Colorado Department of Early Childhood (CDEC)

Request for Proposals (RFP)

Colorado Child Care Licensing System (CCCLS)
Database Support, Enhancement, and Maintenance

RFP QAAA 2027000079

October 29, 2026

Schedule of Activities

Single Point of Contact: Genie Hurt, Genette.Hurt@state.co.us

Solicitation Purpose: "CDEC CCCLS .net" Database requires a vendor for continued support of the established database. This work will include support for fixes, enhancements to the system for needed functionality, and maintenance to ensure compliance, safety, and security of the system.

Eligibility Requirements: Any organization that can provide the services as outlined in this solicitation and that is Criminal Justice Information System (CJIS) certified.

Service Location/Delivery Area: Statewide - Colorado

Anticipated Contract Start Date: July 1, 2027, or Upon execution of a Contract.

Anticipated Contract Term: The anticipated term of the resulting contract will be from July 1, 2027 through June 30, 2028. The resulting contract may be renewed for up to four additional terms not to exceed a maximum five-year period, at the sole discretion of the State, contingent upon funds being appropriated, budgeted, and otherwise made available, and other contractual requirements, if applicable, being satisfied.

Submission Method: Electronic. Reference the "Proposal Submission Instructions" Section below.

Pre-Proposal Conference: November 12, 2026 at 11:00 AM
There will be a Pre-Proposal Conference. Reference Section 4.0 - Proposal Submission Instructions, for more information.

Inquiry Due Date and Time: November 19, 2026 at 5:00 PM
**** Please send any questions via email to the Single Point of Contact prior to the inquiry deadline. Reference Section 4.0 - Proposal Submission Instructions, for more information.***

Answers to Inquiries: December 3, 2026 at 5:00 pm

**** Reference Section 4.0 - Proposal Submission Instructions, for more information.***

Proposal Due Date and Time: December 10, 2026 at 2:00 PM

**** Reference Section 4.0 - Proposal Submission Instructions, for more information.***

Public Opening Date and Time: December 10, 2026 at 3:00 PM

**** Reference Section 4.0 - Proposal Submission Instructions, for more information.***

**All dates and times are subject to change and are in Mountain Time.*

1.0 Exhibit List

- Exhibit A - Statement of Work (SOW) Template (***Complete and Return***)
- Exhibit B - Additional Provisions (**For Review Only**)
- Exhibit C – Data Sharing Agreement **(For Review Only)**
- Exhibit D – Security Addendum Certification from CJIS Security Policy **(For Review Only)**
- Exhibit E - Vendor Contact Information Sheet (***For Review Only***)
- Exhibit F - Technical Documentation of System Features and Functionality (***For Review Only***)
- Exhibit G - CDEC Information Technology Contract Template (***For Review Only***)
- Exhibit H - Attestation **(Complete and Return)**

2.0 Additional Resources

1. **Vendor Assistance.** Any vendors needing support responding to solicitations may contact the Colorado Supplier Diversity Navigator at the Statewide Equity Office of Supplier Diversity. Services provided include assistance with responding to solicitations, interpretation of solicitation documents, technical assistance referrals, availability of resources. The office can be reached during normal business hours by calling 303-866-5765 or emailing DPA_SupplierDiversityHelp@state.co.us.

- Statewide Equity Office of Supplier Diversity: https://urldefense.proofpoint.com/v2/url?u=https-3A__dhr.colorado.gov_statewide-2Dequity-2Doffice_supplier-2Ddiversity&d=DwMFaQ&c=sdnEM9SRGFuMt5z5w3AhsPNahmNicq64TgF1JwNR0cs&r=2K9kkYDPzg9W7wrnb9URPPzWuzXzmzc6oQUqmP_d9mA&m=UsSCoCc_Nnj_It7iTj2w9Xh-U0kW8zKwh7sIdTrgvW_OXQDDQG8CMBmOZsCmKo6l&s=AHk9LQL8xQKwtYW6AlMhIpKhc64M4gHnBm1wvGiKqhU&e=
- Section 508 standards of the Americans with Disabilities Act (ADA) (https://www.ada.gov/508/ and/or https://www.section508.gov/).
- 36 CFR Parts 1193 and 1194 RIN 3014-AA37,
- Information and Communication Technology (ICT) Standards and Guidelines.
- CO House Bill 21-1110:
- Web Content Accessibility Guidelines or WCAG 2.1 AA:

2. **Abbreviations**

i. **ADA** - Americans with Disabilities Act
ii. **APIs** - Application Programming Interfaces
iii. **AWS** - Amazon Web Service
iv. **BAFO** - Best and Final Offer
v. **BIU** - Background Investigation Unit
vi. **CBI** - Colorado Bureau of Investigation
vii. **CCCLS** - Colorado Child Care Licensing System
viii. **CDEC** - Colorado Department of Early Childhood
ix. **CFR** - Code of Federal Regulations
x. **CHRI** - Criminal History Record Information
xi. **CJI** - Criminal Justice Information
xii. **CJIS** - Criminal Justice Information Services
xiii. **CORE** - Colorado Operations Resource Engine
xiv. **C.R.S.** - Colorado Revised Statutes
xv. **DCW** - Division of Child Welfare
xvi. **DELLA** - The Division of Early Learning and Licensing
xvii. **DOB** - Duplication of Benefit
xviii. **EFT** - Electronic Funds Transfers
xix. **FBI** - Federal Bureau of Investigation
xx. **ICT** - Information and Communication Technology
xxi. **IIS** - Internet Information Services
xxii. **OIT** - Governor's Office of Information Technology
xxiii. **PaaS** - Platform as a Service
xxiv. **PII** - Protected Identifying Information
xxv. **Q&A** - Questions and Answers
xxvi. **RFP** - Request for Proposals
xxvii. **RIN** - Undefined in document
xxviii. **SaaS** - Software as a Service
xxix. **SAM** - System for Award Management
xxx. **SDVOSB** - Service-Disabled Veteran Owned Small Businesses
xxxi. **SOW** - Statement of Work
xxxii. **SQL** - Structured Query Language
xxxiii. **T-SQL** - Transact Structured Query Language
xxxiv. **VSS** - Vendor Self-Service
xxxv. **WCAG** - Web Content Accessibility Guidelines

