



(/sp/denvertransportationrfp)

Transportation RFP App ▾

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Transportation Request for Proposal (RFP) # HOST-20-2021

Schedule of Events:

- RFP Issued –June 24, 2022, 10:00 AM MST
- Virtual Pre-Proposal Meeting –June 30, 2022, at 10:00 am MST
- Deadline to Submit Additional Questions – August 5, 2022, at 5:00 PM MST
- Response to Written Questions/Addendum – August 8, 2022, at 5:00 PM MST
- Proposal Due Date – August 12 2022, at 5:00 PM MST
- Evaluation Period – August 15 - 26, 2022 (Tentative)
- Anticipated Award Date – September 6, 2022 (Tentative)

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I. Background and Vision

A. HOST General Background

This HOST issued RFP explores partnering opportunities with transportation services for people experiencing homelessness, to further implement many of the homeless resolution goals set forth in the City's strategic plan while also creating a more inclusive Denver.

1. BACKGROUND/VISION

The Department of Housing Stability (HOST) builds a healthy, housed, and connected Denver. HOST invests resources, creates policy, and partners with organizations to keep people in the homes they already live in, to quickly resolve an experience of homelessness, and to connect people to affordable housing opportunities.

2. FIVE YEAR STRATEGIC PLAN

HOST's Five-Year Strategic Plan sets the direction for our work over the next five years, from 2022 to 2026. We encourage applicants to review the plan, and to explicitly address how your proposal contributes to achieving our strategic goals and targets.

Please see Five-Year Strategic Plan here:

<https://denvergov.org/Government/Agencies-Departments-Offices/Department-of-Housing-Stability/About-Housing-Stability/Plans-and-Reports/Five-Year-Strategic-Planning-Efforts> (<https://denvergov.org/Government/Agencies-Departments-Offices/Department-of-Housing-Stability/About-Housing-Stability/Plans-and-Reports/Five-Year-Strategic-Planning-Efforts>)

B. RFP Background Vision and Purpose

1. HOW THIS PROCUREMENT ADDRESSES THE STRATEGIC PLAN GOAL/S

This Transportation procurement specifically solicits proposals for services that will address the core goals and targets outlined in Homelessness Resolution. This solicitation addresses the following Strategic Plan Goals:

Homelessness Resolution: Address Unsheltered Homelessness & Complete Shelter System Transformation Toward Rehousing

Safe, reliable, accessible, and inclusive transportation is an integral component of the City & County of Denver's homelessness crisis response system. This service is critical to ensure that people experiencing homelessness can access 24/7 and overnight shelter operations every single night and additional supportive, navigation services. By ensuring access to shelter options, the City & County of Denver is better able to address unsheltered homelessness.

C. Target Outcomes and Goals

- Transportation for approximately 300 people from a location in Central Downtown Denver to locations in Northeast Denver (approximately 5 miles) within a 3-hour window beginning at approximately 5:00pm daily.
- Transportation for approximately 200 people from a location in Northeast Denver to a location in Central Downtown Denver (approximately 5 miles) within a 2-hour window beginning at approximately 6:00am daily.
- Monday-Friday eight-hour circular transportation route to connect persons between shelter facilities in Northeast Denver and service locations in Central Downtown Denver as needed.
- Transportation Operators should have a clear understanding of the population being supported and be willing to problem solve and engage in conflict resolution if issues or concerns arise.

II. Requirements

A. Service Requirements

1. Service Delivery

Vendors are encouraged to provide service proposal(s) for one or both (a and b) of the scheduling needs listed below:

- a. Daily transportation for approximately 300 people from a location in Central Downtown Denver to locations in Northeast Denver (approximately 5 miles) within a 3-hour window beginning at approximately 5:00pm; also, daily transportation for approximately 200 people

from a location in Northeast Denver to a location in Central Downtown Denver (approximately 5 miles) within a 2-hour window beginning at approximately 6:00am.

b. Daytime Monday-Friday eight-hour circular transportation route to connect persons between shelter facilities in Northeast Denver and service locations in Central Downtown Denver as needed.

