

## **AGREEMENT ONE-STOP WORKFORCE OPERATIONS**

**THIS AGREEMENT** or **Memorandum of Understanding** (the "Agreement") is between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado, ("Denver"), for itself and on behalf of the **Division of Workforce Services, a division of the Office of Denver Economic Development & Opportunity** (the "Agency") and the **Denver Workforce Development Board** (the "Local Board"), and together with Denver (the "**City**") and **ECKERD YOUTH ALTERNATIVES, INC.**, a Florida non-profit corporation with a principal place of business address of 100 North Starcrest Drive, Clearwater, Florida 33765 ("**Contractor**"). The City and the Contractor are referred to herein collectively as the "Parties."

### **RECITALS**

**A.** On July 22, 2014, the United States Congress enacted the Workforce Innovation and Opportunity Act of 2014 ("WIOA") to provide, among other things, workforce investment activities through statewide and local workforce development systems, increase employment, retention, and earnings of participants, and increase attainment of occupational skills by participants. Through such activities, WIOA seeks to improve the quality of the workforce, reduce welfare dependence, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the productivity and competitiveness of the Nation.

**B.** The City and County of Denver has been designated by the Governor of the State of Colorado as a local workforce investment area in order to receive and allocate WIOA funding and to otherwise coordinate WIOA activities. In addition, a local workforce development board has been established to carry out any WIOA specified functions.

**C.** The City has been or will be designated by the State of Colorado as a sub-recipient of WIOA funds for the Denver local area pursuant to an agreement with the State of Colorado Department of Labor and Employment in order to implement and coordinate WIOA activities with the City's Local Board in accordance with WIOA.

**D.** WIOA requires, among other things, certain partnering and collaboration activities to align WIOA with other federally funded workforce programs including without limitation certain elements of the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (“PRWORA”) related to the Temporary Assistance for Needy Families program (“TANF”) (PRWORA/TANF-CFDA# 93.558).

**E.** In 2020, the City, through a competitive process, designated the Contractor as the One Stop Operator to implement a comprehensive one-stop system for workforce investment activities in the City and County of Denver including providing services at certain City owned or operated facilities.

**F.** The Mayor and the Local Board have determined to extend the Contractor’s designation as the One Stop Operator for the term of this Agreement to ensure the continued operation workforce services and related activities in accordance or consistent with WIOA.

**G.** This Agreement, and its Exhibits, sets forth the conditions upon which the One-Stop Delivery System will be implemented in accordance with applicable laws.

The Parties therefore agree as follows:

## **Section 1 Definitions**

**1. DEFINITIONS:** In addition to any other definitions contained elsewhere in this Agreement, the following definitions will apply to this Agreement and to exhibits referenced and attached hereto. Unless the context otherwise clearly indicates, words used in the singular include the plural, the plural includes the singular, and the neuter gender includes the masculine and the feminine.

**1.1.** “Agency” shall include a successor City agency or office designated to serve as the successor agency, office, or division to DWS.

**1.2.** “Arie P. Taylor Building” means the Arie P. Taylor Municipal Center located at 4685 Peoria Street, Denver, CO 80239.

**1.3.** “Castro Building” means the Richard T. Castro Building located on the DHS Federal Property at 1200 Federal Blvd., Denver, CO 80204.

- 1.4.** "City Buildings" means the Arie P. Taylor Building and the Castro Building.
- 1.5.** "City Law" shall include the Denver Charter, Denver Revised Municipal Code, executive orders, rules, regulations, policies and procedures prescribed by the City which govern funds which are or may after become obligated under this Agreement. City Law may include, but is not limited to, City laws set forth in Section 15 of this Agreement, as well as any and all amendments thereto which may currently or hereafter be in effect.
- 1.6.** "City's Office Furniture" means new or used office cubicles, desks, chairs, file and storage cabinets, furniture, movable fixtures and other related personal property as set forth in more detail on **Exhibit I**. "City's Office Furniture" excludes computers, laptops, tablets, electronic devices, fax machines, and other related equipment.
- 1.7.** "Contractor Personal Property" means every kind of business personal property provided by the Contractor to provide the Services in the Licensed Premises including without limitation furniture and equipment that is moveable without damage to itself or the DHS Premises.
- 1.8.** "Denver Properties Leasing Trust 2012C" means the owner and Landlord for the Arie P. Taylor Building.
- 1.9.** "Denver Public Facilities Leasing Trust 2005A" means the owner and Landlord for the Castro Building.
- 1.10.** "DHS" means the Denver Department of Human Services, a department of Denver.
- 1.11.** "DHS Director" means the Executive Director of DHS.
- 1.12.** "DHS Director of Facilities" means the DHS Director of Facilities who oversees and manages building management matters for the Castro Building.
- 1.13.** "DHS Premises" means the Castro Building.
- 1.14.** "DWS" means the Agency's Division of Workforce Services.

- 1.15.** "DWS Director" means the Director of the Division of Workforce Services and includes any person designated by the City to serve as the successor to the DWS Director under a successor agency, office, or division to DWS.
- 1.16.** "Director of Real Estate" means the Director of Real Estate for the City who oversees matters related to the grant of the limited license for the Licensed Premises and the provision of City's Office Furniture.
- 1.17.** "Director of Facilities Management" means the Director of Facilities Management of the Department of General Services who oversees and manages building management matters for the Arie P. Taylor Building.
- 1.18.** "DPLT 2012C Lease" means the Lease Purchase Agreement No. 2012C dated May 17, 2012 under which the City subleases from Denver Properties Leasing Trust 2012C certain real property and leasehold improvements including the Arie P. Taylor Building. (For cross-reference purposes, the DPLT 2012 Master Lease describes the Arie P. Taylor Building as the "Arie P. Taylor Building and Denver District 5 Police Station").
- 1.19.** "DPFLT 200A Lease" means the Lease Purchase Agreement No. 2005A dated August 9, 2005 under which the City subleases from the Denver Public Facilities Leasing Trust 2005A certain real property and leasehold improvements located in the southeast corner of Federal Boulevard and West Holden Place in Denver, Colorado (the "DHS Federal Property") including the Castro Building. (For cross-reference purposes, the DPFLT 2005 Master Lease describes the DHS Federal Property as the "Human Services Center Properties").
- 1.20.** "Federal Funds" means an award or appropriation of monies from the Federal Government for purposes of administering the Program.
- 1.21.** "Federal Government" shall include representatives of the agency, department or office of the United States of America which is or may hereafter be empowered to promulgate, review or enforce rules governing the expenditure of Federal Funds which are or may hereafter become obligated under this Agreement.
- 1.22.** "Federal Law" shall include any laws of the United States of America which govern funds which are or may after become obligated under

this Agreement. Federal Law may include, but is not limited to, federal laws set forth in Section 15 of this Agreement, as well as any and all amendments thereto which may currently or hereafter be in effect.

- 1.23.** "Licensed Premises" means the office space located in the DHS Premises and the Arie P. Taylor Building that has been or will be made available to the Contractor to provide the Services during the Term as more particularly described and depicted on **Exhibit G**. Each such space by itself and together with the others is a "Licensed Premises."
- 1.24.** "Local Board" has the meaning given to the term in 29 U.S.C. § 3102 Sec. (33).
- 1.25.** "One-Stop Operator" has the meaning given to the term in 29 U.S.C. § 3102 Sec. (41).
- 1.26.** "One-Stop Partner" has the meaning given to the term in 29 U.S.C. Sec. § 3102 Sec. (42).
- 1.27.** "Program" means any and all authorized activities necessary to establish and implement a One-Stop Delivery System under the Workforce Innovation and Opportunity Act, ("WIOA"), Public Law 113-129 (July 22, 2014), 29 U.S.C. § 3101, *et seq.*, (WIOA Adult CFDA NO. 17.258, WIOA Dislocated Worker CFDA NO. 17.260, WIOA Youth 17.259), which supersedes the Workforce Investment Act 1998, Public Law 105-220, as codified at, 29 U.S.C. § 2801, *et seq.*, ("WIA") and the "Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996" (the "Act"), Public Law 104-193, as codified at 42 U.S.C. § 601, *et seq.*, (TANF-CFDA No. 93.558), as supplemented by the Colorado Works Program Act of 1997, as amended, C.R.S. §§ 26-2-701, *et seq.*, ("CWPA"). **For purposes of implementing the Program, the Contractor is a Subrecipient.**
- 1.28.** "State Government" includes representatives of the agency, department or office of the State of Colorado which is or may hereafter be empowered to promulgate, review or enforce rules governing the Program.
- 1.29.** "State Law" includes any laws of the State of Colorado which govern funds which are or may become obligated under this Agreement. State Law includes, but is not limited to, the state laws set forth in Section

15 of this Agreement, as well as amendments thereto which may currently or hereafter be in effect.

- 1.30.** "Subcontractor" means an entity that furnishes to the Contractor services, materials, equipment, or supplies (other than standard office supplies or printing services) pursuant to this Agreement and excludes a One-Stop Partner.

## **Section 2 Contract Documents**

### **2. CONTRACT DOCUMENTS:**

- 2.1. Order of Preference.** This Agreement consists of Sections 1 through 19, which precede the signature pages, and the following exhibits which are incorporated herein and made a part hereof by reference:

- Exhibit A – Scope of Services
- Exhibit B – Budget Summary
- Exhibit C – Financial Administration (Terms and Conditions)
- Exhibit D – General Program (Terms and Conditions)
- Exhibit E – Certificate of Insurance
- Exhibit F – HIPPA/HITECH (Business Associate Terms)
- Exhibit G – Use of City Facilities (Terms and Conditions)
- Exhibit H – Background Check Policy
- Exhibit I – City's Office Furniture
- Exhibit J – Technology and Data (Terms and Conditions)

In the event of any conflicts between the provisions in this Agreement and the exhibits, the language of this Agreement controls.

Notwithstanding the foregoing, in the event of any conflicts between the provisions of this Agreement and **Exhibit J**, the language of **Exhibit J** controls. In the event of any conflicts between **Exhibits A** through and including **J**, the order of precedence to determine which document shall control to resolve such conflict, is as follows, in descending order:

Exhibit C (unless the City specifically notifies the Contractor in writing that a provision of Exhibit C prevails over this Agreement)

Exhibit D (unless the City specifically notifies the Contractor in writing that a provision of Exhibit D prevails over this Agreement)

Exhibit A – Scope of Services

Exhibit B – Budget Summary

Exhibit E – Certificate of Insurance

Exhibit F – HIPPA/HITECH (Business Associate Terms)

Exhibit G – Use of City Facilities (Terms and Conditions)

Exhibit H – Background Check Policy

Exhibit I – City’s Office Furniture

Exhibit J – Technology and Data (Terms and Conditions)

**2.2. Modifications to Exhibits.** The Parties may modify an exhibit attached to this Agreement; provided, however, that no modification to an exhibit shall result in or be binding on the City if any proposed modification(s), individually or collectively, requires an upward adjustment to the Maximum Contract Amount. The Parties shall, in each instance, memorialize in writing any and all modifications to an exhibit by revising and restating that exhibit and referencing this City Contract Control number stated on the signature page below. A proposed modification to an exhibit will be effective only when it has been approved in writing by the Parties, approved as to form by the City Attorney’s office, and uploaded into the City electronic contract system by the Agency for access through the City Clerk. All such modifications shall contain the date upon which the modified exhibit or exhibits shall take effect. Any modification to an exhibit agreed to by the Parties that requires an increase to the Maximum Contract Amount shall be evidenced by a written Amendatory Agreement prepared and executed by the Parties in the same manner as this Agreement.

### **Section 3 Coordination of Services**

**3. COORDINATION AND LIAISON:** The Contractor will serve as the One-Stop Operator for the City and County of Denver during the Term. The

Contractor will fully coordinate the Services with the City and the Local Board. The DWS Director, or the DWS Director's designee, will serve as the liaison for City and Local Board for purposes of administering this Agreement on a day-to-day basis.

## **Section 4 Services**

### **4. SERVICES:**

- 4.1.** In addition to any and all obligations required by law or stated elsewhere in this Agreement, or on any exhibits, and subject to the terms and conditions of this Agreement and at the direction of the DWS Director, the Contractor shall diligently undertake, perform, and complete all of the services for the Program, achieve all of the performance measures, and produce all the deliverables set forth on **Exhibit A**, the **Contractor's Work Statement** (the "Services"), to the City's satisfaction.
- 4.2.** If, at any time during the Term, the City receives additional funds for its One-Stop delivery system and desires to provide such funds to the Contractor, the Parties may supplement the Services by modifying **Exhibits A** and **B**, respectively and in each instance, in accordance with the limitations and procedures in Section 2.2 above; the terms contained in **Exhibit A** describing the nature and scope of such supplemental services; and, the line budget line items contained in **Exhibit B**. No such modification to **Exhibits A** or **B** for supplemental services will result in or be binding upon the City if it requires an increase to the Maximum Contract Amount. Any modification for supplemental services that requires an increase to the Maximum Contract Amount shall be evidenced by a written amendatory Agreement prepared and executed by the Parties in the same manner as this Agreement.
- 4.3.** The Contractor is ready, willing, and able to provide the Services.
- 4.4.** The Contractor shall faithfully perform the Services in accordance with the standards of care, skill, training, diligence, and judgment provided by highly competent individuals performing services of a similar nature to those described in the Agreement and in accordance with the terms of the Agreement.



- 4.5. Under this Agreement, the Contractor functions as a Sub-awardee.
- 4.6. Contractor is responsible for taking all actions reasonably necessary to ascertain the nature and location of the Services to be performed under this Agreement and to obtain sufficient knowledge of the general conditions that may affect the performance of the Services or the cost thereof. Any failure to take such actions or have such knowledge will not relieve Contractor from its responsibility to successfully responsibility to successfully performing the Services without additional cost to the City. No oral representation by any officer or employee of the City or the Local Board concerning the nature, location or general conditions relating to the Services at variance with the terms of the Agreement or any written amendment to the Agreement will have any force or effect or bind the City.
- 4.7. Contractor shall not establish practices that create disincentives to providing Services to individuals with barriers to employment who may require longer-term Services, such as intensive employment, training, and education services.

## **Section 5 Compensation**

### **5. COMPENSATION AND METHOD OF PAYMENT:**

- 5.1. **Budget:** The City shall pay and the Contractor shall accept as the sole compensation for services rendered, performance measures achieved, and costs incurred under the Agreement in accordance with the budget contained in **Exhibit B**. The Contractor certifies the budget line items in **Exhibit A** contains reasonable allowable direct costs and allocable indirect costs in accordance with 2 C.F.R. 200, Subpart E.
- 5.2. **Reimbursable Expenses:** Except as set forth on **Exhibit B**, there are no reimbursable expenses allowed under the Agreement.
- 5.3. **Invoices:**
  - a) Contractor shall provide the City with periodic invoices in a format and with a level of detail acceptable to the City in accordance with **Exhibit B**. Contractor's invoices must identify reasonable

allowable direct costs and allocable indirect costs actually incurred in accordance with the budgeted categories and amounts contained in **Exhibit B**. The amounts invoiced by Contractor will be payable upon receipt and acceptance of designated work product as set forth herein and as fully documented by Contractor's periodic invoice. Funds payable by the City hereunder shall be distributed to the Contractor on a reimbursement basis only, for work performed during the prior month. Invoices submitted for services rendered that are submitted after such deadline are considered to be untimely, and must be submitted separately to be considered for payment. Payment for such late-submitted invoices shall be made only upon a showing of good cause for the late submission. Contractor's invoices will set forth the methodology used to determine costs for services invoiced. The City will have the right to dispute, and withhold payment for, any invoice that does not contain a sufficient statement of Contractor's methodology used to determine costs for services invoiced.

- b)** Contractor must not allocate costs billed to this Agreement to another Federal award unless the City notifies the Contractor in writing that that the City has shifted costs that are allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of an applicable Federal award. 2 C.F.R. § 200.405(c).
- c)** Each invoice requesting payment under this Agreement will contain the following certification, signed by an official who is authorized to legally bind the Contractor, which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that this invoice is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award for the Program. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."

- d) Budget line items may only be modified by the written approval of the Director or the Director's designee if, in the sole judgment of the Director or the Director's designee, such modification is reasonable and appropriate. However, such budget modifications will not alter the Maximum Contract Amount. Any modification to **Exhibit A** or **Exhibit B** shall not take effect until approved in writing. Any modification to **Exhibits A** and/or **B**, respectively, agreed to by the Parties that requires an increase in the Maximum Contract Amount shall be evidenced by a written Amendatory Agreement prepared and executed by both Parties in the same manner as this Agreement.