3.0 Introduction and Background

The Colorado Department of Early Childhood (CDEC), The Division of Early Learning and Licensing (DELLA), hereafter referred to as "Department", is soliciting competitive proposals from experienced organizations to provide maintenance and support for the current functioning Criminal Justice Information Services (CJIS) compliant background check investigation and processing system Colorado Child Care Licensing System (CCCLS).

In addition to providing maintenance and support, this solicitation also requires the vendor to provide any Department requested or needed enhancements to the system as determined by the Department and other partnering agencies changes to functioning requirements.

This system requires 24/7 uptime and requires CJIS Certified staff to provide any support, maintenance, or enhancements done within the system or associated with the system as the request of the Department.

Through this solicitation, the Department must ensure that the vendor will meet all CJIS requirements for handling CJIS classified data and conform to CJIS requirements in order to meet a set of security requirements for managing and maintaining CJIS data. The vendor must protect sensitive data and meet federal guidelines for the protection of criminal justice data.

The DELLA processes background checks for all programs providing care under Colorado Revised Statutes (C.R.S.) Title 26. This includes approximately 5,000 childcare facilities in Colorado that provide childcare for 24-hour and less than 24-hour facilities. DELLA is based within the CDEC. DELLA provides collaborative leadership to align resources for children, families, and early childhood professionals with the goal of preparing Coloradans for success.

CDEC will execute a contract with the awarded vendor. The contract will include a provision addressing background check functionality currently housed in CCCLS for both DELLA and the Colorado Department of Human Services (CDHS), Division of Child Welfare (DCW). However, the Division of Child Welfare is anticipated to discontinue use of this system within 12–18 months of contract execution, at which point this provision will no longer apply.

A primary component of CCCLS is the investigation and processing of background information data received from our partners at The Colorado Bureau of Investigation (CBI). Background checks are processed through the Background Investigation Unit (BIU), which is a part of the Department. Some of the system functions include: securely receiving CBI/Federal Bureau of Investigation (FBI) background check results, sex offender information, and other background results; processing the results; and disseminating the results to requesting parties.

The system you would be maintaining, supporting, and providing necessary enhancements for is a currently fully functioning system. The system is an Amazon Web Service (AWS) cloud-based solution and is CJIS compliant. The current system securely reads/writes CJIS data. Databases, data encryption, and Application Programming Interfaces (APIs) maintained must secure data at rest and in transit.

The CCCLS system is comprised of 4 primary components:

1. Client web application (Internet Information Services (IIS) Hosted)
2. Backend processor (IIS Hosted)

3. Windows Services
4. Structured Query Language (SQL) Server database

This RFP contains information to inform, guide, and direct the offeror in preparing a comprehensive response for the maintenance, support, and if needed, enhancements of the CCCLS system. Additionally, the RFP contains the instructions governing the application to be submitted and the material to be included therein; mandatory requirements, which must be met to be eligible for consideration and other desired functionality.

It is the expectation that this procurement serves as a cooperative effort between CDEC and CDHS and may result in separate contracts, one for CDEC and another for CDHS may be awarded. Each contract will operate and be maintained independently with its own terms, conditions and deliverables.

4.0 Proposal Submission Instructions

1. **Electronic Procurement Systems.** Solicitations published by the CDEC will be posted on both BidNet Direct and the Vendor Self-Service (VSS) site, **however all bid submissions will only be officially accepted on BidNet Direct at the deadline listed in the Schedule of Activities.**
2. **Electronic Bid Submission.** Vendors must be registered with BidNet Direct in order to download solicitation documents (including any amendments or modifications) and to be considered responsive at the time of submission of the response. Bidders who have not registered on the BidNet Direct website, must register promptly to ensure they are able to submit a timely bid response. Information may be accessed through the BidNet Direct website at: https://www.bidnetdirect.com/register. BidNet Direct's Help Desk can be reached at 800-835-4603 or by email at: support@bidnet.com. No submissions will be accepted via VSS so please ensure that the proposal is submitted in accordance with these instructions.
3. **File Names.** The zip file name should start with the solicitation type, solicitation number, and vendor name (e.g., "RFP QAAA 2027000079 Vendor Name…").
4. **Confirmation.** Vendors will receive an email confirmation that the file was uploaded correctly. If not, please contact the BidNet Direct Help Desk.
5. **Pre-Proposal Conference.** There will be an optional pre-proposal conference offered. The format of the Pre-Proposal Conference will be up to a 30 minute presentation followed by a 30 minute Questions and Answers (Q&A) period. Please note that during the Q&A session, if there are no questions received after a period of time the pre-proposal conference will end. Please reference the Schedule of Activities above for information on how to attend the conference.
   RFP 2027-079 CCCLS Database Ongoing Support Pre-Bid Conference
   Thursday, November 12 · 11:00am – 12:00pm
   Time zone: America/Denver
   Google Meet joining info
   Video call link: https://meet.google.com/wsj-thdz-cpq
   Or dial: (US) +1 304-934-3685 PIN: 948 721 357#
   More phone numbers: https://tel.meet/wsj-thdz-cpq?pin=5052131329007Meeting

