selection Committee is responsible for reviewing and evaluating all responsive submissions and any additional information provided, in accordance with the RFP requirements and any subsequent instructions from the City or the official advertisement. In evaluating each proposal, the Committee may request clarification of any RFP response or address other issues that arise during the selection process. The City reserves the right to allow the Selection Committee to consult with additional non-voting "advisors" or "commentators" during the evaluation process.

Selection Process Overview

The RFP selection process will proceed under the oversight and direction of Atim Otii, Director of Denver's Immigrant & Refugee Affairs Division, and the Denver Immigrant Legal Services Fund Program Director (Program Director).

1. The City will not accept any information, in any form whatsoever, from proposers after the proposal's due date. Proposals that are submitted on time will be evaluated by a Selection Committee designated by the Program Director. The Selection Committee will review each proposal and recommend a short list of finalists.
2. During Selection Panel review, finalists will be ranked pursuant to the evaluation criteria developed by the Selection Committee and a finalist ranking will be submitted to the Program Director for final consideration. The Program Director will review the ranking recommendation and make final selection(s). Based on the final selection(s), the City will enter into contract negotiations with the final selected firm/organization(s).
3. In making the selections under the RFP, the City and the Selection Committee will focus on the submittals of the applicants, general qualifications, and prior history of performance in accordance with the selection criteria set forth in the RFP.
4. At any stage, the City reserves the right to terminate, suspend or modify this selection process; reject any or all submittals at any time; and waive any informalities, irregularities, or omissions in submittals, as the City determines to be in its best interest.

The City anticipates making a single award under this RFP. The selected contractor will be responsible for the administration and management of the DILSF, including program oversight, fiscal management, reporting, monitoring funded activities listed on page 9, coordination of legal service provider grant recipients, and ensuring the delivery of direct immigration legal services to eligible Denver residents.

A.9. SELECTION CRITERIA

The City will evaluate responsive proposals using a weighted scoring methodology based on the criteria below. The evaluation is intended to identify the proposer whose qualifications, experience, technical approach, and financial stewardship best demonstrate the ability to successfully administer and manage the Denver Immigrant Legal Services Fund (DILSF).

Evaluation criteria include:

Organizational Qualifications and Experience

The proposer's experience administering grant programs, legal services funds, or similar community-based initiatives; organizational capacity; financial stability; and demonstrated ability to manage public and philanthropic funding.

Technical Approach and Service Delivery

The proposer's understanding of the Scope of Work and proposed approach to fund administration, grant management, advisory committee support, oversight and coordination of immigration legal service provider grant recipients.

Data Collection, Tracking, and Reporting

The proposer's ability to collect, manage, analyze, and report program data through reliable systems that support accountability and compliance with City requirements.

Personnel Qualifications and Organizational Capacity

The qualifications and experience of key personnel, staffing plan, organizational structure, and capacity to successfully perform the required services.

Budget, Cost Effectiveness, and Financial Stewardship

The reasonableness and clarity of the proposed budget, cost effectiveness of the proposed services, and demonstrated ability to responsibly manage public funds.

Language Access, Equity, and Cultural Responsiveness (Pass/Fail)

Compliance with the language access requirements identified in this RFP and demonstrated ability to provide equitable and culturally responsive services.

Compliance with RFP Requirements (Pass/Fail)

Completeness of the proposal and compliance with all submission requirements.

A.10. LANGUAGE ACCESS PLAN

Language access planning will be a requirement for proposals with public facing services, including for grant recipients. If 5% or 1,000 people, whichever is lower, of low English proficiency populations are served through the awarded program, a language access plan will be required. This plan could include interpretation at meetings, translation of vital documents, and real-time, over the phone translation.

HRCP staff will be available to help provide more guidance on the details and requirements and will be available to help put the plan together in partnership with your firm/organization.

Contractors may submit a Language Access Plan either at the time of proposal OR after award.

Please include language interpretation and translation line items in the budget you submit with your proposal, if applicable. This will be incorporated into the final scope of work of your contract.

A.11. DIVERSITY AND INCLUSIVENESS – EXECUTIVE ORDER #101:

Definitions

Diversity: Diversity refers to the extent to which a contractor/consultant has people from diverse backgrounds or communities working in its firm at all levels, is committed to providing equal access to business opportunities and achieving diversity in procurement decisions for supplies, equipment, and services, or promotes training and technical assistance to diverse businesses and communities such as mentoring and outreach programs and business engagement opportunities.

