

AMENDATORY AGREEMENT

This **AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a home rule and municipal corporation of the State of Colorado (the “City”) and **IFMA FOUNDATION**, a Colorado nonprofit corporation, whose address is 800 Gessner Road, Suite 900, Houston, Texas 77024-4259 (the “Consultant”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated December 20, 2021, (the “Agreement”) to perform, and complete all of the services and produce all the deliverables set forth on Exhibit A, the Scope of Work, to the City’s satisfaction.

B. The Parties wish to amend the Agreement to increase the maximum contract amount, update paragraph 19-No Employment of Workers without Authorization, amend the scope of work, and amend the budget.

NOW THEREFORE, in consideration of the premises and the Parties’ mutual covenants and obligations, the Parties agree as follows:

1. Section 4 of the Agreement entitled “**COMPENSATION AND PAYMENT:**” Subsection d. (1) entitled “**Maximum Contract Amount:**” is hereby deleted in its entirety and replaced with:

“**d. Maximum Contract Amount:**

(1) Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **SIX HUNDRED FORTY-FOUR THOUSAND FIVE HUNDRED NINETY-THREE DOLLARS AND NO CENTS (\$644,593.00)** (the “Maximum Contract Amount”). The City is not obligated to execute an Agreement or any amendments for any further services, including any services performed by Consultant beyond that specifically described in **Exhibit A**. Any services performed beyond those in **Exhibit A** are performed at Consultant’s risk and without authorization under the Agreement.”

2. Section 19 of the Agreement entitled “**NO EMPLOYMENT OF WORKERS WITHOUT AUTHORIZATION TO PERFORM WORK UNDER THE AGREEMENT:**” is hereby deleted in its entirety and replaced with:

“**19. [RESCINDED.]**”

3. **Exhibit A** is hereby deleted in its entirety and replaced with **Exhibit A-1, Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A** are changed to **Exhibit A-1**.

4. **Exhibit B** is hereby deleted in its entirety and replaced with **Exhibit B-1, Budget**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit B** are changed to **Exhibit B-1**.

5. As herein amended, the Agreement is affirmed and ratified in each and every particular.

6. This Amendatory Agreement will not be effective or binding on the City until it has been fully executed by all required signatories of the City and County of Denver, and if required by Charter, approved by the City Council.

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Contract Control Number: CASR-202366885-01_202160930-01
Contractor Name: IFMA FOUNDATION

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at Denver, Colorado as of:

SEAL

CITY AND COUNTY OF DENVER:

ATTEST:

By:

APPROVED AS TO FORM:

REGISTERED AND COUNTERSIGNED:

Attorney for the City and County of Denver

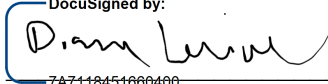
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By:

By:

Contract Control Number:
Contractor Name:

CASR-202366885-01_202160930-01
IFMA FOUNDATION

By:  _____
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Name: Diane Levine
(please print)

Title: Executive Director
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

EXHIBIT A-1
Scope of Work
International Facility Management Association (IFMA) Foundation

Summary

In collaboration with Goodwill of Colorado, IFMA will recruit and address the needs of priority populations in the City and County of Denver through its Facility Management Talent Pipeline (FMTP) program. FMTP provides a Sustainability Pre-Apprentice training that leads participants towards registered apprenticeship/employment opportunities with major employers in the IFMA Denver Chapter.

Task 1. Outreach and Recruitment
Task 2. Wrap Around Services
Task 3. Education and Benefits of Clean Energy Careers
Task 4. Green Building and Clean Energy Training Modules
Task 5. Work-based Learning
Task 6. Stipends for Clean Energy & Construction Training
Task 7. Upskilling /Certifications for Transitioning/Incumbent Workers
Task 8. Pre-apprenticeship Training for Target Population
Task 9. Placement and Retention Services
Task 10. Tracking and Reporting

Task 1: Outreach and Recruitment:

IFMA will leverage Goodwill's extensive network of partnership agencies, service providers, veteran service organizations, and nonprofits in the Denver metro area, particularly in the identified areas of East Colfax, Elyria-Swansea, Globeville, Montbello, Northeast Park Hill, Sun Valley, Valverde, Villa Park, West Colfax, and Westwood. Staff will conduct outreach in these identified neighborhoods using a variety of methodologies. and look to partner with community-based organizations to assist in outreach directly to these areas. These agencies include the Denver Housing Authority, Mi Casa and Focus Points Family Resource Center. Goodwill will also continue working closely with the Denver Office of Economic Development to identify qualified candidates in the priority populations. Staff will also work with the Denver Chamber of Commerce to promote this program and leverage its existing relationship with the Denver Workforce Development Board to increase awareness of the program. Successful recruitment tactics have also included holding town halls, informational sessions, one on one meetings, mailings, and

phone calls to prospective participants. Lastly, Goodwill and IFMA will work directly with Denver area employers to recruit incumbent workers to the program.

