



A REQUEST FOR PROPOSALS

RFP # IHGA 2019000073

**ReHire COLORADO:
A Transitional Jobs Program**

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SECTION I ISSUE AND TIMELINE INFORMATION

A. ISSUING OFFICE:

This Request for Proposal (RFP) IHGA 2019000073 is issued for the State of Colorado (State) by the Department of Human Services (CDHS) for the benefit of the Department through the CDHS Division of Procurement. The CDHS Division of Procurement is the SOLE point of contact concerning this RFP. All communication must be made through the CDHS Division of Procurement.

The Colorado Department of Human Services (CDHS) announces its intent to seek proposals from organizations interested in operating the transitional jobs program ReHire Colorado.

The grant agreement shall have a tentative term from July 1, 2018 to June 30, 2021. CDHS has the sole, absolute discretion to exercise this option, and reserves the right to enter into grants of a shorter duration or cancel the solicitation. This solicitation is contingent on ReHire Colorado receiving funding.

B. INVITATION TO SUBMIT PROPOSALS:

The State of Colorado is posting this RFP on the Colorado Vendor Self Service Portal (Colorado-VSS) so that organizations that have an interest may submit a proposal/application in accordance with the terms of this RFP.

C. MEANS OF COMMUNICATION:

In the event that it becomes necessary to revise any part of this RFP, a modification will be published on the Colorado VSS [website:www.colorado.gov/VSS](http://www.colorado.gov/VSS). It is incumbent upon Offerors to carefully and regularly monitor COLORADO VSS for any such postings.

The CDHS Division of Procurement is the SOLE point of contact concerning this RFP and the procurement process. **All communication for this procurement must be done through the CDHS Division of Procurement point of contact indicated in this RFP and on COLORADO VSS.**

D. PURPOSE:

This RFP provides prospective organizations with sufficient information to enable them to prepare and submit proposals/application for consideration to satisfy the need for expert assistance in the completion of the goals of this RFP.

E. SCOPE:

This RFP contains the instructions governing the proposal to be submitted and the material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.

F. SCHEDULE OF ACTIVITIES:

		Time (Mountain Time)	Date
1	RFP PUBLISHED ON Colorado-VSS WEB PAGE (www.colorado.gov/VSS)	N/A	10/19/18
2	PROSPECTIVE ORGANIZATIONS WRITTEN INQUIRY DEADLINE (NO WRITTEN QUESTIONS WILL BE ACCEPTED AFTER THIS DATE) See Administrative Information Section A for inquiry details. Email Inquiries: mailto:roman.hernandez@state.co.us	Close of Business	10/31/18
3	PROPOSAL SUBMISSION DEADLINE See Administrative Information Section C for submission.	5:00 PM	11/19/18
4	APPLICATION SELECTION (ESTIMATED/WEEK OF)		12/3/18
5	CONTRACT FINALIZED (ESTIMATED/WEEK OF)		12/17/18
6	CONTRACT PERIOD:ESTIMATED (01/01/19 TO 06/30/21)		01/01/19 thru 06/30/21

Dates and times are subject to change

Submit one hard copy original (marked "Original") of the RFP proposal/application in a sealed package. It is requested that the original proposal be in flat bound form (*a process that allows the document to lay flat and images to run over two pages without any breaks*) to facilitate proposal filing. **Please do not submit proposals in loose-leaf binders.** In addition to the original copy, submit five (5) flash/thumb drives (unencrypted) with a complete electronic version of the proposal, compatible with Microsoft Office 2007 or higher. Label all flash drives with the name of your organization. The flash drives should contain the same information and follow the same format as the hard copy.

The anticipated initial term of the resulting contract is January 1, 2019 through June 30, 2021. The resulting contract may be renewed for **four (4)** additional one-year periods 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.

G. BUDGET:

In State fiscal year 2019 (FY19), \$2,300,000, and \$2,557,502 in the two subsequent fiscal years is appropriated to the Colorado Department of Human Services (CDHS) for approximately \$1,085,138 in FY19, \$2,246,558 in FY20 and \$2,246,558 in FY21 will be made available for eligible entities to apply for to operate the program

Note: The proposed budget may be required to be redesigned post-award, prior to contracting. By submitting an application in response to this RFP, applicant demonstrates its understanding that the proposed budget may be altered. If awarded, the applicant shall work collaboratively with CDHS to determine the final contract budget.

PROPOSALS EXCEEDING THE ANTICIPATED BUDGET FOR THE INITIAL TERM OF THE CONTRACT MAY BE DISQUALIFIED.

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Section II

ADMINISTRATIVE INFORMATION

A. OFFICIAL MEANS OF COMMUNICATION: During the solicitation process for this RFP, all official communication with Offerors will be via notices on Colorado VSS. Notices may include any modifications to administrative or performance requirements, answers to inquiries received, clarifications to requirements, and the announcement of the apparent winning Offeror. ***It is incumbent upon Offerors to carefully and regularly monitor VSS for any such notices.***

B. INQUIRIES: Unless otherwise noted, prospective offerors may make written, or e-mail inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities.

Email all inquiries to: Roman Hernandez at roman.hernandez@state.co.us .Clearly identify your inquiries as “**Questions for (2019000073), ReHire Colorado: A Transitional Jobs Program**”.

Responses to offerors’ inquiries will be published as a modification on the State of Colorado - VSS web page in a timely manner.

C. MODIFICATION OR WITHDRAWAL OF PROPOSALS: Proposals may be modified or withdrawn by the offeror prior to the established due date and time.

D. PROPOSAL SUBMISSION: Proposals must be received on or before the date and time indicated in the Schedule of Activities. **Late proposals will not be accepted.** It is the responsibility of the offeror to ensure that the proposal is received by the Division of Procurement on or before the proposal opening date and time. Offerors mailing their proposals shall allow sufficient mail delivery time to ensure receipt of their proposals by the time specified. When sending your proposal by USPS or courier (UPS, Federal Express), provide a tracking number via email to the purchasing agent listed in this RFP.

The proposal package shall be delivered or sent by mail to:
Department of Human Services
Roman Hernandez
1575 Sherman Street, Floor 6
Denver, CO 80203

The State of Colorado Request for Proposal Signature Page MUST be signed in (preferably blue) ink by the offeror or an officer of the offeror legally authorized to bind the offeror to the proposal. Signature page is attached to VSS as “Exhibit A Signature Page”.

Proposals which are determined to be at a variance with this requirement may not be accepted.

See the Issue and Timeline Information for the number of copies of the proposal that must be submitted.

Applications which are determined to be at a variance with this requirement may not be accepted.

Applications must be submitted and sealed in a package showing the following information.