Inclusiveness: Inclusiveness, for purposes of Executive Order No. 101, includes the extent to which a contractor/consultant invites values, perspectives, and contributions of people from diverse backgrounds and integrates diversity into its hiring and retention policies, training opportunities, and business development methods to provide an equal opportunity for each person to participate, contribute and succeed within the firm's workplace. Inclusiveness also includes the extent to which businesses have an equal opportunity to compete for new business opportunities and establish new business relationships in the private and public sector.

Requirements

Complete *Diversity and Inclusiveness in City Solicitations Information Request Form* which can be found here: <https://us.openforms.com/Form/57f3a8ea-39b7-4115-be17-1770f38d3cf6>

On the form, please state whether you have a diversity and inclusiveness program for employment and retention, procurement and supply chain activities, or customer service, and provide the additional information requested on the form.

Note: The information provided on the Diversity and Inclusiveness in the City Solicitations Request Form will provide an opportunity for proposers to describe their own diversity and inclusiveness practices. Proposers are not expected to conduct intrusive examinations of their employees, managers, or business partners to describe diversity and inclusiveness measures, rather, the City simply seeks a description of the proposer's current practices, if any.

Diversity and Inclusiveness information provided by proposers in response to City solicitations for services or goods will be collated, analyzed, and made available in reports consistent with City Executive Order No. 101. However, no personally identifiable information provided by or obtained from contractors/consultants will be in such reports.

A completed and signed copy of the “Diversity and Inclusiveness in City Solicitations Request Form” must be included with your bid or RFP response. Failure to correctly complete and include this form will render your proposal submission non-responsive.

Proposers must complete the online form even if they believe it is not applicable. If it is not applicable, it will not affect the application review. Upon completion, a confirmation form will be provided and must be included in the proposal packet. Proposals will not be considered without this form.

Once the form is completed and submitted online, select “Printer Friendly Receipt” for the confirmation form. Save this form and include this in your proposal. As noted above, this is a required form. If it is not received, your proposal will be automatically rejected.

SECTION B. BACKGROUND AND SCOPE OF WORK

B.1. BACKGROUND

Through this Request for Proposals (RFP), the City seeks experienced community foundations capable of managing a city-supported legal services fund, coordinating with community legal service provider grant recipients, overseeing Fund management and administration, tracking grant recipient funded outcomes, and ensuring equitable and culturally responsive access to services.

The City encourages collaborative and community-based approaches that expand legal service capacity, improve access to representation, and strengthen coordination across Denver's immigrant legal services network.

The Denver Immigrant Legal Services Fund (DILSF) was established as an important tool to help the city build and sustain a diverse, equitable, and economically successful community.

Expanding access to immigration-related legal services for low-income Denver residents including those facing removal proceedings and/or assisting crime victims, older adults, children and other vulnerable immigrants and their families with affirmative application support furthers this goal. This Fund continues to further the City's ability to meet a core mission of the Fund, which is to keep Denver families together and protect vulnerable children.

The City recognizes the importance of and promotes due process in immigration proceedings and related legal matters by providing access to legal information, legal consultations, and legal representation to Denver community members.

Colorado's immigrant communities contribute significantly to the economic, cultural, and social fabric of the state and the City and County of Denver. The City is committed to supporting accessible, high-quality, and culturally responsive legal service systems that help reduce barriers to justice and improve service coordination for Denver residents.

Information on the Denver Immigrant Legal Services Fund, including grantees, and reporting data via an active dashboard can be found here:

<https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Human-Rights-Community-Partnerships/Divisions/Immigrant-Refugee-Affairs/Denver-Immigrant-Legal-Services-Fund>

B.2. DENVER IMMIGRANT LEGAL SERVICES FUND ADMINISTRATION & MANAGEMENT – SCOPE OF WORK

The City and County of Denver is seeking a qualified community foundation to administer and manage the Denver Immigrant Legal Services Fund ("DILSF") on behalf of the City. This work includes both the administration and oversight of the DILSF and the distribution of grants to nonprofit legal service providers who deliver direct immigration legal services to eligible Denver residents.