These outreach and recruitment strategies will allow IFMA to identify and increase referral opportunities for program participants in the priority populations who would benefit from access to Denver's green economy training and employment opportunities. Outreach and recruitment will be the first steps in connecting participants to the next stage of their employment journey, such as job training programs, apprenticeships, continuing education, and part- and full-time employment.

Deliverable:

- 200 individuals will receive outreach
- 4 outreach and recruitment events will be held

Task 2: Wrap Around Services:

IFMA will engage with Goodwill's Employment Support Program (ESP) to assist Apprenticeship program participants that meet the ESP qualifications with funds for wraparound and supportive services.

Wrap Around Services will include but are not limited to the following services:

- Case Management and Navigation services to assist participants in developing a success plan and reducing barriers to successful completion of the program.
- All program participants are assessed at the start of the program and throughout their time in the program to address barriers or potential barriers.
- Participants that have barriers or issues that cannot be addressed will be referred to external agencies for support. The Apprenticeship Program Navigator will actively manage these cases to ensure that the participant receives the needed services.
- Leverage the Unite Colorado platform to access additional resources for participants. Unite Colorado is a coordinated care network of health and social service providers to address people's social needs and improve health across communities. Partners in the network are connected through Unite Colorado's shared technology platform, which enables them to send and receive electronic referrals, address people's social needs and improve health across communities.
- The Apprenticeship Program Navigator will utilize Mile High United Way's 211 platform to access additional resources for program participants.
- The Apprenticeship Program will have additional supportive services for distribution to program participants to assist with minimizing potential barriers to success. Commonly used supportive services include transportation, uniforms, work equipment, etc. Options for receiving supportive services include but are not limited to bus tickets, gas cards through gifts cards, and uniform/equipment gifts cards.
- The Apprenticeship Program Navigator will document supportive service needs and services provided in the Supportive Service Log.
- Participants that receive gift cards for services are required to sign a form documenting that they received the card, the vendor, amount given, and date.

- The Apprenticeship Program Navigator will provide case management services, referrals, and resources to the apprenticeship cohort
- The Apprenticeship Program Navigator will continue to provide case management services, referrals and resources as well as job placement assistance to per-apprenticeship cohorts 1-4.
- The Apprenticeship Program Navigator will track all program participants to continue to gather employment data.

Goodwill also owns a fleet of passenger vans that can be used to transport participants between sites.

Deliverable:

- 100% of program participants are assessed upon program entry
- 100% of program participants receive follow up meetings during the program to determine if new issues have arisen
- 100% of program participants have access to Navigation Services during the program through the end of the program in December 2024.
- Program participants receive unlimited sessions to resolve or mitigate barriers that may impede students from becoming employed or to assist with maintaining employment.
- The Navigator assists all participants in applying for external and government supports while in the program

Task 3: Education and Benefits of Clean Energy Careers:

IFMA Foundation will feature a portfolio including videos and outreach materials along with a case study outlining how those materials can be applied most effectively. Goodwill to provide multiple events and venues that feature the IFMA Foundation messaging to deliver Facility Management education and career benefits.

Tasks defined:

- Define Promotional Parameters: collaborate to determine which combinations of messages and media will be most resonant with the priority population.
- Select Promotion Materials: Selections from IFMA Foundation's portfolio of career education materials will engage and motivate candidates with best fit for employers' criteria.
- Deploy Industry Spokespersons: Professionals from the IFMA Denver Chapter to join events and other outreach activities to educate candidates on the nature and benefits of Facility Management careers.
- IFMA Memberships: IFMA provides student memberships, webinars and resources at no charge, enabling ongoing student education through contact with Facility Management professionals.
- Site Visits: IFMA Denver Chapter members lead site visits for pre-apprentices, facilitating real-world education on buildings and the technologies that control their environment.
- Student Competition: IFMA Foundation's proven "Ignite FM" challenge educates students through real-world projects that are judged by Facility Management professionals.
- Career Connections: Profiles of current job openings are shared with pre-apprentices, and mock interview sessions are held prior to events that connect students with employers.

Task 4. Green Building and Clean Energy Training Modules:

IFMA will ensure:

Environmental Stewardship and Sustainability form the capstone of FMTP's green building and clean energy Apprenticeship program. The total Apprenticeship program includes the many underlying competencies required to lead the environmental stewardship and sustainability functions within commercial and industrial buildings.