2. Budget

Budget for this project is annually appropriated City funding through the Department of Housing Stability. Projects may be extended annually based on approved budgets and at the discretion of the Department of Housing Stability.

3. Households Served

This contract will serve people experiencing literal homelessness who are residing in shelter and/or utilizing services for people experiencing homelessness. HOST expects that transportation includes safe, reliable, accessible, and inclusive service.

Terms and Expectations:

Safe: Drivers are attentive and safe operators of the vehicle(s), especially during inclement weather. Transportation services will provide a safe environment throughout the entire duration of the ride, and while onboarding and offboarding to and from points of service.

Reliable: Transportation services provide direct routes to and from points-of-service and are on time, with a consistent schedule. Transportation services provide shelter providers and primary rider base (people experiencing homelessness) advance communication to any changes in the driving schedule in a timely manner.

Accessible: Services should include vehicle(s) that are ADA accessible for transporting individuals in wheelchairs or individuals with other mobility impairments.

Inclusive: Transportation services will not discriminate against the clients who use the service. The primary rider base consists of people experiencing literal homelessness and reside in shelter and/or utilize direct services for people experiencing homelessness. Drivers must be respectful towards people using the transportation service.

4. Minimum Qualifications

HOST is seeking responses from service providers that meet minimum qualifications, including:

- Depending on the type and size of vehicle, Commercial Driver's License may be required and up to date.
- Proposer must be able to demonstrate possession of vehicle fleet that can complete the proposed routes identified in this RFP.
- Proposer must be able to safely operate in inclement and severe weather conditions.
- Vehicle(s) for each proposed route that is ADA accessible for transporting individuals in wheelchairs or individuals with other mobility impairments.

- Proposer must provide contact information with HOST staff and shelter providers for dispatch services that are able to communicate with vehicle operators regarding time-sensitive operational needs.
- Proposer must have a contingency plan that includes notification to HOST management and shelter locations if they cannot run routes and/or routes are running late.

B. Data Requirements

Monthly reports will be shared with HOST through Salesforce to measure progress toward program outcomes and goals. Supplemental reports may be uploaded to Salesforce in a reasonable format (e.g., Microsoft Excel), but may not be submitted in PDF or in the form of handwritten logs. Reports should include:

- For morning and evening routes: Number of riders per trip and destination
- For 8-hour circular route:
 - o Number of riders per trip
 - o Number of riders getting off at each stop
 - o Departure time from first stop and arrival times at subsequent stops
- Narrative update on program success, challenges, and funding leveraged.

C. Technical Requirements

1. Diversity and Inclusiveness – Executive Order #101

Diversity and Inclusiveness in City Solicitations Information Request Form

The Respondent is required to complete the Diversity and Inclusiveness Form (link below) and must be submitted electronically. The information provided on this form will provide an opportunity for Respondents to describe their own diversity and inclusiveness practices. Respondents are not expected to conduct intrusive examinations of their employees, managers, or business partners in order to describe diversity and inclusiveness measures. Rather, the City simply seeks a description of the Respondent's current practices, if any. Using the link below, 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. Respondents that do not complete this form prior to the RFP submission will be rejected.

Link to the Diversity and Inclusiveness Form:

<https://fs7.formsite.com/CCDenver/form161/index.html>

(<https://fs7.formsite.com/CCDenver/form161/index.html>)

Diversity and Inclusiveness information provided to the City will be collated, analyzed, and made available in reports consistent with City Executive Order Number 101 ("XO 101"). However, no personally identifiable information provided by or obtained from Respondents will be in such reports.

Diversity: Diversity refers to the extent to which a Respondent has people from diverse backgrounds or communities working in its organization 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 XO 101, includes the extent to which a Respondent 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 organization'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 sectors.