To ensure clarity in proposals and alignment with the required two-part budget structure, responsibilities under this contract fall into the following categories:

Fund Administration and Management

The selected contractor(s) will be responsible for the full administration, coordination, oversight, and management of the DILSF. Responsibilities include, but are not limited to:

- Administering and managing the DILSF;
- Developing and implementing processes for the equitable and timely distribution of funds;
- Managing grant awards to qualified legal service providers;
- Monitoring funded activities to ensure alignment with program requirements and City expectations;
- Coordinating and managing a 7-member advisory committee based on existing grant-making policies, reviewing grant applications, awarding grants, and providing community foundation staff support for these advisory committee duties;
- Ensuring appropriate stewardship of public funding and maintaining financial accountability, including being able to accept donations of varying amounts and from a variety of sources, including private businesses, individuals, and the City;

- Monitoring grant recipient performance in partnership with the City program manager when needs or issues arise;
- Maintaining appropriate documentation and Fund outcomes through established tracking systems;
- Participating in meetings and program monitoring activities with the City; and
- Supporting capacity-building efforts and providing nonprofit management technical assistance and training to grant recipients related to the DILSF grants.

Direct Immigration Legal Services Provided Through Grants

All but the administration fee of the total funding must be distributed by the community foundation to qualified grant recipients for the delivery of direct immigration legal services. The selected community foundation will be responsible for the selection, oversight, monitoring, and coordination of all grant recipient organizations.

The DILSF will provide grant funding to 501(c)(3) nonprofit organizations for the following services:

- A. Direct Legal Representation, including:
 1. Removal defense for persons in the Aurora detention facility and/or subject to removal proceedings in the Aurora or Denver Immigration Courts, including bond hearings, detained removal, non-detained removal, transfer of venue proceedings for transfer to Denver Immigration Court, collateral proceedings incident to removal defense, and any costs associated with defense; and
 2. Legal screening, consultation, and representation regarding potential forms of affirmative relief, including but not limited to DACA or DREAM Act-related relief, Special Immigrant Juvenile Status (SIJS), asylum, U visas and T visas, Violence Against Women Act (VAWA), naturalization, and individuals eligible or facing the loss of Temporary Protected Status or other discretionary status.
- B. Building Capacity for Direct Legal Representation, including: Resources and strategies to expand the pool of pro bono immigration attorneys providing direct legal representation under item (A) above, including but not limited to hiring trained immigration lawyers to serve as trainers, mentors, and pro bono coordinators; the pool of “low-bono” immigration attorneys providing direct representation under item (A) above; and the use of law school clinics and law students providing direct legal representation.

The selection process should promote equitable access to funding opportunities, support high-quality legal service delivery, and align with the goals and priorities of the DILSF.

Data Collection, Reporting, and Documentation

The selected contractor(s) will be responsible for collecting, tracking, and reporting program data across both administrative and direct service activities. Required data includes but is not limited to:

- Number of Denver residents served;
- Denver residents not served due to limited capacity;
- Types of legal services provided;

- Number of cases opened, submitted, pending, approved, denied, or closed by defense removal type and affirmative relief type;
- Provision of legal services trend information;
- Program administration and Fund disbursement detailed totals; and
- Any additional metrics requested by the City.

The community foundation shall maintain a grant management system that supports grant administration and provides program information to the City and the Advisory Committee. The system shall maintain accurate grant records including applications and grant recipient reports, track grant activities and outcomes, and support timely and complete reporting.

For each grant cycle, the community foundation shall administer interim and final reporting requirements for grant recipients, review submitted reports for completeness of activities and outcomes and provide summary reports to the City and Advisory Committee in accordance with established reporting timelines.

Language Access and Equity

The selected contractor(s) must ensure meaningful language access and culturally responsive program administration. This includes providing or coordinating translation and interpretation services necessary to ensure equitable access to all funded services, whether delivered directly or through subawardees.

PROGRAM GOALS & DESIRED OUTCOMES

The City seeks to partner with a community foundation capable of effectively administering and managing the DILSF.

Program Goals

- Expand access to immigration legal services for low-income Denver residents including those facing removal proceedings and/or assisting crime victims, older adults, children and other vulnerable immigrants and their families with affirmative application support.
- Through the disbursement of this Fund, the City will continue to further its ability to meet a core mission of the Fund, which is to keep Denver families together and protect vulnerable children;
- Improve coordination among immigration legal service providers serving Denver residents;
- Increase the availability of immigration legal representation and legal consultations;
- Strengthen the capacity of nonprofit immigration legal service providers through equitable, culturally responsive, and language-accessible services;
- Support effective stewardship and oversight of public funding with private donor partnerships;
- Improve data collection, reporting, and outcome measurement across funded services;
- Support community stability and family support through accessible legal services; and
- Foster sustainable infrastructure for long-term immigrant legal services delivery in Denver.

