



LARIMER COUNTY | PURCHASING DIVISION

P.O. Box 1190, Fort Collins, Colorado 80522-1190, 970.498.5955, Larimer.org

REQUEST FOR PROPOSAL (RFP)

PROPOSAL NUMBER: P22-03
 DESCRIPTION: Community Outreach Services
 RECORDING DATE: March 8, 2022
 RECORDING TIME: 2:00 p.m. (MT)

The Board of Larimer County Commissioners will **only** be accepting proposals electronically submitted via the Rocky Mountain E-Purchasing System (Bidnet) portal, at www.bidnetdirect.com/colorado, up to 2:00 P.M. (MT), on Tuesday, March 8, 2022 at which time they will be recorded, but not publicly opened, to consider contracting with one (1) or more organizations/consultants for as-needed community outreach services. Prices and terms shall remain in effect until all contracts have been executed.

Organizations / Consultants must be registered with Bidnet in advance in order to submit a proposal, registration is free. Larimer County strongly recommends Organizations register with Bidnet well in advance of the recording date and time listed above to ensure they have adequate time to upload and submit their proposals. No late proposals will be accepted. See Section 8. Instructions to Proposers for more information.

RFP documents are officially available only at Bidnet at www.bidnetdirect.com/colorado, and are also shared on Larimer County Purchasing’s Bids and Proposals web site at www.larimer.org/bids.

QUESTIONS:

All questions regarding this proposal must be emailed to Purchasing Agent Christal Bateman , at cbateman@larimer.org. **Questions are due no later than 10:00 a.m. (MT) Tuesday, February 24, 2022.** Please call Christal Bateman at 970-498-5956 to verify receipt of your questions. No questions will be accepted after the date and time referenced above. All questions received will be answered via Addendum only. Addenda will be officially published only at Bidnet at www.bidnetdirect.com/colorado, and will also be available on Larimer County Purchasing’s Bids and Proposals web site at www.larimer.org/bids.

PRE-PROPOSAL MEETING

A **VIRTUAL** Pre-Proposal Conference will be held at 10:00 AM (Mountain Time) on TUESDAY, February 15, 2022; this meeting will take place in a Zoom video conference. Representatives of Larimer County will be present to discuss this request for proposal and answer questions. Prospective proposers are requested (not required) to attend and participate in the conference. Participants should read the entire Request for Proposal document prior to the meeting. ****THIS WILL BE THE ONLY PRE-PROPOSAL MEETING OFFERED****

TO ATTEND THE VIRTUAL PRE-PROPOSAL:

Meeting ID: 959 7882 4552 Passcode: 144641

Join by Zoom link: <https://larimer-org.zoom.us/j/95978824552?pwd=ekx3VHIWak41akx4bzZFK2lGWettUT09>

Join by phone: +1 346 248 7799; One tap mobile: [+13462487799](tel:+13462487799), 95978824552#,,, *144641#

Per the American with Disabilities Act (ADA), Larimer County will provide reasonable accommodation to qualified individuals with a disability who need assistance. Services can be arranged with at least seven (7) business days’ notice. Please email Purchasing Agent Christal Bateman, at cbateman@larimer.org, or 970-498-5956, or call Relay Colorado 711. “Walk-in” requests for auxiliary aids and services will be honored to the extent possible but may be unavailable if advance notice is not provided.

NOTE: Unauthorized contact with any Larimer County employee other than Purchasing Agent Christal Bateman or the Purchasing Manager regarding this RFP may result in disqualification of your Proposal.

1. PROJECT OVERVIEW / BACKGROUND:

Through Coronavirus State and Local Fiscal Recovery Funds (SLFRF), Larimer County Government has been given financial resources to help meet the public health and economic needs of those impacted by the pandemic in our community, as well as address longstanding health and economic disparities. The COVID-19 pandemic impacted millions of American households and businesses, and some of its most severe impacts fell on low-income and underserved communities, where pre-existing disparities amplified the impact of the pandemic and where the most work remains to reach a full recovery.¹

Response to both public health and negative economic impacts is organized around six main eligible use categories for SLFRF (detailed below) and includes several sub-categories:

- public health
- assistance to households
- assistance to small businesses
- assistance to nonprofits
- aid to impacted industries
- public sector capacity

Larimer County began public outreach efforts in 2021 to assist in the development of a long-term strategy and prioritization of projects needed to address COVID-19 Recovery. A key concept in the County's public outreach effort is a commitment to use Coronavirus SLFRF to address root causes of social vulnerabilities, health outcomes, and economic disparities in our community.² Over the coming years, community engagement, education, and outreach will continue to be critical to the planning and implementation of the various projects needed to address public health and negative economic impacts related to the COVID-19 pandemic.