5.4. **Maximum Contract Amount:**

- a) Notwithstanding any other provision of the Agreement, the City's maximum payment obligation will not exceed **FOUR MILLION FIVE HUNDRED TWENTY THOUSAND SEVENTY DOLLARS AND NO CENTS (\$4,520,070.00)** (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 Contractor beyond that specifically described in **Exhibit A**. Any services performed beyond those in **Exhibit A** are performed at Contractor's risk and without authorization under the Agreement.
- b) The City's payment obligation, whether direct or contingent, extends only to Federal Funds received and budgeted for the Program, appropriated annually by the Denver City Council, paid into the Treasury of the City, and encumbered for the purpose of the Agreement. The City does not by the Agreement irrevocably pledge present cash reserves for payment or performance in future fiscal years. The Agreement does not and is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of the City.

- 5.5. **Recovery of Incorrect Payments:** The City has the right to recover from the Contractor any and all incorrect payments issued to the Contractor due to any omission, error, fraud, and/or defalcation

including but not limited to applying a deduction from subsequent payments under this Agreement or other means of recovery by the City as a debt due to the City or otherwise as provided by law. If, as a result of any audit or Program review relating to the performance of the Contractor or its officers, agents or employees under this Agreement, there are any irregularities or deficiencies in any audit or review, then the Contractor will, upon notice from the City, correct all identified irregularities or deficiencies within the time frames designated in the City's written notice. If corrections are not made by such date, then the final resolution of identified deficiencies or disputes shall be deemed to be resolved in the City's favor unless the Contractor obtains a resolution in its favor from the responsible official conducting the audit or review. The foregoing in no way limits Contractor's obligation to reimburse the City for any costs or expenses paid under this Agreement that have been determined to be unallowable or disallowed by the Federal Government, State Government, or the City in accordance with applicable Federal Laws, State Laws, or the Charter, ordinances, rules, regulations, policies, and Executive Orders of the City and County of Denver.

- 5.6. **Additional Program Conditions:** If additional conditions are lawfully imposed on the Program and the City by the federal, state, or local law, executive order, rules and regulations, or other written policy instrument, the Contractor will comply with all such additional conditions. If the Contractor is unable or unwilling to accept any such additional conditions concerning the administration of the Program, the City may withhold payment to the Contractor of any unearned funds. If the City withholds payment for this reason, the City shall advise the Contractor and specify the actions that must be taken as a condition precedent to the resumption of payments.
- 5.7. **Return of Unexpended Funds:** In the event the City determines that the Contractor possesses an unexpended balance of funds from any advance payments made to the Contractor, then all such unexpended advanced funds will be returned to the City within ten (10) days written notice to the Contractor. The City's acceptance of any such amounts shall not constitute a waiver of any claim that the City may otherwise have arising out of this Agreement.

- 5.8. **Federal Funds Contingency:** All payments under this Agreement, whether in whole or in part, are subject to and contingent upon the continuing availability of Federal Funds for the purposes of the Program. In the event that Federal Funds, or any part thereof, are not awarded to the City or are reduced or eliminated by the Federal Government or the State of Colorado, the City may reduce the total amount of compensation to be paid to the Contractor by revising **Exhibits A and/or B**, in accordance with Section 2.2 above, or it may terminate this Agreement.
- 5.9. **No Duplication of Funds for Same Services:** The monies provided for and received under this Agreement are the only and sole funds received by the Contractor from or through the City and County of Denver for payment of the Services provided under this Agreement. In the event the Contractor shall receive any other monies from or through the City or any other party in order to provide the Services, then the compensation received hereunder may be reduced by such amount or amounts at the sole option of the City. The Contractor shall report promptly, in writing to the DWS Director, all amounts received upon receipt.

## **Section 6 Term**

6. **TERM:** The Agreement will commence on **July 1, 2022**, (the "Commencement Date") and will expire on **June 30, 2023** (the "Expiration Date") (together, the "Term"). Subject to the DWS Director's prior written authorization, the Contractor shall complete any work in progress as of the Expiration Date and the Term will extend until the work is satisfactorily completed or earlier terminated by the DWS Director.

## **Section 7 Center Locations/Licensed Premises**

7. **CENTER LOCATIONS; LICENSE AND ACCEPTANCE OF PREMISES:**
- 7.1. The Local Board has determined the Licensed Premises will serve as the comprehensive center locations for the Services.

- 7.2. Subject to any required consent of or by the City, including, without limitation, its outside legal bond counsel, and subject to the terms and conditions of this Agreement and **Exhibit G**, the City grants to the Contractor a limited license and privilege to use the Licensed Premises during the Term. Any other consent, approval, construction, determination or agreement which may be required with respect to such limited license shall be made for the City by the DWS Director, unless another City official, including without limitation, the Director of Real Estate, the Director of Facilities Management, and the DHS Director of Facilities, is specifically given such authority by the Denver Charter, Revised Municipal Code, an Executive Order of the City and County of Denver, or otherwise by written designation of the Mayor for a particular provision of this Agreement and its Exhibits.
- 7.3. The license privileges under this Agreement are specific to Contractor and may not be transferred or assigned in any manner without the prior written approval of the City.
- 7.4. Contractor will not take any action or fail to take any action that cause the City breach or be in default under the DPFLT 2005A Lease or the DPLTC 2012C Lease. Contractor by its signature below acknowledges receipt of a copy of the DPFLT 2005A Lease and the DPLT 2012C Lease from the DWS Director. The Denver Properties Leasing Trust 2012C requires that the use of the Arie P. Taylor Building remain used as office space for providing government related services and that a copy of this limited License be provided to the 2012C Trustee. The Denver Public Facilities Leasing Trust 2005A requires approval of Special Counsel and requires a copy of this limited License be provided to the 2005A Trustee.
- 7.5. Contractor accepts the Licensed Premises in an "AS IS"/"WHERE IS" condition, with all faults and defects. The City does not make, and hereby expressly disclaims, any warranty or representation whatsoever, express or implied, and shall have no obligation or liability whatsoever, express or implied, as to the condition of or any other matter or circumstance affecting the Licensed Premises.
- 7.6. The Licensed Premises shall, upon the Commencement Date, be vacant except for the City's Office Furniture.

## **Section 8 One-Stop Partners**

8. **ACCESS TO SERVICES; CO-LOCATION:** To the extent required or permitted by WIOA, the Contractor may, upon prior written approval of the DWS Director in each case, authorize a One-Stop Partner, who has executed an agreement (also referred to in WIOA as a "Memorandum of Understanding", 29 U.S.C. §§ 3151(b) & (c)) with the City and the Local Board, to co-locate or otherwise provide access to the programs and activities carried out by the One-Stop Partner in the Licensed Premises. Contractor will monitor the activities of each such One-Stop Partner concerning the use of the Licensed Premises to ensure the One-Stop Partner fully complies with applicable terms and conditions of **Exhibit H** or any other requirements concerning the use of the Licenses Premises as specified in writing by the DWS Director.

## **Section 9 Opportunities for Employment with Contractor**

9. **EMPLOYMENT WITH FUNDS:** In connection with the performance of work under this Agreement, the Contractor shall submit pertinent job availability information on each job or position created with the use of the funds provided hereunder to the City's Office of Denver Economic Development & Opportunity in the workforce job system, [www.connectingcolorado.com](http://www.connectingcolorado.com) or other system as may be required. In addition, the Contractor has agreed to consider Agency employees who have applied for employment with Contractor for jobs or positions created with the use of the funds provided hereunder.

## **Section 10 Background Checks**

10. **REQUIRED BACKGROUND CHECKS:** Contractor acknowledges that as the designated One Stop Operator it, and its officers and employees, are in a position of public trust in the performance of this Agreement and must operate in a manner that maintains the highest standards of honesty, integrity and public confidence.
- 10.1. **Hiring and Employment Decisions; Volunteers:** In order to prevent unknowingly employing someone or retaining a volunteer who

may present a high risk for impropriety, misconduct, malfeasance, or criminal conduct, the Contractor, its officers, employees, and Subcontractors, will complete comprehensive criminal background checks on all people working or volunteering for the Contractor in accordance with all applicable laws, rules, regulations, grant awards, funding agreements, manuals, policies, procedures, informational memoranda, Program guidance, instructions, directives, or other written documentation issued by the Federal Government, State Government, or the City and provided to the Contractor. The background check policy enacted by the Contractor in accordance with herein is attached hereto and incorporated herein as **Exhibit H**; such policy, and any revisions thereto, shall, respectively, be reviewed and approved by the Agency, in the sole discretion of the Agency, prior to the execution of this Agreement and prior to enacting any proposed revisions to said policy after execution of this Agreement. Additional types of background checks may be required and/or permitted depending on the type of position and nature of the duties performed. These additional background checks may include: Employment History Verifications, Drug Testing, Education /Degree Verification, Motor Vehicle Record (MVR), Commercial Driver's License (CDL), Professional License and Certification, Finger Printing, Child Abuse/Neglect Registry, Medicare/Medicaid Fraud Database, Polygraph Examination (DOS), Credit History, and NCIC or CCID Clearance.

## **Section 11 Enforcement/Termination**

**11. ENFORCEMENT REMEDIES/TERMINATION OF AGREEMENT:** The City has the following rights of enforcement and termination:

**11.1. Enforcement Remedies:** If the Contractor materially fails to comply with the terms of this Agreement; the terms of any other agreement between the City and the Contractor; or any Federal Law, State Law or City Law in performing under this Agreement, and fails to cure any such noncompliance within ten (10) days (or such longer period as the City may allow in its own discretion) after receipt from the City of a notice specifying the noncompliance, or if Contractor experiences financial difficulties as evidenced by its admitting in writing its inability to pay debts generally as they become due; making an assignment of



all or a substantial part of its property for the benefit of its creditors; an order from a court of competent jurisdiction that Contractor is bankrupt or should have a general assignment for the benefit of its creditors; by its seeking or consenting to or acquiescing in the appointment of a receiving or trustee for all or a substantial part of its property or of its interest in this Agreement or if a receiver should be otherwise appointed by order of the Court on account of Contractor's insolvency which order has not been vacated, set aside or stayed within thirty (30) days from the date of entry appointing a receiver or trustee for all or a substantial part of its property the City may take one or more of the following enforcement actions:

- a)** Withhold any or all payments to the Contractor, in whole or in part, until the necessary Services, deliverables, or corrections in performance are satisfactorily completed during the authorized period to cure default;
- b)** Deny any and all requests for payment and/or demand reimbursement from Contractor of any and all payments previously made to Contractor for those Services or deliverables that have not been satisfactorily performed and which, due to circumstances caused by or within the control of the Contractor, cannot be performed or if performed would be of no value to the Program. Denial of requests for payment and demands for reimbursement shall be reasonably related to the amount of work or deliverables lost to the City;
- c)** Disallow or deny all or part of the cost of the activity or action not in compliance;
- d)** Suspend or terminate this Agreement, or any portion or portions thereof, effective immediately or (or such longer period as the City may allow in its own discretion) upon written notice to Contractor;
- e)** Deny in whole or in part any application or proposal from Contractor for funding of the Program for a subsequent program year regardless of source of funds;

- f) Reduce any application or proposal from Contractor for refunding for the Program for a subsequent program year by any percentage or amount that is less than the total amount of compensation provided in this Agreement regardless of source of funds;
  - g) Refuse to award Contractor, in whole or in part, any and all additional funds for expanded or additional services under the Program;
  - h) Deny or modify any future awards, grants, or contracts of any nature by the City regardless of funding source for Contractor; or
  - i) Modify, suspend, remove, or terminate the Services, in whole or in part. If the Services, or any portion thereof, are modified, suspended, removed, or terminated, the Contractor shall cooperate with the City in the transfer of the Services as reasonably designated by the City; or
  - j) Take other remedies that may be legally available.
- 11.2. **Termination due to Changes in Program – PROWRA:** If the Colorado Works Program Memorandum of Understanding executed by the City and the State of Colorado or any subsequent such Memorandum of Understanding is terminated for any reason, the total amount of compensation to be paid to the Contractor under this Agreement shall be reduced effective as of the date of termination of such Memorandum of Understanding and the Parties will revise **Exhibits A and B**, in accordance with Section 2.2 above accordingly.
- 11.3. **Termination due to Criminal Offenses:** The City may terminate the Agreement if the Contractor or any of its officers or employees are convicted, plead *nolo contendere*, enter into a formal agreement in which they admit guilt, enter a plea of guilty or otherwise admit culpability to criminal offenses of bribery, kickbacks, collusive bidding, bid-rigging, antitrust, fraud, undue influence, theft, racketeering, extortion or any offense of a similar nature in connection with Contractor's business. Termination for the reasons stated in this paragraph is effective upon receipt of notice.

- 11.4. **Termination for Convenience:** The City has the right to terminate the Agreement without cause upon twenty (20) days prior written notice to the Contractor. However, nothing in this Section shall be construed as giving the Contractor the right to perform Services under this Agreement beyond the time when such Services become unsatisfactory to the DWS Director.
- 11.5. **Termination for Delinquent Loans, Contract Obligations, and Taxes:** Further, the City may also suspend or terminate this Contract, in whole or in part, if Contractor becomes delinquent on any obligation to the City inclusive of any loan, contractual, and tax obligation as due, or with any rule, regulations, or provisions referred to herein; and the City may declare the Contractor ineligible for any further participation in City funding, in addition to other remedies as provided by law. In the event there is probable cause to believe the Contractor is non-compliant with any applicable rules, laws, regulations, or Contract terms, the City may withhold up to one hundred (100) percent of said Contract funds until such time as the Contractor is found to be in compliance by the City or is otherwise adjudicated to be in compliance, or to exercise the City's rights under any security interest arising hereunder.
- 11.6. **Termination due to Impossibility:** Notwithstanding anything contained herein to the contrary, the City and the Contractor may terminate this Agreement upon a joint determination of the impossibility of the Contractor to perform its obligations hereunder in conformance with any continuing and effective public health orders issued by the State of Colorado or the City (collectively and as may be adopted, amended, revised, or supplemented, "Public Health Orders"). Notwithstanding the foregoing, such right of termination shall only be exercised after the Contractor has, to the reasonable satisfaction of the City, exhausted all other alternative methods of performance to comply with such Public Health Orders while performing all obligations hereunder. Such alternative methods of performance shall include, without limitation: 1) temporarily suspending performance of applicable portions or all of the Services with no monetary penalties imposed by the City due to such suspension; 2) engaging in approved social distancing requirements as described in the Public Health Orders; and/or 3) performing all or a portion of the Services remotely or electronically where feasible. All determinations of impossibility

shall be reasonably determined jointly by the City and the Contractor upon consultation in good faith and, if so determined, shall also specify an effective date of termination of this Agreement to occur no later than twenty (20) days from the date of such determination. Nothing contained herein shall be construed as prohibiting or limiting the right of the City to otherwise terminate this Agreement in conformance with the terms and conditions of this Agreement. If this Agreement is terminated in accordance with this clause, the City shall be liable only for payment under the provisions of this Agreement for Services satisfactorily rendered by the Contractor before the effective date of termination.

- 11.7. **Termination by Contractor:** Contractor may terminate this Agreement, upon written notice to the DWS Director if the City materially breaches this Agreement and fails to cure such breach within ninety (90) days (or within such longer period as agreed upon by the Parties in writing) following receipt of written notice thereof from the Contractor.
- 11.8. **Payment upon Termination:** Upon termination of the Agreement, upon any ground, the Contractor shall have no claim against the City by reason of, or arising out of, incidental or relating to termination, except for compensation that has not been disallowed by the City for work duly requested and satisfactorily performed or Services satisfactorily provided as described in the Agreement.
- 11.9. **Return of Materials and Equipment:** If the Agreement is terminated, the City is entitled to and will take possession of all materials, equipment, tools and facilities it owns that are in the Contractor's possession, custody, or control by whatever method the City deems expedient. The Contractor shall deliver all documents in any form that were prepared under the Agreement and all other items, materials and documents that have been paid for by the City to the City. These documents and materials are the property of the City. The Contractor shall mark all copies of work product that are incomplete at the time of termination "DRAFT-INCOMPLETE."