2. Certificate of Insurance (COI)

Certificates of Insurance evidencing the following coverage are required of all City Contractors:

Workers' Compensation/Employer's Liability Insurance: Contractor shall maintain the coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of

- \$100,000 per occurrence for each bodily injury claim, \$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims.
- Contractor expressly represents to the City, as a material representation upon which the City is relying in entering into this Agreement, that none of the Contractor's officers or employees who may be eligible under any statute or law to reject Workers' Compensation Insurance shall affect such rejection during any part of the term of this Agreement, and that any such rejections previously effected, have been revoked as of the date Contractor executes this Agreement.
- If the contractor is a sole proprietor, a waiver may be filed with the City for Workers' Compensation requirements.
- If the sole proprietor is an LLC or Corporation, an additional State waiver is required. Please review the waiver and all instructions here: <https://cdle.colorado.gov/dwc> (<https://cdle.colorado.gov/dwc>)
- However, sole proprietors who are not LLCs or Corporations need only complete a form for the City to waive Workers' Compensation requirements. This form will be provided to all selected contractors that are sole proprietors during contract negotiations.

- **Commercial General Liability:** Contractor shall maintain a Commercial General Liability insurance policy with limits of \$1,000,000 for each occurrence, \$1,000,000 for each personal and advertising injury claim, \$2,000,000 products and completed operations aggregate, and \$2,000,000 policy aggregate.
- **Sexual Abuse and Molestation Exclusion (SAME) language:** Any contractor working with youth and/or a vulnerable population will require SAME coverage as a part of the contractor's commercial general liability coverage.
- **Business Automobile Liability:** Contractor shall maintain Business Automobile Liability with limits of \$1,000,000 combined single limit applicable to all owned, hired and non-owned vehicles used in performing services under this Agreement. i. If the contractor is a sole proprietor, the contractor may elect to use his or her personal automobile liability coverage instead of obtaining a business-specific policy.
- **Cyber Security Insurance:** Contractor shall maintain Cyber Liability coverage with limits of \$1,000,000 per occurrence and \$1,000,000 policy aggregate covering claims involving privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion and network security.
- Upon discretion of the City, additional coverage or changes to the above coverage language may be required upon award if needed.

Note: Certificate of Insurance (C.O.I.) example is provided below. It is not necessary to submit C.O.I. with proposal. However, prior to finalizing a contract this will be required.

SAMPLE CERTIFICATE OF INSURANCE

Copy and paste the following link to view the Certificate of Insurance Sample:

http://www.denvergov.org/files/assets/public/housing-stability/documents/rfp-files/exhibit-1_certificate-of-insurance-sample.pdf

3. Proof of Registration with SOS

All contractors must be registered with the Colorado Secretary of State and have an active Certificate of Good Standing prior to submitting an application. See (<https://www.sos.state.co.us/> (<https://www.sos.state.co.us/>)) for more information.

4. Accounting and Audits

Organizations awarded funds will be required to provide accounting system and audit-related information based upon the amount of the HOST grant. Organizations that DID expend \$750K or more in U.S. federal funds are required to provide a Single Audit Report.

5. Sample Contract

All contractors receiving an award of funds will be required to execute a contract with the City. A sample contract is available below and as an attachment in Zengine, which proposers can download and review.

All Proposers are strongly advised to seek legal counsel to review the agreement. The City reserves the right to accept or reject in its sole discretion any proposed modifications to the sample contract. The City reserves the right to modify any term or condition of the draft Agreement, and to add, delete or modify terms and conditions as deemed necessary, prior to execution of a final agreement.

Applicants will be presumed to have submitted their applications based upon all the information set forth in the contract and in a manner fully cognizant of the requirements of the contract. The City reserves the right to contemporaneously negotiate the final terms of the proposed contract with the selected contractors. If the City is unable to reach an agreement as to final contract terms with any selected contractor, the City expressly reserves the right to terminate negotiations and enter into contract negotiations with one or more of the other applicants. As the best interests of the City may appear in the City's sole judgement, the City reserves the right to reject any or all applications at any time during this selection process or terminate, cancel or modify this selection process.