The County is seeking to contract with multiple community outreach groups serving or working with different portions of Larimer County's population to continue developing engagement strategies and execute communications and educational initiatives. With this RFP we seek to contract with community organizations, which are groups/people that connect families and communities with resources, support, and education. Ideal community organizations are staffed by active community members that share social, cultural, and economic characteristics with the community they serve and represent. As trusted members of the community they can provide community outreach services to encourage engagement and leverage their relationships to enhance the value of County Services.

Qualified and experienced Consultant(s) are encouraged to propose on each of the four program areas (listed in Section 3. Scope of Work) that they want to be considered for regardless of whether they are able to meet insurance requirements at the time of proposal submission. We will award organizations in one (1) or more of the following program areas:

- Information sharing only with community networks
- Strategic planning and stakeholder mapping
- Communications and educational campaign
- Community engagement and stakeholder engagement

In order to maximize outreach and impact we are planning to award to multiple organizations; proposers need not have expertise in all areas identified in this RFP nor be established in all underrepresented and/or disproportionately impacted communities we are seeking to engage. Outreach and messaging may be specific to certain geographic areas or demographic groups within the County depending on changing community needs. The proposed term of these on-call services contracts will be from the date the contract is signed through 12/31/2024. There is no guarantee of work as these projects will arise as-needed and as budget is available.

This program is funded, in whole or in part, with American Rescue Plan Act (ARPA) Fiscal Recovery Funds (FRF) and contracted entities must comply with all applicable federal laws, regulations, and

¹ *Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule*. U. S. Department of the Treasury, January 2022, <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>.

² *State and Local Fiscal Recovery Funds: 2021 Recovery Plan Report*. Larimer County, 2021.

https://www.larimer.org/sites/default/files/slfrf-recovery-plan-performance-report_larimer_county_2021.pdf.

requirements. See Exhibit A - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

2. QUALIFICATIONS:

Qualifications, at a minimum, include the following and should be documented explicitly in your proposal:

- 2.1. Experience in community outreach efforts that can reach, involve, and engage underrepresented and/or marginalized communities.
- 2.2. It is anticipated that the successful proposer(s) will be rooted in communities that have been historically marginalized or underrepresented within the County and the Consultant/organization has proven experience authentically engaging with these communities.

3. SCOPE OF WORK:

This RFP is not based on any specific project(s). The County seeks to enter into on-call contracts with multiple organizations so they would be available to perform work, on a negotiated Work Order, project-by-project basis, for this community outreach, engagement, and messaging program. THERE IS NO GUARANTEE OF WORK. The services identified in these categories are examples of the type of services that may be requested by the County with these on-call service contracts, however, it should be noted that actual projects will be determined based on priorities and available funding.

Note: As stated in 1. *Project Overview/Background*, organizations/consultants are **encouraged to propose on each of the four program areas** in which they are interested and qualified to perform – regardless of whether they meet the insurance requirements at the time they submit their proposal. An organization/consultant that doesn't meet the insurance requirements initially may meet them at a later date; at that time per federal regulations, we can **only** add services to the contract that the organization/consultant identified in their proposal as one they wanted to perform.