- Pre-Apprenticeship – Essentials of Facility Management Certificate
- Pre-Apprenticeship – IFMA Sustainability Certificate (100% derived from ANSI-accredited curriculum)
- Pre-Apprenticeship – OSHA 10-hour Certificate
- Apprenticeship Fundamentals – Facility Management Professional (FMP) ANSI-Accredited Certification
- Apprenticeship Capstone – Sustainable Facility Professional (SFP) ANSI Accredited Certification

Task 5: Work-based Learning

IFMA Will:

- Design of Work-based Learning Elements: An IFMA Foundation focus group with IFMA Denver Chapter members will define appropriate elements, perhaps including some that are not part of the standard Pre-apprenticeship design.
- Chapter Commitments to Work-based Learning: A set of events and other work-based learning opportunities will be committed and funding allocated based on the above design.
- Assign Chapter Sponsors: IFMA Foundation and chapter leadership will facilitate the assignment of "Sponsors" to manage the committed events and work-based opportunities.
- Acquire Braided Funding: The chapter is committed to fund student memberships and attendance in meetings along with time allocated for professional members to lead/participate in work-based learning events and opportunities. Program elements such as site visits and student competition, but not student chapter participation, will use RFP funds for staff expenses and student hourly stipends. Funding for transportation to training and events will be secured by Goodwill. Goodwill will look to leverage existing funds from various programs to provide transportation assistance. More details can be found under Task 2.
- Event Planning and Management: The "Sponsors" and the IFMA Foundation project manager will commit to resource levels and scheduling for each event and opportunity.
- Work-based Learning Facilitation: "Sponsors" will execute the work-based learning design, supported by other chapter members and the IFMA Foundation project manager.
- Assess and Improve: Periodic meetings will be scheduled and convened to review results of work-based planning elements, using the RFP's metrics as key performance indicators.

Task 6. Stipends for Clean Energy & Construction Training

IFMA will distribute CASR funds to Goodwill for administration of stipends. To the extent that additional braided funds are available from other sources, FMTP will use those funds to offset the amount paid by CASR.

IFMA will be responsible for the following oversight and reporting:

- Goodwill of Colorado's accounting in accordance with Generally Accepted Accounting Principles.
- Goodwill of Colorado's accounting for all costs and revenue, including stipends, using individual profit centers or departments.
- Goodwill's supporting documentation for all transactions, including purchase request, purchase order, goods receipt PO, invoice, and cleared checks.

Deliverable:

- All students earning \$20/hour stipends

Task 7. Upskilling Pre-apprenticeship/Certifications for Transitioning/Incumbent Workers

IFMA will Identify and reach transitioning and incumbent workers within the same scope as Task 1: Outreach and Recruiting. Upskilling and certification will occur through the Pre-Apprenticeship program and as appropriate through Apprenticeship. The Denver Pre-apprenticeship will operate through the following structure:

1. Target Marketing with a clear focus on priority populations and eligibility (Eligibility: Have worked as facility coordinator, associate or specialist, facility maintenance and technicians, or related roles. Including employees transitioning into FM).
- Using Appropriate Venues and Media
 - Reflecting and Assessing Employer Priorities
 - Removing Barriers to Training
 - Implementing the Pre-apprenticeship: Standard Pre-apprenticeship training is offered through certified IFMA instructors at training facility.
 - Employment and Retention
 - Continuous Improvement & Reporting

Deliverable:

- All participants will be offered an IFMA membership
- 64 people enrolled in pre-apprenticeship training
- 15 people placed into an apprenticeship

Task 9. Placement and Retention Services

IFMA will ensure strong placement and retention from the Facility Management Pre-apprenticeship program by:

- Job Openings: IFMA Foundation ensures a rich job environment before selecting an employer group and community to serve. Job placement is dependent on employer demand for new hires, which is typically the number of job openings versus the supply of qualified workers.
- Available Candidates: Deep pool of potential candidates in the priority population before committing to a program. This requires deep roots in the community.
- Employer Engagement: IFMA Foundation facilitates commitment by a critical mass of employers in defining selection criteria, participating in work-based learning and career connections, and giving priority to hiring Pre-apprenticeship completers.

- Assessment and Selection: Goodwill applies its proven processes in placing qualified candidates into training.
- Training: IFMA Foundation ensures quality of instruction and program elements that drive student motivation to enter a Facility Management career.
- Completion: Remove barriers to student participation and completion through a combination of case management, career navigation, and appropriate use of supportive services.
- Placement and Retention: IFMA Foundation and Goodwill apply their proven methods to ensure a high placement and retention rate among completers.

Deliverable:

- 34 people placed in job after program
- 90% Retention of program alumni at 3-month intervals post program for one year and wages over time

Task 10: Tracking and Reporting

IFMA agrees to the following deliverables related to outcomes and reporting of assigned tasks.