Please View Sample Contract by Clicking on the Link:

<https://denvergov.org/files/assets/public/2022-host-local-funds-rfp-002.pdf>

(<https://denvergov.org/files/assets/public/2022-host-local-funds-rfp-002.pdf>)

6. Conditions and Provisions

This proposal must be signed by a duly authorized official of the proposing company. The completed and signed proposal (together with all required attachments) must be returned to the Department of Housing Stability on or before the time and date of the deadline shown on page one.

This proposal MUST be submitted electronically through Zengine at

<https://webportalapp.com/sp/denvertransportationrfp>

(<https://webportalapp.com/sp/denvertransportationrfp>)*

All participating Vendors, by their acknowledgement hereunder, shall agree to comply with all the conditions, requirements and instructions of this RFP as stated or implied herein.

Any alteration, erasure or interlineation by the Vendor in this proposal shall constitute cause for rejection by the Executive Director of HOST. Exceptions or deviations to this proposal must not be added to the proposal pages but must be on vendor's letterhead and accompany proposal. Should the City omit anything from this RFP which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, then the Vendor shall secure written instructions from the Contract Administrator at least forty-eight (48) hours prior to the time and date shown in page one. Typographical errors in entering quotations on your proposal may result in loss of award of this proposal. All Vendors are required to complete all information requested in this proposal. Failure to do so may result in the disqualification of proposal. The City reserves the right to postpone or

cancel this RFP, or reject all proposals, if in its judgment it deems it to be in the best interest of the City to do so. Unit price for each item shall be shown and shall be for the unit of measurement indicated. In case of error in extension of prices, the unit price will govern. The Executive Director of HOST reserves the right to waive any technical or formal errors or omissions and to reject any and all proposal(s), or to award contract for the items hereon, either in part or whole, if the Executive Director deems it to be in the best interests of the City to do so.

The successful Vendor shall be in complete compliance with all 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 Vendor to ensure such compliance. The City shall not be liable for any costs incurred by vendor in the preparation of proposals or for any work performed in connection therein.

7. Gratuities and 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 proposer 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 and County of Denver employee, the proposal shall be disqualified and shall not be reinstated.

8. Environmental

ENVIRONMENTAL MANAGEMENT SYSTEM, ENVIRONMENTAL POLICY, AWARENESS, AND COMPLIANCE

Some City operations can pose risks to human health and the environment. Proactive environmental management can reduce risk and prevent harm.

The City is certified to the ISO 14001 international standard for Environmental Management System (EMS). The City's EMS ensures that all aspects of City operations with the potential to cause significant environmental impacts are proactively managed. Through the EMS, the City has adopted environmental procedures to ensure compliance with environmental

requirements, protect workers and the public, conserve energy and resources, and prevent pollution. The EMS reinforces the City's position that each person providing products or services to the City, the City's business partners, is responsible for conducting activities in a manner that will protect public health and the health of their employees and protect the environment. The EMS also requires business partners ensure the competency of their staff with respect to their environmental impacts and duties.

All City business partners are required by statute, regulation, and contractual agreement to comply with all federal, state, and local environmental regulations and requirements when working for the City. The City's EMS requires all City business partners to be aware of the City's Environmental Policy, be aware of the environmental aspects their actions may impact and implement practices to manage their actions in a manner that complies with environmental requirements and the City's environmental performance goals. The City's Environmental Policy outlines the City's commitment to environmental protection, continual improvement, and sustainability in all areas of City business and operations.

D. Evaluation and Awards

The ability of Respondents to implement their proposed project development concept will be assessed, with a particular focus on knowledge, efficiency, and reliability as demonstrated through past experience. A response to this RFP should address how the City's required project criteria are incorporated into the overall project concept.

Proposals will be scored and ranked based upon the information contained in the application itself and uploaded attachments. The criteria to be used for the proposal evaluation include but are not limited to:

- Agency capacity & experience
- Proposed services
- Response to the City's proposed questions
- Technical review of proposal requirements
- Proposed outcomes
- Program Budget Plan
- Response to the City's proposed Sample Contract provisions in Contract Certification
- Other Requirements (as applicable)

*No weighting or relative importance of criteria is intended or implied by this list.