- 3.1. Program Area 1: Information sharing only with community networks (contacts & those you serve within Larimer County)
 - a. Promoting participation in County community advisory committees
 - b. Sharing County COVID-19 public health and economic recovery-related messaging
 - c. Insurance coverage is not required to perform Program Area 1 services
- 3.2. Program Area 2: Strategic planning and stakeholder mapping
 - a. Help develop long-term goals, milestones, and strategies for County's COVID-19 Recovery communications
 - b. Map key community stakeholders and develop specialized and tailored engagement strategies
 - c. Insurance coverage is required to perform Program Area 2 services (see *Section 7.1 Insurance Requirements*): including general liability, automobile liability (if a vehicle is used in the performance of the contract) and workers compensation (if the consultant has employees)
- 3.3. Program Area 3: Communications and educational campaign
 - a. In coordination with County create engaging and compelling educational materials to explain science and health concepts to various residents
 - b. Manage media buys for radio, digital and television advertising
 - c. Create collateral for use on our website, social media, newsletters, etc.
 - d. Provide guidance and support to community members regarding County services
 - e. Insurance coverage is required to perform Program Area 3 services (see *Section 7.1 Insurance Requirements*): including general liability, automobile liability (if a vehicle is used in the performance of the contract) and workers compensation (if the consultant has employees)
- 3.4. Program Area 4: Community engagement and stakeholder engagement
 - a. Assist with traditional community engagement strategies including conducting surveys, focus groups and open houses/events to include holding community meetings on behalf of and in collaboration with County staff
 - b. Assist with community advisory groups and panels, including recruitment, agenda setting, material development, facilitation and creating final reports
 - c. Assist in developing and implementing new and innovative strategies for engagement with our community, including strategies to bring new and underrepresented voices to the table
 - d. Assist with event planning and facilitation

- e. Provide input on the design and implementation of some County programs and services
- f. Insurance coverage is required to perform Program Area 4 services (see *Section 7.1 Insurance Requirements*): including general liability, automobile liability (if a vehicle is used in the performance of the contract) and workers compensation (if the consultant has employees)

4. ASSIGNMENT OF PROJECTS:

4.1. Project Assignment Sequence

- a. When the County determines a need for community engagement services on a project, the County will generally meet with one (1) or more of the contracted consultants to discuss the scope of services needed. Regardless of the value of the total fee, the County will require the Consultant to submit a proposal generally within one (1) week of the request.
- b. The proposal shall be submitted on the county-provided Work Order form and shall define the scope, proposed staff, estimated number of hours, and any additional costs per assignment, including a total “not-to-exceed” dollar amount for the services. Individual work orders will be authorized based upon a “not-to-exceed” time and materials basis using the established unit prices in the awarded contract.

4.2. Selection of On-Call Consultant(s) for Project Assignment(s):

- a. Assignment of work will be based on ability of available on-call Consultant(s) to engage with certain geographic areas and/or demographics groups within the County depending on the specific project outreach goals and scope of services required.
- b. On-call contracts may be established to include all or part of the scope of services included in *Section 3. Scope of Work* depending on Consultant’s qualifications, expertise, and ability to meet the applicable insurance requirements.
- c. Consultant must have approved insurance coverage as required under each program area in *Section 3. Scope of Work* to be eligible to perform work under that specific program area.
- d. Contracts may be amended to allow Consultants to provide services under additional program areas they proposed and were awarded once they are able to meet the applicable insurance requirements.

5. EVALUATION CRITERIA:

Proposals will be individually evaluated and scored by each Evaluation Committee Member. The criteria below will be the basis for review of the written proposals. Proposals will be separately evaluated for each program area the Consultant is being considered for award. The rating scale shall be from 1 to 5, with 1 being a poor rating, 3 being an average rating, and 5 being an outstanding rating.

CRITERIA	STANDARD	WEIGHTING FACTOR
Firm Capability	<ul style="list-style-type: none"> • Does the organization have experience in community outreach efforts that can reach, involve, and engage under-represented communities within the County? • Does the organization have a connection with and cultural understanding of one or more historically marginalized and/or under-represented groups within the community? • Does the organization have the resources and capacity to successfully provide the services on-time and within budget? 	30%
Qualifications of Project Staff	<ul style="list-style-type: none"> • Do the key staff members proposed for this program have the experience, qualifications, and availability to perform the requested services? 	20%
Approach	<ul style="list-style-type: none"> • Does the organization have an understanding of the time required to complete tasks, meet project deliverable deadlines, and an overall project schedule? • Does the organization demonstrate an understanding of existing conditions, requirements, program objectives, sequence of work and methodology, and the results that are desired from the program? 	20%
Fee structure	<ul style="list-style-type: none"> • Are the labor unit prices reasonable and relative to current market rates? • Is the fee structure based on the services to be provided? 	20%
Scope of Proposal	<ul style="list-style-type: none"> • Does the proposal show an understanding of the project objectives, methodology to be used and results/outcomes of the program? • Is the proposal clear, concise, and responsive to submittal requirements? • Did the proposer address each program area in <i>Section 3 Scope of Work</i> they would be willing and able to perform? 	10%