Proposals must be submitted and sealed in a package showing the following information.

OFFEROR'S NAME

RFP # 2019000073

ReHire Colorado: A Transitional Jobs Program

PROPOSAL DUE: November 19, 2018 at 2pm MT.

When sending your proposal by USPS or courier (UPS, Federal Express), provide a tracking number via email to the purchasing agent listed in this RFP.

PUBLIC OPENING: On the date and time shown on the Request for Proposal timeline, the Division of Procurement will hold a Public Opening of Proposals. The Public Opening will only disclose the names of all Offerors who have submitted a proposal for evaluation by CDHS. Information on costs and qualifications will be available from the Division of Procurement following the intent to award of the winning Offeror.

E. PROPOSAL NARRATIVE LENGTH AND PAGE FORMATTING

The Division of Procurement desires and encourages that proposals be submitted on recycled paper, printed on both sides. While the appearance of proposals and professional presentation is important, the use of non-recyclable or non-recycled glossy paper is discouraged.

Applicants should adhere to the following length and page formatting instructions.

Total proposal Length:	Maximum of thirty five (35) pages
Font:	Times New Roman twelve (12) point
Spacing:	Double or single
Margins:	One (1) inch margins on all sides
Paper:	8 ½ X 11
Header:	Applicant Name
Footer:	Page number

All acronyms in the proposal must be defined.

F. ADDENDUM OR SUPPLEMENT TO REQUEST FOR PROPOSAL: In the event that it becomes necessary to revise any part of this RFP, an addendum/amendment will be published on the Colorado-VSS web site. It is incumbent upon offerors to carefully and regularly monitor VSS for any such postings. It is the offeror's responsibility to make known to the Division of

Procurement its interest in any addendum/amendment if it has received the RFP in a direct mailing from the Division of Procurement and no addendum has been received by mail.

G. ORAL PRESENTATIONS/SITE VISITS: At the conclusion of evaluation and discussion of the written proposals, the State may (at the evaluation committee's sole discretion) request an oral presentation of the most favorable proposals. *Offeror should not, however, prepare the written proposal with the assumption that an opportunity for oral presentations or revisions will be offered, rather, the most favorable proposal should be submitted as their initial written submittal.*

Should the evaluation committee decides not to award solely based on initial proposals, then those proposals in the competitive range (those most responsive to the requirements and reasonably susceptible of being selected for award) will have an opportunity to make an oral presentation. The oral presentation may include a discussion for the purpose of clarification and to ensure full understanding of and responsiveness to solicitation requirements. The same criteria for evaluation will be employed and each committee member will be provided the opportunity to modify their original evaluation.

Following all oral presentations, the committee will again discuss their individual evaluations. If the evaluation committee requires such presentations, the State will schedule these sessions for the purpose of:

1. Allowing the Offeror an opportunity to present its proposal to the evaluation committee;
2. Allowing the Offeror an opportunity to demonstrate its background and capabilities in providing the requested services;
3. Allowing the State an opportunity to obtain further clarification of proposal aspects and attempt to resolve any uncertainties;
4. Resolving suspected mistakes by calling such perceived errors to Offeror's attention without disclosing information concerning other Offeror' proposals; and
5. Allowing the State an opportunity to ask specific questions of the Offeror regarding its proposal offer.

Any presentations and/or site visits will be at the offeror's expense.

H. ACCEPTANCE OF RFP TERMS: A proposal submitted in response to this RFP shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the autographic signature of the offeror or an officer of the offeror legally authorized to execute contractual obligations. It is assumed by the offeror's response that it acknowledges all terms and conditions of this invitation for an offer. An offeror shall identify clearly and thoroughly any variations between its proposal and the State's RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

I. PROTESTED SOLICITATIONS AND AWARDS: Any actual or prospective offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may protest

to Chris Frenz, Interim Procurement Director, Division of Procurement, Department of Human Services, 1575 Sherman Street, Denver, CO 80203. The protest shall be submitted in writing within ten working days after such aggrieved person knows, or should have known, of the facts giving rise thereto. Reference C.R.S. Title 24, Article 109.

J. CONFIDENTIAL/PROPRIETARY INFORMATION: Any restrictions of the use or inspection of material contained within the proposal shall be requested prior to the submission of the proposal itself. Written requests for confidentiality shall be submitted by the offeror prior to the proposal submission date. The offeror must state specifically what elements of the proposal that would be considered confidential/proprietary. The Division of Procurement will make a written determination as to the apparent validity of any written request for confidentiality, the written determination will be sent to the offeror.

Requests that are granted shall use the following format:

1. Confidential/proprietary information must be readily identified marked and separated/packaged from the rest of the proposal.
2. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor proposal price information will be considered confidential and proprietary.
3. Any information that will be included in any resulting contract cannot be considered confidential.

After award, the offers shall be open to public inspection subject to any continued prohibition on the disclosure of confidential data, C.R.S. Title 24, Article 72, Part 2 as amended.

K. RFP RESPONSE MATERIAL OWNERSHIP: All material submitted regarding this RFP becomes the property of the State of Colorado. Proposals may be reviewed by any person after the "Notice of Intent to Make an Award" letter has been issued, subject to the terms of C.R.S. Title 24, Article 72, Part 2 as amended.

L. PROPOSAL PRICES: Estimated proposal prices are not acceptable. Best and final offers may be considered in determining the apparent successful offeror. Proposals shall be firm for a period of not less than One hundred eighty (180) calendar days from the date of award.

M. EVALUATION: The evaluation will identify the proposals that most effectively meet the requirements of this RFP. The work will be offered to the Offerors whose proposals, conforming to the RFP, will be most advantageous to the State of Colorado, price and other factors considered.

The State of Colorado will conduct a comprehensive, fair and impartial evaluation of each proposal received. First, all proposals will be submitted to the Division of Procurement for acceptance. The Division of Procurement will be responsible for ensuring that:

1. The Offeror's proposal complied with the due date and time.

2. The Offeror's "Colorado Request for Proposal Signature Page" meets content and other requirements.
3. The Offeror included the appropriate number of proposal copies.

Evaluation Process:

The Department plans an intensive, thorough, complete and fair evaluation process. Proposals will be evaluated on both the proposed service and the cost of the service. The evaluation will be performed and an award recommendation made to the Division of Procurement by the Evaluation Committee. Evaluation Committee Members will be selected who do not have a conflict of interest in this procurement.

