

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by 9:00 a.m. on **Friday**. Contact the Mayor’s Legislative team with questions

Date of Request: November 29, 2023

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.)

Amends a Contract with Bayaud Enterprises to fund the Denver Day Works Program (DDW). This amendment will extend the term one additional year and will add \$746,900.00 to contract bringing the total contract to \$2,946,000. These funds will provide participant wages and support, staff salaries, and program operations. HOST-202371018-04

3. Requesting Agency: Department of Housing Stability (HOST)

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Kevin Kelly	Name: Chris Lowell
Email: <a href="mailto:kevin.kelly@denvergov.org">kevin.kelly@denvergov.org</a>	Email: <a href="mailto:Christopher.Lowell@denvergov.org">Christopher.Lowell@denvergov.org</a>

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

The Denver Day Works Program provides day labor, employment services, and resource navigation for 120 (2024 numbers only) people experiencing homelessness. The program is operated by Bayaud Enterprises who staff case managers, employment specialists, and work site supervisors. Program participants work six hours per day, once per week, for up to ten weeks. Day labor operations occur at sites provided by Parks and Recreation and the Department of Transportation and Infrastructure. Case management and employment services take place at Bayaud’s Denver office.

6. City Attorney assigned to this request (if applicable): Johna Varty

7. City Council District: Citywide

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

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):  
Contract/Grant Agreement > \$500K

Vendor/Contractor Name: Bayaud Enterprises

Contract control number: HOST-202371018-04

Location: 333 W Bayaud Ave Denver, CO 80223

Is this a new contract?  Yes  No Is this an Amendment?  Yes  No If yes, how many? 4

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**Contract Term/Duration (for amended contracts, include existing term dates and amended dates):**

HOST-202057225	1/1/2021 – 12/31/2021
HOST-202160814-01	1/1/2021 – 12/31/2022
HOST-202264476-02	1/1/2021 – 12/31/2022
HOST-202265614-03	1/1/2021 - 12/31/2023
HOST-202371018-04	1/1/2021 – 12/31/2024

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

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
(A)	(B)	(A+B)
<b>\$ 2,199,100.00</b>	<b>\$746,900.00</b>	<b>\$2,946,000</b>

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1/1/2021 to 12/31/2023	12 months	12/31/2024

**Scope of work:**

- A. Outreach and recruitment
  - 1. Provide outreach and recruitment to individuals experiencing homelessness to participate in the program.
- B. Work Experience Coordination
  - 1. Coordinate and supervise work experience at approved private, city, or other public sites for participants.
  - 2. 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.
  - 3. Provide transportation to DDW participants, including by Bayaud operated vehicles, or by bus pass, bus tickets, etc. to work experience sites.
  - 4. Provide meals and non-alcoholic beverages to participants during work experience activities.
  - 5. Maintain records related to work attendance and performance to support reporting requirements.
  - 6. Ensure participants classified as volunteers sign the approved Release and Waiver of Liability for Volunteers form. Signed waivers should be kept on file at Bayaud and be available for HOST inspection.
- C. Supported Employment Work Experience Coordination
  - 1. Coordinate work experiences at approved private, city, or other public sites for participants.
  - 2. 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.
  - 3. Maintain records related to work attendance and performance to support reporting requirements.
  - 4. Ensure participants classified as volunteers sign the approved Release and Waiver of Liability for Volunteers form. Signed waivers are kept on file at Bayaud and are available for HOST inspection.
- D. Employment Support
  - 1. Conduct job readiness assessments with program participants.
  - 2. Maintain records related to assessments, services provided, and related outcomes to support reporting requirements.
  - 3. Develop an employment plan for each participant that outlines need, goals, and responsibilities.
  - 4. Assist participants with job search and application at City, private, and other public sites to secure permanent employment.
  - 5. As appropriate to individual participant employment services needs and goals, provide access to skills development including:
    - i. Resume building
    - ii. Interviewing and disclosure
    - iii. Basic computer skills
    - iv. Life skills
  - 6. Provide on-going follow-up and support to participants and employers once participants are placed in employment.
- E. Case Management Support
  - 1. Conduct needs assessments with program participants

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2. Maintain records related to assessments, services provided, and related outcomes to support reporting requirements.
  3. Develop a resource assistance plan for each participant that outlines need, goals, and responsibilities.
  4. Provide additional support services such as housing referral assistance, clothing, and other benefits for program participants as appropriate, as identified in the needs assessment.
  5. Provide referrals to other resources as identified in participant needs assessments.
- F. Other Activities
1. Solicit program participant feedback regarding program operations and design on a regular basis.
  2. Actively engage with potential non-funded worksites to expand program capacity.
  3. Staff attendance and participation at public events such as expos, conferences, etc. that promote services to individuals experiencing homelessness or other events at HOST discretion.
  4. Accommodate reasonable, non-disruptive requests from city staff to directly observe program operations and to directly interact with program participants.
  5. 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 HOST Communications.

**Was this contractor selected by competitive process? Yes If not, why not?**

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

**Source of funds:** General 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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