6. AWARD AND AGREEMENT:

Consultant(s) with the most responsible, responsive, reasonable proposal, deemed the best value, best fit, and most advantageous to Larimer County will be awarded one (1) or more of the following program areas:

Program Area 1: Information sharing only with community networks

Program Area 2: Strategic planning and stakeholder mapping

Program Area 3: Communications and educational campaign

Program Area 4: Community engagement and stakeholder engagement

To assist in the decision for award: interviews may be held, background checks may be performed, references may be contacted, and other inquiries may be taken to determine the abilities of the Consultant.

A formal agreement will be entered into with each Consultant for the as-needed performance of work for each Program Area they have been awarded and are able to meet applicable insurance requirements.

A Sample of Larimer County's "Professional Services Agreement" is included with this Request for Proposal as Attachment A - Professional Services Agreement. Any exceptions or requested additions to the attached agreement must be stated and submitted with your Proposal; these requests will not be accepted after the Proposal has closed. The County makes no guarantee of any changes or concessions but will review and consider all requests submitted.

The term of the agreement shall be from the date the contract is executed through 12/31/2024.

This project is funded, in whole or in part, with American Rescue Plan Act (ARPA) Fiscal Recovery Funds (FRF) and Consultant must comply with all applicable federal laws, regulations, and requirements. See Exhibit D - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards in Attachment A - Professional Services Agreement (pgs. 19-32), which will become part of the fully executed contract.

7. INSURANCE:

Larimer County is diligent about enforcing insurance requirements listed in all contracts. This diligence means that the County expects that all submitted proposals will include an Evidence of Coverage Certificate (EOC) that most closely meets the insurance coverage requirements listed (see example EOC below).

Proof of Auto Liability and Workers' Compensation insurance is waived if goods/products are not delivered to a County facility (delivery is made to roadway or private staging area), or they are delivered by a common carrier (i.e. private shipper or freight forwarder, etc.).

BEFORE submitting your company proposal, confirm with your insurance carrier that your company can meet the insurance requirements published in the solicitation. Your company insurance coverages should be correctly noted in the most current EOC. **NOTE:** All Larimer County contracts require that the Award Vendor possess appropriate insurance at all times during the contract; these coverages are purchased at the company's expense. The County's insurance requirements may necessitate a company adding or increasing coverage/limits, and those changes may impact pricing for the proposed project. These costs must be included in your pricing at the time of submission and will not be permitted to be added later.

Upon Notice of Award, the Award Vendor will be required to submit a valid Certificate of Insurance (COI) that meets, at a minimum, the Insurance Requirements published in the solicitation (see example COI below). This valid COI must be received by Larimer County within 10 calendar days of the Notice of Award and must include Larimer County listed as Additional Insured and Certificate Holder. Work may begin after the COI has been approved by Risk Management.

What Is An EOC/COI & How to Obtain A Copy

An Evidence of Coverage (EOC) certificate is a statement that shows a company's insurance coverage, limits, and effective dates in addition to policy verification information. A Certificate of Insurance (COI) shows the same information BUT is created specifically for the contracted company with who the named insured is doing business. A COI also differs from an EOC in that it can provide Additional Insured coverage. An Additional

Insured endorsement protects the named Additional Insured (Larimer County) under the named insured's (Awarded Company) policy - allowing the named Additional Insured to file a claim directly with the carrier of the named insured.