The City may request oral presentations as part of the evaluation process. Additionally, the City reserves the right to conduct negotiations with one or more Vendors.

Before an application is awarded, an applicant may be invited to a meeting with HOST staff to discuss the proposed program or service, to review compliance required under applicable regulations and to determine the eligibility of proposed costs. The City may choose to award multiple awards or to reject all proposals. An invitation to a meeting does not constitute an award of the service contract.

Any award as a result of this proposal shall be contingent upon the execution of an appropriate contract. The sample contract 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 Section IV E. 3 Contract Certification. 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 your proposed modifications. Performance outcomes of prior contracts with HOST may be considered in the overall rating of proposals submitted by applicants who currently have, or have previously had, contracts with HOST. Application evaluation and awards are also contingent upon applicants being current to the City on any loan, contractual, or tax obligation as due, or with any rule, regulation, or provision on existing or past City contracts.

E. Decisions and Acceptance Period

Based upon the information provided by the applicants, an evaluation team will evaluate proposals. The evaluations will be ranked, and recommendations for funding will be forwarded to HOST Senior Management. Funding is limited. Applications that meet all the RFP's general guidelines and requirements may not necessarily receive an award. HOST may recommend funding a program or service for the full amount requested, less than the full amount, or not at all. The City reserves the right to postpone or cancel this request, if it deems it to be in the best interests of the City to do so. The City reserves the right to waive any technical or formal errors or omissions, and to reject any and all proposals, or to award contracts, either in part or in whole, if deemed to be in the best interests of the City.

Successful applicants shall be in complete compliance with all the specifications, terms and conditions of the proposal. The City shall not be liable for any costs incurred in the preparation of proposals or for any work performed in connection therein. Successful applicants may be invited to enter into contract negotiations and development of a final scope of services and budget. Contract negotiations may involve additional requirements, such as environmental reviews. **Proposals submitted under this solicitation remain valid for up to 365 days after the close date, in the event that new sites, funding and resources become available for the same Statement of Work. Proposals received through this RFP process could be utilized and awards may be made at the discretion of the City.**

III. Instructions

A. Questions and Answers

The City shall not be bound by, and the Vendor shall not request or rely on any oral interpretation or clarification of this RFP. Therefore, any questions regarding this RFP are encouraged and should be submitted in writing by email to:

E-Mail: HOSTProcurements@denvergov.org

Questions received up to deadline to submit question in the Schedule of Events will be answered in writing per the Schedule of Events. Answers to questions from any Vendor will be provided to all Vendors. All communications regarding this proposal shall only be through the email listed above. No communication is to be directed to any other City personnel.

B. Pre-Proposal Meeting

A pre-proposal conference will be conducted the date and time listed in the Schedule of Events, front page. This meeting will be conducted using the City's Zoom meeting platform. This will be the only meeting to discuss this proposal request.

Join Zoom Meeting

[https://denvergov-org.zoom.us/j/88487196869?](https://denvergov-org.zoom.us/j/88487196869?pwd=m0QBGzJvem0hOim3qMzMhMhpQBIzgKf.1)

[pwd=m0QBGzJvem0hOim3qMzMhMhpQBIzgKf.1](https://denvergov-org.zoom.us/j/88487196869?pwd=m0QBGzJvem0hOim3qMzMhMhpQBIzgKf.1) (<https://denvergov-org.zoom.us/j/88487196869?pwd=m0QBGzJvem0hOim3qMzMhMhpQBIzgKf.1>)

Meeting ID: 884 8719 6869

Passcode: 901291

One tap mobile

+17209289299,,88487196869# US (Denver)

Dial by your location

+1 720 928 9299 US (Denver)

Meeting ID: 884 8719 6869

Find your local number: <https://denvergov-org.zoom.us/j/88487196869?pwd=m0QBGzJvem0hOim3qMzMhMhpQBIzgKf.1> (<https://denvergov-org.zoom.us/j/88487196869?pwd=m0QBGzJvem0hOim3qMzMhMhpQBIzgKf.1>)

C. Zengine Application Instructions

Submission of proposals for this solicitation may only be done electronically through Zengine. Proposals must be submitted

at: <https://webportalapp.com/sp/denvertransportationrfp>

(<https://webportalapp.com/sp/denvertransportationrfp>) no later than the date and time indicated in the proposal Schedule of Events.