6. **Public Bid Opening.** During the public bid opening, CDEC will formally open and announce all received proposals, revealing each bidder's name and submission timestamp to all attendees. To attend the Public Bid Opening, please refer to the information below on how to attend the conference:
   RFP 2027-079 CCCLS Public Opening
   Thursday, December 10 · 3:00 – 3:50pm
   Time zone: America/Denver
   Google Meet joining info
   Video call link: https://meet.google.com/ivo-ugie-cfi
   Or dial: (US) +1 260-218-1046 PIN: 305 409 035#
   More phone numbers: https://tel.meet/ivo-ugie-cfi?pin=4550741922542
7. **Questions.** Vendors may submit questions by email to the Single Point of Contact prior to the inquiry deadline identified in the Schedule of Activities above. The Department may answer some, all, or none of the questions asked by posting them publicly via an amendment to this solicitation on both the BidNet and VSS sites.
8. **Timeliness of Proposal Submission.** Proposals received after the submission deadline shall not be opened and shall be rejected as a late proposal, unless otherwise permitted by the procurement official in accordance with Colorado Procurement Rule R-24-103-201-10.
9. **Deadline Adherence.** Time is of the essence. Failure of a vendor to respond to any requests by established deadlines, may result in the proposal being rejected.
10. **Multiple or Alternate Proposals.** Unless otherwise stated in this solicitation, vendors shall not be limited in providing multiple or alternate proposals. In the event a vendor provides multiple or alternate proposals, each proposal must be submitted separately and distinctly to permit independent review based on the individual proposal. Further, any vendor submitting multiple or alternate proposals must expressly identify their preferred or primary proposal.

5.0 Proposal Format

1. **In General.** To be considered for this opportunity, please explain how your organization will quantify and account for the components outlined in Section 6.0 - Proposal Content below.
2. **Maximum Length.** Proposals should not exceed **25** pages (excluding any required attachments). The Department may evaluate proposals negatively if this page limit is not followed.
3. **Other Format Requirements**. Vendors should submit a proposal based on the responses in Section 6.0 - Proposal Content below. In addition, Vendors should submit the following documentation as part of their proposal:
   - Exhibit A - Statement of Work (SOW) Template.
   - Exhibit H - Attestation.
   - Key Personnel Resumes. (Please see section 9.0 Administrative Information regarding confidentiality.)

- Solicitation Signature Page

4. Please respond to the items below in the same sequence as outlined in this section. Proposals that do not follow the sequence outline and response format of this Request for Proposals (RFP) may be deemed non-responsive and disqualified from further consideration.
5. Please define all acronyms and identify other areas or considerations that would be useful and that the organization deems relevant to this project.
6. **Mandatory Requirements.** Vendors should ensure that all mandatory questions outlined below are fully addressed. Proposal responses that fail to address any of the criteria deemed as mandatory, will automatically be disqualified from consideration.

6.0 Proposal Content

Proposal Substance. Responses to the following components should be included in the proposal. Each component will be evaluated for completeness. Please address the following:

1. As noted in the Mandatory Criteria above, the selected vendor must attest that it complies with Exhibit D - Federal Bureau of Investigation Criminal Justice Information Services Security Addendum (current version 6.1). To understand each vendor's CJIS experience, please respond to the following:
    a. **Data experience:** What types of CJIS data have you worked with (e.g., National or Colorado sex offender registry, CBI, FBI, or other)?
    b. **Hosting:** Where is CJIS data hosted (e.g., US-only, CJIS-compliant cloud environment)?
    c. **Access and logging:** Who has access to CJIS data, and how is that access logged and monitored? Confirm that all personnel with access have completed CJIS security awareness training and fingerprint-based background checks.
        i. What specific experience do you have with maintaining a CJIS compliant background system?
        ii. Describe in lay terms your preferred testing methodology?
        iii. How have you made prior changes to a high-stakes data system, including regression and data-integrity validation?
    d. Are you currently under contract for work similar to what is proposed in this solicitation? If so, please explain. If no, please state this.
        i. The State has particular interest in cases where vendors have worked with State and Local Governments on similar projects.
        ii. Please provide references for the projects specifically about CJI or law-enforcement data work.
    e. Describe your core business competencies and describe the top two to three projects you implemented or maintained that were similar in scope and complexity to this project.
    f. Describe how your organization's expertise and operating practices align with the department's mission and the nature of this work
    g. Describe how you will keep us informed of project progress, risks, system

status, and planned maintenance. Specify your reporting cadence, notification timeframes for planned maintenance, unplanned outages, and security incidents, and your escalation path including after-hours contacts. Provide a sample status report.