There may be several points of contact at your company for obtaining an EOC and a COI. The employee at your company who regularly interacts with the company's insurance agent/broker to purchase insurance coverages or renew coverages may be able to supply an EOC and request a specific COI. In some companies, the employee in the Legal, Risk Management, or Human Resource Department responsible for handling insurance claims may be able to obtain a copy of the current EOC or request a COI. If the company insurance agent/broker has any questions, please have them reach out to the Larimer County Risk Management Division at (970) 498-5963 or via email at InsuranceCert@larimer.org.

CERTIFICATE EXAMPLES:

- [Evidence of Coverage EXAMPLE certificate - EOC.pdf](#)
- [Certificate of Insurance EXAMPLE - COI.pdf](#)

Failure to provide a properly formatted and valid Certificate of Insurance (COI) may create a delay in starting work or negate any award of business. Let's work together to get work done!

7.1 INSURANCE REQUIREMENTS

Prior to commencement of any work, contractor shall provide a Certificate of Insurance to Larimer County, 200 W. Oak St., #4000, Fort Collins, Colorado 80521 or InsuranceCert@larimer.org. The insurance required shall be procured and maintained in full force and effect for the duration of the Contract and shall be written for not less than the following amounts, or greater if required by law. Certificate Holder should be listed as Larimer County at the above address.

- I. Workers' Compensation and Employers' Liability (waived if there are no employees)
 - A. State of Colorado: Statutory
 - B. Applicable Federal: Statutory
 - C. Employer's Liability: \$100,000 Each Accident
\$500,000 Disease-Policy Limit
\$100,000 Disease-Each Employee
 - D. Waiver of Subrogation

A signed Workers' Compensation waiver must be provided if the contractor/vendor is not required to carry Workers' Compensation coverage per Colorado Workers' Compensation Act (8-40-202(2)(b)).

- II. Commercial General Liability on an Occurrence Form including the following coverages: Premises Operations; Products and Completed Operations; Personal and Advertising Injury; Liability Assumed under an Insured Contract; Independent Contractors. Coverage provided should be at least as broad as found in Insurance Services Office (ISO) form CG0001. Minimum limits to be as follows:

- A. General Aggregate Limit \$2,000,000
- B. Products & Completed Operations Aggregate Limit \$2,000,000
- C. Personal & Advertising Injury Limit \$1,000,000
- D. Bodily Injury & Property Damage Each Occurrence Limit \$1,000,000

Other General Liability Conditions:

1. Products and Completed Operations to be maintained for one year after final payment. Contractor shall continue to provide evidence of such coverage to the County on an annual basis during the aforementioned period (as appropriate).
2. **Contractor agrees that the insurance afforded the County is primary.**
3. If coverage is to be provided on Claims Made forms, contractor must refer policy to Risk Management Department for approval and additional requirements.

- III. Automobile Liability insurance including coverage for all owned, non-owned, & hired autos.
(If an automobile is used in the performance of the contract)
- Limits to be as follows:
- | | | |
|----|---|-------------|
| A. | Bodily Injury & Property Damage Combined Single Limit | \$1,000,000 |
|----|---|-------------|
- IV. Professional Liability/Errors & Omissions
(If applicable) \$1,000,000
- V. Minimum required limits set forth herein may be met by utilizing a combination of excess/umbrella policies in conjunction with primary insurance policies if necessary.
- VI. **All Insurance policies** (except Auto, Workers Compensation and Professional Liability) **shall include Larimer County and its elected and appointed officials and employees as additional insureds as their interests may appear.** The additional insured endorsement should be at least as broad as ISO form CG2010 for General Liability coverage and similar forms for Umbrella Liability. Additional Insured endorsement(s) shall be attached to the certificate of insurance that is provided to the county.
- VII. The County reserves the right to reject any insurer it deems not financially acceptable by insurance industry standards. Property and Liability Insurance Companies shall be licenses to do business in Colorado and shall have an AM Best rating of not less than A- VII.
- VIII. **Notice of Cancellation:** Each insurance policy required by the insurance provision of this Contract shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the County, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to Larimer County, 200 W. Oak St., #4000, Ft. Collins, CO 80521 or InsuranceCert@larimer.org. If the insurance company refuses to provide the required notice, the contractor or its insurance broker shall notify the County of any cancellation, suspension, non-renewal of any insurance within seven (7) days of receipt of insurers' notification to that effect.
- IX. **Subcontractors:** If subcontractors are used by vendor in the performance of contracted services, all subcontractors are required to carry coverage with limits as listed in this document and the subcontractor must include Larimer County an additional insured as described in section VI.