The Evaluation Committee will be responsible for the evaluation process that will include the following steps:

- A. Review proposals for any conditions that may disqualify the Offeror and to ensure that required terms and conditions have been met.
- B. Review proposal content, contact references and assign a preliminary score to each factor for each proposal.
- C. Determine whether, as part of the deliberations, any Offerors will be invited to participate in discussions with the Committee. (Offerors would be those who, based on preliminary scores, are reasonably susceptible of being selected for the award.) However, proposals may be reviewed and determinations made without discussion. Therefore, it is important that proposals be complete, and Offerors should recognize that opportunity for further explanation may not exist.
- D. Oral presentations, if required, for invited offerors to demonstrate their proposed service.
- E. Adjust points or ratings as necessary.
- F. Best and final offers may take place at the State's option.
- G. Make final selection recommendation to the Division of Procurement.

N. PROPOSAL SELECTION: Upon review and approval of the evaluation committee's recommendation for award, the Division of Procurement will issue a "Notice of Intent to Make an Award" on Colorado-VSS. A notice will be sent to all offeror's indicating the notice of intent has been posted. A contract will be completed and signed by all parties concerned on or before the date indicated in the Schedule of Activities. If this date is not met, through no fault of the State, the State, at its sole discretion, may elect to cancel the "Notice of Intent to Make an Award" notice and make the award to the next most advantageous offeror.

O. AWARD OF CONTRACT: After award and before Contract execution the successful Offeror must be registered to do business in the State of Colorado. This registration is maintained through the Colorado Secretary of State Office. (Colorado Secretary of State) If Offeror 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, 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.

Except as modified herein, the standard State Contract Terms and Conditions and the Sample Model Contract (attached separately on VSS as Exhibit B) included in this RFP shall govern this procurement and are hereby incorporated by reference. Please note this Model Contract lists the State's required legal provisions but does not include the specific scope of work and requirements for this RFP. This SOW and other specifics will be attached to the awarded offeror's contract as an exhibit.

The Offeror is expected to review the attached Model Contract and note exceptions. Offerors agreeing to abide by the requirements of the RFP are also agreeing to abide by the terms of the Model Contract. Unless the Offeror notes exceptions in its proposal, the conditions of the Model Contract will govern. It may be possible to negotiate some of the wording in the final contract; however, there are many provisions, (such as those contained in the Special Provisions pages) which cannot be changed. Offerors are cautioned that the State believes modifications to the standard provisions, terms and conditions, and Special Provisions constitute increased risk to the State and increased costs. Therefore, the scope of requested exceptions is considered in the evaluation of proposals.

P. PROPOSAL CONTENT ACCEPTANCE: **The contents of the proposal** (including persons specified to implement the project) **of the successful offeror will become contractual obligations if acquisition action ensues.** Failure of the successful offeror to accept these obligations in a contract, purchase document, delivery order or similar acquisition instrument may result in cancellation of the award and such offeror may be removed from future solicitations.

Q. STANDARD CONTRACT: After award and before Contract execution the successful Offeror must be registered to do business in the State of Colorado. This registration is maintained through the Colorado Secretary of State Office. (<http://www.sos.state.co.us/>) If Offeror 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, 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.

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R. RFP CANCELLATION: The State reserves the right to cancel this Request for Proposal at any time, without penalty.

S. STATE OWNERSHIP OF CONTRACT PRODUCTS/SERVICES:

Proposals upon established opening time become the property of the State of Colorado. All products/services produced in response to the contract resulting from this RFP will be the sole property of the State of Colorado, unless otherwise noted in the RFP. **The contents of the successful offeror's proposal will become contractual obligations.**

The State of Colorado has the right to retain the original proposal and other RFP response materials for our files. As such, the State of Colorado may retain or dispose of all copies as is lawfully deemed appropriate. Proposal materials may be reviewed by any person after the "Notice of Intent to Make an Award" letter(s) has/have been issued, subject to the terms of Section 24-72-201 et seq., C.R.S., as amended, Public (open) Records. The State of Colorado has the right to use any or all information/material presented in reply to the RFP, subject to limitations outlined in the clause, Proprietary/Confidential Information. Offeror expressly agrees that the State may use the materials for all lawful State purposes, including the right to reproduce copies of the material submitted for purposes of evaluation, and to make the information available to the public in accordance with the provisions of the Public Records Act.

T. INCURRING COSTS: The State of Colorado is not liable for any costs incurred by offerors prior to issuance of a legally executed contract or procurement document. No property interest, of any nature shall occur until a contract is awarded and signed by all concerned parties.

U. PROPOSAL REJECTION: The State of Colorado reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items proposed if deemed in the best interest of the State of Colorado.

V. VENDOR IDENTIFICATION: The tax identification number provided must be that of the offeror responding to the RFP. The offeror must be a legal entity with the legal right to contract.

W. NEWS RELEASES: News releases pertaining to this RFP shall NOT be made prior to execution of the contract without prior written approval by the State.

X. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

1. By submission of this proposal each offeror certifies, and in the case of a joint proposal each party, there to certifies as to its own organization, that in connection with this procurement:

(a) The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;

(b) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening, directly or indirectly to any other offeror or to any competitor; and

(c) No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

2. Each person signing the Request for Proposal Signature Page of this proposal certifies that: (a) She/he is the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein and that she/he has not participated, and will not participate, in any action contrary to (1)(a) through (1)(c) above; or she/he is not the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein but that she/he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (1)(a) through (1)(c) above, and as their agent does hereby so certify; and she/he has not participated, and will not participate, in any action contrary to (1)(a) through (1)(c) above.

3. A proposal will not be considered for award where (1)(a), (1)(c), or (2) above has been deleted or modified. Where (1)(b) above has been deleted or modified, the proposal will not be considered for award unless the offeror furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the head of the agency, or her/his designee, determines that such disclosure was not made for the purpose of restricting competition.

Y. CONFLICTS OF INTEREST: The holding of public office or employment is a public trust. A public officer or employee whose conduct departs from his fiduciary duty is liable to the people of the State. Rules of conduct for public officers and state employees:

1. Proof beyond a reasonable doubt of commission of any act enumerated in this section is proof that the actor has breached his fiduciary duty.

2. A public officer or a state employee shall not:

(a) Engage in a substantial financial transaction for her/his private business purposes with a person whom she/he inspects, regulates, or supervises in the course of his official duties;

- (b) Assist any person for a fee or other compensation in obtaining any contract, claim, license, or other economic benefit from her/his agency;
- (c) Assist any person for a contingent fee in obtaining any contract, claim, license, or other economic benefit from any state agency; or
- (d) Perform an official act directly and substantially affecting its economic benefit a business or other undertaking in which she/he either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.
- (e) Serve on the Board of any entity without disclosure to the entity, the Secretary of State, and his/her employer.