Desired Outcomes

The City anticipates outcomes that may include:

- Increased number of Denver residents receiving immigration legal support;
- Increased coordination to promote a robust private/public partnership;
- Improved coordination between legal service providers and community organizations that increases legal service capacity through pro bono, low bono, and partnership development;
- Timely and accurate reporting of grantee service outcomes; and
- Effective administration and oversight of the DILSF advisory committee, which includes coordinating meetings, convening and guiding the annual grant review and award process, maintaining committee meeting records, and carrying out related activities necessary for the effective administration of the committee.

SECTION C. GENERAL INSTRUCTIONS / REQUIREMENTS

C.1. CONTRACT REVIEW

Each proposer must undertake a detailed review of the Sample Agreement (a copy of which is attached hereto as **APPENDIX B**) and submit with its proposal a list of all questions, issues, or modifications the proposer would like the City to review and address, should they be selected as the top ranked proposer or a statement that they do not have any questions, issues or modifications regarding the Agreement. The response to this requirement must be set forth on the form attached as **APPENDIX C**. Please include the page and paragraph (or subparagraph) reference corresponding to each question, issue, or modification. The City will conclusively presume that the Sample Agreement has been thoroughly reviewed and discussed with legal counsel prior to submission of the list of issues. Therefore, all proposers are strongly advised to seek legal counsel before preparing such a list.

C.1. A.

The City anticipates that the final Agreement submitted to the selected proposer(s) for execution will be in a form substantially similar to the Sample Agreement. Consequently, the City will not enter into detailed negotiations of the terms and provisions contained in the Sample Agreement, including, without limitation, the insurance and indemnity requirements. The City will review the list of issues raised by the selected proposer(s), and at its sole discretion, address each issue, and provide the selected proposer(s) with a final executable Agreement for signature.

C.1.B. If the City elects to make significant, material changes to the form provided (other than those identified in the Sample Agreement as alternate provisions depending on their applicability to contracting with a firm or individual and structure of legal fees), the City will provide the selected proposer(s) with an opportunity to review and submit a list of issues regarding the changes. The City will then address the issues raised at its sole discretion and provide the selected proposer(s) with a final executable Agreement for signature.

C.1.C. Should a selected proposer not execute the final Agreement, the City reserves the right to negotiate with that proposer, terminate further negotiations and initiate negotiations with another proposer, or reject any or all proposals, as it determines to be in its best interest.

C.2. INSURANCE REQUIREMENTS

The selected proposer will be required to maintain the minimum insurance coverages and limits identified in **Appendix D – Minimum Insurance Requirements** throughout the term of the resulting agreement. Proposers are responsible for reviewing these requirements prior to submitting a proposal.

As part of its proposal, each proposer must submit either a current Certificate of Insurance (**see Appendix E – Certificate of Insurance Example**) demonstrating the required coverage or a statement affirming its ability to obtain the required coverage prior to execution of the agreement.

C.3. COLORADO OPEN RECORDS ACT

Documents submitted in response to the RFP are subject to the Colorado Open Records Act, C.R.S. §§ 24-72-201, et seq. (“CORA”). If the proposer believes that any information, data, process or other material in its proposal constitutes trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data, then the proposer should mark those items as confidential or proprietary and provide a list of those items with specificity as to the page and paragraph and on what basis it believes the material is confidential or proprietary. The City is not bound by the proposer’s determination as to whether materials are subject to disclosure under CORA and reserves the right to independently determine whether the materials are required to be made available for inspection or otherwise produced under CORA.

If the City receives a request for information marked as confidential, it will notify the proposer. If a suit is filed to compel disclosure of such information, the City will notify the proposer, and the proposer shall be responsible for taking appropriate action to defend against disclosure of its confidential information.

If a lawsuit is filed to prevent or compel disclosure, the City will tender all responsive materials to the court for judicial determination of the issue of disclosure. The proposer agrees 1) to intervene in any lawsuit arising out of a request for its materials to protect and assert its claims of privilege against disclosure of such material; 2) that its failure to object or intervene and assert claims of privilege against disclosure in relation to its proprietary or confidential information results in waiver the same; 3) to release and defend, indemnify and save and hold harmless the City, its officers, agents and employees, from any claim, damages, expense, loss or costs, including reasonable attorneys’ fees, arising out of or in any way relating to requests for disclosure of material provided or produced in response to the RFP.

C.4. SUBMISSION OWNERSHIP, USE, AND RIGHTS

The City reserves the option of retaining any or all the materials and drawings submitted by the proposer(s) to the RFP.