Proposers who feel they are unable to prepare and submit an electronic submittal should submit a request in writing to HOSTProcurements@denvergov.org, no later than the Question due date, for permission and instructions for submitting a hardcopy proposal. Your proposal shall consist of the following section IV responses and required uploads to be completed below.

IV. Application

A. Vendor Information

Business Name *

Business Address *

City *

State *

Zip *

Is the order address different from above? *

☐ Yes

☒ No

Tax ID # (TIN or SSN) *

Telephone Number *

(Ex: xxx-xxx-xxxx)

Fax Number

(Ex: xxx-xxx-xxxx)

Email *

Ordering Email (If different from above)

Vendor Entity Type (check one)

Dun & Bradstreet Number *

SIC Code and/or NAICS Code *

Disadvantaged Business Enterprise (DBE)? *

B. Organizational Overview

1. Please describe your company's experience, capacity, and plan to manage transportation services that are safe, reliable, accessible, and inclusive. *

2. Please describe of your company's experience working with persons experiencing homelessness. *

3. Please describe your operational plan to provide the following services. Vendors may provide a proposal for 3a, or both 3a and 3b scenarios mentioned below *

-
- a. Daily transportation for approximately 300 people from a location in Central Downtown Denver to locations in Northeast Denver (approximately 5 miles) within a 3-hour window beginning at approximately 5:00pm, also daily transportation for approximately 200 people from a location in Northeast Denver to a location in Central Downtown Denver (approximately 5 miles) within a 2-hour window beginning at approximately 6:00am.
 - b. Daytime Monday-Friday eight-hour circular transportation route to connect persons between shelter facilities in Northeast Denver and service locations in Central Downtown Denver as needed.

4. Describe the training and certifications provided for transportation operators *

5. Please describe your plan to monitor the health and well-being of staff and people experiencing homelessness who are using your transportation services. *

6. Please describe your company's approach to manage conflict during operations and maintain a code of conduct that is respectful of the primary rider base. *

7. Describe your company's ability to provide additional transportation as needed. For example, additional transportation may be needed during an extreme weather event. *

8. Describe measures that you will take to ensure that vehicles are properly maintained and prepared to operate in inclement weather conditions *

C. General Program Requirements

Technology

1. Please provide an overview of the company's technical capacity and past use of technology in reporting and monitoring. *

Data & Reporting

1. Please provide what kind of methods in which the company proposes to meet the reporting and tracking requirements detailed in the RFP (See II. Requirements, B. Data Requirements). *

2. Please describe your company's protocol around collecting and tracking ridership data. *

3. Is your agency able to meet data and reporting requirements, to include the use of HOST's Salesforce system? *

Fiscal Accountability

1. Describe the accounting system your agency utilizes to provide financial accountability. *

2. Approximately how long does your entity take to provide a completed invoice package with all the required backup documentation? *

3. Has your organization ever been audited and or monitored? If so, what were the results? *

4. Please describe the accounting process your agency utilizes – for example, do you have an accounting team? Do you have any internal personnel who audit and/or review reimbursement submittals for accuracy? *

Reference 1: Agency *

Reference 1: Contact Person *

Reference 1: Contact Email *

Reference 2: Agency *

Reference 2: Contact Person *

Reference 2: Contact Email *

Reference 3: Agency *

Reference 3: Contact Person *

Reference 3: Contact Email *

D. Budget

Please provide your proposed 12-month operational budget, including leverage of additional funding. While HOST will make awards based on current approved funding for this project, additional funding may be awarded based upon demonstrated need, review of program success, and availability of additional resources.