h. What differentiates your services from competitors?
i. Provide details about your team's technical expertise? Please include a statement addressing the years of experience, specific skills and knowledge for each individual.
    i. Please provide key personnel technical expertise and require resumes as an attachment.
j. What relevant active qualifications or certifications does your team have?
k. What project management methodologies and tools do you use to ensure project success?
l. Please describe your organization's prior experience with taking on the service of legacy or inherited systems.
m. Provide a proposed Service Level Agreement?
n. Vendor must submit an attestation that they have reviewed and they acknowledge the following:
    i. That they will adhere to the requirements listed within the Model State of Colorado Information Technology Contract Template (Exhibit G).
    ii. The maintenance and enhancements must stay compliant with the Section 508 standards of the Americans with Disabilities Act (ADA) (https://www.ada.gov/508/ and/or https://www.section508.gov/). Specifically, 36 CFR Parts 1193 and 1194 RIN 3014-AA37, Information and Communication Technology (ICT) Standards and Guidelines. They must also meet requirements set by CO House Bill 21-1110. CDEC requires Web Content Accessibility Guidelines or WCAG 2.1 AA for all digital applications.
    iii. Colorado technology standards related to technology accessibility, and with the 2.1 Level A and AA guidelines of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards. More information on the Office of Information Technology's (OIT) Accessibility Requirements can be found here:
        1. https://oit.colorado.gov/accessibility-law
        2. https://oit.colorado.gov/a-guide-to-accessible-web-services/procurement-toolkit/vendor-accessibility-checklist
o. **Mandatory Criteria.** Vendors should ensure that all mandatory questions outlined below are fully addressed. Proposal responses that fail to address any of the criteria deemed as mandatory, will automatically be disqualified from consideration.
    i. Please provide an attestation, using Exhibit H, that the organization will comply with the following project requirements:
        1. All staff provided for this solution shall be CJIS Certified. Offeror shall comply with all CJIS requirements to be approved as a CJIS vendor; not limited to registration with CBI, and any other

relevant statutory requirements prior to work beginning.

2. Staff and all work performed within the CCCLS system shall support the most current Criminal Justice Information Services (CJIS) Security Policy and federal guidelines.
3. All staff shall be finger-printed and "be adjudicated" appropriately for the work to access and view CJI data prior to work beginning (Access includes physical and logical access to CJI/Criminal History Record Information (CHRI).)
4. Any data destruction shall be to CJI standards and verified. Data shall not be removed or changed without the prior written approval by CDEC.
5. Vendor shall support Secure file transfers as required, manually and automatically configured for regular systems synchronization.
6. Vendor shall protect sensitive data and meet federal guidelines for the protection of criminal justice data.

ii. Please describe the Offeror's experience and knowledge in programming languages: T-SQL (for SQL Server Database), Angular, C# and .net5.

iii. Describe how the vendor will manage and maintain a test environment, set up solutions, and test them before pushing them to production. This includes turning the test environment off and on in accordance with the Department's guidelines.

iv. Describe how the vendor will coordinate with CDEC for testing prior to deployment of enhancements, and bug/maintenance fixes.

v. Describe how the vendor will be prepared to provide system documentation for all changes/enhancements, and to maintain these records of changes over time. This documentation should be made available to the department at the time of changes. Documentation must include Technical Design Document with specific details about the changes.

vi. Describe how the vendor will coordinate with internal/external partners regarding secure file transfers, servers, cloud services, certificates, etc. to ensure the proper functionality of the CCCLS system.

vii. Describe how the vendor will plan, prepare, and account for a handoff with the prior vendor as needed to access and maintain the current system. The incoming vendor should coordinate with the prior vendor, if necessary, to be informed of the processes in place and provide for a cross-training/sharing of processes and activities with the prior vendor. Representatives of the department should be included in all meetings.

1. Please provide a Transition Plan and ensure that the following information is included: timeline, knowledge transfer, parallel run, risk mitigation, and zero-downtime/cutover approach. Tie it to go-live dates if possible.
2. Describe how you handle undocumented code or data and knowledge transfer?

viii. **Cost. Exhibit A Statement of Work.**

1. Please provide a payment schedule as outlined in Exhibit A – Statement of Work.
2. Expected Year over Year Costs must be broken out by year, to include and account for any inflation
    a. Please include up to 3% annual inflation
3. Please complete the workplan within Exhibit A - Statement of Work (SOW) Template. The SOW shall provide key tasks for support, maintain, and provide potential enhancements for the current system, including but not limited to the following system areas; user interfaces, dashboards, reports, logins, system navigation, file transfers, data file imports/exports, data clean-up/maintenance, search functionalities, etc. In accordance with department guidelines and or requests.

p. Preferred Criteria. A preference will apply for organizations that can respond to the following.

i. CDEC desires staffing between the operational hours of 8 AM and 5 PM in the Mountain Time Zone. Please confirm this is possible. Include detailed information about operational implications (e.g. complexity, etc.) and how you would partner with CDEC to address those.
ii. Describe the dedicated staff that will support the work specifically in this solicitation over the term of the contract.
iii. Describe your experience and knowledge of the Colorado criminal justice system and its information, processes, requirements, framework, structures and procedures.
iv. Describe your experience working with CJI data to include National sex offender registry, Colorado sex offender registry, Colorado Bureau of Investigation (CBI), Federal Bureau of Investigation (FBI).
v. Describe your experience and knowledge with Amazon Web Service (AWS) integrations and Software as a Service (SaaS)/ Platform as a Service (PaaS) solutions.
vi. Describe your ability to work with APIs across multiple platforms.