## **Section 12**

### **Examination of Records/Audits**

## 12. **EXAMINATION OF RECORDS:**

- 12.1. Any authorized agent of the City, including the City Auditor or his or her representative, has the right to access, and the right to examine, copy and retain copies, at City's election in paper or electronic form, any pertinent books, documents, papers and records related to the Contractor's performance pursuant to this Agreement, provision of any goods or services to the City, and any other transactions related to this Agreement. The Contractor shall cooperate with City representatives and City representatives shall be granted access to the foregoing documents and information during reasonable business hours and until the latter of three (3) years after the final payment under the Agreement or expiration of the applicable statute of limitations. When conducting an audit of this Agreement, the City Auditor shall be subject to government auditing standards issued by the United States Government Accountability Office by the Comptroller General of the United States, including with respect to disclosure of information acquired during the course of an audit. No examination of records and audits pursuant to this paragraph shall require the Contractor to make disclosures in violation of state or federal privacy laws. The Contractor shall at all times comply with Denver Revised Municipal Code Section 20-276.
- 12.2. The Contractor acknowledges that it is subject to any and all applicable regulations or guidance of the United States Office of Management and Budget including, but not limited to, all applicable laws, rules, regulations, policy statements, and guidance issued by the Federal Government (including the United States Office of Management and Budget), regarding audit requirements and access to records requirements. Non-profit organizations that expend \$750,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR Chapter I, Chapter II, Parts 200, 215, 220, 225 and 230, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" and applicable federal regulations.
- 12.3. In addition to the requirements contained in **Exhibit C** concerning Audits, Contractor's auditor will provide an accounting certification

that the audit was conducted in accordance with applicable standards set forth in the U.S. Office of Management and Budget ("OMB") circulars. All accounting practices will be in conformance with generally accepted accounting principles (GAAP). Contractor will complete and deliver a copy of its audit report as directed by the DWS Director. Contractor's agreements with Subcontractors will contain a clause stating that the Subcontractor is subject to the Audit Requirements of this Agreement or as may be imposed by applicable Federal, State and City Law. Final financial settlement under this Agreement will be contingent upon receipt and acceptance of Contractor's audit.

- 12.4. If, as a result of any audit relating to the fiscal performance of Contractor or Subcontractor under this Agreement, the City receives notice of any irregularities or deficiencies in said audits, then the City will notify the Contractor of such irregularities or deficiencies. The Contractor will correct all identified irregularities or deficiencies within the time frames designated in the City's written notice. If the identified irregularities or deficiencies cannot be corrected by the date designated by the City, then Contractor will so notify the City in writing and will identify a date that Contractor expects to correct the irregularities or deficiencies; provided, however, that if Contractor's notice is dated within thirty (30) calendar days prior to the Expiration Date or effective date of earlier termination, then Contractor's corrections will be made and submitted to the City on or before the fifth (5<sup>th</sup>) working day from the Expiration Date or effective date of earlier termination. If corrections are not made by such date, then the final resolution of identified deficiencies or disputes will be deemed to be resolved in the City's favor unless the Contractor obtains a resolution in its favor from the responsible federal official.

## **Section 13 Insurance**

### **13. INSURANCE:**

- 13.1. **General Conditions:** The Contractor agrees to secure, at or before the time of execution of this Agreement, the following insurance covering all operations, goods or services provided pursuant to this Agreement. The Contractor shall keep the required insurance

coverage in force at all times during the term of the Agreement, including any extension thereof, and during any warranty period. The required insurance shall be underwritten by an insurer licensed or authorized to do business in Colorado and rated by A.M. Best Company as "A-VIII" or better. Each policy shall require notification to the City in the event any of the required policies be canceled or non-renewed before the expiration date thereof. Such written notice shall be sent to the Parties identified in the Notices section of this Agreement. Such notice shall reference the City contract number listed on the signature page of this Agreement. Said notice shall be sent thirty (30) days prior to such cancellation or non-renewal unless due to non-payment of premiums for which notice shall be sent ten (10) days prior. If such written notice is unavailable from the insurer, the Contractor shall provide written notice of cancellation, non-renewal and any reduction in coverage to the parties identified in the Notices section by certified mail, return receipt requested within three (3) business days of such notice by its insurer(s) and referencing the City's contract number. The Contractor shall be responsible for the payment of any deductible or self-insured retention. The insurance coverages specified in this Agreement are the minimum requirements, and these requirements do not lessen or limit the liability of the Contractor. The Contractor shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this Agreement.

- 13.2. **Proof of Insurance:** Contractor may not commence services or work relating to this Agreement prior to placement of coverages required under this Agreement. Contractor certifies that the certificate of insurance attached as **Exhibit E**, preferably an ACORD form, complies with all insurance requirements of this Agreement. The City requests that the City's contract number be referenced on the certificate of insurance. The City's acceptance of a certificate of insurance or other proof of insurance that does not comply with all insurance requirements set forth in this Agreement shall not act as a waiver of Contractor's breach of this Agreement or of any of the City's rights or remedies under this Agreement. The City's Risk Management Office may require additional proof of insurance, including but not limited to policies and endorsements.

- 13.3. **Additional Insureds:** For Commercial General Liability, Auto Liability and Excess Liability/Umbrella (if required), Contractor and subcontractor's insurer(s) shall name the City and County of Denver, its elected and appointed officials, employees and volunteers as additional insured.
- 13.4. **Waiver of Subrogation:** For all coverages required under this Agreement, with the exception of Professional Liability, Contractor's insurer shall waive subrogation rights against the City.
- 13.5. **Subcontractors and Subconsultants:** Contractor shall confirm and document that all subcontractors and subconsultants (including independent contractors, suppliers or other entities providing goods or services required by this Agreement) procure and maintain coverage as approved by the Contractor and appropriate to their respective primary business risks considering the nature and scope of services provided.
- 13.6. **Workers' Compensation/Employer's Liability Insurance:** Contractor shall maintain the coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 per occurrence for each bodily injury claim, \$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims.
- 13.7. **Commercial General Liability:** Contractor shall maintain a Commercial General Liability insurance policy with minimum limits of \$1,000,000 for each bodily injury and property damage occurrence, \$2,000,000 products and completed operations aggregate (if applicable), and \$2,000,000 policy aggregate. Policy shall not contain an exclusion for sexual abuse, molestation or misconduct.
- 13.8. **Business Automobile Liability:** Contractor shall maintain Business Automobile Liability with minimum limits of \$1,000,000 combined single limit applicable to all owned, hired and non-owned vehicles used in performing services under this Agreement.



- 13.9. **Cyber Liability:** Contractor shall maintain Cyber Liability coverage with minimum limits of \$1,000,000 per occurrence and \$1,000,000 policy aggregate covering claims involving privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion and network security. If Claims Made, the policy shall be kept in force, or a Tail policy placed, for three (3) years.

## **Section 14**

### **Defense and Indemnification**

#### **14. DEFENSE AND INDEMNIFICATION:**

- 14.1. The Contractor hereby agrees to defend, indemnify, reimburse and hold harmless City, its appointed and elected officials, agents and employees for, from and against all liabilities, claims, judgments, suits or demands for damages to persons or property arising out of, resulting from, or relating to the work performed under this Agreement ("Claims"), unless such Claims have been specifically determined by the trier of fact to be the sole negligence or willful misconduct of the City. This indemnity shall be interpreted in the broadest possible manner to indemnify City for any acts or omissions of the Contractor or its subcontractors either passive or active, irrespective of fault, including City's concurrent negligence whether active or passive, except for the sole negligence or willful misconduct of City.
- 14.2. The Contractor's duty to defend and indemnify City shall arise at the time written notice of the Claim is first provided to City regardless of whether Claimant has filed suit on the Claim. The Contractor's duty to defend and indemnify City shall arise even if City is the only party sued by claimant and/or claimant alleges that City's negligence or willful misconduct was the sole cause of claimant's damages.
- 14.3. Contractor will defend any and all Claims which may be brought or threatened against City and will pay on behalf of City any expenses incurred by reason of such Claims including, but not limited to, court costs and attorney fees incurred in defending and investigating such

Claims or seeking to enforce this indemnity obligation. Such payments on behalf of City shall be in addition to any other legal remedies available to City and shall not be considered City's exclusive remedy.

- 14.4. Insurance coverage requirements specified in this Agreement shall in no way lessen or limit the liability of the Contractor under the terms of this indemnification obligation. The Contractor shall obtain, at its own expense, any additional insurance that it deems necessary for the City's protection.
- 14.5. This defense and indemnification obligation shall survive the expiration or termination of this Agreement.

## **Section 15 Compliance with Laws**

**15. COMPLIANCE WITH APPLICABLE LAWS:** The Contractor shall perform or cause to be performed all Services in strict compliance with all applicable laws, rules, regulations, and codes of the United States, State of Colorado, and with the Charter, ordinances, regulations, policies, and Executive Orders of the City and County of Denver, as amended from time to time, whether or not specifically referenced herein. Any references to specific Federal, State, or local laws or other requirements incorporated into this Agreement are not intended to constitute an exhaustive list of Federal, State, and City requirements applicable to this Agreement. Applicable statutes, regulations and other documents pertaining to administration or enforcement of the services referenced in this Agreement and all other applicable provisions of Federal, State, or local law are deemed to be incorporated herein by reference. Compliance with all such statutes, regulations and other documents is the responsibility of the Contractor. Contractor shall ensure that any and all Subcontractors also comply with applicable laws. In particular, and not by way of limitation, the Services shall be performed in strict compliance with all laws, executive orders, ordinances, rules, regulations, policies and procedures prescribed by the City, the State of Colorado, and the United States Government, and the following additional requirements:

- 15.1. **WIOA:** The Workforce Innovation and Opportunity Act, ("WIOA"), Public Law 113-129 (enacted July 22, 2014 and effective July 1, 2015),

29 U.S.C. 3101, *et seq.*, which supersedes the Workforce Investment Act (WIA) and amends the Adult Education and Family Literacy Act; the Wagner-Peyser Act of 1933, as amended; and the Rehabilitation Act of 1973;

- 15.2. **WIOA Program Laws/Rules:** Any and all applicable Federal, State, or City rules and regulations relevant to the administration of the WIOA program including but not limited to, 20 C.F.R. Parts 603, 651, 652, 660, 675, 676, 677, 678, 679, 681, and 683; 29 CFR Parts 31, 32, 33, 35, 38, 95, 96, 97, and 99; and 34 C.F.R. Parts 361, 363, 367, 369, 370, 397, 461, 462, and 463;
- 15.3. **WIOA Guidance:** The WIOA Final Rule dated August 19, 2016, available at <https://www.govinfo.gov/content/pkg/FR-2016-08-19/pdf/2016-15975.pdf>, and United States Department of Labor-Employment and Training Administration (USDOL-ETA) Training and Employment Guidance Letters (TEGLs) issued under the authority of the Workforce Innovation and Opportunity Act of 2014 (WIOA) for the Adult, Youth, Dislocated Worker, Wagner Peyser Employment Service, and other core partner programs concerning guidance on operations, services, and program requirements. <http://wdr.doleta.gov/directives/>;
- 15.4. **USDOL Requirements:** United States Department of Labor (USDOL), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Chapter II, Part 2900 *et al.*, December 19, 2014. [http://www.ecfr.gov/cgi-bin/text-idx?SID=809536d27633efa05b7350a37ed3f2d5&mc=true&tpl=/ecfrbrowse/Title02/2cfr2900\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?SID=809536d27633efa05b7350a37ed3f2d5&mc=true&tpl=/ecfrbrowse/Title02/2cfr2900_main_02.tpl);
- 15.5. **OMB:** All applicable circulars of the U.S. Office of Management and Budget ("OMB") including without limitation United States Department of Labor (USDOL), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Parts 200 *et al.*, and Parts 2900 *et al.*;
- 15.6. **Deficit Reduction Act:** The Deficit Reduction Act of 2005, 109 Public Law 171;
- 15.7. **COLORADO EMPLOYMENT FIRST:** Colorado Revised Statutes (C.R.S.) § 8-77-109, Establishment of the Employment Support Fund (ESF) for use by the Colorado Department of Labor and Employment -

Division of Employment and Training and C.R.S. §§ 8-83-101, *et seq.*, Workforce Development Part 1 Division of Employment and Training; and C.R.S. § 8-83-104, State Employment Service;

- 15.8. **TANF/PRWORA:** The Temporary Assistance for Needy Families (TANF) program, a program created by the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Public Law 104-193, 42 U.S.C. 601, *et seq.*, (PRWORA/TANF-CFDA# 93.558), as may be amended from time to time;
- 15.9. **COLORADO WORKS:** The Colorado Works Program Act of 1997, as amended, C.R.S. §§ 26-2-701, *et seq.*, (“CWPA”);
- 15.10. **COLORADO WORKS MOU:** The applicable terms and conditions of the Colorado Works Program Act Memorandum of Understanding, or any subsequent Memorandum of Understanding between the City and the State of Colorado, and as the same may be executed or amended from time to time;
- 15.11. **TANF Program Laws/Rules:** Any and all Federal, State, or City rules and regulations promulgated pursuant to PRORWA/TANF and the Colorado Works Program Act including but not limited to 45 C.F.R. 260, 45 C.F.R. 261, 9 C.C.R. 2503-6 (Volume 3), and 11 C.C.R. 2508-01 (Volume 5);
- 15.12. **Other Guidance, instructions, directives:** All manuals, policies, procedures, informational memoranda, guidance, instructions, directives, or other written documentation issued by the federal government, State of Colorado, or the City and provided to the Contractor concerning Contractor’s performance under this Agreement;
- 15.13. **Exhibits:** The terms and conditions contained in **Exhibits C** and **D**, respectively, and all other Exhibits to this Agreement unless the City notifies the Contractor in writing that a specific requirement does not apply to the performance of services under this Agreement;
- 15.14. **Federal or State Grants:** Any and all grant awards, contracts, or other agreements governing this Agreement;

15.15. **Requests for Proposals:** Any and all requests for proposals, or portions thereof, issued by the City in connection with the Services to be provided under this Agreement, as designated by the DWS Director;

15.16. **Pass-Through of City Obligations Pursuant to The Applicant Verification Statute:**

- a) This Agreement is subject to C.R.S. §§ 24-76.5-103, 24-76.5-101(3), all applicable federal laws, and any state or federal rules adopted pursuant thereto, as now existing or as hereafter amended. Compliance by the Contractor is expressly made a contractual condition of this Agreement.
- b) The Contractor shall verify the lawful presence in the United States, of each natural person eighteen (18) years of age or older (the "Applicant"), who applies for Federal, State or Local Public Benefits ("Benefits") conferred pursuant to this Agreement, as such Benefits are required under applicable Federal and/or State Law. The Contractor shall require the Applicant and its agents to comply with the verification of lawful immigrant presence in the United States. The Contractor shall maintain copies of each Applicant's identification documentation and affidavit, and shall make such copies available to the City upon request;

15.17. **Grievance Policy:** The Parties desire to ensure that clients are being adequately informed over pending actions concerning their continued participation in the program or activity provided by the Contractor. Also, clients must be allowed adequate opportunity to communicate dissatisfaction with the facilities or services offered by the Contractor. In order to satisfy this requirement, the Contractor agrees to provide a written "Grievance Policy" as a mechanism to provide opportunities for the City and its clients to meaningfully communicate problems, dissatisfaction, and concerns and to establish procedures for resolution of grievances. The policy must be communicated to clients upon their initial receipt of services. The Contractor agrees that a formal "Grievance Policy" will be adopted by its governing body and submitted to the DWS Director for approval at the DWS Director's discretion on or before the commencement of the term of this Agreement. Failure to provide an acceptable Grievance Policy shall constitute a material breach of this Agreement;

**15.18. Debarment:** The Contractor is subject to the prohibitions on contracting with a debarred organization pursuant to U.S. Executive Orders 12549 and 12689, Debarment and Suspension, and implementing federal regulations codified at 2 C.F.R. Part 180 and 2 C.F.R. Part 376. By its signature below, the Contractor assures and certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. The Contractor shall provide immediate written notice to the DWS Director if at any time it learns that its certification to enter into this Agreement was erroneous when submitted or has become erroneous by reason of changed circumstances. If the Contractor is unable to certify to any of the statements in the certification contained in this paragraph, the Contractor shall provide a written explanation to the City within thirty (30) calendar days of the date of execution of this Agreement. Furthermore, if the Contractor is unable to certify to any of the statements in the certification contained in this paragraph, the City may pursue any and all available remedies available to the City, including but not limited to terminating this Agreement immediately, upon written notice to the Contractor.