3. A head of a principal department or a member of a quasi-judicial or rulemaking agency may perform an official act notwithstanding paragraph (d) of subsection (2) of this section if her/his participation is necessary to the administration of a statute and if she/he complies with the voluntary disclosure procedures under C.R.S. 24-18-110.

4. Paragraph (c) of subsection (2) of this section does not apply to a member of a board, commission, council, or committee if she/he complies with the voluntary disclosure procedures under C.R.S. 24-18-110 and if she/he is not a full-time state employee. Reference C.R.S. 24-18-108, as amended.

Z. TAXES: The State of Colorado, as purchaser, 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)). Our Colorado State and Local Sales Tax Exemption Number is 98-02565. Seller is hereby notified that when materials are purchased in certain political subdivisions (for example - City of Denver) the seller 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.

AA. PUBLIC CONTRACTS FOR SERVICES. CRS 8-17.5-101 (EXCLUDED; SECURITIES, INVESTMENT ADVISORY SERVICES OR FUND MANAGEMENT, SPONSORED PROJECTS, INTERGOVERNMENTAL AGREEMENTS, OR INFORMATION TECHNOLOGY SERVICES OR PRODUCTS AND SERVICES).

Effective May 13, 2008, contractors who enter into or renew a public contract for services with Colorado state agencies or political subdivisions must participate in either the Federal E-Verify program, or the Colorado Department of Labor and Employment Program. For more information see:

E-Verify Program: <http://www.dhs.gov/e-verify> or,

Colorado Department of Labor and Employment Program and notice forms: Division of Labor: <http://www.colorado.gov/cs/Satellite/CDLE-LaborLaws/CDLE/1248095356380>

AB. CRS 24-102-206 Contract Performance for Services outside US or CO - Now requires Contractors to give written notice in accordance with the following State Contract terms and conditions:

If any services are performed outside the United States or Colorado. Performance Outside the State of Colorado and/or the United States [Not applicable if Contract Funds include any federal funds] Following the Contract Effective Date, Contractor shall provide written notice to the State, within 20 days of the earlier to occur of Contractor's decision to perform, or its execution of an agreement with a Subcontractor to perform, Services outside the State of Colorado and/or the United States. Such notice shall specify the type of Services to be performed outside the State of Colorado and/or the United States and the reason why it is necessary or advantageous to perform such Services at such location or locations. All notices received by the State shall be posted on the Colorado Department of Personnel & Administration's website. Knowing failure by Contractor to provide notice to the State shall constitute a material breach of this Contract.

Noncompliance

Contractor's failure to provide reports and notify the State in a timely manner may result in the delay of payment of funds and/or termination as provided under this Contract.

Subcontracts

Copies of any and all subcontracts entered into by Contractor to perform its obligations hereunder shall be submitted to the State or its principal representative upon request by the State. Any and all subcontracts entered into by Contractor related to its performance hereunder shall comply with all applicable federal and state laws and shall provide that such subcontracts be governed by the laws of the State of Colorado.

SECTION III BACKGROUND, OVERVIEW AND GOAL

A. BACKGROUND

Colorado Revised Statutes (C.R.S) Title 26 Article 2 Part 11, as created by the Colorado Career Act of 2013, directs the Colorado Department of Human Services (CDHS), to administer a transitional jobs program, hereinafter, ReHire Colorado that is designed to place eligible low-income individuals into transitional jobs that build skills leading to long-term unsubsidized employment. Transitional jobs pay at least the applicable minimum wage and up to the prevailing wage for each hour of work performed, and may also provide needed and supportive services. Priority must be given to small- and medium-sized businesses (see definitions) as transitional jobs sites. Transitional jobs can help individuals to enter the labor force, attain economic security by generating immediate income while improving work readiness, create a positive work history, and encourage long-term career preparation and attainment (see Exhibit C for HB 1004, the bill that created the Colorado Careers Act).

The Employment and Benefits Division (EBD), within CDHS is responsible for a diverse array of employment programs, including Colorado Works, Colorado Works Subsidized Training and Employment Program (CW STEP), Employment First, ReHire Colorado, and the Colorado Refugee Services Program. As such, EBD's vision, mission, and guiding principles are as follows:

Vision:

Colorado communities, families, and individuals are thriving and economically secure.

Mission:

Provide leadership and resources to create lasting solutions for reducing poverty and improving well-being among Coloradans.

Guiding Principles:

- Ensure that county departments, contractors, and program partners have the tools, resources, and training needed to implement financial assistance programs that are accurate and timely.
- Build capacity and provide opportunities for low-income Coloradans to prepare for, gain, and retain employment.
- Identify and promote strategies to increase household income and economic stability.
- Serve as a financial safety net for the adults, person with disabilities, children, and parents while participating in work related activities (promoting paths to long-term stability).
- Promote family and individual safety and stability, healthy relationships, and well-being.

ReHire Program Description

The Colorado Careers Act prioritizes the following populations to participate in ReHire Colorado:

- Non-custodial parents,
- Veterans, and/or
- displaced Workers fifty years or older.

Other populations who meet the program's eligibility requirements may participate in ReHire Colorado, as explained in this RFP, and established in the proposal.

Objectives for ReHire Colorado include:

- **Objective 1:** Increase employable skills, knowledge and behaviors for non-custodial parents, veterans, and job seekers 50 years of age and older and other eligible individuals by placing participants in transitional employment.
- **Objective 2:** Supporting low-income job seekers in obtaining gainful and long term employment.
- **Objective 3:** Analyze behaviors and outcomes for ReHire Colorado participants using a formalized evaluation model that includes randomization.

B. OVERVIEW

ReHire Colorado will help individuals with barriers to employment re-enter the workforce by combining wage-paid work, job skills training, and supportive services. In State Fiscal Year 2018, ReHire Colorado was administered by 4 vendors in 8 counties. A total of 299 Coloradoans received a transitional job through the program.

The Colorado State Legislature re-authorized ReHire in the 2018 legislative session, allowing the program to continue through June 2023. ReHire Colorado intends to support (500) transitional job workers, 150 may be placed into vocational training or educational opportunity leading to upskilling from January 1, 2019 through June 30, 2021.

Benefits to ReHire participants include:

- Receiving paid, on-the-job training and support while working to overcome any barriers to employment they've been facing; and
- Earning competitive wages and other incentives to help bring stability to day-to-day life; and
- Gaining marketable skills working in diverse and in-demand industries; and
- Learning about current job openings and secure permanent job placement while continuing to receive ongoing support; and
- Being a part of stimulating local economies by improving the economic health of Colorado.

Benefits to prospective businesses include:

- One-on-one job matching; and
- Up to 30 weeks of subsidized labor; and
- Tax incentive; and
- Reduced personnel expenses; and
- Control over benefit costs; and
- Minimal employment risks.