1. Provide a cost breakdown for transporting 300 people from a location in Central Downtown Denver to locations in Northeast Denver (approximately 5 miles) within a 3-hour window beginning at approximately 5:00pm. Rates should include mileage, vehicle expenses, fuel expenses, cleaning and any other related charges and a cost breakdown for transporting 200 people from a location in Northeast Denver to a location in Central Downtown Denver (approximately 5 miles) within a 2-hour window beginning at approximately 6:00am. Rates should include mileage, vehicle expenses, fuel expenses, cleaning and any other related charges
2. Provide a cost breakdown for providing an 8-hour continuous transportation loop connecting people experiencing homelessness between shelter locations in Northeast Denver and service locations in Central Denver. Rates should include mileage, vehicle expenses, fuel expenses, cleaning and any other related charges

For budget estimation purposes, feel free to refer to this

map([https://www.google.com/maps/d/u/1/viewer?](https://www.google.com/maps/d/u/1/viewer?mid=19hxiTNJsWL4YZSpegyHQ9gtW91bGRRMt&ll=39.76897659406254%2C-104.954055&z=13)

[mid=19hxiTNJsWL4YZSpegyHQ9gtW91bGRRMt&ll=39.76897659406254%2C-](https://www.google.com/maps/d/u/1/viewer?mid=19hxiTNJsWL4YZSpegyHQ9gtW91bGRRMt&ll=39.76897659406254%2C-104.954055&z=13)

[104.954055&z=13](https://www.google.com/maps/d/u/1/viewer?mid=19hxiTNJsWL4YZSpegyHQ9gtW91bGRRMt&ll=39.76897659406254%2C-104.954055&z=13) ([https://www.google.com/maps/d/u/1/viewer?](https://www.google.com/maps/d/u/1/viewer?mid=19hxiTNJsWL4YZSpegyHQ9gtW91bGRRMt&ll=39.76897659406254%2C-104.954055&z=13)

[mid=19hxiTNJsWL4YZSpegyHQ9gtW91bGRRMt&ll=39.76897659406254%2C-](https://www.google.com/maps/d/u/1/viewer?mid=19hxiTNJsWL4YZSpegyHQ9gtW91bGRRMt&ll=39.76897659406254%2C-104.954055&z=13)

[104.954055&z=13](https://www.google.com/maps/d/u/1/viewer?mid=19hxiTNJsWL4YZSpegyHQ9gtW91bGRRMt&ll=39.76897659406254%2C-104.954055&z=13))) to see recommended locations and routes for the evening, morning,

and circular transportation service. Please note, locations and routes are subject to change.

Copy and Paste the following link for Program Budget Template in your browser to access the Excel template:

This Program Budget Template document is to be filled out and uploaded as an Excel spreadsheet. Do not submit as a pdf file.

<http://denvergov.org/files/assets/public/housing-stability/documents/rfp-files/budget-template-cap-a003-3.xlsx>

Upload Budget Documents Here *

 Select a file



E. Other Required Uploads

☐ I agree

I further hereby certify that it is the proposer's intent to agree to, and comply with each and every term and provision contained in the sample contract and propose no modifications to the sample contract except as follows:

1. Modifications to the sample contract

2. Modifications to the sample contract

3. Modifications to the sample contract

I understand that the language modification(s) stated above, if any, are offered for discussion purposes only and that the City and County of Denver reserves the right to accept, reject or further negotiate any and all proposed modification to the sample contract. Proposer expressly agrees to all sample contract language where no modifications are proposed. *

☒ I agree

Company Name *

Name

Title *

Date *

F. Optional Uploads

1.Community Support & Additional Materials

Optional Uploads: Please upload all letters, notes, marketing materials, etc. as 1 document for each of their respective sections.

Upload Additional applicant notes and comments

Select a file

?

Upload Program Brochures, marketing materials etc.

Select a file

?

Upload Any additional information in support of your proposal

Select a file

?

Upload Additional Materials (If Desired)

Select a file

?

Upload Community Support Letters

Select a file

?

Upload Additional Community Support Letters (If Needed)

Select a file

?

Upload Additional Community Support Letters (If Needed)

Select a file

?