The Contractor shall include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction" in all covered transactions associated with this Agreement. The Contractor is responsible for determining the method and frequency of its determination of compliance with Executive Orders 12549 and 12689 and their implementing regulations;

**15.19. Prohibited Transactions:**

- a) Interest of Contractor:** The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of Services required to be performed under this Agreement. The Contractor further covenants that in the performance of this Agreement, no person having any such interest will be employed:
- b) Members of Congress:** No member of or delegate to the Congress of the United States of America shall be admitted to any

share or part hereof or to any benefit to arise from this Agreement;

**c) Employees:** No officer or employee of either the City or the Contractor shall derive any unlawful personal gain, either by salary, fee payment or personal allowance, from his or her association with the other Party to this Agreement. Any contractual provision that contravenes the provisions of this Section shall be null and void. This Section shall not prohibit an officer or administrator of one Party to this Agreement from being reimbursed by the other Party for actual, out-of-pocket expenses incurred on behalf of the other Party;

**d) No Political Activity:** Without limiting the foregoing, the Contractor agrees that political activities are prohibited under this Agreement, and agrees that no funds paid to it by the City hereunder will be used to provide transportation for any persons to polling places or to provide any other services in connection with elections;

**15.20. Byrd Anti-Lobbying:** If the Maximum Contract Amount exceeds \$100,000, the Contractor must complete and submit to the Agency a required certification form provided by the Agency certifying that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractor must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award;

**15.21. Mandatory Disclosures:** Contractor must disclose, in a timely manner, in writing to the Agency all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the work to be performed under this Agreement. Failure to make required disclosures can result in the Agency taking any of the remedies described in 2 C.F.R. § 200.338;

- 15.22. **The Deficit Reduction Act of 2005:** 109 P.L. 171;
- 15.23. **FFATA:** The Federal Funding Accountability and Transparency Act of 2006, FFATA, and implementing rules and regulations;
- 15.24. **The Clean Air and Federal Water Pollution Control Act:** 42 U.S.C. 7606 (Section 306) and 33 U.S.C. 1368 (Section 508), Executive Order 11738, and other applicable Environmental Protection Agency (EPA) regulations. Contractor understands that all violations shall be reported to the Federal awarding agency, the Regional Office of the EPA, and the City;
- 15.25. **The Energy Policy and Conservation Act:** (Pub. L. 94-163, 89 Stat. 871) concerning energy efficiency and conservation plans:
- 15.26. **Non-Discrimination and Equal Employment Opportunity (Federal requirements):**
- a) In carrying out its obligations under the Agreement, Contractor and its officers, employees, members, and subcontractors hereby affirm current and ongoing compliance with Section 188 of the Workforce Innovation and Opportunity Act, 29 CFR Part 38, Titles VI and VII of the Civil Rights Act of 1964, The Americans With Disabilities Act of 1990, Sections 504 and 508 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Title II Subpart A of the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act, the antidiscrimination provision of the Immigration Reform and Control Act of 1986 (IRCA), and the Equal Pay Act (EPA), and all other nondiscrimination and equal employment opportunity statutes, laws, and regulations, as may be amended from time to time. Contractor agrees not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries, applicants, and participants only, citizenship status, or race, religion, national origin, ancestry, color, gender, gender identity, sexual orientation, age, disability, political affiliation or belief, or veteran status. Contractor will



ensure that all qualified applicants are hired, and all employees are considered for promotion, demotion, transfer; recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of compensation, selection for training (including apprenticeship), or any other employment-related opportunities, without regard to race, religion, national origin, ancestry, color, gender, gender identity, sexual orientation, age, disability, political affiliation or belief, or veteran status. Violations may be subject to any penalties set forth in said applicable laws and the Contractor agrees to indemnify and hold the City harmless from any and all claims, losses, or demands that arise under this paragraph.

- b)** Contractor agrees to post notices affirming compliance with all applicable Federal and State non-discrimination laws in conspicuous places accessible to all employees and applicants for employment. Contractor will affirm that all qualified applicants will receive consideration for employment without regard to race, religion, national origin, ancestry, color, gender, gender identity, sexual orientation, age, disability, political affiliation or belief, or veteran status in all solicitations or advertisements for employees placed by or on behalf of Contractor.
- c)** Contractor will incorporate the foregoing requirements of this section in all of its subcontracts.
- d)** Contractor agrees to collect and maintain data necessary to show compliance with the nondiscrimination provisions of this section.

**15.27. No Discrimination in WIOA Programs and Activities (federal requirements):** The Contractor will comply with any and all applicable federal, state, and local laws that prohibit discrimination on the basis of race, color, religion, sex, national origin, age, and political affiliation and belief, and, for beneficiaries, applicants, and participants only, citizenship and participation in any WIOA Title I-financially assisted program or activity. In particular, and not by way of limitation, Contractor will comply with Section 188 of the Workforce

Innovation and Opportunity Act, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity. Further, Contractor will comply with 29 CFR Part 38, Title VI of the Civil Rights Act of 1964 (Title VI), Sections 504 and 508 of the Rehabilitation Act of 1973 (Section 504 and Section 508), the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 (ADA), Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 (Title VII), the Age Discrimination in Employment Act (ADEA), the antidiscrimination provision of the Immigration Reform and Control Act of 1986 (IRCA), the Equal Pay Act (EPA), and all other nondiscrimination statutes, laws, and regulations, as may be amended from time to time. Violations may be subject to any penalties set forth in said applicable laws and the Contractor agrees to indemnify and hold the City harmless from any and all claims, losses, or demands that arise under this subarticle. Contractor acknowledges that Title VI prohibits national origin discrimination affecting persons with limited English proficiency (LEP). Contractor hereby warrants and assures that LEP persons will have meaningful access to all services provided under this Agreement. To the extent Contractor provides assistance to LEP individuals through the use of an oral or written translator or interpretation services, in compliance with this requirement, LEP persons shall not be required to pay for such assistance.

- 15.28.** The Contractor will comply with applicable Federal, State, and local laws, rules, regulations, and executive orders that prohibit discrimination in programs, and activities funded by this Agreement, including, without limitation, discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, transgender status, and gender identity) national origin (including limited English proficiency), age, disability, political affiliation or belief, citizenship status, or participation in a WIOA Title I financially assisted program or activity (Section 188 of WIOA, 29 U.S.C. 3248; 29 C.F.R. Part 38). Contractor's compliance will include performing

any additional obligations to comply with Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 (ADA), Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 (Title VII), the Age Discrimination in Employment Act (ADEA), the antidiscrimination provision of the Immigration Reform and Control Act of 1986 (IRCA), and the Equal Pay Act (EPA). Violations may be subject to any penalties set forth in said applicable laws and the Contractor agrees to indemnify and hold the City harmless from any and all claims, losses, or demands that arise under this paragraph. Contractor acknowledges that Title VI prohibits national origin discrimination affecting persons with limited English proficiency (LEP). Contractor hereby warrants and assures that LEP persons will have meaningful access to all services provided under this Agreement. Contractor shall not charge or require LEP persons to pay for such assistance. Further, Contractor acknowledges the City's Office of Human Rights and Community Partnerships, Office of Sign Language Services (OSLS) oversees access for deaf and hard of hearing people to City programs and services. The Contractor will comply with any and all requirements and procedures of the OSLS, as amended from time to time, concerning the provision of sign language interpreter services for all services provided by the Contractor under this Agreement;

- 15.29. **No Discrimination in Employment (City Executive Order No. 8)**: In connection with the performance of work under the Agreement, the Contractor may not refuse to hire, discharge, promote, demote, or discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, ethnicity, citizenship, immigration status, gender, age, sexual orientation, gender identity, gender expression, marital status, source of income, military status, protective hairstyle, or disability. The Contractor shall insert the foregoing provision in all subcontracts.
- 15.30. **No Employment of a Worker Without Authorization to Perform Work Under the Agreement:**

**a)** This Agreement is subject to Division 5 of Article IV of Chapter 20 of the Denver Revised Municipal Code, and any amendments (the "Certification Ordinance").

**b)** The Contractor certifies that:

**(1)** At the time of its execution of this Agreement, it does not knowingly employ or contract with a worker without authorization who will perform work under this Agreement, nor will it knowingly employ or contract with a worker without authorization to perform work under this Agreement in the future.

**(2)** It will participate in the E-Verify Program, as defined in § 8-17.5-101(3.7), C.R.S., and confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement.

**(3)** It will not enter into a contract with a subconsultant or subcontractor that fails to certify to the Contractor that it shall not knowingly employ or contract with a worker without authorization to perform work under this Agreement.

**(4)** It is prohibited from using the E-Verify Program procedures to undertake pre-employment screening of job applicants while performing its obligations under this Agreement, and it is required to comply with any and all federal requirements related to use of the E-Verify Program including, by way of example, all program requirements related to employee notification and preservation of employee rights.

**(5)** If it obtains actual knowledge that a subconsultant or subcontractor performing work under this Agreement knowingly employs or contracts with a worker without authorization, it will notify such subconsultant or subcontractor and the City within three (3) days. The Contractor shall also terminate such subconsultant or subcontractor if within three (3) days after such notice the subconsultant or subcontractor does not stop employing or contracting with the worker without authorization, unless during the three-day period the subconsultant or subcontractor provides information to establish that the subconsultant or subcontractor has not knowingly employed or contracted with a worker without authorization.

(6) It will comply with a reasonable request made in the course of an investigation by the Colorado Department of Labor and Employment under authority of § 8-17.5-102(5), C.R.S., or the City Auditor, under authority of D.R.M.C. 20-90.3.

c) The Contractor is liable for any violations as provided in the Certification Ordinance. If Contractor violates any provision of this section or the Certification Ordinance, the City may terminate this Agreement for a breach of the Agreement. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the City. Any such termination of a contract due to a violation of this section or the Certification Ordinance may also, at the discretion of the City, constitute grounds for disqualifying Contractor from submitting bids or proposals for future contracts with the City.

## **Section 16 Intellectual Property**

### **16. INTELLECTUAL PROPERTY RIGHTS:**

- 16.1. **Ownership:** Except where the City has agreed in writing to accept a license or where expressly prohibited by federal law, the City and the Contractor intend that all work product created by the Contractor and paid for by the City pursuant to this Agreement, in preliminary or final form and on any media whatsoever (collectively, "Work Product"), shall belong to the City. To the extent permitted by the U.S. Copyright Act, 17 USC § 101, et seq., the Work Product is a "work made for hire" and all ownership of copyright in the Work Product shall vest in the City at the time the Work Product are created. To the extent that the Work Product is not a "work made for hire," the Contractor (by this Agreement) sells, assigns and transfers all right, title and interest in and to the Work Product to the City, including the right to secure copyright, patent, trademark, and other intellectual property rights throughout the world and to have and to hold such rights in perpetuity. The City and Contractor agree that all materials, text, logos, documents, booklets, manuals, references, guides, brochures, advertisements, URLs, domain names, music, sketches, web pages, plans, drawings, prints, photographs, specifications, software, data, products, ideas, inventions, and any other work or recorded information of Contractor made available, directly or indirectly, by Contractor to City as part of the Scope of Services, are the exclusive

property of Contractor or the third parties from whom Contractor has secured the rights to use such product (collectively, "Contractor Materials"). The Contractor Materials, processes, methods and services shall at all times remain the property of the Contractor; however, the Contractor hereby grants to the City a nonexclusive, royalty free, perpetual and irrevocable license to use the Contractor Materials. The Contractor shall mark or identify all such Contractor Materials to the City

**16.2. Copyrightable Intellectual Property:**

- a) The City and Contractor intend that Intellectual Property includes without limitation any and all records, case files, databases, materials, information, text, logos, websites, mobile applications, domain names, templates, forms, documents, videos, podcasts, newsletters, e-mail blasts, booklets, manuals, references, guides, brochures, advertisements, music, sketches, plans, drawings, prints, photographs, multimedia or audiovisual materials, negatives, specifications, software, data, products, ideas, inventions, templates, know-how, studies, reports, and any other work or recorded information created, purchased, licensed, used, or supplied by the Contractor, or any of its Subcontractors or other third party contractors, in connection with the services provided under this Agreement, in preliminary or final forms, in paper or electronic format, and on any media whatsoever (collectively, "Materials"). The Contractor shall not use, willingly allow another to use, or cause any Materials to be used for any purpose other than for the performance of the Contractor's duties and obligations under this Contract without the prior, express written consent of the City. To the extent permitted by the U.S. Copyright Act, 17 U.S.C. § 101, *et seq.*, the Materials are a "work made for hire" and all ownership of copyright in the Materials shall vest in the City at the time the Materials are created. To the extent that the Materials are not a "work made for hire," the Contractor hereby sells, assigns and transfers all rights, title and interest in and to the Materials to the City, including the right to secure copyright, patent, trademark, and other intellectual property rights throughout the

world and to have and to hold such copyright, patent, trademark and other intellectual property rights in perpetuity.

- b)** Contractor shall not create, purchase, license, supply or use any logos, software programs, software as a service, websites, mobile applications, domain names, social media accounts, or third party software, social media, applications or websites in connection with the Services or any other affiliated services supplied by the Contractor unless the program, product or service, in each case, is specifically identified as an expense on **Exhibit B** or Contractor has obtained the DWS Director's prior written permission to create, purchase, license, supply or use the program, product or service and otherwise complied with all requirements of the City concerning said matter. The Contractor shall maintain and keep current an inventory, in such format as designated by the DWS Director, of all such approved Materials. Contractor will submit a copy of the most current version of the Materials inventory with Contractor's periodic request for payment. The City will have final decision-making authority to determine and/or edit the final content, design, layout, format, and "look and feel" of any such Materials. The Contractor will ensure that all Materials, or any portion or version thereof, do not, directly or indirectly, in whole or in part, infringe upon any third party's copyright, trademark, patent, or other intellectual property rights, title or interests.

- 16.3. Patentable Intellectual Property:** The City and Contractor intend that Intellectual Property includes any and all software that is excluded from copyright materials as well as any improvement, invention, discovery, know-how, business method, or other invention which is or may be patentable or otherwise protectable under the laws of the United States (whether or not produced in the United States) conceived or first actually reduced to practice in the performance of work under this contract by the Contractor, or any of its third party contractors, in connection with the services provided under the Agreement. The Contractor shall immediately notify the DWS Director in writing of any such patentable Intellectual Property and provide the DWS Director with a complete written report describing in detail each

specific software, know-how, method, invention, improvement or discovery.

**16.4. Third Party Products, Materials and Processes:** Contractor represents and warrants that the Services, and any other affiliated services supplied by Contractor in connection with this Agreement, will not infringe upon or violate the City's Intellectual Property, any other rights held by the City to any intellectual property, or the intellectual property or proprietary rights of any third party. If the Contractor employs any third-party product, design, device, material or process covered by letter of patent or copyright, it shall provide for such use by suitable legal agreement with the third party patentee or copyright owner. The Contractor shall defend, indemnify, and hold harmless the City from any and all claims for infringement by reason of the use of any such patented design, device, material or process, or any trademark or copyright, and shall indemnify the City for any costs, expenses and damages which it may be obligated to pay by reason of any infringement, at any time during the prosecution or after the completion of services. Where the Services, or any other affiliated services provided by Contractor, contain false, offensive, or disparaging content or portray the City, its appointed and elected officials, agents and employees, or any third party in a disparaging way, either as solely determined by the City or the third party, as appropriate, Contractor will immediately remove the false, offensive, or disparaging content. If Contractor fails to do so, the City will have the right, at the City's sole election, to immediately enforce any remedies available to it under this Agreement or applicable laws. The requirements and obligations contained in the preceding sentences of this Section 16.4 will not apply to a specific third-party patented device, material or processes that the DWS Director has directed, in writing, the Contractor to use.

**16.5. Federal License:** Contractor acknowledges that pursuant to Federal Law, the Federal Government reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, all copyrighted material and all material which can be copyrighted.



16.6. **Restrictions on Other City Intellectual Property:** The Contractor will not use, reproduce, transmit, copy, distribute, alter, modify, register, or incorporate any registered or unregistered trademark or servicemark, logo, seal, flag, official insignia, name, icon, copyright, patent, or domain name of the Agency or the City without, in each case, the prior written permission of the DWS Director and the City's Director of Marketing, or their designated representatives. Upon receipt of such permission, the Contractor shall fully coordinate all logo use with the City's Director of Marketing or, if and as directed, with a designated employee of the Agency.