7.0 How Proposals are Evaluated

1. **In General.** Vendors are encouraged to review the solicitation and related attachments in its entirety to assure understanding of and compliance with requirements that may be included in these documents. To facilitate evaluation of proposals, a proposal should be thorough yet brief. A proposal should address the requirements as set forth in the RFP and should provide sufficient details to allow the evaluation committee(s) to determine whether the proposal evidences:

- Understanding of the State's needs, requirements and contracting terms and

conditions; and

- Ability to meet the State's needs, including the experience and resources necessary to carry out the work towards meeting the State's needs; and
- Costs that are reasonable and consistent with the industry.

The Department will identify the proposal(s) most advantageous to the State through an objective and competitive process. A committee will review all acceptable proposals in accordance with §24-103-203(7), C.R.S, and may request more information or clarifications from any vendor. The committee will then recommend one or more proposals for award. The Single Point of Contact will notify all vendors of the final decision.

2. **Mandatory Criteria.** The Department may identify mandatory criteria. However, the Department reserves the right to waive mandatory requirements pursuant to Rule 24-103- 301-03.
3. **Evaluation of Factors.** An evaluation committee will evaluate proposals against all evaluation factors set forth in the RFP. The evaluation, including the results of any discussions, will result in determination by the committee of the competitive range of vendors reasonably susceptible of receiving an award. Factors that would allow for success in meeting the responsibilities outlined in this RFP:
    - Completeness and accuracy of the proposal in addressing stated needs and requirements as outlined in Section 6.0 - Proposal Content, above.
    - Cost-Effectiveness: Reasonableness of the proposed budget in relation to the scope of work. The State will consider price in determining the competitive range and the apparent successful vendor.
    - The State reserves the right to determine a vendor's responsibility based on factors such as financial, material, personnel resources and expertise; satisfactory record of performance; satisfactory record of integrity; and status of debarment. Reference §24-103-401 C.R.S.
    - Note: It is the vendor's responsibility to assure all required materials are included with the proposal. Failure of a vendor to provide required information and/or failure to follow the response format for this RFP may result in reduced scoring and/or exclusion from the competitive range of vendor proposals reasonably susceptible of receiving an award.
4. **References.** The Department may contact references, whether provided or not, and consider them as part of the evaluation. Past Performance and feedback from references and the success of previous projects may be evaluated.
5. **Demonstrations and Discussions.** The Evaluation Committee's initial evaluation will be based on the written proposals. Vendors should confirm that their proposal adequately conveys the soundness of their approach and their understanding of the solicitation requirements. The Evaluation Committee may, if it deems necessary, request clarifications, conduct discussions or oral presentations, or request best and final offers. Per R-24-103-203-03, discussions may be held with responsible vendors whose proposals are determined to be reasonably susceptible to be selected for

award to:

- Promote understanding of the state's requirements and the vendors' proposals; and;
- Facilitate a contract that will be most advantageous to the state taking into consideration price and the other evaluation factors set forth in the request for proposals.
- The Evaluation Committee may adjust its scoring based on the results of such activities. However, proposals may be reviewed and determinations made without such activities. Vendors should be aware that the opportunity for further explanation might not exist; therefore, Vendors should ensure that their submission is complete, and are encouraged to submit their best possible proposal, including pricing.
- CDEC may request that clarifications resulting from discussions be submitted in writing by the vendor(s) to the State. Vendors will be given a reasonable timeframe in which to submit written clarifications and to provide any related revisions to their initial proposal. Such revisions will be limited to the guidelines included within the State's requested clarifications. As discussions are at the State's discretion, vendors should not rely on the opportunity for discussions to clarify their proposal.

6. **Best and Final Offer.** The State reserves the right to give vendor(s) in the competitive range an opportunity to submit a best and final offer (BAFO) at any point during the negotiations process.
7. **Exceptions to State of Colorado Terms and Conditions.** The standard terms and conditions in the Model State of Colorado Information Technology Contract and Information Technology Provisions shall govern this procurement and are hereby incorporated by reference. Vendors must submit any requested changes to the state's contract template in redline format with their proposal. Please note that the section of the Contract identified as the Colorado Special Provisions are considered non-negotiable. Please note: any modifications to the Model State of Colorado Information Technology Contract and Information Technology Provisions will be incorporated into the evaluation process.
    - The state does not agree to accept any requested changes to the state's contract template and will only consider changes proposed by potential vendors. While the state will work with a potential vendor on requested changes, none are guaranteed. Additionally, Vendors are cautioned that modifications to any of the provisions in the Model State of Colorado Information Technology Contract Template as well as other standard state exhibits, are considered to constitute an increased risk as well as increased costs to the State. Therefore, Vendor's noted exceptions may be considered in any evaluation.
    - Any changes requested to the Model State of Colorado Information Technology Contract or Exhibits accompanying this solicitation will constitute an increased timeline to contract execution as approvals may need to be obtained by multiple State Agencies (e.g., Department of Personnel and Administration, Attorney

General, Colorado Department of Early Childhood, etc.). Therefore, any requested changes will take several weeks to review.
- If no exceptions are noted, Vendor indicates their intent to accept the State of Colorado Terms and Conditions as-is.