In order to manage and deliver the program across the state, CDHS is accepting proposals from qualified entities, hereinafter known as Local Agency Contractors (LACs), to implement the

ReHire Colorado program and to provide day-to-day program operation, including but not limited to:

- Recruiting participants and employer host sites for transitional workers; and
- Identifying and providing supportive services; and
- Providing intensive case management and job coaching; and
- Maintaining regular contact and support among participants and employers; and
- Ensuring successful transition from transitional to unsubsidized employment; and
- Collecting and reporting data and outcomes to CDHS.

All proposals to provide the day to day operations shall include each of the above mentioned components but programs may vary in their structure. CDHS is interested in receiving proposals that include a diversity of transitional job model types. Proposal should include one or more model types along with an explanation for the use of a particular model .Transitional job models include *individual placement, work crew, social enterprise, and cooperatives*. Each model may be tailored to the needs of individual communities and prospective job seeker needs.

Individual Placement

An individual placement model includes an individualized transitional job placement approach. Program staff members work with each participant to place them into a transitional job that aligns with the participant's career interest and would assist them in gaining relevant work experience toward a long term career goal.

Work Crews

A work crew transitional job model includes placing transitional job employees into pre-established work crews of five to seven and sent out each day to work sites to perform a job under the supervision of a site manager. Examples of this model include public workers and agricultural programs.

Social Enterprise

A social enterprise model involves transitional job employees being placed in positions that support the operation of a social enterprise. In this model, transitional employees receive the opportunity to try a variety of occupations/positions within the business.

Cooperative

A co-operative model allows transitional employees to join a member-owned business. All members are expected to help run the cooperative and work in a variety of roles to help the business operate.

C. GOALS

Goals will be measured using a variety of data sources including the ReHire database.

GOAL 1: Assist 500 participants in obtaining immediate wage paying transitional jobs.

GOAL 2: Maintain 60% entered employment rate for the duration of the contract.

GOAL 3: Maintain an 80% employment retention rate 90 days after unsubsidized employment entry.

GOAL 4: Maintain a 25% employment retention rate 90 days after unsubsidized employment entry.

GOAL 5: 50% of participants earning wages at or above 200% FPL (federal poverty level) after exit.

GOAL 6: 80% of participants placed into vocational training or educational opportunity successfully complete training.

SECTION IV REQUIREMENTS / STATEMENT OF WORK

The purpose of this Request for Proposal (RFP) is to solicit proposals for the selection of local agency contractors who will implement and manage the ReHire Colorado programs day to day operations. The purpose of ReHire Colorado is to place eligible low-income individuals into subsidized, transitional jobs within transitional job models that help participants along their path to self-sufficiency.

Proposals submitted shall respond to the requirements in the same sequence as outlined in this section, and restate the requirement followed by your response. Proposals that do not follow the sequence outline, and response format of this RFP may be deemed non-responsive and disqualified from further consideration.

The requirements for ReHire Colorado are essentially the components required to implement and operate the program; it is a comprehensive framework of requirements for the offeror to implement the ReHire Colorado program, consistent with the intent and scope of the Colorado Careers Act, as contained in Exhibit C of this RFP.

Definitions: Definitions for purposes of this document, per the Colorado Careers Act, include:

Colorado Department of Human Services (CDHS): The state agency receiving the funds appropriated for ReHire Colorado and executing contracts, as such.

Employer of Record (EOR): A legal entity that provides administrative functions, including payment of participants' wages, withholdings, and all applicable payroll taxes; provides Workers' Compensation, if applicable; also distributes federal and state tax forms.

Employer Host Site: A qualified public or private organization in Colorado that provides a transitional job work site and day-to-day supervision of a transitional worker.

Local Agency Contractor (LAC): A legal entity doing business in Colorado that responds to this RFP and is contracted by CDHS to develop and operate the ReHire Colorado program.

Random Control Trial: A form of evaluation where individuals who are otherwise similar are randomly distributed to receive services or not receive services and outcomes of each cohort are tracked for counterfactual analysis.

ReHire Colorado: A transitional jobs program enacted by the Colorado Careers Act of 2013 (Exhibit C).

Request for Proposals (RFP): In accordance with the Colorado Procurement Code, a formal competitive sealed solicitation process requesting written proposals from entities interested in managing and operating the ReHire Colorado program.

Small- and medium-sized business: Business with 50 or fewer full-time equivalent employees.

Transitional job: A wage-paying, short-term employment position, through a host employer, focused on developing basic work skills, appropriate work habits, and a performance record to increase the likelihood of attachment to long-term unsubsidized employment. Transitional jobs pay wages for each hour of work performed, qualifying the transitional worker for available tax credits.

Transitional worker: A ReHire Colorado program participant who is employed in a transitional job.

Minimum Wage: On January 1, 2019, the State of Colorado's minimum wage is \$11.90 per hour. As the Colorado minimum wage is higher than the Federal minimum wage, it takes precedence. The State of Colorado minimum will increase to \$12.00 on January 1, 2020.

Prevailing Wage: 80% of the hourly wage paid to the majority of workers or laborers in a given occupation in a specific geographic region as identified by ONET.

A. PROGRAM COMPONENTS Sections 1 through 12 contain detailed information on the mandatory program components to be managed by the LACs.

1. Participant Recruitment

The LAC will put in place, and maintain a comprehensive recruitment plan to ensure a sufficient pool of program applicants from the target populations (including those beyond the scope of the Colorado Careers Act as identified through the proposal). The recruitment plan shall include promotional materials, events, and a list of organizations for targeted recruitment efforts. LACs will be responsible for maintaining a caseload that includes at least 70% of the target populations, as established by the Colorado Careers Act.

2. Participant Eligibility Requirements

Per the Colorado Careers Act, individuals eligible to participate in ReHire Colorado must satisfy all of the following criteria:

- Provide proof of legal residency in the U.S. or otherwise be lawfully present and eligible to work in the U.S; and
- Provide proof of Colorado residency; and
- Have family income below 150% of the federal poverty level, adjusted for family size; and
- Be at least 18 years of age; and
- Not be incarcerated or otherwise incapacitated for work; and
- Be unemployed or underemployed (no more than 20 hours of work per week) for at least four consecutive weeks; and
- Be actively seeking employment through the public workforce system.

Priority participation will be offered to the following groups;

- Non-custodial parents; and
- Veterans; and
- Displaced workers fifty years or older.

Other populations who meet the eligibility criteria may be served through ReHire Colorado, as identified and justified in the proposal but may not exceed 30% of the total number of participants served.