16.7. **Contractor's Pre-existing Intellectual Property:** Notwithstanding the language in Section 16.1, as between the Parties, Contractor shall retain all copyrights, trademarks, service marks, trade secrets, patents, patent applications, moral rights, contract rights and other proprietary rights in any and all pre-existing tools, routines, programs, designs, technology, ideas know-how, processes, formulas, techniques, improvements, inventions and works of authorship which were made, developed, conceived or reduced to practice by Contractor prior to the commencement of work under this Agreement and which have general applicability apart from the Services and any derivative works thereof (collectively, the "Contractor's Pre-existing Intellectual Property"). Contractor will within thirty (30) days from the Commencement Date, disclose to the DWS Director in writing all such Contractor's Pre-existing Intellectual Property including without limitation pre-existing Contractor owned source code or object code. Contractor hereby grants the City perpetual, non-exclusive, non-transferable license to use all Contractor's Pre-existing Intellectual Property that is incorporated into the Services.

## **Section 17**

### **Data; Personal Information; Protection**

## **17. PERSONAL INFORMATION; DATA PROTECTION; PROTECTED HEALTH INFORMATION:**

17.1. **"Data Protection Laws"** means (i) all applicable international, federal, state, provincial and local laws, rules, regulations, directives and governmental requirements relating in any way to the privacy, confidentiality or security of Personal Information (as defined below in

Section 17.2); and (ii) all applicable laws and regulations relating to electronic and non-electronic marketing and advertising; laws regulating unsolicited email communications; security breach notification laws; laws imposing minimum security requirements; laws requiring the secure disposal of records containing certain Personal Information; laws imposing licensing requirements; laws and other legislative acts that establish procedures for the evaluation of compliance; and all other similar applicable requirements. Further, and not by way of limitation, Contractor shall provide for the security of all City Data, and Personal Information if applicable, in accordance with all policies promulgated by City Technology Services, as amended, and all applicable laws, rules, policies, publications, and guidelines including, without limitation: (i) the most recently promulgated IRS Publication 1075 for all Tax Information, (ii) the most recently updated PCI Data Security Standard from the PCI Security Standards Council for all PCI, (iii) the most recently issued version of the U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Security Policy for all CJI, (iv) the Colorado Consumer Protection Act, (v) the Children's Online Privacy Protection Act (COPPA), (vi) the Family Education Rights and Privacy Act (FERPA), and (vii) Colorado House Bill 18-1128.

- 17.2. **“Personal Information”** means all information that individually or in combination, does or can identify a specific individual by or from which a specific individual can be identified, contacted, or located. Personal Information includes, without limitation, name, signature, address, e-mail address, telephone number, social security number (full or partial), business contact information, date of birth, national or state identification numbers, and any other unique identifier or one or more factors specific to the individual's physical, physiological, mental, economic, cultural, or social identity.
- 17.3. **Compliance with Law and Regulations:** Contractor confirms and warrants that it complies with any and all applicable Data Protection Laws relating to the collection, use, disclosure, and other processing of Personal Information and that it will perform its obligations under this Agreement in compliance with them and the terms and conditions

contained in **Exhibit K**. This section will survive the termination of this Agreement.

- 17.4. **Software Programs:** Contractor will use the software programs designated or otherwise approved by the City to collect, use, process, store, or generate all data and information, without or without Personal Information, in connection with the Services, or any other affiliated services provided by Contractor. Contractor will fully comply with any and all requirements and conditions associated with the use of such software programs as designated from time to time by the City, the State Government, or the Federal Government including without limitation the terms and conditions contained in **Exhibit K**.
- 17.5. **Security of Personal Information and Access to Software Programs:** In addition, Contractor will establish and maintain data privacy and information security policies and procedures, including physical, technical, administrative, and organizational safeguards, in order to: (i) ensure the security and confidentiality of Personal Information; (ii) protect against any anticipated threats or hazards to the security or integrity of Personal Information; (iii) protect against unauthorized disclosure, access to, or use of Personal Information; (iv) ensure the proper use of Personal Information; and (v) ensure that all employees, agents, and subcontractors of Contractor, if any, comply with all of the foregoing. Contractor shall also provide for the security of all Personal Information in accordance with all policies promulgated by City Technology Services, as amended, and all applicable laws, rules, policies, publications, and guidelines including, without limitation: (i) the Children’s Online Privacy Protection Act (COPPA), and (ii) Colorado House Bill 18-1128. The Contractor shall submit to the DWS Director, within fifteen (15) days of the DWS Director’s written request, copies of the Contractor’s policies and procedures to maintain the confidentiality of Personal Information to which the Contractor has access.
- 17.6. **Confidentiality; No Ownership by Contractor:** Unless otherwise permitted expressly by applicable law, all Personal Information collected, used, processed, stored, or generated in connection with the Services will be treated by Contractor as highly confidential information. Contractor will have no right, title, or interest in any

Personal Information or any other data obtained or supplied by Contractor in connection with the Services. Contractor has an obligation to immediately alert the City if Contractor's security has been breached or if Contractor is aware of any unauthorized disclosure of Personal Information. This Section will survive the termination of this Agreement.

- 17.7. **Contractor Use of Personal Information:** Contractor will: (i) keep and maintain Personal Information in strict confidence and in compliance with all applicable Data Protection Laws, and such other applicable laws, using such degree of care as is appropriate and consistent with its obligations as described in this Agreement and applicable law to avoid unauthorized access, use, disclosure, or loss; (ii) use and disclose Personal Information solely and exclusively for the purpose of providing the services hereunder, such use and disclosure being in accordance with this Agreement, and applicable law; (iii) not use, sell, rent, transfer, distribute, or otherwise disclose or make available Personal Information for Contractor's own purposes or for the benefit of anyone other than the City, the State Government, or the Federal Government without the prior written consent of the City and the person to whom the Personal Information pertains; and (iv) not engage in "data mining" of Personal Information except as specifically and expressly required by law or authorized in writing by the City. This Section will survive the termination of this Agreement.
- 17.8. **Protected Health Information:** The Contractor will comply with all applicable state and federal laws protecting the privacy or confidentiality of any and all protected health information and all requirements contained in **Exhibit F**. Contractor shall submit to the DWS Director, within fifteen (15) days of the DWS Director's written request thereof, copies of Contractor's policies and procedures to maintain the confidentiality of protected health information to which the Contractor has access.
- 17.9. **Employees and Subcontractors:** Contractor will ensure that, prior to being granted access to Personal Information, Contractor staff who perform work under this Agreement have all undergone and passed criminal background screenings; have successfully completed annual instruction of a nature sufficient to enable them to effectively comply

with all data protection provisions of this Agreement; and possess all qualifications appropriate to the nature of the employees' duties and the sensitivity of the data they will be handling. Only those Contractor staff who have a direct need for Personal Information or Confidential Information shall have access to any information provided to Contractor under this Agreement. Prior to allowing any Contractor Staff to access or use any Personal Information or Confidential Information, the Contractor shall require any such Contractor Staff to review and agree to the usage and access terms outlined in this Agreement. Contractor will inform its Contractor staff of the obligations under this Agreement, and all requirements and obligations of Contractor under this Agreement shall survive the expiration or earlier termination of this Agreement. Contractor shall not disclose Personal Information or Confidential Information to subcontractors unless such subcontractors are bound by non-disclosure and confidentiality provisions at least as strict as those contained in this Agreement. Unless Contractor provides its own security protection for the information it discloses to a third-party service provider, the Contractor shall require the third-party service provider to implement and maintain reasonable security procedures and practices that are appropriate to the nature of the Personal Information or Confidential Information disclosed and reasonably designed to protect Personal Information or Confidential Information from unauthorized access, use, modification, disclosure, or destruction. This Section will survive the termination of this Agreement.

## **Section 18**

### **City Confidential Information/Open Records**

#### **18. CONFIDENTIAL INFORMATION; OPEN RECORDS:**

- 18.1. **City Information:** The Contractor acknowledges and accepts that, in performance of all work under the terms of this Agreement, the Contractor may have access to Proprietary Data or confidential information that may be owned or controlled by the City, and that the disclosure of such Proprietary Data or information may be damaging to the City or third parties. The Contractor agrees that all Proprietary Data, confidential information or any other data or information

provided or otherwise disclosed by the City to the Contractor shall be held in confidence and used only in the performance of its obligations under this Agreement. The Contractor shall exercise the same standard of care to protect such Proprietary Data and information as a reasonably prudent contractor would to protect its own proprietary or confidential data. "Proprietary Data" shall mean any materials or information which may be designated or marked "Proprietary" or "Confidential," or which would not be documents subject to disclosure pursuant to the Colorado Open Records Act or City ordinance and provided or made available to the Contractor by the City. Such Proprietary Data may be in hardcopy, printed, digital or electronic format.

**18.2. Use and Protection of Proprietary Data and Confidential Information:**

- a)** Except as expressly provided by the terms of this Agreement, the Contractor agrees that it shall not disseminate, transmit, license, sublicense, assign, lease, release, publish, post on the internet, transfer, sell, permit access to, distribute, allow interactive rights to, or otherwise make available any data, including Proprietary Data or confidential information or any part thereof to any other person, party or entity in any form of media for any purpose other than performing its obligations under this Agreement. The Contractor further acknowledges that by providing data, Proprietary Data or confidential information, the City is not granting to the Contractor any right or license to use such data except as provided in this Agreement. The Contractor further agrees not to disclose or distribute to any other party, in whole or in part, the data, Proprietary Data or confidential information without written authorization from the Executive Director and will immediately notify the City if any information of the City is requested from the Contractor from a third party.
- b)** The Contractor agrees, with respect to the Proprietary Data and confidential information, that: (1) the Contractor shall not copy, recreate, reverse engineer or decompile such data, in whole or in part, unless authorized in writing by the Executive Director; (2) the Contractor shall retain no copies, recreations, compilations, or

decompilations, in whole or in part, of such data; and (3) the Contractor shall, upon the expiration or earlier termination of the Agreement, destroy (and, in writing, certify destruction) or return all such data or work products incorporating such data or information to the City.

- c) The Contractor shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted data received from, or on behalf of City. It is the responsibility of the Contractor to ensure that all possible measures have been taken to secure the computers or any other storage devices used for City data. This includes industry accepted firewalls, up-to-date anti-virus software, controlled access to the physical location of the hardware itself.
- d) **Employees and Subcontractors**: Contractor will inform its employees and officers of the obligations under this Agreement, and all requirements and obligations of Contractor under this Agreement will survive the expiration or earlier termination of this Agreement. Contractor will not disclose proprietary information or confidential information to subcontractors unless such subcontractors are bound by non-disclosure and confidentiality provisions at least as strict as those contained in this Agreement.
- e) **Disclaimer**: Notwithstanding any other provision of this Agreement, the City is furnishing Proprietary Data and confidential information on an "as is" basis, without any support whatsoever, and without representation, warranty or guarantee, including but not in any manner limited to, fitness, merchantability or the accuracy and completeness of the Proprietary Data or confidential information. The Contractor is hereby advised to verify its work. The City assumes no liability for any errors or omissions herein. Specifically, the City is not responsible for any costs including, but not limited to, those incurred as a result of lost revenues, loss of use of data, the costs of recovering such programs or data, the cost of any substitute program, claims by third parties, or for similar costs. If

discrepancies are found, the Contractor agrees to contact the City immediately.

- f) **Contractor’s Confidential Information; Open Records:** If the City is furnished with proprietary data or confidential information that may be owned or controlled by Contractor (“Contractor’s Confidential Information”), the City will endeavor, to the extent provided by law, to comply with the requirements provided by Contractor concerning Contractor’s Confidential Information. However, Contractor understands that all the material provided or produced by Contractor under this Agreement may be subject to the Colorado Open Records Act., §§ 24-72-201, *et seq.*, C.R.S. In the event of a request to the City for disclosure of such information, the City will advise Contractor of such request in order to give Contractor the opportunity to object to the disclosure of any of its Contractor Confidential Information and take necessary legal recourse. In the event of the filing of a lawsuit to compel such disclosure, the City will tender all such material to the court for judicial determination of the issue of disclosure and Contractor agrees to intervene in such lawsuit to protect and assert its claims of privilege against disclosure of such material or waive the same. Contractor further agrees to defend, indemnify, save, and hold harmless the City from any Claims arising out of Contractor’s intervention to protect and assert its claim of privilege against disclosure under this Section 18.2(e) including, without limitation, prompt reimbursement to the City of all reasonable attorneys’ fees, costs, and damages that the City may incur directly or may be ordered to pay by such court.

## **Section 19 Additional Provisions**

### **19. ADDITIONAL PROVISIONS:**

- 19.1. **Reasonableness of Consent or Approval:** Whenever under this Agreement the term "reasonableness" is the standard for the granting or denial of the consent or approval of either party hereto, such party



shall be entitled to consider public and governmental policy, moral and ethical standards, as well as business and economic considerations.

- 19.2. **Force Majeure:** Performance of this Agreement may be delayed and/or suspended by any act of God, war, civil disorder, terrorist acts, employment strike, hazardous or harmful condition, or other cause beyond the control of either party ("Force Majeure Event"). Contractor shall use any means available to provide City with notice of any Force Majeure Event, and at its earliest possible opportunity. Neither Party shall be held liable for any default, damages and/or breach of agreement should the performance of this Agreement be delayed and/or suspended due to any Force Majeure Event. In the event performance of this Agreement is delayed and/or suspended due to Force Majeure Event, performance shall resume only upon the mutual assent of the Parties that the Force Majeure Event has subsided. Should the performance of the Agreement be suspended or delayed as the result of a Force Majeure Event, the Parties hereby agree that this Agreement shall be extended by the amount of time the performance is suspended or delayed. Events necessitating the issuance of Public Health Orders, as described in Section 11.6, above, shall be treated by the Parties in conformance with the terms and conditions of Section 11.6 and not as a Force Majeure.
- 19.3. **Status of Contractor:** The Contractor is an independent contractor retained to perform professional or technical services for limited periods of time. Neither the Contractor nor any of its employees are employees or officers of the City under Chapter 18 of the Denver Revised Municipal Code, or for any purpose whatsoever.
- 19.4. **Legal Authority:** Contractor represents and warrants that it possesses the legal authority, pursuant to any proper, appropriate and official motion, resolution or action passed or taken, to enter into the Agreement. Each person signing and executing the Agreement on behalf of Contractor represents and warrants full authorization by Contractor to execute the Agreement on behalf of Contractor and to validly and legally bind Contractor to all the terms, performances and provisions of the Agreement. The City shall have the right, in its sole discretion, to either temporarily suspend or permanently terminate the Agreement if there is a dispute as to the legal authority of either

Contractor or the person signing the Agreement to enter into the Agreement.

**19.5. Survival of Certain Provisions:** The terms of the Agreement and any exhibits and attachments that by reasonable implication contemplate continued performance, rights, or compliance beyond expiration or termination of the Agreement survive the Agreement and will continue to be enforceable. Without limiting the generality of this provision, the Contractor's obligations to provide insurance and to indemnify the City will survive for a period equal to any and all relevant statutes of limitation, plus the time necessary to fully resolve any claims, matters, or actions begun within that period. Further, without limiting the generality of this provision, the Contractor's obligations in the following provisions will survive for a period equal to any and all relevant statutes of limitation, plus the time necessary to fully resolve any claims, matters, or actions begun within that period: Sections 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19.1, 19.2, and 19.6-19.27.

**19.6. Notices:** All notices required by the terms of the Agreement must be hand delivered, sent by overnight courier service, mailed by certified mail, return receipt requested, or mailed via United States mail, postage prepaid, if to the Contractor at the address first written above, and if concerning the Services to the City at:

Director of Workforce Services or Designee  
Office of Denver Economic Development & Opportunity  
City and County of Denver  
201 West Colfax Avenue, Dept. 1011  
Denver, CO 80202

With a copy of any such notice to:

Denver City Attorney's Office  
1437 Bannock St., Room 353  
Denver, Colorado 80202

Notices hand delivered or sent by overnight courier are effective upon delivery. Notices sent by certified mail are effective upon receipt. Notices sent by mail are effective upon deposit with the U.S. Postal Service. The Parties may designate substitute addresses where or

persons to whom notices are to be mailed or delivered. However, these substitutions will not become effective until actual receipt of written notification.