8.0 Ethics and Equitable Business Practices

1. Any person involved in the purchasing process for the State, any end users of such goods and services, any vendor that does business with the State, and any other interested third parties to the procurement process shall enhance the proficiency and stature of the purchasing process by adhering to the highest standards of ethical behavior.
2. The State of Colorado believes that an equitable, diverse, and inclusive workplace is one where all employees and community partners, whatever their gender, race, ethnicity, religion, national origin, age, sexual orientation, gender identity, citizenship status, education, disability, socio-economic status, or any other identity, feel valued and respected. We are committed to nondiscriminatory practices and providing equitable opportunities for employment and advancement in all our departments, programs, services, and worksites. We respect and value diverse life experiences and work to ensure that all voices are heard so that a person's future success is not determined by their identity.
3. Vendors must disclose in its Proposal any potential or actual conflict of interest in connection with a response to this solicitation. A conflict of interest may include, but is not limited to, access to any non-public information by the Vendor regarding the solicitation or its subject matter.
4. Vendors acknowledge that even the appearance of a conflict of interest may be harmful to the State's interests. Vendors shall disclose in their Proposals whether there currently is, or potentially could be, the appearance of a conflict of interest regarding this solicitation, its staff, any proposed subcontractors or partners, or any related business with the State. Reference §24-18-201, CRS, et seq. (Proscribed Acts Related to Contracts and Claims); §24-50-507, CRS (Conflict of Interest); §18-8-301, CRS, et seq. (Bribery and Corrupt Influence); §18-8-401, CRS, et seq. (Abuse of Public Office); §6-4-101, CRS, et seq., (Colorado Antitrust Act of 1992); §24-109-105, CRS (Debarment and Suspension); and Procurement Rule R-24-101-107-01 (Ethics).

9.0 Administrative Information

1. **Acceptance of Solicitation Terms.** A proposal submitted in response to this solicitation shall constitute a binding offer and acknowledgment that all terms

and conditions of this solicitation are accepted. Vendors must identify any variations between its proposal and the solicitation. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance.

2. **Accessibility Requirements.** All work performed as a result of this solicitation must comply with all applicable provisions of §24-85-101, of the Colorado Revised Statutes (C.R.S.), et seq., and the *Accessibility Standards for Individuals with a Disability,* as established by the Office Of Information Technology (OIT) pursuant to §24-85-103 (2.5), C.R.S. and all State of Colorado technology standards related to technology accessibility and with Level AA of the most current version of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards.
   - https://oit.colorado.gov/standards-policies-guides/technical-standards-policies
3. **Cooperative Solicitation.** In accordance with section 24-110-201, C.R.S., the award under this solicitation will be a cooperative purchasing agreement available for use by the State Agency issuing this solicitation and other State and local Agencies and Political Subdivisions, including, but not limited to, city and county government entities, public utilities, public schools districts, and State Institutions of Higher Education, on the terms, conditions and rates set forth in the cooperative purchasing agreement. Each agency or entity ordering goods or services under the contract will be responsible for all costs and expenses incurred in connection with its orders.
4. **Award.** The Department will notify all Vendors who submitted a proposal when it issues a Notice of Intent to Award via BidNet and VSS sites. The State reserves the right to award to multiple offerors if it is determined to be in the best interest of the State. The awarded Vendor(s) must act in good faith to execute an agreement on or before the Anticipated Contract Start Date. If this date is not met, through no fault of the State, the State, at its sole discretion, may cancel the Notice of Intent to Award.
   - The State may negotiate with any Vendor to clarify the Vendor's Proposal or to effect modifications that will make the Proposal acceptable or more advantageous to the State in alignment with the requirements as identified in this solicitation; however, any requirements identified in this solicitation may not be negotiated.
   - All awarded vendors are hereby notified that they must return the attached Vendor Customer Information Sheet (incorporated into this RFP as an exhibit) to the Single Point of Contact listed in the Schedule of Activities section no more than three business days after notification of award. Failure to provide this required documentation may result in cancellation of award.

Alternatively, proposers may submit this exhibit as a component of their proposal.

- Each agency or entity ordering goods or services under the contract shall execute a contract that shall include the following language: "In accordance with section 24-110-201, C.R.S., this agreement is established as a cooperative purchasing agreement available for use by the State Agency issuing this agreement and other State and local Agencies and Political Subdivisions, including, but not limited to, city and county government entities, public utilities, public schools districts, and State Institutions of Higher Education, under the terms, conditions and rates set forth in the cooperative purchasing agreement. Each agency or entity ordering goods or services under the cooperative purchasing agreement will be responsible for all costs and expenses incurred in connection with its orders, and shall, as necessary, establish its own contract, place its own orders, issue its own purchase orders, be invoiced therefrom, make its own payments, issue its own tax exemption certificates as requested, and resolve any disputes arising from any such order."

