

**Denver Department of Public Health and Environment
Request for Proposal**

Community Behavioral Health, Sexual Health

The Division of Community Behavioral Health, a division within DDPHE, retains full authority to manage, oversee, and enforce compliance with all activities under this scope of work.

Si necesita estos materiales en español, comuníquese con el personal de para obtener ayuda con la traducción - envíe un correo electrónico a jessica.murison@denvergov.org

Request for Proposal Posted	September 1, 2026
Written Questions Due	September 7, 2026 by 11:59 pm MT
City Response to Questions	September 11, 2026
Proposal Due Date	September 30, 2026 by 11:59 pm MT
Applications Reviewed	October 2026
Notice of Award	October 2026
Contract Finalized (Estimated)	December 2026
Contract Term	January 1, 2027 – December 31, 2028.

****These dates/timeline are subject to change. Any changes will be communicated via BidNet in an Addendum.**

Please note that follow-up questions submitted in writing will be accepted by DDPHE staff through **September 7, 2026 by 11:59 pm MT.** They can be submitted via Bidnet or email to Jessica Murison at Jessica.Murison@denvergov.org.

In the event it becomes necessary to revise, change, modify or cancel this RFP or to provide additional information, addenda will be issued and made available on BidNet. It is the responsibility of the vendor to confirm that they have acquired all addenda related to this solicitation and have reviewed/ complied with the requirements therein.

Instructions for Submission

Completed proposals must be submitted electronically through BidNet (bidnetdirect.com) by the due date. **There is no cost to register on BidNet.** If you are unfamiliar with how to use BidNet, you may refer to [this instructional PDF document](#) for help on how to create an account and submit your proposal in BidNet. Extra help for registering will be provided upon request. You may contact Jessica Murison at jessica.murison@denvergov.org with any questions.

Any questions regarding this RFP are encouraged and should be submitted through the BidNet platform. Questions will be accepted only up to the above listed deadline. Answers to questions from any Vendor will be provided to all Vendors. Questions will be answered in writing and posted



on BidNet per the deadline listed above.

All communications regarding this proposal shall only be through the City's Procurement facilitator listed above. **No communication should be directed to any other City personnel.**

A. PURPOSE & BACKGROUND

ABOUT DDPHE

The Denver Department of Public Health & Environment (DDPHE) is Denver's nationally accredited public health entity. We empower Denver's communities to live better, longer by providing people with opportunities that support their well-being and by improving services that enrich our community.

The Community & Behavioral Health (CBH) division within DDPHE empowers Denver's communities to live better, longer by informing, educating, and empowering the community to live a healthy lifestyle, to reduce chronic disease through awareness and prevention programs, and to implement population-based strategies that address social determinants of health. CBH also works to reduce barriers to accessing mental and behavioral and physical health care. CBH is committed to creating and advocating for equal opportunities for all to grow, develop, and live life to its fullest potential.

Syringe access programs (SAPs) deliver lifesaving, evidence-based services to people who use drugs (PWUD), including the distribution of safer drug use equipment and naloxone, safer drug use education and linkage to substance use treatment programs, healthcare, housing, and other essential social services. SAPs have been found to reduce the transmission of blood-borne infectious such as HIV and HCV. Additionally, participants who regularly use a SAP are five times as likely to enter treatment for a substance use disorder and three times as likely to report reducing or discontinuing injections drug use compared to those who have never accessed a SAP.

DDPHE is seeking proposals from agencies in the City and County of Denver to provide high quality, non-judgmental, culturally responsive and accessible services to people who use drugs (PWUD) to reduce the harms associated with drug use and to facilitate linkage to health care and supportive services.

Please see **Exhibit A for Rules & Regulations Governing Syringe Access and Treatment Referral Programs.**

B. ORGANIZATIONAL ELIGIBILITY

Entities must have demonstrated experience successfully serving PWUD in Denver County. Agencies must also be a registered Syringe Access Program (SAP) with Denver County in good standing as of January 1, 2026. The City reserves the right to limit the number of SAPs approved to operate within the limits of the City and County of Denver.

Organizational Requirements:

- Organization must be registered and in good standing with the Colorado Secretary of State.

- Organization must provide Certificate of Insurance that meets City & County of Denver (CCD) minimum requirements.
- Organization must have a W9.

C. SCOPE OF WORK

REQUIREMENTS SPECIFICATION:

SAPs will provide sterile injection and other drug use equipment and collect used injection equipment. Programs will operate in accordance with the City's Rules and Regulations Governing Syringe Access and Treatment Referral Programs adopted pursuant to Chapter 24, Article V, Section 24-157 and Section 24-158 of the Denver Revised Municipal Code.

Successful programs promote and encourage meaningful inclusion of PWUD in program planning, development, implementation, and evaluation. Agency staff must include individuals with lived experiences as it relates to the target population(s).