- Quarterly reporting to CASR on designated metrics associated with the above tasks.
- Backup documentation will be available upon request

Budget Allotment

- Funding applies Denver-based employers looking to upskill current employees and to Denver Metro residents, with priority on Denver’s NEST neighborhoods.
- Budget will be disbursed as outlined above for administrative, training, and ongoing costs which is subject to the City’s standard payment terms of net-30.

Table 1: Rate Table

Labor Category	REFORECAST	
	Hours Dedicated	Hourly Rate
IFMA Foundaton Director (5%)	416	108
Goodwill Director (5%)	416	56
Apprenticeship Navigator (1 FTE)	6,240	27
Program Manager	400	150
Instructor	658	150
	8,130	

Note: Fringe benefits included @25%

EXHIBIT B-1**BUDGET****Task Summary Table**

Task #: Activities	Number of Hours	Total Cost	
Task 1: Planning	40	6,000	
Task 2: Outreach & Recruitment			
- Goodwill	2,080.00	57,094	Added additional cohort and recruitment for upskilling incumbent workers
-Program Manager	160.00	24,000	Added additional cohort and recruitment for upskilling incumbent workers
Task 3: Wraparound Services	2,080.00	57,094	Added additional cohort and recruitment for upskilling incumbent workers
Task 4: Education and Training: Clean Energy Careers, Green building, certifications, pre-apprenticeships	658	98,700	Added instructor fees for 4th cohort and instructor for apprenticeship coach
			Increased Stipend to \$20.00 per hour. Assumes 44 students in year 2 @ 78 hours each. Billed \$36K in year 1. Paid \$11,385. Estimate 22 students in Cohorts 3 & 4 @26 weeks for each cohort x 3 hours per week. Total hours 4,191.
Task 7: Stipends for Clean Energy & Construction Training	4,191	80,025	
Task 10: Placement & Retention Services & Work Based Learning			Placement & retention services for 4th cohort and full apprentices
-Goodwill	2,080.00	57,094	
-Program Manager	200.00	29,940	
Task 11: Program Oversight Goodwill	416	23,296	Increased hours for 3rd year of services. Originally 2 years for Goodwill
Task 12: Program Oversight Foundation	416	44,928	Increased hours for Director for management of apprenticeship program & 4th cohort
TOTAL	12,321.00	478,171	
Contractual Services			
Background Checks - Staff		65	
Drug Screening - Staff		50	
Background Checks - Participants		3,900	
TOTAL Contractual Services		4,015	
Operating Expenses			
Telephone - Cell phone purchase		65	
Telephone - Cell phone monthly service		2,340	Cell phone for additional year for Goodwill
Supplies - Office		1,200	
Postage		1,200	
Food/Meals		-	
Graduation ceremony & Hiring Events		8,243	
Marketing Materials		1,200	
Instruction Materials		112,450	Added instructional materials for EoFM, Sustainability Course and OSHA-10 for 4th cohort. Increased # students per cohort in Cohorts 3 & 4 from 15 to 22.
Laptop & Desktop Printer		1,450	
Computer Network & Information Technology Requirements:		2,280	Computer network for additional year for Goodwill
TOTAL Operating Expenses		130,428	
Travel & Training			
Mileage & travel		10,000	
Staff Training		500	
TOTAL Travel & Training		10,500	
Other Operating Expenses			
Occupancy		6,355	Added extra year of occupancy cost for Goodwill site
Awards		360	
TOTAL Other Operating Expenses		6,715	
Other Expenses			
Participant Supportive Services*		-	
TOTAL Other Expenses		-	
SUBTOTAL of All Expenses		147,643	
Indirect Expense			
Indirect Rate 10%		14,764	
TOTAL Indirect Expense		14,764	
TOTAL PROGRAM COSTS		644,593	

*will leverage other resources

EXHIBIT B-1

Rate Table

Labor Category	REFORECAST		Notes
	Hours Dedicated	Hourly Rate	
IFMA Foundaton Director (5%)	416	108	Increased hours for Director for management of apprenticeship program & 4th cohort
Goodwill Director (5%)	416	56	Increased hours for 3rd year of services. Originally 2 years for Goodwill
Apprenticeship Navigator (1 FTE)	6,240	27	Increased hours for 3rd year of services. Originally 2 years for Goodwill
Program Manager	400	150	Increased hours for Program Manager for additional cohort, employer engagement work with upskilling of incumbent workers
Instructor	658	150	Includes Apprenticeship program coach to eliminate barriers to completion. The US DOL has been briefed and approves of the coach.
	8,130		

Note: Fringe benefits included @25%