- 19.7. **Disputes:** All disputes between the City and the Contractor arising out of or regarding this Agreement will be resolved by administrative hearing pursuant to the procedure established by Denver Revised Municipal Code, § 56-106(b)-(f). For the purposes of that procedure, the City official rendering a final determination shall be the DWS Director as defined in this Agreement.
- 19.8. **Governing Law; Venue:** The Agreement will be construed and enforced in accordance with applicable federal law, the laws of the State of Colorado, and the Charter, Revised Municipal Code, ordinances, regulations and Executive Orders of the City and County of Denver, which are expressly incorporated into the Agreement. Unless otherwise specified, any reference to statutes, laws, regulations, charter or code provisions, ordinances, executive orders, or related memoranda, includes amendments or supplements to same. Venue for any legal action relating to the Agreement will be in the District Court of the State of Colorado, Second Judicial District.
- 19.9. **No Construction Against Drafting Party:** The Parties and their respective counsel have had the opportunity to review the Agreement, and the Agreement will not be construed against any Party merely because the Agreement or any provisions thereof were prepared by a particular Party.
- 19.10. **When Rights and Remedies Not Waived:** In no event will any payment or other action by the City constitute or be construed to be a waiver by the City of any breach of covenant or default that may then exist on the part of the Contractor. No payment, other action, or inaction by the City when any breach or default exists will impair or prejudice any right or remedy available to it with respect to any breach or default. No assent, expressed or implied, to any breach of any term of the Agreement constitutes a waiver of any other breach.
- 19.11. **Taxes, Late Charges, and Permits:** The City is not liable for the payment of taxes, late charges or penalties of any nature, except for any additional amounts that the City may be required to pay under the

City's prompt payment ordinance D.R.M.C. §§ 20-107, *et seq.* The Contractor shall promptly pay when due, all taxes, bills, debts and obligations it incurs performing the services under the Agreement and shall not allow any lien, mortgage, judgment or execution to be filed against City property.

- 19.12. **Assignment, Delegation and Subcontracting:** The Contractor shall not voluntarily or involuntarily assign any of its rights or delegate any of its obligations under the Agreement or subcontract performance obligations without obtaining the DWS Director's prior written consent. Any assignment, delegation or subcontracting without such consent will be ineffective and void, and, in addition to those found Section 11, shall be cause for termination of this Agreement by the City. The DWS Director has sole and absolute discretion whether to consent to any assignment, delegation or subcontracting, or to terminate the Agreement because of unauthorized assignment, delegation or subcontracting. In the event of any subcontracting or unauthorized assignment or delegation: (i) the Contractor shall remain responsible to the City; and (ii) no contractual relationship shall be created between the City and any sub-consultant, subcontractor or assign.

Services subcontracted under this Agreement shall be specified by written agreement and shall be subject to each applicable provision of this Agreement and any and all applicable Federal and State Laws with appropriate changes in nomenclature in referring to such subcontract. The Contractor shall submit proposed subcontract agreements to the DWS Director for the DWS Director's review and approval. Such consent of the City obtained as required by this Section 19.12 shall not be construed to constitute a determination of approval of any cost under this Agreement, unless such approval specifically provides that it also constitutes a determination of approval of such cost.

- 19.13. **Inurement:** The rights and obligations of the Parties to the Agreement inure to the benefit of and shall be binding upon the Parties and their respective successors and assigns, provided assignments are consented to in accordance with the terms of the Agreement.

- 19.14. **No Third-Party Beneficiary:** Enforcement of the terms of the Agreement and all rights of action relating to enforcement are strictly

reserved to the Parties. Nothing contained in the Agreement gives or allows any claim or right of action to any third person or entity including without limitation One-Stop Partners authorized to co-locate with Contractor in the Licensed Premises. Any person or entity other than the City or the Contractor receiving services or benefits pursuant to the Agreement is an incidental beneficiary only.

19.15. **No Authority to Bind City to Contracts:** The Contractor lacks any authority to bind the City on any contractual matters. Final approval of all contractual matters that purport to obligate the City must be executed by the City in accordance with the City's Charter and the Denver Revised Municipal Code.

19.16. **Severability:** Except for the provisions of the Agreement requiring appropriation of funds and limiting the total amount payable by the City, if a court of competent jurisdiction finds any provision of the Agreement or any portion of it to be invalid, illegal, or unenforceable, the validity of the remaining portions or provisions will not be affected, if the intent of the Parties can be fulfilled.

19.17. **Conflict of Interest:**

a) No employee of the City shall have any personal or beneficial interest in the services or property described in the Agreement; and the Contractor shall not hire, or contract for services with, any employee or officer of the City in violation of the City's Code of Ethics, D.R.M.C. §§ 2-51, *et seq.*, or the City Charter §§ 1.2.8, 1.2.9, and 1.2.12.

b) The Contractor shall not engage in any transaction, activity or conduct that would result in a conflict of interest under the Agreement. The Contractor represents that it has disclosed any and all current or potential conflicts of interest which shall include transactions, activities or conduct that would affect the judgment, actions or work of the Contractor by placing the Contractor's own interests, or the interests of any party with whom the Contractor has a contractual arrangement or other relationship, in conflict with those of the City. During the Term, the Contractor shall disclose promptly any potential conflicts of interest that arise from

its activities and relationships with training or other service providers. The City, in its sole discretion, will determine the existence of a conflict of interest and may terminate the Agreement in the event it determines a conflict exists, after it has given the Contractor written notice describing the conflict. The Contractor will have thirty (30) days after the notice is received to eliminate or cure the conflict of interest in a manner which is acceptable to the City.

**19.18. Advertising and Public Disclosure:**

- a) **Approval Required:** The Contractor shall not include any reference to the Agreement or to Services performed pursuant to the Agreement in any of the Contractor's advertising or public relations materials without first obtaining the written approval of the DWS Director. Any oral presentation or written materials related to Services performed under the Agreement will be limited to Services that have been accepted by the City. The Contractor shall notify the DWS Director in advance of the date and time of any presentation. Nothing in this provision precludes the transmittal of any information to City officials.
  
- b) **Acknowledgment of Funding:** In accordance with applicable federal or state requirements, the Contractor shall prominently insert the following acknowledgement (or substantially similar acknowledgement) in all allowable advertising, public relations items, or informational materials, including without limitation, signs, media releases, promotional items, giveaways, and public announcements: "The activities, services, programs, and materials are made possible by support from the Office of Denver Economic Development & Opportunity, Workforce Services of the City of and County of Denver through funding from the Workforce Innovation and Opportunity Act."

**19.19. City Execution of Agreement:** The Agreement will not be effective or binding on the City until it has been fully executed by all signatories

of the City and County of Denver, and if required by Charter, approved by the City Council.

- 19.20. **Agreement as Complete Integration-Amendments:** The Agreement is the complete integration of all understandings between the Parties as to the subject matter of the Agreement. No prior or contemporaneous addition, deletion, or other modification has any force or effect, unless embodied in the Agreement in writing. No subsequent novation, renewal, addition, deletion, or other amendment will have any force or effect unless embodied in a written amendment to the Agreement properly executed by the Parties. No oral representation by any officer or employee of the City at variance with the terms of the Agreement or any written amendment to the Agreement will have any force or effect or bind the City. The Agreement is, and any amendments thereto will, be binding upon the Parties and their successors and assigns. Amendments to this Agreement will become effective when approved by both Parties and executed in the same manner as this Agreement.
- 19.21. **Use, Possession or Sale of Alcohol or Drugs:** The Contractor shall cooperate and comply with the provisions of City Executive Order 94 and Attachment A thereto concerning the use, possession or sale of alcohol or drugs, as amended. Violation of these provisions or refusal to cooperate with implementation of the policy can result in the City barring the Contractor from City facilities or participating in City operations.
- 19.22. **Time is of the Essence:** The Parties agree that in the performance of the terms, conditions, and requirements of this Agreement, time is of the essence.
- 19.23. **Tobacco Products and Smoking Policy:** There shall be no sale or advertising of tobacco products on the Licensed Premises, the City Buildings, or other facilities owned or operated or controlled by Denver. "Sale" includes promotional distribution, whether for consideration or not, as well as commercial transactions for consideration. "Advertising" includes the display of commercial and noncommercial promotion of the purchase or use of tobacco products through any medium whatsoever but does not include any advertising

and sponsoring which is a part of a performance or show or event displayed or held in City facilities. The Contractor and its officers, agents and employees will fully comply with the provisions of City Executive Order No. 99 prohibiting smoking in all indoor City Buildings and facilities, as amended.

19.24. **Litigation Costs and Attorneys' Fees:** In the event of any litigation or other action between the City and the Contractor to enforce any provision of this Agreement or otherwise with respect to the subject matter hereof, each Party shall bear all of its own costs and expenses, including attorneys' fees.

19.25. **Notice of Pending Litigation:** The Contractor will notify the City in writing within five (5) calendar days of the date upon which any legal action or proceeding connected with or related to this Agreement is initiated by or brought against Contractor and will provide copies of all such documents provided to or served upon the Contractor.

19.26. **Transition:**

a) Upon termination or expiration of this Agreement, or upon the City's request, Contractor shall ensure that all Personal Information, or access to all Personal Information, is securely transferred to the City, or to a party designated in writing by the City, within thirty (30) calendar days of such termination or expiration. At the City's request, Contractor shall ensure that such Personal Information will be provided to the City in an industry-standard format. Contractor shall provide to the City with no less than ninety (90) calendar days' notice of impending cessation of its business or that of any Subcontractor providing any Services described hereunder, and shall provide reasonably sufficient contingency plans to the City in the event of notice of such cessation to effect a reasonable transition of the Services described herein to another successor contractor of the City's choosing. In connection with any cessation of Contractor's business with its customers, Contractor shall implement its contingency or exit plans and take all reasonable actions to



provide for an orderly, effective and efficient transition of Services with minimal disruption to the City.

- b)** Contractor shall reasonably coordinate in good faith with any successor contractors retained by the City to provide the Services described herein upon the expiration of the term of this Agreement, including any extensions or renewals thereof. As soon as may be reasonably practicable, but under no circumstances later than ninety (90) days' prior to the expiration of the term of this Agreement, including any extensions or renewals thereof, the City shall notify Contractor in writing if the City has retained one or more successor contractors to provide the Services described herein. The Contractor shall work closely and coordinate in good faith with its successor contractor and the City to ensure a successful, expedient and efficient transition of all Services, staffing, personnel, customers, casefiles, as well as both City-owned and Contractor-owned equipment, technology (including, without limitation, software, hardware, telephones, computers, monitors, printers, copiers, fax machines, scanners, servers, administrator identification passwords and logins, switches, etc.), City-owned and Contractor-owned workspace (including, without limitation, all office furniture), and facilities from Contractor to the successor contractor identified by the City, with reasonably minimal downtime and negative effects imposed upon the City and the recipients of the Services described herein. All transitional work shall be coordinated and performed in advance of the formal and final transition date mutually agreed upon by the City and Contractor, and all of Contractor's costs and expenses associated with such transitional work shall be borne solely by Contractor.
- c)** For purposes of this Section 19.26, "Personal Information" means all information that individually or in combination, does or can identify a specific individual by or from which a specific individual can be identified, contacted, or located. Personal Information includes, without limitation, name, signature, address, e-mail address, telephone number, social security number (full or partial), business contact information, date of birth, national or state identification numbers, and any other unique identifier or

one or more factors specific to the individual's physical, physiological, mental, economic, cultural, or social identity.

- d) This Section 19.26 shall survive the termination or expiration of this Agreement.

19.27. **Electronic Signatures and Electronic Records:** Contractor consents to the use of electronic signatures by the City. The Agreement, and any other documents requiring a signature hereunder, may be signed electronically by the City in the manner specified by the City. The Parties agree not to deny the legal effect or enforceability of the Agreement solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of the Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

**Exhibits:**

**Exhibit A – Scope of Services**

**Exhibit B – Budget Summary**

**Exhibit C – Fiscal System Design**

**Exhibit D – General Conditions**

**Exhibit E – Certificate of Insurance**

**Exhibit F – HIPAA/HITECH (Business Associate Terms)**

**Exhibit G – Use of City Facilities (Terms and Conditions)**

**Exhibit H – Background Check Policy**

**Exhibit I – City's Office Furniture**

**Exhibit J – Technology and Data (Protection Terms and Conditions)**

**Signature pages and Exhibits follow this page.**

**Contract Control Number:** OEDEV-202263587-00  
**Contractor Name:** ECKERD YOUTH ALTERNATIVES, INC.

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

By:

By:

\_\_\_\_\_

\_\_\_\_\_

By:

\_\_\_\_\_

**Contract Control Number:**  
**Contractor Name:**

OEDEV-202263587-00  
ECKERD YOUTH ALTERNATIVES, INC.

By: DocuSigned by:  
*J. Anthony Van Slyke*  
3AF7B64AEF3A45E...

Name: J. Anthony van slyke  
(please print)

Title: Chief Financial Officer  
(please print)

ATTEST: [if required]

By: \_\_\_\_\_

Name: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_  
(please print)

**SCOPE OF SERVICES**  
**One-Stop Operator and Comprehensive Services Service Provider**  
**City and County of Denver Economic Development & Opportunity (DEDO)**  
**Denver Workforce Development Board (DWB)**  
**and Eckerd Youth Alternatives, Inc.**  
**Workforce Innovation and Opportunity Act (WIOA)**  
**July 1, 2022 through June 30, 2023**

**Federal Award ID (FAIN) #:** AA-36361-DQ-0 (WIOA-DW)  
AA-36361-D-90 (WIOA-AD)  
AA-36361-E-10 (WIOA-YT)  
UI-35934-21-60-A-8(RESEA)  
HG-35917-21-60-A-8 (H-1B)  
TA-34434-20-55-A-8 (TAA)  
AP-33477-19-60-A-8 (ASE)

**Federal Award Date:** July 1, 2021  
May 28, 2021  
January 19, 2021  
October 1, 2021  
July 1, 2020

**Federal Awarding Agency:** U.S. Department of Labor / ETA  
Division of Federal Assistance  
200 Constitution Avenue NW-Room N-4716  
Washington DC 20210

**Pass-Through Entity:** City & County of Denver  
Denver Economic Development & Opportunity (DEDO)  
101 W. Colfax Ave., Suite 850 Denver CO 80202  
(All Awards)

**Awarding Official:** State of Colorado – Division of Employment & Training  
633 17<sup>th</sup> Street, 7<sup>th</sup> Floor, Denver CO 80202-3627

**Pass-Through UEI #:** **WP3QXJ87RYH3** (DEDO)

**Sub-recipient UEI#:** **HW57FCX3KKB8**  
**CFDA:** WIOA Adult 17.258 WIOA DW 17.278 WIOA YT 17.259  
RESEA 17.225  
H-1B 17.268  
Trade Adjustment Assistance (TAA) 17.245  
Innovation, Diversity, & Equity in Apprenticeship (IDEA)  
17.28  
Disability Program Navigator (DPN)  
Apprenticeship State Expansion (ASE) 17.285

<b>Total Federal Funds Obligated to sub-recipient</b>	Adult \$1,100,000.00    DW \$450,000.00 RESEA \$74,100.00 H-1B \$350,000.00 TAA \$65,000.00 IDEA \$160,000.00 DPN \$94,470.00 ASE \$75,000.00 Out of School Youth \$1,000,000.00
<b>Total amount of Federal Award</b>	Adult \$1,245,946    DW \$491,602.50 RESEA \$72,051.00 H-1B \$7,383,999.00 TAA \$158,329.00 IDEA \$350,000.00 DPN \$119,400.00 Out of School Youth \$1,185,361.00 ASE \$741,105.00
<b>Total Non-Federal Funds Obligated to sub-recipient</b>	General Fund \$151,500.00

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## 1.0 INTRODUCTION

- 1.1** This Scope of Service outlines Program, Administrative, and other requirements that must be satisfied by the contractor., from here on referenced as the One Stop Operator (the “Operator”) and Comprehensive Service Provider (the “Service Provider”) receiving Workforce Innovation and Opportunity Act (“WIOA”) funds from the City and County of Denver (the “City”) to operate programs as prescribed by the Workforce Innovation and Opportunity Act (WIOA). The funds will ensure Denver County workforce services to be provided within the identified American Job Centers (individually, an “AJC” and collectively, “AJC’s”); the comprehensive One-Stop Center at the Richard T. Castro (Westside) building located at 1200 Federal Blvd., and the affiliate workforce center at the Arie P. Taylor (Montbello) building located at 4685 Peoria Street.
- 1.2** As policies and/or procedures are revised or updated, DEDO-DWS will release formal announcements and policies or procedures wherever they differ from this Scope of Service which will be understood to replace those elements of this Scope of Service with which they differ. Any future policies or procedures that are released are to be considered addenda to this Scope of Service and therefore part of the agency’s contract with the Operator as they are updated or revised. This contract is not for research and development.
- 1.3** The Service Provider shall be prepared to expand or reduce the delivery of services to businesses and job seekers if reductions and/or changes in project services or scale are required due to actual funding allocations throughout the contract’s term.