SAPs should demonstrate the following requirements:

- Experience working with, and a deep understanding of, people who use drugs, including the stigma associated with drug use.
- Have the ability to access and recruit PWUD for their programs, including those from a variety of demographics and backgrounds.
- Consider barriers associated with accessing services and eliminate system and program barriers to the best of their abilities.
- Use a trauma-informed care model and equity lens that considers discrimination of people who use drugs, particularly among people of color.

Programs will make every attempt to assist participants in accessing healthcare, behavioral health, substance use treatment and other social services, including but not limited to referrals for:

- Health services (including primary care and wound care),
- Behavioral health services (including outpatient counseling and crisis intervention)
- Substance use treatment programs
- Screening, testing, and treatment for STIs, HIV, and HCV
- Social services (housing, food access, healthcare coverage, financial assistance, and employment assistance)



D. CONTRACT TERM

The funding period shall be for two years, from January 1, 2027 – December 31, 2028. Continued funding after December 31, 2028, will be determined by 1) continued need for service, 2) successful completion of the scope of work, and 3) continued availability of funding.

E. PROPOSAL RESPONSE

The applicant is required to fill out:

1. Application Questions titled “SAP27-28_Application Questions”
2. Budget Spreadsheet titled “SAP27-28_Budget Request”
3. Copy of Letter of Good Standing from Secretary of State
4. W9

Submitted applications confirm the understanding of the scope, objectives of the services, deliverables, work product, or documents, timing, staffing and fees for this Scope of Work.

F. SELECTION AND SCORING

Selection Process

The criteria to be used for scoring applications include but are not limited to:

- Application Questions
- Budget
- Other Documents that may be requested, including but not limited to:
 - Copy of Letter of Good Standing from Secretary of State
 - Financial Disclosure Statement and/or IRS Form 990 (for all organizations)
- Response to the City’s proposed Sample Grant Agreement provisions

The award(s) will be made to the Applicant(s) whose proposal meets the requirements of the RFP and is determined to be most responsive, responsible, and best value to the City and County of Denver, in accordance with the scope of work, community needs, and Denver Revised Municipal Code.

The City may request oral presentations or site visitations as part of the review process. Additionally, the City reserves the right to conduct negotiations with one or more Applicants.

G. SCORING RUBRIC

Scoring Rubric

The City and County of Denver has provided the following scoring matrix to be used in the evaluation and selection process. Evaluators will consider not only the completeness of the application, but the quality and potential effectiveness of the proposed ideas as well.

SCORING SCALE FOR REVIEWERS: Scores for open response items will be based on a 0-5 scale. 0 = No Response - left blank or did not respond 1 = Unsatisfactory Response - Minimally Addressed or Does Not Meet Criteria (relevant information not provided) 2 = Minimum Response - Met Some but Not All Identified Criteria (requires additional clarification or development) 3 = Adequate Response/Meets Requirements - Addressed Criteria but Did Not Provide Thorough Detail (adequate response, but not thoroughly developed or high-quality response) 4 = Response Exceeds Requirements - Addressed Criteria with Medium Quality (clear response, but could have been further developed) 5 = Exemplary Response - Met All Criteria with High Quality (clear, concise, and well thought out response)	
SCORING CRITERIA - A strong application provides quality responses to the below elements that show the program is realistic, effective and impactful:	Value 100
Project Narrative	15 points
- Organization's experience serving PWUD (5 points) - Years of experience - Priority populations served	
Organization's intake and service protocols ensuring a non-judgmental, culturally responsive and accessible environment for participants (5 points)	
- Strategies used to engage with and hire individuals with lived experience (5 points) - Support and training provided	
Organizational Capacity	15 points
- Organization's size (5 points) - Number of paid and unpaid staff and roles - Total operating budget	
Staff training plan and record keep protocol (5 points)	
- Evidence of organizational capacity to comply with applicable laws, ordinances, and rules & regulations (5 points) - Provision of applicable licensure, certification and insurance	



Service Delivery Plan	25 points
- Summary of SAP services and referral protocol (5 points) - Clinical services provided onsite/referrals	
Partner processes/MOUs in place to facilitate referrals (5 points)	
Operational model used, hours of operation, and geographic reach (5 points)	
- Populations Served (5 points) - Demographics - Number of participants program will reach	
How program addresses health equity and targeted outreach to disproportionately impacted populations (5 points)	
Program Evaluation	10 points
Data collection processes to be used ensuring participant confidentiality and PHI (5 points)	
Continuous quality improvement processes to evaluate program success and address operational challenges (5 points)	
Community Engagement Plan	15 points
Plan to engage with PWUD in services (5 points)	
Plan to integrate feedback from PWUD in service delivery (5 points)	
Plan for on-going community input and advisory board (5 points)	
Budget	10 points
Budget demonstrates a reasonable and appropriate allocation of funds (5 points)	
Budget line items are fully justifiable and align with the proposed scope of work (5 points)	
Attachments	10 points
- Good Neighbor Agreement (5 points) - Most recent PHI program audit (5 points) - Other relevant supporting documents	