5. **Background Checks.** Pursuant to C.R.S. §27-90-111 and Department policy, any vendor, and its agent(s), who has direct contact with vulnerable persons in a state-operated facility, or who provides state-funded services that involve direct contact with vulnerable persons in the vulnerable person's home or residence, shall:
   - submit to and successfully pass a criminal background check, and
   - report any arrests, charges, or summonses for any disqualifying offense as specified by C.R.S. §27-90-111 to the Department.
6. **Cancellation.** A solicitation may be canceled only when there are cogent and compelling reasons to believe that the cancellation of the solicitation is in the state's best interest. An award of a contract under a solicitation may be canceled, in whole or in part, when the procurement official determines in writing that such action is in the state's best interest. The reason and documentation supporting the decision to cancel the solicitation or reject Proposal(s) shall remain confidential for the lesser of six months or until a Contract or purchase order is awarded by the State.
7. **Communication.** All communication regarding this solicitation must be done through the Single Point of Contact identified above. Unauthorized contact with any Department personnel other than the Single Point of Contact regarding this solicitation is prohibited and may result in disqualification.
8. **Confidentiality.** Anything submitted by a vendor is likely to become public information. Vendors may submit, as a part of its solicitation response, a written

request for classification of certain portions of the response as confidential information. This information will help ensure that all submitted materials are handled appropriately and in accordance with state confidentiality standards. The Procurement Official or his or her designee shall determine if the information identified in the Vendor's request is exempt from disclosure in accordance with §24-72-204, C.R.S., and shall inform the Vendor in writing of the final determination.

- When submitting a confidentiality request, materials for which confidentiality has been requested shall be readily identifiable and separable from other portions of the solicitation to facilitate public inspection of the non-confidential portion of the solicitation response. Please include a complete redacted proposal response along with an unredacted version of the proposal with associated confidentiality justifications. Commingling of confidential and non-confidential information is not acceptable.
- Please provide a crosswalk of information related to the material you wish to be confidential and the reasons why the information should be considered as confidential in accordance with §24-72-204, C.R.S. Vendors must include the rationale for any request to classify portions as a trade secret or confidential or proprietary, including references to the authority that allows for such treatment.
- In no event shall price information or an entire solicitation response, nor any information that will be included in a resulting Contract, be classified as confidential.
- Vendors are strongly encouraged to adhere to all requirements around the Colorado Open Records Act and Colorado Uniform Trade Secrets Act.
- Please note: In accordance with §24-72-204, C.R.S., CDEC does not consider resumes to be confidential and the proposer may not request entire resumes to be marked confidential. Vendors may redact personally identifiable information as confidential if that information is purely personal, and not professional, or, vendors may use position titles instead of specific names and also use the company's address, email, or phone number, in lieu of listing specific names and individual-specific professional contact information.

9. **Contract.** Vendors must agree to the State's agreement terms as outlined in the Model State of Colorado Information Technology Contract Template. Please note that any referenced or attached model Agreement lists the State's standard required legal provisions but may not include the specific scope of work and other specific terms or requirements for this solicitation. Vendors must review any attached Agreement terms and note any exceptions. Modifications to the State's Agreement terms constitute increased risk and

costs to the State. Therefore, Vendor's noted exceptions may be considered in any evaluation. If no exceptions are noted, the Vendor is indicating an intent to accept the terms as-is.

10. **CORE Registration.** Unless otherwise noted, before the Department can execute a contract for any vendor, that vendor must be registered in CORE, which can be completed through Vendor Self Service at www.colorado.gov/vss.
11. **Debarment and Suspension.** The vendor shall disclose in its proposal, to the best of its knowledge and belief whether it, its principals and any proposed subcontractors:
    - Are presently debarred, suspended, proposed for disbarment, or declared ineligible.
    - Any convictions or civil judgments rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
    - Are presently under investigation for, indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in the previous bulleted item; and
    - Within a three-year period preceding this proposal, had one or more public transactions (Federal, State, or local) terminated for cause or default.

    Failure of a vendor to disclose any information in this section may result in the State's determination that the vendor is not reasonably susceptible of award.
12. **Electronic Funds Transfers (EFT).** Awarded Vendors are encouraged to sign up for EFT.
13. **Incurred Costs.** The Department is not liable for any cost incurred by vendors prior to any formal contract, purchase order, or other agreement. No property interest of any nature shall occur until a contract is signed by all concerned parties.
14. **Insurance Requirements.** The awarded Vendor will be required to submit a certificate(s) of insurance evidencing insurance coverage for the types and amounts of insurance as required by the Insurance provision in the Contract Terms and Conditions, included in this solicitation as an exhibit, prior to execution of a Contract.
15. **Modifications of Proposals.** Proposals may be modified or withdrawn by the vendor prior to the established due date and time. Vendors may be asked by the Department to modify or clarify their proposals after the due date.
16. **News Releases.** Vendors may not issue any news releases pertaining to this solicitation without the Department's prior written approval.
17. **Notice to Nonresident Bidders.** If a nonresident vendor is from a state that

provides a bidding preference to vendors from that state, then a comparable percentage disadvantage
will be applied to the bid of that nonresident vendor pursuant to C.R.S. §24-103-908. The vendor may obtain additional information from the department of personnel's website.