C.5. PROPOSAL PREPARATION COSTS AND EXPENSES

The City is not liable for any costs or expenses arising out of or relating to preparation of a proposal submitted in response to the RFP. Successful proposer(s) may not include any of the costs or expenses arising out of or relating to preparation of its proposal as part of its fee, rates, or charges for performing services under the Agreement.

C.6. VERIFICATION OF INFORMATION

The City will rely on the accuracy and completeness of all information provided in making its selection. As such, proposing firms/organizations are urged to carefully review all information provided to ensure the clarity, accuracy, and completeness of such information. As the City deems it necessary and appropriate, the City reserves the right to make any inquiries or other follow-up required to verify the information provided.

SECTION D. INSTRUCTIONS FOR SUBMITTING PROPOSALS

D.1. COMPLIANCE WITH INSTRUCTIONS

Each proposer must comply with the submission requirements as outlined below. The City may deem submittals that fail to comply with the requirements specified to be non-responsive. If the City deems a submission to be non-responsive, it will not consider that proposer, including its submittals.

D.2. ELECTRONIC SUBMISSION OF PROPOSALS:

Submission of proposals for this solicitation may only be submitted electronically through BidNet®.

Proposals must be submitted at www.rockymountainbidsystem.com, no later than the date and time indicated in the proposal.

Proposers who feel they are unable to prepare and submit an electronic submittal should submit a request via BidNet no later than the Question due date, for permission and instructions for submitting a hardcopy proposal.

D.3. PROPOSAL FORMAT

All proposals must be submitted in the following format.

1. Be prepared on 8 ½ x 11” size layout.
2. Use Times New Roman 12-point font.
3. Be in a format and sequencing commensurate with the RFP.
4. Include a table of contents.
5. Have a narrative of not more than ten (10) pages, excluding covers, cover letter, figures, resumes, disclosure of legal and administrative proceedings, and City-required forms.
6. Not contain unnecessarily elaborate artwork.

All proposals will become the property of the City upon opening of proposals; however, any proposal may be withdrawn prior to the scheduled time for opening.

D.4. PROPOSAL CONTENTS

Proposals that wish to be fully accepted should include the following in the order set forth below in Section D.4.A. – D.4.I.

D.4.A. Cover Letter

This should be a one-page cover letter and introduction including the proposer's name, address, e-mail address, facsimile number, and telephone number of the proposer's representative who will be authorized to act on the proposer's behalf.

D.4.B. Table of Contents

A table of contents must be included referencing the significant sections and their corresponding page numbers.

D.4.C. Summary of Proposal

Provide a brief synopsis of the proposal, prepared in such a manner as to be readily and easily understood. This should be a brief statement of the most significant features of the proposal, including an overall summary of benefits to the City.

D.4.D. Statement of Qualifications

Provide a detailed statement of qualification regarding the selection criteria set forth in Section A.9. The detailed statement of qualification must also include a description of how the proposer intends to provide the Scope of Services set forth in Section B of this RFP.

D.4.E. Proposed Budget

Proposers must submit a detailed proposed budget and budget narrative (see APPENDICES F & G) for performing the required services for the initial three-year contract term. The budget must include two clearly separate components:

Administrative and Program Management Indirect Costs – not to exceed 10% of the total budget.

Costs associated with the continued management and administration of the DILSF, including:

- Staffing, oversight, and financial management
- Grant recipient monitoring and compliance
- Data collection and reporting
- Coordination activities, training, and capacity-building
- Required insurance and indirect costs, if applicable

Subaward Funding for Direct Immigration Legal Services

The portion of funds the proposer intends to distribute to nonprofit legal service providers, law school clinics, pro bono partners, or other qualified organizations to deliver direct immigration legal services to eligible Denver residents, consistent with Section B.2.

The budget narrative (**see APPENDIX G**) must describe the rationale for each budget category, the methodology used to determine cost allocations, and the proposer's approach to the continued management and staffing of the DILSF. The narrative must describe the staffing structure and administrative resources that will support fund management throughout the contract term.

If the proposer intends to contribute any staffing, administrative, or other resources as in-kind support, those contributions must be clearly identified in the proposed budget and budget narrative, including a description of the resources being provided and how they will support contract performance.

All budgets must include a required language access plan line item consistent with Section A.10.

D.4.F. Key Personnel

Identify individuals who will be involved in the services / work and their responsibilities.

