

ORDINANCE/RESOLUTION REQUEST

Date of Request: December 11, 2018

Please mark one: Bill Request or Resolution Request

1. Type of Request:

- Contract/Grant Agreement Intergovernmental Agreement (IGA) Rezoning/Text Amendment
 Dedication/Vacation Appropriation/Supplemental DRMC Change
 Other:

2. Title: Authorizes a second amendment to the contract with Bayaud Enterprises, Inc., through contract control number SOCSV-2018-42632-02, to add \$685,300.00 for a new contract total of \$1,127,729.00 and to extend the term by twelve (12) months.

3. Requesting Agency: Denver Human Services

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Janet Van Meter	Name: Tami Tapia
Email: Janet.Vanmeter@DenverGov.Org	Email: Tami.Tapia@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:
Authorizes a second amendment to the contract with Bayaud Enterprises, Inc., through contract control number SOCSV-2018-42632-02, to add \$685,300.00 for a new contract total of \$1,127,729.00 and to extend the term by twelve (12) months.

Bayaud Enterprises, Inc., provides same-day work experience to individuals in the City and County of Denver who are homeless and not actively engaged in day program services.

6. City Attorney assigned to this request (if applicable): Andrew Riester

7. City Council District: City Wide

8. **For all contracts, fill out and submit accompanying Key Contract Terms worksheet**

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR18 1516

Date Entered: _____

Key Contract Terms

Type of Contract: Professional Services > \$500K

Vendor/Contractor Name: Bayaud Enterprises, Inc.

Contract control number: SOCSV-2018-42632-02

Location: Denver, Co

Is this a new contract? Yes No **Is this an Amendment?** Yes No **If yes, how many?** 02

Contract Term/Duration:

Original Agreement: SOCV-2018-42632-00: 7/1/2018 to 12/31/2018

First Amendment: SOCSV-2018-42632-01: 7/1/2018 to 12/31/2018

Proposed Second Amendment: SOCSV-2018-42632-02: 1/1/2019 to 12/31/2019

Contract Amount:

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
\$442,429.00	\$685,300.00	\$1,127,729.00

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
7/1/2018-12/31/2018	Twelve (12) months	12/31/2019

A. Scope of work: Outreach and Recruitment

- Provide outreach and recruitment to homeless individuals to participate in the program.

B. Work Experience Coordination (“Level 1”)

- Coordinate and supervise work experiences at approved private, city, or other public sites for participants.
- Participants operating as the contractor’s employees and performing work activities on city or federal land, facilities, or projects, must be paid at the prevailing wage rate pertaining to the nature of the work being performed, pursuant to Denver Revised Municipal Code (DRMC) Section 20-76.
- Provide transportation to program participants, including by donated bus, or by bus pass, bus tickets, etc. to work experience sites.
- Provide meals and non-alcoholic beverages to participants during work experience activities.
- Maintain records related to work attendance and performance to support reporting requirements.
- Ensure participants classified as volunteers sign the approved Release and Waiver of Liability for Volunteers form. Signed waivers are kept on file at Bayaud Enterprises and are available for DHS inspection.

C. Supported Employment Work Experience Coordination (“Level 2”)

- Coordinate work experiences at approved private, city, or other public sites for participants.

To be completed by Mayor’s Legislative Team:

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Date Entered: _____

- Participants operating as the contractor’s employees and performing work activities on city or federal land, facilities, or projects, must be paid at the prevailing wage rate pertaining to the nature of the work being performed, pursuant to Denver Revised Municipal Code (DRMC) Section 20-76.
- Maintain records related to work attendance and performance to support reporting requirements.
- Ensure participants classified as volunteers sign the approved Release and Waiver of Liability for Volunteers form. Signed waivers are kept on file at Bayaud Enterprises and are available for DHS inspection.

D. Employment Support

- Conduct job readiness assessments with program participants.
- Maintain records related to assessments, services provided, and related outcomes to support reporting requirements.
- Develop an employment plan for each participant that outlines needs, goals, and responsibilities.
- Assist participants with the application process at city, private, and other public sites to secure permanent employment outside all levels of the program.
- Provide on-going follow-up and support to employers and participants once participants are placed in competitive employment.

E. Assistance Navigation Support

- Conduct needs assessments with program participants
- Maintain records related to assessments, services provided, and related outcomes to support reporting requirements.
- Develop a resource assistance plan for each participant that outlines needs, goals, and responsibilities.
- Provide additional support services such as housing assistance, clothing, and other benefits for program participants as appropriate, as identified in the needs assessment.

F. Other Activities

- Conduct mental health group therapy sessions on a regular basis.
- Solicit program participant feedback regarding program operations and design on a regular basis.
- Actively engage with potential non-funded worksites as a means to expand program capacity.
- Staff attendance and participation at public events such as expos, conferences, etc. that promote services for the homeless or other events at DHS discretion.
- Accommodate reasonable, non-disruptive requests from city staff to directly observe program operations and to directly interact with program participants.
- Use city-defined program branding as appropriate. Designs must comply with the City and County of Denver Logo Guidelines and the final design must be approved by DHS Communications.

G. Miscellaneous

- The donated vehicle (“bus”) shall be used for the city-funded, city-contracted Denver Day Works (“DDW”) program as its first and primary purpose. This will consist of, but not be limited to, transporting clients, staff, equipment, supplies, and food on days on which program participants are engaged in day work. As a secondary priority, the bus can be used in support of outreach, recruitment, or publicity for the DDW program. As a third priority, for non-DDW needs related to DDW program participants or other DDW program operations. Finally, as a last priority and alternate purpose, the bus can be used in support of other Bayaud Enterprises purposes, so long as it does not interrupt, hinder, or interfere with full functionality for the DDW program.

If, due to changed circumstances, it is impracticable to carry out the above primary purpose, including the severing of this contract or its natural ending without an analogous replacement, the contractor will submit a written notice to the city within 15 calendar days. This notice will include: a description of the nature and detail of the changed circumstances; an updated description of the vehicle’s condition; and proposed alternative uses. The city may then either approve a proposed alternative use for the vehicle or apply to the Denver District Court for reversion of ownership to the City and County of Denver (for the Department of Human Services) due to failure to comply with the intended purpose of the donation. The City will have 30 days to respond to Bayaud Enterprises’ written notice.

To be completed by Mayor’s Legislative Team:

Was this contractor selected by competitive process? Yes If not, why not? N/A

Has this contractor provided these services to the City before? Yes No

Source of funds: Local Funding and the Homeless Services Fund

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): N/A

Who are the subcontractors to this contract? N/A

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