18. **Notices.** The Department will post any changes to this solicitation via the BidNet Direct website at: https://www.bidnetdirect.com/register and the Colorado VSS website at: www.colorado.gov/vss. All communications will be posted on both the BidNet Direct site and the VSS site and/or through a direct email from the Single Point of Contact.
    - Any modifications, amendments or supplemental information to the solicitation will be published on BidNet and VSS sites. A modification may be published in the event that it becomes necessary to revise any part of this solicitation.
    - It is the Vendor's sole responsibility to check BidNet or VSS on a regular basis, prior to the proposal submission deadline, as this is the primary means for communicating any clarifications or changes to solicitation content, timeline and/or requirements.
19. **Proposal Prices.** Estimated proposal prices are not acceptable. Best and final offers may be considered in determining the apparent successful vendor. Proposals shall be firm for a period of not less than 180 calendar days from the date of award.
20. **Proposal Rejection.** The Department may reject a proposal, waive informalities, and minor irregularities, or accept any portion.
21. **Protests.** Any actual or prospective vendor who are aggrieved in connection with the solicitation or award of a contract may protest to the Single Point of Contact listed in the Schedule of Activities section and Shayne Cumine (email to shayne.cumine@state.co.us) , CDEC Contracts and Procurement Director. The protest shall be submitted in writing within ten business days after such aggrieved person knows, or should have known, of the facts giving rise thereto.
22. **Public Opening.** On the date and time shown above, the Department will hold a public opening pursuant to Rule 24-103-201-13.
23. **Quantity.** The Department may request future increases or decreases to the quantity of the goods or services, or request that goods or services be delivered to other areas within the Department.
24. **RFP Proposal Material Ownership.** All material submitted in proposal to this RFP becomes the property of the State.
25. **Secretary of State (SOS) Registration.** Before Contract execution, the awarded vendor must be registered to do business in the State of Colorado. If a vendor is a foreign corporation (formed under a statute or common law in a jurisdiction other than Colorado) or other foreign entity transacting business in the State of Colorado, it shall warrant that it currently has obtained and shall maintain any applicable

certificate of authority to transact business in the State of Colorado and has designated a registered agent in Colorado to accept service of process.

26. **Service-Disabled Veteran Owned Small Businesses (SDVOSB).** Reference §24-103-905, C.R.S., et. seq. SDVOSB Vendors must submit documentation of certification issued through the U.S. Department of veteran's affairs in their Proposal. §24-103-905 C.R.S. sets a SDVOSB goal of at least 3% of all contracts by dollar value be awarded to SDVOSBs who must be incorporated or organized in Colorado, or they must maintain a place of business or have an office in Colorado and must be officially registered and verified as a SDVOSB by the Center for Verification and Evaluation within the United States department of veteran's affairs.
27. **Services Outside of Colorado or the United States.** Vendors must disclose services performed outside of Colorado or the United States as required by C.R.S. §24-102-206. Please note: This solicitation includes PHI, PII, CJIS data that cannot leave the United States.
28. **System for Award Management (SAM).** Before Contract execution, the awarded vendor(s) must be registered with the System for Award Management (SAM.gov).
29. **Taxes.** The Department is exempt from all federal excise taxes under Chapter 32 of the Internal Revenue Code (Registration No. 84-730123K) and from all state and local government use taxes C.R.S. §39-26-114(a). The Colorado State and Local Sales Tax Exemption Number is 98-02565. When materials are purchased in certain political subdivisions (for example - City of Denver), the vendor may be required to pay sales tax even though the ultimate product or service is provided to the State of Colorado. This sales tax will not be reimbursed by the State.
30. **Vendor Capability and Financial Information.** Vendor(s), if requested, must be prepared to present evidence of experience, ability, staffing, service facilities, and financial standing necessary to meet the requirements set forth or implied in its RFP proposal and/or as proposed in clarifications/negotiations. The State reserves the right to request that vendor(s) provide a copy of its most recent certified and audited financial statements as a method of determining vendor financial responsibility. The State reserves the right to review such information and financial documentation for all vendors, for vendors in the competitive range, or only for an awarded vendor.
31. **Vendor Disclosure Requirements.** Disclose whether the vendor, any general partner or joint venture of the vendor, or any proposed subcontractor has failed to complete a similar project within the past five (5) years. If so, list the date of commencement of the project and the entity for which the project was to be performed, and explain why the project was not completed.

10.0 Signature Page

Please complete and submit the Signature Page along with the proposal. By its signature, the vendor agrees to be bound by its response and the provisions set forth in this RFP and certifies it is in compliance with requirements set forth in the RFP.

Vendor Name:

Vendor Address:

Vendor Primary Contact Name:

Vendor Primary Contact Email:

Vendor Primary Contact Phone:

Name of individual submitting this proposal (if different from the primary contact):

Is the Vendor a Service-Disabled Veteran Owned Small Business pursuant to C.R.S. §24-103-905?

Is the Vendor currently on any debarred list?

Are you receiving funding from multiple sources for this project? If so, please provide details on how this proposal is a separate project from the others and how funding will be monitored.

- **Note:** A duplication occurs when a person, household, business, or other entity receives federal assistance from multiple grant sources for the same purpose, and the total assistance received for that purpose is more than the total need. The amount of the Duplication of Benefit (DOB) is the amount received in excess of the total need for the same purpose. Any persons, business concerns, or other entities that are the recipient of duplicative assistance are liable to the United States for the amount of duplicated aid and the agency that provided the duplicative assistance is responsible for debt collection.
- **Note:** Grant funds cannot be used to supplant current funding or existing activities. "Supplant" is defined as replacing funding of a recipient's existing program with funds from a state, federal, or local funding.

Individual authorized to bind the Vendor to the proposal submission for this RFP:

Signature of individual authorized to bind the Vendor to the proposal submission for this RFP:

**If applicable, I confirm that my printed name acts as my signature.*