ANY DEVIATIONS FROM THE STANDARDS GIVEN ABOVE MUST BE APPROVED BY THE LARIMER COUNTY RISK MANAGEMENT DEPARTMENT.

8. INSTRUCTIONS TO PROPOSERS:

Starting March 30, 2020, Larimer County only accepts Proposals submitted via the [Rocky Mountain E-Purchasing System \(Bidnet\)](#). Proposals submitted **by any other means will not be accepted**. Proposers must be registered with Bidnet in advance in order to submit a proposal; registration is free. Larimer County strongly recommends Proposers register with Bidnet well in advance of the submittal deadline to ensure they have adequate time to upload and submit their proposals.

Proposers will not be compensated for generating, producing, or duplicating any proposal materials associated with this RFP, and it is the sole responsibility of the Proposer to ensure all required documents are submitted through Bidnet by the submission deadline. Proposals will be time-stamped by Bidnet upon receipt; Bidnet does not allow for uploading or submitting documents after the Proposal due date and time has passed, so please allow adequate time to upload and submit your Proposal prior to the deadline. **After uploading proposal documents, Proposers must click the SUBMIT button. Larimer County will not accept uploads that are "saved" but not "submitted".** To verify that a Proposal has been submitted successfully, Proposers may contact Bidnet Support or verify, via the Proposal Management tab in the Proposer's account, that the documents are not in "Draft" status.

Larimer County does not have access to, or control of, the Vendor side of Bidnet. Please contact Bidnet at 1-800-835-4603 for vendor support.

Proposers are required to submit one (1) non-redacted proposal. **All parts of the proposal should be combined and submitted as one (1) single .pdf file; proposals comprised of multiple separate files are not acceptable and your proposal may be rejected.** Proposers may choose to also provide one (1) redacted .pdf proposal (as one single file), excluding any information that is not subject to disclosure under the Colorado Open Records Act (“CORA”), except for trade secrets, privileged information and confidential commercial, financial, geological or geophysical data exempt from public disclosure under C.R.S. §§ 24-72-204(3)(a)(IV). Statements that the entire proposal is confidential will not be honored. After the Notice of Award has been issued, all information submitted in response to this request for proposal (RFP) may be publicly disclosed if required under the CORA. If provided, the redacted electronic copy will be used to satisfy CORA requests. **Proposers that do not provide a redacted electronic copy will have their non-redacted electronic copy used to satisfy CORA requests.** Larimer County will endeavor to keep the non-redacted proposal, separate and apart from the redacted proposal subject to the provisions of CORA or Order of Court.

By submitting a proposal, the proposer agrees they may not rescind their proposal on or after the closing date and time identified in the RFP or as modified by addendum. No delivery shall become due or be accepted until an agreement has been completed either in the form of a formal executed contract, or a purchase order issued by the Purchasing Manager of Larimer County.

Proposals must be furnished exclusive of any Federal, State, or Local taxes.

No work shall commence, nor shall any invoices be paid before the contracted vendor provides the requested proof of insurance as outlined in the “Insurance Requirements”, and before such verification is approved by Larimer County Risk Management.

Unless otherwise specified by contract, payment for work performed or goods sold to Larimer County can be expected within 30 days after receipt of the invoice and satisfactory acceptance from the Department receiving the service or goods.

As of August 7, 2006, state and local government agencies are prohibited from purchasing services from any contractor that knowingly employs workers without authorization to help carry out publicly funded work. Pursuant to the provisions of Colo. Rev. Stat. §8-17.5-102, contractors must certify that they are using the E-Verify Program or Department Program to verify the employment eligibility of new employees. If a contractor awarded a contract violates any requirement of Colo. Rev. Stat. §8-17.5-102 et seq., the state or local government agency may terminate the contract and the contractor will be liable for damages to such agency. These requirements are not applicable to foreign companies without employees working in the United States under this contract, or to agreements relating to the offer, issuance, or sale of securities; investment advisory services or fund management services; sponsored projects; intergovernmental agreements; or information technology services or products and services.