**1.4** For the purposes of this agreement, this One-Stop Operator/ WIOA Service Provider is considered a “Sub-recipient” and the following reference from the Uniform Guidance Circular is applicable:

1. *The non-Federal entity may concurrently receive Federal awards as a recipient, a sub-recipient, and a contractor, depending on the substance of its agreements with Federal awarding agencies and pass-through entities.*
2. *Sub-award means an award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. §2 CFR Section 200.92*

**1.5** Characteristics that support the classification of the non-Federal entity as a sub-recipient include when the non-Federal entity:

1. Determines who is eligible to receive what Federal assistance;
2. Has its performance measured in relation to whether objectives of a Federal program were met;
3. Has responsibility for programmatic decision making;
4. Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
5. In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

**1.6** Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or sub-award. 2CFR §200.22

**1.7** Characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when the contractor:

1. Provides the goods and services within normal business operations;
2. Provides similar goods or services to many different purchasers;
3. Normally operates in a competitive environment;
4. Provides goods or services that are ancillary to the operation of the Federal program; and
5. Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirement may apply for other reasons. 2CFR §200.33

**1.8** The Service Provider will adhere to the WIOA outcomes as listed in the chart below: The enrollment numbers are estimates; final numbers will be determined by September 30, 2022. Any modification to these performance measure projections will be initiated by October 31, 2022. Quarterly benchmark numbers are cumulative.

PY22 Estimated WIOA Adult; Dislocated Worker ; Youth							
	Estimated Carry-In	Q1	Q2	Q3	Q4	Subtotal New Enrollments	Total
Adult	<b>135</b>	New: 20 Total:20	New: 45 Total: 65	New: 45 Total: 110	New: 20 Total: 130	<b>130</b>	<b>265</b>
DW	<b>64</b>	New: 15 Total:15	New: 35 Total: 50	New: 35 Total: 85	New: 15 Total:100	<b>100</b>	<b>164</b>
OSY	<b>53</b>	New: 26 Total: 26	New: 62 Total: 88	New: 62 Total: 150	New: 25 Total:175	<b>175</b>	<b>228</b>

WIOA Adult					
Contract Year 2022 Measure	PY22 Goal	Q1	Q2	Q3	Q4
Occupational Skills Training (ITA)	34	7	17	27	34
Registered Apprenticeships	20	5	10	15	20
Work Based Learning (OJT)	30	6	18	24	30
Entered Employment	185	28	83	157	185

WIOA Dislocated Worker					
Contract Year 2022 Measure	PY22 Goal	Q1	Q2	Q3	Q4
Occupational Skills Training (ITA)	22	5	14	19	22
Registered Apprenticeships	15	7	10	12	15
On the Job Training (OJT)	15	3	9	12	15
Entered Employment	84	13	42	71	84

WIOA Youth					
Contract Year 2022 Measure	PY22 Goal	Q1	Q2	Q3	Q4
Occupational Skills Training (ITA)	30	5	15	25	30
Work Experience	45	10	22	34	45



TEC-P 2.0						
Contract Year 2022 Measure	PY22 Goal	Q1	Q2	Q3	Q4	
Enrollments	46	7	23	39	46	
<b>ENROLLED IN EDUCATION/TRAINING (88% of total enrolled)</b>	40	6	20	34	40	
<b>EDUCATION/TRAINING COMPLETED (84% of total enrolled)</b>	38	6	19	32	38	
<b>TOTAL DEGREES/ CERTIFICATIONS (60% of total enrolled)</b>	28	4	14	24	28	
<b>TOTAL EMPLOYED (63% of total enrolled)</b>	29	4	14	25	29	

RESEA						
Contract Year 2022 Measure	FY21 Goal	Q1	Q2	Q3	Q4	
Re-Employment Services and Assessment (RESEA) Program	400	60	200	340	400	

TAA						
Contract Year 2022 Measure	FY21 Goal	Q1	Q2	Q3	Q4	
Trade Adjustment Assistance (TAA) Program	22	n/a	n/a	new 10 Total:17	new:5 Total:22	

IDEA						
Contract Year 2022 Measure	FY21 Goal	Q1	Q2	Q3	Q4	
Innovation Diversity Equity in Apprenticeships (IDEA) Program	50	New:10 Total: 10	New: 20 Total: 30	New: 15 Total: 45	New: 5 Total:50	

ASE						
Contract Year 2022 Measure	PY22 Goal	Q1	Q2	Q3	Q4	
Apprenticeship State Expansion (ASE) July 1 2022 – June 30 2022	75	New: 11 Total: 11	New: 27 Total: 38	New: 26 Total: 64	New:11 Total:75	

## 2.0 **ONE-STOP OPERATOR & SERVICE PROVIDER ROLES AND RESPONSIBILITIES**

**2.1** The primary role of the One-Stop Operator is to provide management, coordination, and oversight of the partnership of agencies that comprise the City's workforce system; this includes close collaboration with the DEDO/OED-WDB, Denver Department of Human Services, other City agencies and community partners specific to program service delivery. The One-Stop Operator will create and/or maintain a system of partners among workforce development, economic development, business, and community agencies to meet the needs of businesses and job seekers in the City to effectively implement an integrated workforce system.

**2.2** In addition to the role of the One-Stop Operator the primary role of the Comprehensive Service Provider is to ensure that services provided through the AJCs meet the needs of its customers (employers and job seekers) in an efficient and effective manner. It is critical that within the operations of the AJCs, that delivery of WIOA and other workforce programs and services are unified and aligned with the Denver Department of Human Services (DDHS) and other WIOA-mandated and non-mandated partners, Community Based Organizations (CBOs), and service providers necessary for the success of all customers.

**2.3** The Operator and the Comprehensive Service Provider shall ensure appropriate firewalls and internal controls are in place regarding the Operator's independent oversight, monitoring, and evaluation of performance of the Comprehensive Service Provider as required by [20 CFR § 678.625](#) and [20 CFR § 678.430](#).

### 2.4 Relationships

#### 2.4.1 Relationship with the DEDO-DWS

- a. In order to ensure the best possible performance of the WIOA system in the City, and to derive a maximum return on public investment, DEDO/WDB intends to support the Operator by providing certain services and supports. Note, however, that the statement of these intentions does not constitute a guarantee, and in no way reduces or qualifies the requirements and expectations of the Operator described elsewhere in this document and pursuant to separate agreement.
- b. The DEDO-DWS shall provide the following:
  - i. Orientation and training on federal, state and local WIOA policy and procedures;
  - ii. Training on the Connecting Colorado system and data collection procedures;
  - iii. Technical assistance, including information on best practices, and assistance in implementing effective management practices, customer service practices, etc.;
  - iv. Support from DEDO/WDB Employer Services team which includes, but is not limited to, technical assistance, recruitments events, lead generation, on-the-job training program guidance and support, relevant industry information and other services as deemed necessary; Labor Market Information ("LMI");

- v. Support from DEDO/WDB Education Services team includes, but is not limited to, career pathways information and workshops, information and evaluation of training program providers, Eligible Training Provider List (“ETPL”), training and/or support for targeted programs and populations.
- vi. Ongoing responsive support; and
- vii. Opportunities to share successful practices and discuss issues with other WIOA contracted service providers and partners.

#### 2.4.2 American Job Center/Workforce Center Operations

- a. In addition to the minimum basic career services required under WIOA, DWS is also required to maintain a publicly, accessible resource area. The One-Stop Operator will partner with DWS in providing Wager-Peyser Services through the AJC.
- b. AJCs must be consistently open Monday-Friday between 8 a.m.-5 p.m. MST unless a City and County of Denver holiday is observed.
- c. Additionally, the Operator must coordinate alternate appointment and outreach hours beyond traditional 8 a.m. to 5 p.m. system-wide to determine adequate access, unless precluded by external factors approved by DEDO-DWS. This alternate hours’ schedule should be submitted to DEDO-DWS prior to July 30, 2022, to which it will be posted to the DEDO webpage, as appropriate.

#### 2.4.3 Relationship with Required Partners and Denver Workforce Integration Network(DWIN)

- a. The Operator shall work in collaboration with DEDO-DWS to coordinate the delivery of workforce services among the various mandated partner agencies and designated service providers; including the Service Provider, in order to support the integration of partners into one cohesive system.
- b. To achieve the goal of seamless service delivery to all job seekers and businesses, the Operator shall coordinate the following workforce system activities with the following mandated partners:
  - i. Programs under Title I of WIOA including Adults, Dislocated Workers, Youth, Job Corp, YouthBuild, Native American programs and migrant and seasonal farmworker programs;
  - ii. Employment services under Wagner-Peyser Act;
  - iii. Adult education and literacy services under Title II of WIOA;
  - iv. Vocational Rehabilitation program authorized under Title I of the Rehabilitation Act of 1973;
  - v. The Senior Community Service Employment Program authorized under Title V of the Older Americans Act of 1965;
  - vi. Career and Technical Education Programs at the post-secondary level authorized under the Carl Perkins Career and Technical Education Act of 2006;
  - vii. Trade Adjustment Assistance activities authorized under chapter 2 of Title II of the Trade Act of 1974;
  - viii. Jobs for Veterans State grant programs;

- ix. Employment and training activities carried out under the Community Service Block Grant and sub-grantees of the Neighborhood Equity and Stabilization Team (NEST);
- x. Employment and training activities carried out by the Department of Housing and Urban Development;
- xi. Programs authorized under State unemployment compensation laws;
- xii. Programs under the Second Chance Act of 2007;
- xiii. Temporary Assistance for Needy Families (TANF) authorized under part A of the Social Security Act

#### 2.4.4 Memoranda of Understanding

- a. In collaboration with the DEDO-DWS, the Operator shall maintain a Memorandum of Understanding (MOU) with each of the mandated partners listed above as well as other essential community-based organizations (CBOs). Each MOU formalizes the relationship and includes at a minimum: co-location schedules at AJCs and CBO's as needed and deemed beneficial to facilitate full access to customers, referral processes and co-enrollment expectations, points of contact, regular meetings with and between partners as needed and deemed necessary to coordinate the most effective and efficient service delivery to job seekers.
  - i. Included in these MOUs are the One-Stop System Infrastructure Funding Agreements.
  - ii. The Operator is responsible for establishing a schedule to reconcile each partner's projected costs to actual costs on a quarterly basis.

#### 2.4.5 Community Outreach

- a. AJC's must conduct regular outreach activities and develop recruitment strategies to inform the community of services available and ensure a steady pipeline of participants coming through the center. AJC's are expected to network and outreach with, other DEDO-DWS vendors, local community and faith-based organizations, libraries, other government agencies, schools and other WIOA mandated partners. The Operator shall ensure that outreach activities are coordinated in all communities of Denver County in order to recruit individuals and businesses that can benefit from WIOA services, particularly the targeted neighborhoods as identified by DEDO.
- b. At minimum, AJCs must make available orientations that are open to the public and describe the services available at the center OR have orientation materials available virtually. Efforts must be made to promote and direct job seekers to the orientation. Recruitment and orientations are essential to developing a pipeline of candidates for WIOA and maintain customer capacity expectations.

- c. DEDO-DWS may require the Service Provider to periodically staff booths at community resource fairs, elected official events and/or special events throughout the year.

## 2.5 Responsibilities and Requirements for Sub-recipient Financial Monitoring

- 2.5.1 Federal guidelines require that all recipients of federal funds authorized under the Workforce Innovation and Opportunity Act (WIOA) be subject to financial monitoring to ensure that adequate financial controls are in place. When certain criteria are met, the contracted party is considered a “sub-recipient” and must comply with all WIOA federal and state laws, rules and regulations that the LWDA is subject to (2 CFR §200.330).
- 2.5.2 The sub-recipient is responsible for oversight of the operations of the Federal award supported activities. The sub-recipient must monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved. Monitoring by the sub-recipient must cover each program, function or activity.
- 2.5.3 The sub-recipient will be monitored by DEDO-DWS to ensure that the sub-award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the sub-award; and that the sub-award performance goals are achieved. At a minimum, the sub-recipient monitoring shall include:
  - a. Reviewing financial and performance reports required by the pass-through entity.
  - b. Following-up and ensuring that the sub-recipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the sub-recipient from the pass-through entity detected through audits, on-site reviews, and other means.
  - c. Issuing a management decision for audit findings pertaining to the Federal award provided to the sub-recipient from the pass-through entity as required by §200.521 Management decision.

## 3.0 Denver Workforce System Coordination/One Stop Operator

- 3.1 The system consists of: the AJCs, the DEDO-DWS funded workforce service providers and the WIOA mandated partners. The AJC’s serve as the high-volume central locations for the City’s workforce system while the youth service provider(s) work with special/targeted populations and serve as a feeder into the larger system. For job-seekers, the general public makes significant use of the Resource Rooms, the diverse pool of employer contacts, and the efficiency resulting from the presence of one or more WIOA system partner services co-located together.
- 3.2 The Operator shall take the lead role in coordinating services for Denver County job seekers, with guidance from DEDO-DWS.
- 3.3 Additionally, the Operator is responsible for the coordination of services across the system and partner agencies; such services include the following:
  - 3.3.1 Convener Denver Workforce Integration Network Convener
    - a. The Operator must hold **monthly** meetings with both mandated and community partners. These meetings are to

serve as an ongoing forum for stakeholder feedback, workforce system coordination and leverage. Minimally, these meetings should include DEDO-DWS contracted Service Providers, mandated partners and community organizations focused on employment and training. Although agenda topics may vary and be influenced by feedback, DEDO-DWS would like to see the following topics as part of a standing agenda:

- i. Overview of program(s) status, including WIOA, TANF, Adult Education and other mandated and non-mandated partners (outcomes and deliverables – metrics)
  - ii. State of the workforce system (including challenges, collective impact)
  - iii. Aspects on the horizon (including potential partnerships, initiatives, grants)
  - iv. Feedback (details on how to improve communication, etc.)
- b. Meeting minutes and attendance should be documented and made available for DEDO-DWS. The DEDO-DWS reserves the right to ask for additional documentation or clarification of any minute details. The Operator may be required to present updates on monthly meetings to DEDO-DWS.
- c. The Operator shall also be responsible for building relationships with valuable partners, including faith-based organizations, CDBG and CSBG grantees, other DEDO-DWS service providers, and other community-based organizations in order to ensure the best services are provided to all customers. The Service Provider shall share and/or coordinate job leads, if unable to fill a job order or in handling a large hiring need, with the other DEDO-DWS service Providers and coordinate resume collection, screening, and eventual referral to the employer. This sharing of job leads is done with the goal of making the best possible fit between job opening and job candidate and to ensure that all job ready candidates in the Denver Workforce System have full access to open job opportunities. All job orders should be posted on the Connecting Colorado job portal system for WIOA and TANF programs.

### 3.3.2 Special Projects

- a. The Service Provider must participate in staffing special outreach and recruitment events as assigned by DEDO-DWS. These may include job fairs, service fairs, large scale hiring events, developing customized training for employers, hosting tables at conferences or other public events, and participating in other the City and County of Denver sponsored projects and activities.

### 3.3.3 Collaborative Partnership

- a. The Operator must actively participate in work teams organized by DEDO-DWS, and other partners as well as participate in center level meetings with co-located partners. These partnerships may also include collaboration with other Colorado Workforce Development Council, Colorado Urban Workforce Alliance, discretionary grants, and other local/regional partnerships. These partnerships are designed to provide coordinated responses to businesses and job seekers and improve overall services to customers.