3. Randomization

Upon determining eligibility, the LAC will electronically submit the program application through the ReHire database for random assignment, determined by a third-party evaluator. Applicants will be randomly placed into one of two groups, the treatment (program) or control (no program). Within 2 business days, CDHS will electronically notify the LAC and applicant of the applicant's group assignment. Applicants assigned to the treatment group will be known as ReHire program participants. CDHS will make training available for all LACs regarding randomization. LACs will be responsible for collecting and retaining identifying data for both treatment and control groups.

4. Employer Recruitment

LACs shall implement strategies and develop a plan for relationships with the business community for both unsubsidized and subsidized employment opportunities. The plan shall include sufficient and appropriate employer host sites, with priority given to small- and medium-sized businesses, as stated by the Colorado Career's Act of 2013.

5. Orientation

LACs shall develop and implement mandatory program orientation for all program participants. Orientation shall include:

- program expectations and opportunities,
- duration of services,
- impact of wages on public assistance benefits (food and unemployment insurance),
- or vocational training and/or educational opportunities,
- transitional job matching and placement,
- job search and transition,
- transportation and any other applicable supportive services germane to successful participation in the program.

6. Case management Integrated Career Development and Planning/Job coaching

ReHire Colorado is designed to provide services to chronically unemployed or underemployed individuals, who might face numerous challenges to employment. Therefore, the function of case management integrated career development and planning is an ongoing component of the transitional job experience, and central to the program's success. LACs shall develop ongoing case management integrated career development and planning models that include, recording and monitoring of progress towards short-term goals, maintaining regular contact with the

participant, supporting meaningful work engagement, and fostering progress towards unsubsidized employment. During the transitional job phase, LACs are requested to contact program participant's at-least once every two weeks.

7. Data Entry/Program Reporting

LACs are responsible for entering participant level data into the program's database, including, name,

- contact information,
- residence,
- education,
- work history,
- government benefits,
- family information,
- services rendered,
- subsidized placement,
- unsubsidized employment,
- referrals to organizations,
- supportive services provided, and cost of services, and
- any additional program level reporting, as directed by CDHS.

8. Supportive Services

Supportive services may be provided if they lead to successful participation in ReHire Colorado or a successful transition to unsubsidized employment. LAC's will ensure that all supportive services align with CDHS supportive service policy and category maximums (see Exhibit G).

9. Transitional Job Placement and Wage Reimbursement

LACs shall place participants into transitional jobs sites with priority being given to small- and medium-sized businesses. CDHS encourages LACs to place participants with businesses that can hire after the duration of the transitional job but this is not a requirement for potential host site employers. LACs are required to have a transitional jobs agreement on file before the participant's first day at the host site employer. CDHS will provide a template for the agreement which will outline the role of the employer, participant, and LAC, and must be signed by all parties.

Participants are eligible to work in a transitional job for up to 30 weeks. A participant must work at least eight (8) hours in a week, and may not exceed forty (40) hours in a week. Transitional job wages must be at least Colorado's minimum wage, and up to 80% of the prevailing wage. Any ReHire subsidized employment activity that totals eight (8) hours within a week counts towards a participants 30 week clock. As such, CDHS encourages LACs to regularly monitor a participant's program activities in addition to transitional job hours, to ensure the participant does not exceed 30 paid weeks.

10. Vocational Training/Educational Opportunity

LAC's have the option to assist ReHire participants in upskilling for career opportunities in high demand fields.

11. Job Search/Transition

The LAC will be responsible for designing and delivering services that support successful transition from ReHire Colorado to regular, unsubsidized work.

12. Employer of Record

Under the ReHire Colorado program, employment functions for participants placed in transitional jobs are to be provided by an "Employer of Record." The Employer of Record must:

- a) manage all administrative tasks associated with payroll, taxes, and workers compensation requirements at the local, state, and federal levels; and
- b) collect, report, and submit employment data to CDHS.

Entities responding to this RFP may choose to assume the employer of record duties or may choose to sub-contract those responsibilities to a qualified entity, as presented in their proposal. An offeror's choice to serve as the employer of record is an administrative preference; costs associated with subcontracting this function must be clearly identified in the budget as "contractor" costs and the LAC will still be responsible for all reporting to CDHS.

B. REHIRE EVALUATION

In accordance with the Colorado Careers Act, the ReHire Colorado program will be subject to evaluation. This evaluation has taken the form of a randomized control trial. All selected vendors must agree to cooperate with this trial, at the discretion of the State, and ensure sufficient controls related to the evaluation model to protect the fidelity of the findings (see Exhibit F for an overview of the random control trial evaluation and anticipated responsibilities). Explicit guidance for the execution of the evaluation will be provided by the State.

C. RFP PLAN

The plan submitted in response to this RFP must clearly and specifically address each of the following components, and explain how and why various choices in program design were made. The plan shall include but not be limited to the following:

- A. Describe the geographic area(s) to be served by the ReHire Colorado program, including identified county/counties where the program will operate and recruit participants and employer host sites.
- B. General description and history of both the applicant agency and all proposed partners' provision of employment services. Responses shall demonstrate the following strengths:
 - i. Roles of perspective partners, and details of previous successful partnerships. Depth and breadth of experience in employment and transitional job programs. Use of economic data and local area conditions to identify in-demand industries.
 - ii. Existing relationships with, or ability to build relationships with in-demand industries.

- iii. Understanding of and experience in meeting the specific needs of the eligible population and demonstrated ability to address those needs (i.e. training, education, and child care needs).
- iv. Previous successful partnerships between the applicant and proposed partners.
- C. Describe the transitional jobs models that we'll be deployed and rational.
- D. Describe the number of participants targeted to place into transitional jobs and explanation of how the target number was chosen.
- E. Describe the target population(s) from which participants will be recruited; if different target population(s) are chosen than the priority populations identified in the Colorado Careers Act, provide the rationale for targeting different populations, as well as the expected proportion of the population to be served from each target category.
- F. Describe the methodology for implementing each component of ReHire Colorado as defined above under Section III, Section A, Program Components.
 - i. Description of established partnerships that will benefit program participants, community partners, and businesses. Responses shall demonstrate the following:
 - a. evidence of existing or proposed partnerships with local employers, businesses, industry groups, or groups working on talent development for the local workforce such as workforce boards or chambers of commerce through Letters of Support or Letters of Agreement
 - G. Describe the proposed roll-out timetable, including the anticipated number of participants to enroll in the program during each fiscal year. The description must also address the schedule/timeline for each program component and potential program close out plan.
 - H. Describe the anticipated program outputs and outcomes, including:
 - i. % of participants placed into a transitional job by fiscal year; and
 - ii. % of participants placed into transitional jobs who will gain regular, unsubsidized employment by fiscal year
 - iii. % of participants who will retain employment 90 days after exit by fiscal year
 - iv. % of participants earning wages at or above 200% FPL(federal poverty level) after exit by fiscal year
 - v. Average duration of time before Transitional Job placement; and
 - vi. Average duration of Transitional Job placement for participants.
 - I. Identify the types of training, job supports, and additional services/support that will be available to participants, including what services will be provided internally, by sub-contract, and by referral. How will referrals be made? How will the training needs be identified? How will participant's supportive services needs be assessed?
 - J. What is the capacity of the organization to ensure appropriate data oversight, including collection and entry of required elements into the information system?
 - K. Identify the capacity and willingness to provide required data to the program evaluator as well as willingness to participate in a randomized control (see Exhibit E).
 - L. Demonstration of innovative programmatic design that overcomes the unique barriers families face in obtaining and sustaining employment. Responses shall:
 - i. Describe in detail the activities proposed; and
 - ii. Describe the evidence supporting the effectiveness of proposed activities; and
 - iii. Describe the elements of your program that are innovative, unique and cost-leveraged.