APPENDIX A: REQUEST FOR PROPOSAL STANDARD TERMS AND CONDITIONS

- A. Notification of Open Records Act: All material submitted regarding this application becomes the property of the City and County of Denver and is subject to the Colorado Public (Open) Records Act ("CORA"). If the applicant believes that any material in its proposal constitutes trade secrets, privileged information, or confidential commercial or financial data, then the applicant should mark those items as confidential or proprietary. The City is not bound by the applicant'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 such information marked as confidential, it will notify the applicant. If a suit is filed to compel disclosure of such information, the City will notify the applicant, and the applicant shall be responsible for taking appropriate action to defend against disclosure of its confidential information. The City and County of Denver has the right to use any or all information/material presented in the proposal, subject to limitations for proprietary or confidential information. Disqualifications or denial of the application does not eliminate this right. The contents of the proposal may become contractual obligations if the project is funded, subject to mutual modifications in the contracting process.
- B. The City and County of Denver reserves the right to: postpone, cancel, modify, or suspend any or all parts of the RFP process and can reject any or all proposals at its sole discretion, and to waive informalities and minor irregularities in proposals received and to accept any portion or all items proposed if deemed in the best interest of the City and County of Denver. As the City determines appropriate, it may issue additional requirements to this RFP.
- C. The Statement of Work and/or Technical Requirements shall form the basis of a Contractual Agreement covering the subject matter of this RFP. Exceptions or deviations to this proposal must not be added to the proposal pages, but must be on Proposer's letterhead and accompany proposal. Any exceptions to this documentation will be taken into consideration when evaluating proposals submitted. The City reserves the right to reject any or all of your proposed modifications. The City welcomes cost saving proposals which still satisfy all technical and business objectives.
- a. All requirements, specifications, representations of capability and operational structure described or offered in the Vendor's proposal, together with all services necessary to staff, train, supply, and support the program, will be incorporated into and made part of the Contract Agreement by reference or as attached exhibits. Proposal materials will be contractually binding upon the selected Vendor for the full term of the Agreement. As such, the responding Vendor is encouraged to be deliberate in their responses to operational requirements set forth in this Request for Proposal. In the event future changes to statutory, regulatory, or legal requirement necessitate changes to operational structure, those will be codified and managed through change orders after contract signing. All pricing for program deliverables and associated services must be itemized and clearly identify the applicable quantities or statement of work milestones upon which such pricing is based.
- D. The successful Applicant shall follow all of the specifications, terms and conditions of



this proposal as outlined above. The City shall have the right to inspect the facilities and equipment of the successful Proposer to ensure such compliance.

- E. Expenses for developing a proposal are entirely the responsibility of the proposer, and the City shall not be liable in any manner for any costs incurred in connection with preparation, submittal, or subsequent negotiation
- F. It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee (within six months of termination from City employment), or for any employee or former employee (within six months of termination from City employment) to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding of application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.
- G. By the submission of this proposal, the Applicant certifies that:
 - The proposal has been arrived at by the Applicant independently and has been submitted without collusion with any other Applicant.
 - The contents of the proposal have not been communicated by the Applicant, nor, to its best knowledge and belief, by any of its employees or agents, to any person not an employee or agent of the Applicant or its surety on any bond furnished herewith, and will not be communicated to any such person prior to the official opening of the proposal.
- H. Successful Applicants that are corporations or limited liability companies will be required to furnish a Certificate of Good Standing from the Colorado Secretary of State's Office, as proof that they are properly registered to do business in the State of Colorado, prior to finalization of award and contracting.
- I. The City shall not be bound by and the Applicant shall not request or rely on any oral interpretation or clarification of this RFP. Questions and Answers will be provided to all Applicants.
- J. All communications regarding this proposal shall only be through the RFP main contact, listed above. No communication is to be directed to any other City personnel.
- K. Any award because of this proposal shall be contingent upon the execution of an appropriate contract. The Sample Contract in this proposal contains our proposed terms and conditions. These terms and conditions shall form the basis of a Contract covering the subject matter of this proposal. If there is contention(s) with the Terms and Conditions, a brief explanation and alternative language, if any, should be included in your response to the Sample Contract. Any exceptions to the Terms and Conditions will be taken into consideration when evaluating proposals submitted. The City reserves the right to reject any or all of your proposed modifications.
- L. **GRATUITIES & KICKBACKS:** It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee (within six months of

termination from City employment), or for any employee or former employee (within six months of termination from City employment) to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding of application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime vendor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

In the event that any gratuities or kickbacks are offered or tendered to any City, the proposal shall be disqualified and shall not be reinstated.