D.4.G. Team Members

Identify the proposed subcontractors that will be part of the team with a brief description of services they will provide. Describe the capacity of each firm/organization to do the work. State whether the firms/organizations have previously worked together, and if so, in what capacity. Indicate all firms with MBE/WBE status.

D.4.H. Proposal Response Requirements

Organizational Qualifications & Experience

- Describe your organization's experience administering grant programs, legal services funds, or other programs similar in size and complexity to the DILSF.
- Describe your experience administering public, philanthropic, and/or other grant funding, including your approach to financial stewardship and compliance.
- Describe your organization's experience working with or funding organizations that work with immigrant and refugee communities and organizations that provide immigration legal services.
- Describe your organization's capacity to administer the DILSF, including staffing, infrastructure, financial systems, and organizational resources.
- Describe how your organization's mission, values, and experience align with the goals of the Denver Immigrant Legal Services Fund.
- Provide one (1) to two (2) letters of reference from organizations or partners with direct experience working with your organization in a fund administration or grant management capacity. References should address your organization's communication, responsiveness, collaboration, grant administration practices, and overall effectiveness as a funding partner.

Technical Approach & Service Delivery

- Describe your proposed approach to administering and managing the DILSF.
- Describe your approach to managing the grant application, review, award, contracting, monitoring, and closeout processes.
- Describe how you will coordinate with grant recipients, community partners, and the City to ensure effective administration of the Fund.
- Describe your approach to supporting and coordinating the Advisory Committee.
- Describe your approach to monitoring grant recipient performance, compliance, and use of grant funds.
- Describe how your organization will support equitable access to funding opportunities and immigration legal services.

Implementation & Transition

- Describe your proposed implementation and transition plan for assuming administration of the DILSF.
- Describe your proposed implementation timeline, including key milestones.
- Describe your staffing approach during transition and throughout the contract term.

Data Collection & Reporting

- Describe your grant management system.
- Describe your approach to collecting, maintaining, and reporting program and financial data.
- Describe your approach to collecting interim and final reports from grant recipients.
- Provide examples of reports your organization has produced for similar grant programs.

Fund Development & Sustainability

- Describe your organization's ability to receive donations from public and private sources.
- Describe your experience cultivating donors or supporting philanthropic fundraising.
- Describe any existing relationships or strategies that may help strengthen the long-term sustainability of the Fund.

Personnel & Organizational Capacity

- Identify the key personnel assigned to this project.
- Describe their relevant experience.
- Describe your organizational structure and quality assurance processes.

Budget & Financial Stewardship

- Describe the methodology used to develop your proposed budget.
- Explain how administrative costs were determined.
- Identify any proposed in-kind contributions or leveraged resources.
- Describe any assumptions made in preparing the budget.

Required Disclosures

- Confirm your ability to perform the required Scope of Work.
- Identify any additional conditions or requirements your organization would impose as part of this agreement.
- Disclose any actual or potential conflicts of interest.

D.4.I. Required Documents

Required documents to be included as clearly marked attachments and in the below order at end of proposal.

- Firm/Organization Information Form
- Complete Diversity and Inclusiveness in City Solicitations Information Request Form, which can be found here: <https://us.openforms.com/Form/57f3a8ea-39b7-4115-be17-1770f38d3cf6> (Fill out form online and save.)
- Budget (inclusive of language access plan line item)
- Budget Narrative
- Colorado Secretary of State Certificate of Good Standing
- Completed I.R.S. W-9 Form
- Firm/Organization's most recent Form 990 and the latest audit report or audited financial statement
- One (1) to two (2) letters of reference from organizations or partners with direct experience working with the proposer in a fund administration or grant management capacity. References should address the proposer's communication,

responsiveness, collaboration, grant administration practices, and overall effectiveness as a funding partner. References may include previous or current grant recipients, community-based organizations, funding partners, or other organizations with relevant direct experience working with the proposer.

- Proposer's Questions, Issues, or Modifications Regarding Sample Agreement
- Certificates of Insurance or a statement affirming ability to purchase minimum insurance requirements (see APPENDICES D & E)

D.5. SUPPORTING MATERIALS (APPENDICES)

- APPENDIX A: Firm/Organization Information Form (Word)
- APPENDIX B: Sample Agreement (PDF)
- APPENDIX C: Proposer's Questions, Issues, or Modifications Regarding Sample Agreement (Word)
- APPENDIX D: Minimum Insurance Requirements (PDF)
- APPENDIX E: Certificate of Insurance Example (PDF)
- APPENDIX F: Budget Template (Excel)
- APPENDIX G: Budget Narrative (Word)