SECTION V RESPONSE FORMAT

Please be sure to read the entire RFP, including all appendices, before beginning to write your proposal. To facilitate an effective evaluation process, proposals must be submitted in the following format. Proposals are limited to 35 double-spaced, typewritten pages on 8 ½ x 11 inch paper in a twelve-point font with one-inch margins (endnotes and references excluded.) All pages should be numbered in the following manner: page ___ of ___ pages. Please use double-sided pages. All acronyms in the proposal must be defined.

Proposals that fail to follow the sequence, outline, and response format of this RFP, may be deemed non-responsive and disqualified from further consideration.

A. State of Colorado Request for Proposal Signature Page

Include the State of Colorado Request for Proposal Signature Page. An officer of the offeror who is legally authorized to bind the offeror to the proposal must sign this page in ink.

B. Transmittal Letter

Submit a Transmittal Letter on your official business letterhead that:

1. Positively states your willingness to comply with all work requirements and other terms and conditions as specified in this RFP.
2. Identifies all material and attachments that comprise your proposal.
3. Is signed by an individual authorized to commit your organization to the proposed work.
4. States whether the Offeror is a partnership, a non-profit corporation, a Colorado corporation, a non-Colorado corporation, or some other business structure. Non-Colorado corporations must register as a foreign corporation to conduct business in Colorado and appoint a resident agent to review process. If the Offeror is a foreign corporation, a limited liability partnership or a limited liability limited partnership, state that the Offeror currently has a Certificate of Good Standing or Certificate of Existence to do business in Colorado. Proof of such certification shall be provided upon request.
5. States whether the Offeror or any of the Offeror's employees, agents, independent Contractors, or proposed subcontractors have ever been an excluded provider, convicted of any criminal charges or actions involving moral turpitude. If yes, attach an explanation.
6. States that the Offeror's Proposal shall remain valid for a minimum of one hundred eighty (180) days from the date of the award.
7. Discloses all current pending contracts with the State of Colorado and all proposals submitted to the State of Colorado but not yet awarded.
8. Identifies all potential conflicts of interest related to this RFP. If any actual or potential conflicts of interest are identified, provide your plan to mitigate the actual or potential conflict of interest.

C. Technical/Business Proposal

The Technical/ Business Proposal should present a full and complete description of the approach that will be used to carry out the Requirements set forth. The business proposal must use the outline described below. Failure to follow the outline below may result in disqualification of the proposal.

As outlined in the requirements in Section IV, Requirements/Statement of Work, the offeror shall submit a detailed response for each element, describing the approach to implementing and managing the ReHire Colorado program and how the requirement will be met. Identify any items requested by the State that are not included in your proposal and why those elements are not included in your approach.

As you prepare your answer, provide an Executive Summary that identifies each element and/or requirement. Include an overall risk assessment and statement describing how your organization proposes to minimize those risks. Include a self-assessment and quality control for a successful engagement to meet all expected outcomes described in this RFP.

D. Demonstrated Capacity

This section is intended for the offeror to demonstrate their experience and capabilities, including the qualifications of key personnel that would make them an ideal candidate to operate ReHire Colorado. In their answers, qualified offerors should describe relevant experience that will translate to implement and manage the ReHire Colorado, especially through experience with operating employment programs. Relevant experience includes, but is not limited to, successful operation of transitional job program, HIRE Colorado, WIA Adult or Youth Programs, TANF employment programs, Summer Youth employment, or other programs operating in similar scope and scale.

Key capabilities shall include the offeror's ability to identify and recruit program participants and Employer Hosts. If the offeror is planning to act as the Employer of Record, key capabilities shall include the offeror's ability to manage payroll and timesheets and prepare and distribute all relevant tax documents to participants.

This section of the proposal shall clearly state the offeror's intention regarding Employer of Record responsibilities. If the offeror is planning to act as the Employer of Record, as well as the local program operator, the proposal must clearly describe the organization's capacity and qualifications for managing the employer of record elements of the program, including the offeror's ability to manage payroll and timesheets and prepare/distribute all relevant tax documents to participants. If the offeror intends to sub-contract the Employer of Record responsibilities, the sub-contractor shall be identified in the proposal, including the qualifications of that sub-contractor to deliver those services within the scope of the ReHire Colorado program. If the offeror intends to sub-contract the Employer of Record responsibilities, a letter of intent from the identified subcontractor(s) proposed and working under the contract if awarded to the Offeror shall be included with the proposal.

1. Summarize the organization's mission and current and past operations. Describe how your organization will manage the ReHire Colorado program.
2. Indicate key personnel who will be assigned to ReHire Colorado and describe their relevant experience. The state expects that the awarded Offeror will continue to make the key program personnel available through the life of the contract as long as they remain in Offeror's employ. In the event that identified personnel leave, explain how you will ensure that equally qualified persons are assigned to the program. The state reserves the right to approve any replacement personnel.
3. The Offeror's proposal shall include evidence that it has the knowledge, skills, abilities and experience in the areas identified by the requirements in Section 4, Requirements/Statement of Work.
4. Describe your organization's experience with similar programs. Relevant experience will translate to ability for successful scale-up and operation of ReHire Colorado, especially through demonstrated experience operating employment programs. Relevant experience includes, but is not limited to, successful operation of HIRE Colorado, WIA Adult or Youth Programs, TANF employment programs, or Summer Youth employment, or similar programs.

