

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to Sarah Stanek, Public Works

at [sarah.stanek@denvergov.org](mailto:sarah.stanek@denvergov.org) by **12:00pm NOON on Monday**. Contact Sarah with questions.

Date of Request: **9/13/18**

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:** (Start with *approves, amends, dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

Approves an expenditure agreement between the City and County of Denver on behalf of the National Western Center and its partners (Colorado State University and the Western Stock Show Association) to distribute funds to the Community College of Denver Foundation to help administer the WORKNOW workforce development program

**3. Requesting Agency:** Public Works / National Western Center

**4. Contact Person:**

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Will Chan	Name: Jenna Espinoza
Email: William.chan@denvergov.org	Email: jenna.espinoza@denvergov.org

**5. General description or background of proposed request. Attach executive summary if more space needed:**

Expenditure Agreement by which the City & County of Denver will distribute funds on behalf of the National Western Center and its partners (Colorado State University and the Western Stock Show Association) to the Community College of Denver Foundation to help administer the WORKNOW workforce development program on the front end to support outreach efforts to targeted areas and populations.

**6. City Attorney assigned to this request (if applicable):** Rob Wheeler

**7. City Council District:** 9

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

## Key Contract Terms

**Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):**  
Professional Services for Public Engagement Workforce Focused Outreach

**Vendor/Contractor Name:** Community College of Denver Foundation (WORKNOW)

**Contract control number:** 201844333

**Location:** Workforce Focused Outreach Areas map, attached.

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

**Contract Term/Duration (for amended contracts, include existing term dates and amended dates):**  
September 1, 2018 through project completion (estimated completion is 6 years from contract execution).

**Contract Amount (indicate existing amount, amended amount and new contract total):**

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$550,000	0	\$550,000.00

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
September 1, 2018 through December 31, 2023		

**Scope of work:**

WORKNOW will, in their best effort, provide to NWC (a Project Partner):

1. Delivery of project partner services including, but not limited to minimum of 15 outreach services per year, monthly career navigation and worker support services, administrative oversight associated with operations and coordination of WORKNOW, etc. WORKNOW will also provide NWC with a marketing plan for outreach annually.
2. Minimum of 9 trainings and/or courses options per year to provide workers with advanced skillsets to meet anticipated vertical building trade needs including carpenters, electricians, and HVAC technicians (see Exhibit B). WORKNOW will coordinate with training partners to deliver training aligned to project needs in three categories—preskill/ pre-employment, (minimum of two options to be approved by NWC) pre-journey worker, (minimum of three options to be approved by NWC) and journey level upgrade (minimum of four options to be approved by NWC).
3. Hiring of a bilingual employee for their WORKNOW Team to liaison a minimum of 6 hours monthly with NWC and support outreach (Navigator will perform a minimum of 12 site visits) and communications as needed to increase access to WORKNOW. NWC Employee will also interview, observe, and document worker experiences and provide reporting to the NWC team as will be mutually developed and agreed.
4. An annual performance report showing outcomes of the above deliverables and metrics, including but not limited to the following:
  - a) Monthly reporting on number of people utilizing WORKNOW in targeted areas and from targeted populations
  - b) Support services allocated to individuals residing in targeted area
  - c) Service delivery or locations within targeted areas
  - d) Number of participants placed on NWC; and of these, those who had contact with NWC Team
  - e) Number of training completions by individuals across three training categories

f) Wage growth for WORKNOW individuals hired at NWC

g) Position growth for WORKNOW individuals hired at NWC

5. WORKNOW agrees to coordinate all services with NWC team and contract providers and to revise training and outreach strategies as applicable as identified through coordination meetings

All metrics aforementioned may be subject to change(s) by NWC. If changes are made, NWC will provide at minimum one month notification and discussion with WORKNOW.

**Was this contractor selected by competitive process?**      NO                      **If not, why not? N/A**

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

**Source of funds:** 37205/5011000/80100000/NWC13/PRJ-10002018

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

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

**Who are the subcontractors to this contract?**