Proposer certifies, warrants, and agrees that (he) (she) (it) has knowledge of the “Keep Jobs in Colorado Act” codified at § 8-17-101, et seq. of the Colorado Revised Statutes and that Colorado labor shall be employed to perform at least eighty percent (80%) of the work. **See <https://cdle.colorado.gov/workplace-conditions/keep-jobs-in-colorado-act> for more information regarding this Act, which applies to Public Works projects.** The definition of Public Works is found under the “Keep Jobs in Colorado Act Rules”, which is listed on the website listed above. “*Frequently Asked Questions*” about this Act may be found at: <https://cdle.colorado.gov/sites/cdle/files/KJICA%20FAQs%20October%202020.pdf>

Larimer County reserves the right to reject any and or all proposals, to further negotiate with any and/or qualified proposers and to waive informalities and irregularities in proposals received, and to accept any portion of the proposal if deemed to be in the best interest of Larimer County to do so. If, in the sole judgment of the Board of County Commissioners, the proposals are substantially equal, the Board may grant the contract to companies located in Larimer County, however this is not applicable in the case that Federal funds are used.

Larimer County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notified all proposers that it will affirmatively ensure

that any contract entered into pursuant to this advertisement, disadvantaged business enterprises (including minority-owned or women-owned) will be afforded full and fair opportunity to submit a proposal in response to this Request for Proposal and will not be discriminated against on the grounds of race, color, religion or religious affiliation, sex, familial status, age, genetics, disability, or national origin in consideration for an award.

All businesses, organizations, and individuals contracting with Larimer County must comply with Title II of the Americans with Disabilities Act of 1990, as amended. For more information on these requirements and to read the full Title II text, please go to the following web page: https://www.ada.gov/ada_title_ii.htm.

No vendor awarded a solicitation shall be federally debarred. The proposer certifies that by signing the contract, neither the proposer nor subcontractors, the organization nor its principals are suspended or debarred or otherwise excluded from procurement by the Federal government. Such debarment shall be checked through the System for Award Management, at www.sam.gov.

Other governmental entities may piggyback on the award of this solicitation, assuming the award vendor is amenable, and should contact Larimer County Purchasing for any necessary procurement documents. The entity shall deal directly with the award vendor concerning the placement of Purchase Orders, freight charges, contracting and disputes, invoicing, and payment. Larimer County shall not be held liable or responsible for any liability, claims, costs, damages, demands, actions, losses, judgments, or expenses incurred by the vendor or any government entity relating to such use.

9. PROPOSAL SUBMITTAL REQUIREMENTS:

Submit your non-redacted proposal addressing each item in the order listed below. As time is of the essence, brevity is appreciated. Incomplete proposals may be rejected. As a courtesy, Attachment B – “Response Document” has been pre-populated with all submittal requirements - you may either complete and submit that document (attaching any supporting documents) as your proposal, OR you may prepare your own response addressing each item listed below (attaching any supporting documents).

Proposers are encouraged, but not required, to also provide one (1) redacted .pdf proposal, excluding any information that is not subject to disclosure under the Colorado Open Records Act (“CORA”), see page 8 for additional information. If we do not receive a redacted copy, the proposer’s original copy will be used to satisfy public records requests.