E. Cost Proposal

1. This RFP will result in a cost reimbursable/not to exceed contract. The state anticipates making multiple contract awards; \$2.3 Million is appropriated for the contract period, through June 30, 2019. CDHS reserves the right to negotiate and/or reduce the award amount in order to stay within the budget.
2. A program budget and a detailed budget narrative are required to be submitted with the proposal, clearly labeled as "Exhibit D/Budget template"
The project budget shall include all direct and indirect costs in operating the ReHire Colorado project, allocated among the cost categories as presented in the budget template (Exhibit D) of this RFP. The costs presented shall be based on the anticipated per person cost of operating the ReHire Colorado program. If additional funds will support the implementation of the program (e.g. Personnel support), those funds shall be clearly identified in the proposed budget.
3. The budget narrative should include detailed descriptions and cost calculations for each component of the budget.
4. The proposal must state the total cost of performance and completion of services that will become part of a contract between the State and awarded vendor.
5. In a cost reimbursement agreement, the vendor will be paid after eligible costs are accrued, based on an invoice and supporting documentation submitted to the state for processing.
6. If the LAC chooses another organization to carry out any of the component of the program, the LAC needs to submit an MOU or some other type of formal agreement.

F. State Responsibilities

CDHS will provide the name and contact information of a state employee who will be the liaison to the selected vendors. This individual will be in routine communication with the selected vendors, including acceptance of required quarterly reports and other documentation, receiving and approving invoices for payment, and general questions and program support. This

individual will conduct an orientation for the selected vendors in order to assist the organizations understand CDHS' requirements and reporting guidelines.

SECTION VI EVALUATION AND AWARD

A. Evaluation of Proposals

The award decision ultimately is a business judgment that will reflect an integrated assessment of the relative merits of the proposals using the factors set forth in the RFP. The Department intends to award the contract to the Offeror whose proposal, conforming to the RFP will be most advantageous to the Department, price and other factors considered.

The Department will conduct a comprehensive, fair, and impartial evaluation of the proposals received in this solicitation effort. A Proposal Evaluation will evaluate Proposals that meet the minimum general requirements. Evaluation criteria for the proposals will be used for the purpose of ranking the proposals in a relative position based on how fully each proposal meets the requirements of this RFP. Such ranking will not necessarily be conclusive in selection of a prospective Contractor, but will be evaluated with other information that may come to the attention of the State, and may, in their judgment, impact the prospective Contractor's ability to perform the services.

Offerors should not assume that they would have an opportunity for oral presentations or revisions of proposals. Therefore, Offerors should submit their most favorable proposal as their initial proposal. If an award is not made based on the initial proposals, Offerors considered most competitive may be provided an opportunity to make an oral presentation. The competitive range determination will be based exclusively on the written proposals. Offerors are therefore cautioned to ensure that their proposals adequately convey a sound approach and a comprehensive understanding of the scope of work requirements. If proposal revisions are permitted after the conclusion of oral presentations and discussions, the Department will establish a date, in writing, for submission of best and final offers. The purpose of this step would be to submit revisions only, not to submit comprehensive proposal rewrites.

B. Submission Checklist

Proposals that have met the minimum submission requirements outlined in this RFP will be passed on to the evaluation review committee for further review and consideration.

At a minimum, proposals are:

- a. Submitted by the due date and time.
- b. Registered COLORADO VSS Vendor
- c. Completed and Signed Signature Page
- d. Completed and Signed Transmittal Letter
- e. Organized, Tabbed and formatted per instructions contained within the RFP and all other documents considered to be a part of the RFP.
- f. Packaging instructions and designated number of copies.

Proposals that do not meet the criteria of the Submission Checklist, and initial review may be disqualified.

C. General Criteria

Proposals will be rated/ scored in the following categories detailed in this RFP:

Category 1 - Viability of Technical Proposal

- Comprehensiveness and capacity to implement program components
- Population served and geographic targets
- Clear explanation for various program design choices made
- Realistic time estimates to complete each segment of the work based on program design choices

Category 2 - Demonstrated Capacity

- Breadth and depth of relevant experience
- Qualifications and experience of staff, including identified sub-contractors of the program
- Minimized risks and the greatest potential for meeting or exceeding goals and outcomes
- Organization mission, size, and stability
- Prior experience as a ReHire Colorado program operator
- Prior experience supporting a randomized trial evaluation

Category 3 - Cost Proposal

- How costs are tied to services that meet or exceed the requirements and expected outcomes
- Proposed price/costs tied to the requirements
- Affordable and within budget

D. Basis for Award

The business and technical factors will be assessed based on the soundness of the Offeror's overall approach and the Offeror understands the requirements. The experience and demonstrated capacity factor will be assessed by considering the extent to which the qualifications, experience and past performance are likely to foster successful, on-time performance. Strategies for meeting expedited implementation timeframes will be assessed based on their reasonable likelihood of success. Assessments may include a judgment concerning the potential risk of unsuccessful or untimely performance, and the anticipated amount of State involvement necessary (beyond that reasonably necessary) to ensure timely, successful performance.

The offeror(s) recommended for an award must provide (upon request) documentation of financial responsibility, financial stability, and sufficient financial resources to provide the services sought in this RFP. These statements shall include at least a balance sheet and income statement (including footnotes). These statements must be certified by a certified public accountant (CPA). This purpose of this information is to provide financial information by which

the State may reasonably formulate an opinion about the relative stability and financial strength of the offeror and a credit rating by a rating service.

The State may disqualify from consideration any offeror who is involved in bankruptcy proceedings or whose financial condition is deemed to pose a risk to the State for successful performance of the contract.

E. Performance of Award

Proposed changes or exceptions to any requirement, or the State's Contract Terms and Conditions (Exhibit B), may disqualify Offeror's proposal response from consideration. A completed contract is expected within 30 days following the letter of intent to award. In the event a contract is not signed (through no fault of the State) within 30 days, and barring any protest that may delay the completion of a contract, the State reserves the right and may elect to cease negotiations and withdraw the award.

F. PUBLIC CONTRACTS FOR SERVICES. CRS 8-17.5-101 (EXCLUDED; SECURITIES, INVESTMENT ADVISORY SERVICES OR FUND MANAGEMENT, SPONSORED PROJECTS, INTERGOVERNMENTAL AGREEMENTS, OR INFORMATION TECHNOLOGY SERVICES OR PRODUCTS AND SERVICES).

Effective May 13, 2008, contractors who enter into or renew a public contract for services with Colorado state agencies or political subdivisions must participate in either the Federal ***E-Verify program***, or the Colorado Department of Labor and Employment Program. For more information see:

E-Verify Program: <http://www.dhs.gov/e-verify> or,

Colorado Department of Labor and Employment Program and notice forms: Division of Labor: <http://www.colorado.gov/cs/Satellite/CDLE-LaborLaws/CDLE/1248095356380>