1. **Cover Letter** (optional)
2. **Signed Signature Page** (page 12)
3. **Program Areas:** Indicate which program areas below you have the skills and qualifications to perform that you want your proposal to be evaluated:
 - Program Area 1: Information sharing only with community networks
 - Program Area 2: Strategic planning and stakeholder mapping
 - Program Area 3: Communications and educational campaign
 - Program Area 4: Community engagement and stakeholder engagement
4. **Limitations of Liability:** Do you require a Limitation of Liability provision in the final contract? The County is unlikely to accept a Limitation of Liability provision due to Colorado Constitution Article XI, §1 and §2.
5. **Contract Exceptions:** Do you take any exceptions to the County’s “Professional Services Agreement” which is included as Attachment A? If so, you must specifically address any issues and propose solutions.
6. **Insurance:** Attach a copy of your Evidence of Coverage Certificate (EOC) that most closely reflects those described on pages 6-7 of this RFP. Organizations do not need to meet insurance requirements to propose for and be considered for award under each program area, however, only those with approved insurance coverage after award, if required, will enter into contracts to perform the applicable services.
7. **Organization’s Background/Experience:**
 - 7.1. Include a brief history of your organization, date founded, and ownership of your organization.
 - 7.2. Provide your organization’s experience during the last five (5) years with the activities listed under each program area in *Section 3 Scope of Work*, pages 3-4 of the RFP, that your organization wishes to be considered for award.
 - 7.3. Provide a list with brief descriptions of recent projects similar to the activities listed under each program area, you want to be considered for award, during the last five (5) years.
 - 7.4. Identify any points that make your organization uniquely qualified to provide these services. Such as information specific to which underrepresented population(s) you serve and can reach and estimates of your total reach and engagement rates within Larimer County.
8. **Use of Subcontractors:**
 - 8.1. Will your organization subcontract any of the work? In this section, explain if your organization will or will not sublet any portions of the work; and explain what is planned to be sublet.
 - 8.2. If applicable, include the name of the subcontractor(s) your organization plans to sublet to, and a statement of qualifications of the subcontractor(s).
9. **Qualifications:** Explicitly describe/explain how your firm meets or exceeds the following:
 - 9.1. Experience in community outreach efforts that can reach, involve, and engage under-represented and or marginalized communities.
 - 9.2. Roots in communities that have been historically marginalized/underrepresented and proven experience authentically engaging with these communities.
10. **Project Team:** Provide an overview of the qualifications of your project staff, including project role and resumes (you may attach resumes separately)

11. Approach:

- 11.1. For each program area you want to be considered for award, describe the approach your organization would take as an on-call Consultant from the perspective of project management, project meetings, budget compliance, schedule compliance, and team communications.

12. References:

- 12.1. Provide a list with brief descriptions of your projects during the last five (5) years which are similar to the activities listed under each program area you want to be considered for award. Provide contact information for at least three (3) of the referenced projects.

13. Pricing:

- 13.1. Provide a list of Consultant fees in a billable hourly rate format for all proposed labor categories. The rates provided should include wages, overhead, general and administrative expenses, and profit.
- 13.2. Provide a list of any proposed subcontractors, if applicable, and their hourly billable rates. The rates provided should include wages, overhead, general and administrative expenses, and profit.
- 13.3. If applicable, itemize any items not included in the hourly rate that are eligible reimbursable expenses. Other reimbursable expenses not included in the hourly fee will only be reimbursed at cost including any subsequent "subcontracts" entered into after award.

SIGNATURE PAGE

ADDENDA:

The proposer acknowledges the receipt of the following Addenda:

<u>Addendum Number</u>	<u>Date of Addendum</u>	<u>Date Received</u>
_____	_____	_____
_____	_____	_____

The undersigned certifies that he/she has examined the specifications and instructions to proposers and has submitted a proposal in full compliance and without collusion with any other person, individual or corporation.

The undersigned further certifies that they do not employ workers without authorization and shall not knowingly employ a worker without authorization to perform work under this contract. All employees hired to perform labor or services in the United States after November 6, 1986, shall have completed Form I-9, Employment Eligibility Verification, and the undersigned certifies they participate in the E-Verify Program or Department Program to verify the employment eligibility of all new employees.

SIGNED: _____ TITLE: _____

PRINTED NAME: _____

ORGANIZATION: _____ UNIQUE ENTITY ID (SAM.GOV) _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DATE: _____ TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

Provide the following information for the individual who will serve as the primary contact for your organization for technical and contractual clarifications during the RFP process, if different than the signatory:	
PRIMARY CONTACT NAME:	_____
TITLE:	_____
ADDRESS:	_____
PHONE NUMBER:	_____
FAX NUMBER:	_____
EMAIL ADDRESS:	_____

For further information regarding this request for proposal, P22-03, please contact Christal Bateman, Purchasing Agent, at (970) 498-5956, or cbateman@larimer.org.