### 3.3.4 Referrals and Co-Enrollments

- a. The Operator and Service Provider shall make referrals of eligible and enrolled individuals to, or receive referrals from, other WIOA grant recipients across the Denver Workforce System and/or among other qualified agencies or mandated WIOA partners deemed necessary for the job-seekers' development. In the event a referral is made, supporting documentation, such as a case note, should be maintained in Connecting Colorado and customer's file, as appropriate.
- b. The Operator and the Service Provider shall ensure that cross-training of staff in referral and enrollment procedures for each partner program occurs periodically.
- c. The Operator and Service Provider shall maintain, track, and make available to DEDO-DWS requisite referred participant documentation and data, which may include, but is not limited to, participant name, income and demographics, services provided, training provided and related completion, certification or credential earned, and employment status, retention and any reported changes or placements.
- d. The Operator will be responsible in developing and maintaining a referral process which must be provided to DEDO-DWS within 60 days of executed agreement.
- e. The Operator and Service Provider are encouraged to refer participants to the WIOA youth program, and co-enroll participants in discretionary programs, as appropriate. The Operator and Service Provider should ensure the job-seeker is aware of co-enrollment and all associated benefits of being involved in both programs. Confidentiality must be maintained between the agencies involved in the referral/co-enrollment with regard to shared participant information. Copies of all documentation resulting from the referral/co-enrollment should be collected and maintained in the participant's Connecting Colorado record.
- f. Adult Education, English Language Acquisition and Basic Skills Tutoring
  - i. Under WIOA, Title II (Adult Education) is a mandated

partner of Title I (WIOA). As a Title I agency, the Service Provider shall refer individuals in need of Title II services, as appropriate.

- ii. Following the referral of a WIOA registered customer, The Service Provider will ensure referral process is in place to streamline client hand off allowing for support services and co-enrollment. The Service Provider shall remain in contact with the customer and continue to provide career counseling concurrently with Title II services, for the appropriate period of program participation and follow up. The Service Provider will update Connecting Colorado to document progress for customers enrolled or in follow up.

## **4.0 COMPREHENSIVE SERVICE PROVIDER**

### **4.1 Service Delivery**

- 4.1.1 Denver's workforce system service delivery model improves access for customers across all programs and services. The Operator shall continue to enhance Denver's workforce development system by focusing on a fully coordinated and integrated customer service strategy, which utilizes a strengths-based engagement approach. The Operator will be responsible in developing and maintaining a service delivery model, which must be provided to DEDO-DWS within 60 days of executed agreement.
- 4.1.2 WIOA authorizes "*career services*" for adults and dislocated workers. There are three types of "*career services*":
  - a. basic career services
  - b. individualized career services
  - c. follow-up services.

### **4.2 WIOA Basic Career Services**

- 4.2.1 All individuals are eligible to take advantage of WIOA Basic Career Services. Basic Career Services include general services to assist jobseekers in finding gainful employment and orienting them to WIOA services and procedures in Denver as well as, providing information on the labor market and unemployment insurance. These services may be provided by one or a combination of staff from the mandated partners of WIOA in-person or virtually.
- 4.2.2 In alignment with the DEDO-DWS adult priority policy the Operator staff must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the provision of individualized career services and training services. DEDO-DWS requires that adult customers meet the priority of service requirement.



4.2.3 Under WIOA, basic career services must be made available to all eligible individuals seeking services through the entire workforce delivery system and include the following:

a. *Outreach, Intake, and Orientation*

Outreach, intake, and formal orientation sessions must provide information on the full array of applicable and appropriate services available through the AJC and the mandated partners, the Denver Workforce system and other community organizations. The DEDO-DWS may provide guidance on orientation content.

4.2.3.2 *Eligibility Determination*

The Operator is required to determine WIOA eligibility and collect information to support a determination of whether the individual is able to receive assistance from the WIOA Adult, Dislocated Worker, or youth programs as defined in DEDO-DWS policy.

4.2.3.3 *Initial Assessment*

- a. An initial assessment of the skill levels and service needs of each participant that may include a review of basic skills, occupational skills, prior work experience, employability, interests, and aptitudes (including interests and aptitudes for nontraditional jobs). This would also include intake and eligibility assessment for various programs.
- b. The assessment of a customer's suitability begins at eligibility but also extends to include a comprehensive assessment of a candidate's fit for other classroom and work-based learning programs. If a customer is deemed inappropriate for WIOA services, he or she must be referred to the appropriate entity for assistance.

### **4.3 WIOA Individualized Career Services**

4.3.1 **Service Delivery Model**

All services are contingent upon available funds and must align with Federal, State, and local guidance, including DEDO-DWS policies.

4.3.2 Under WIOA individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. The Operator must give priority to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient, as well as, Veterans and eligible spouses in the provision of individualized Career Services. The Operator service delivery model must meet the minimum requirements outlined in TEG-19-16 and provided to DEDO-DWS within 30 days of executed agreement. The service delivery model at minimum must include the following:

- a. The Service Provider must complete objective, comprehensive and specialized assessments of the customer. These assessments involve a more thorough examination than the initial assessment and are conducted or coordinated by service provider staff. The role of the staff is to ensure access to the full array of services and activities required and available under WIOA, and to provide professional support to jobseekers as they decide on employment and education plans, and seek to improve their skills. Assessment tools and processes may be determined or modified by the DEDO-DWS. The Service Provider will use Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, and in-depth motivational interviewing and evaluation to identify employment barriers and appropriate employment goals.

4.3.3 Development of an Individual Employment Plan (IEP): The Service Provider will develop an Individual Employment Plan (IEP) that outlines a course of action with each WIOA participant. All WIOA services provided to a customer must be identified and the need justified in the IEP and at a minimum include the following:

- i. employment goals,
- ii. appropriate achievement objectives
- iii. combination of services for the participant to achieve goals.

4.3.4 Provision and coordination of Supportive Services:

- a. The Service Provider will offer supportive services that are found to be necessary to enable an individual to participate in activities authorized under WIOA as authorized in the Denver Workforce Services WIOA Supportive Services policy and procedure.
- b. The Service Provider will offer pre-employment and pre-training services necessary to meet a participant's educational and employment goals. The Service Provider will adhere to the appropriate Denver Workforce Services policy when providing services with direct participant costs.

4.3.5 Training Services:

- a. Training services will be made available to individuals in alignment with Federal, State, and local guidance, including DEDO-DWS policies. Training services, when determined appropriate, must be provided either through an Individual Training Account (ITA) or through a training contract.

4.3.5.2 Types of training services that may be provided include:

- a. Occupational skills training, including training for nontraditional employment;
- b. On-the-job training;
- c. Incumbent worker training;
- d. Employed worker training;

- e. Programs that combine workplace training with related instruction, which may include cooperative education programs;
- f. Training programs operated by the private sector;
- g. Skill upgrading and retraining;
- h. Entrepreneurial training;
- i. Job readiness training provided in combination with the training services described in any of clauses (a) through (g) or transitional jobs;
- j. Adult education and literacy activities, including activities of English Language acquisition and integrated education and training programs, provided concurrently or in combination with services provided in any of clauses (a) through (g); and
- k. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

#### 4.3.6 Work Based Trainings:

- a. In addition to the use of ITAs, the Service Provider shall develop partnerships with employers and other entities in order to broker and facilitate the development of work-based training service models. Under WIOA, work-based training services include:
  - a. Registered Apprenticeships (RA),
  - b. Work Experience, (WE)
  - c. On-the-Job Training (OJT),
  - d. Customized Training, and
- b. Pre-Apprenticeship Training. Work based training is employer-driven with the goal of unsubsidized employment.

#### 4.3.7 FOLLOW-UP SERVICES

4.3.7.1 AJCs must communicate with, and monitor the progress of, customers throughout enrollment in the program. In addition, follow-up activities shall be provided as appropriate, in accordance with the DEDO-DWS Data Integrity Policy.

4.3.7.2 Retention/Advancement Services may include:

- a. Maintaining regular contact
- b. Additional career planning and counseling
- c. Working with the customer to identify emerging problems
- d. Helping the customer gain job/educational coping skills
- e. Peer support groups
- f. Information about additional educational opportunities
- g. Helping the customer to access needed support services

- h. Counseling with the customer about reasons for his/her job loss.
- i. Utilization of the menu of career services and supportive services to address reasons for job loss and implement appropriate solutions to secure re-employment.

## **5.0 Disability Employment Initiative**

- 5.1 Purpose: Increase access to and participation of eligible participants in WIOA funded employment and training services related to career pathways and improved employment outcomes for job seekers with visible, non-visible and significant disabilities.
- 5.2 Service Provider will collaborate and engage with disability community organizations and the DWIN network of community partners to help connect job seekers with disabilities to employment and educational opportunities and applicable resources.
- 5.3 Service Provider will refer interested job seekers with disabilities to WIOA, and/or applicable programs such as Ticket To Work and Vocational Rehabilitation and will track such referrals in Connecting Colorado.
- 5.4 Service Provider will coordinate with DEDO's Equal Opportunity Officer and Program Liaison to ensure an inclusive workforce center environment and accessibility to allow job seekers with disabilities full access to participation in workforce programs.
- 5.5 Individuals who are connected to and enrolled into WIOA programs are subject to WIOA performance measures.

## **6.0 REEMPLOYMENT SERVICES AND ASSESSMENT (RESEA) PROGRAM**

- 6.1 DEDO-DWS reserves the right to coordinate service delivery with the Operator and Service Provider as DEDO-DWS becomes aware of other/new RESEA funding. These requests may be supported by a budget, if funding requirements permit.
- 6.2 It is expected that the Service Provider will meet its participants serviced and completion goals by June 30, 2023. The Service Provider will serve 432 claimants based on the awarded amount of \$67,000. Service Provider shall refer to PGL#WP-2016-02, change 3, for additional information.

## **7.0 TEC-P 2.0**

- 7.1 It is expected that the Service Provider will meet its participants serviced and completion goals by June 30, 2023. Service Provider shall refer to **TEGL-23-19** and <https://denvercity.sharepoint.com/sites/TECP>, for additional information.

**7.2 Purpose:** The H-1B Ready to Work Partnership grant under the Technology Employment in Colorado Partnership (TEC-P 2.0) program designed to develop the talent pipeline in Information Technology (IT), Advanced Manufacturing (AM) and create new transportation sector partnerships. TEC-P 2.0 provides employment opportunities for unemployed or underemployed individuals impacted as a result of the economic downturn.

**7.3 Eligibility:**

TEC-P 2.0 participants must meet one or more of the following criteria to be eligible:

- a. Contractor shall use the Participant Assessment and Recruitment Instrument to develop and execute a recruitment plan including monthly goals, referral tracking, and outreach strategies:  
<https://denvercity.sharepoint.com/sites/TECP>, for additional information.
- b. Contractor shall effectively recruit and serve eligible long-term unemployed workers and incumbent workers as defined in funding opportunity number: FOA-ETA-20-13: <https://denvercity.sharepoint.com/sites/TECP>, for additional information.
- c. Contractor shall ensure that participants are at least 17 years of age and not currently enrolled in secondary school within a local educational agency.
- d. Contractor shall ensure that participants are a U.S. Citizen and provide documentation that shows authorization to work in the United States.
- e. Contractor shall ensure that veterans and eligible spouses who meet program's eligibility requirements have a priority of service.
- f. Contractor shall pay particular attention to minority and disabled veterans currently employed in the targeted industries and occupations, as well as transitioning vets and National Guard members meeting the long-term unemployed criteria.
- g. Contractor shall also place emphasis on recruiting and training younger workers and those impacted by the recent economic downturn in the targeted industries and occupations.

**7.4 Outcomes**

- a. Service Provider will enroll 46 eligible participants into the TEC-P 2.0 program. The code to track participant performance in Connecting Colorado is **(RW)**. The date of program enrollment should be prior to the date of the first temporary job placement.
- b. Service Provider will act as the case manager of record to include tracking and reporting leverage associated with Case Management services provided; and is responsible for determining program eligibility and collect information to support a determination of eligibility as defined in <https://denvercity.sharepoint.com/sites/TECP>.
- c. Service Provider will assist DEDO in completing the reporting requirements (fiscal, narrative, and close-out) upon request as outlined in the <https://denvercity.sharepoint.com/sites/TECP>.

**8.0 Trade Adjustment Assistance (TAA)**

**8.1 Further TAA guidance can be found:** <https://drive.google.com/drive/folders/12-rOvoZ-FiFhbiB3G2pnDfysnpWFXljG?usp=sharing>

- 8.1.1 It is expected that the Service Provider will meet its participants serviced and completion goals by June 30, 2023.
- 8.1.2 Purpose: To provide guidance on the requirement of co-enrollment between TAA and WIOA Title I Dislocated Worker (DW) and Adult

Programs and to advise local areas of USDOL's co-enrollment requirements.

8.1.3 Eligibility: USDOL is requiring a minimum of 75% co-enrollment on the TAADI report with the expectation of eventual 100% co-enrollment with the WIOA Dislocated Worker Program. Co-enrollment may happen anytime after a TAA Registration/enrollment and will count for the quarter in which the co-enrollment happened and all subsequent quarters. It is critical that staff responsible for WIOA and TAA programs coordinate their efforts to ensure the utmost seamless customer service delivery for the participant through the co-enrollment and case management process. This is true for WIOA participants subsequently enrolled in TAA, and TAA participants who are subsequently enrolled into WIOA DW.

8.1.4 Outcomes: Provider will follow all TAA Guidelines and Outcomes, Sequencing, and WIOA Program Enrollment Processes per State Colorado Policy Guidance Letters and local policies outlined in the Denver SharePoint Site.

## 9.0 Innovation Diversity Equity in Apprenticeships (IDEA)

9.1 Purpose: To promote diversity, equity, and inclusion efforts as a key strategy in registered apprenticeship expansion efforts. The provider will work with the IDEA Hub (ADW) who is responsible for oversight, in coordination with CDLE, that Consultants, Navigators, and local workforce centers are making progress towards the equity goals and industry diversification goals under the award, and propose alternate strategies where necessary to achieve grant outcomes.

9.1.1 The goals of the IDEA grant include:

- a. Apprenticeship system expansion to support the development, modernization, and diversification of Registered Apprenticeship programs (RAPs), particularly as a support for state reemployment and recovery efforts;
- b. Partnership and alignment to support workforce system alignment;
- c. Increasing the number of apprentices enrolled in RAPs, including from under-represented populations; and
- d. Innovation in apprenticeship expansion efforts to include program development and recruitment strategies.

9.1.2 Provider shall provide career services and case management to support registered apprenticeship expansion.

9.1.3 Eligibility: Eligible Services Include: Direct costs of related instruction, on-the-job learning, and supportive services associated with a registered apprenticeship and quality pre-apprenticeship. within the following IDEA Grant Target Industries:

- a. Healthcare/Behavioral Health,
- b. IT/Cybersecurity,
- c. Education/Public Sector
- d. Advanced Manufacturing
- e. Transportation/Logistics
- f. Energy/Infrastructure.

- 9.1.4 Participants should be enrolled into the grant using **Program Code ID**. Participants must meet one of the following criteria:
- a. 16 years of age and older who are not enrolled in a registered apprenticeship program at the time of initial eligibility determination OR
  - b. Enrolled in a quality pre-apprenticeship program (see TEN 13-12) and are likely to enroll in a RAP within the grant's period of performance.
- 9.1.5 Individuals may be considered a participant when they receive one or more of the following services directly funded by the grant:
- a. Related instruction
  - b. Supportive services
  - c. On-the-job learning
- 9.1.6 Quality pre-apprenticeship activities and services for those who enroll in a RAP during the grant period
- 9.1.7 Participants may not be co-enrolled in multiple Expansion grants (e.g., ASE and IDEA grants). However, participants may be co-enrolled in apprenticeship grants from other funding streams (e.g., CO-HELPS) but funding must not duplicate services or efforts.
- 9.1.8 Participant Outcomes: The provider and the HUB are responsible for collaborating to address the needs of industry and participants to meet these participant and program goals. A major component of the grant is to equitably recover from the impacts of COVID-19. The Hub and local workforce areas and project partners must develop strategies, in coordination with CDLE, to serve youth, women, people of color, justice involved, individuals with disabilities, and individuals impacted by COVID-19 pandemic.

## **10.0 Apprenticeship State Expansion (ASE)**

### **10.1 Eligible Participants: ASE Participant eligibility requirements:**

- a. 16 years of age or older
  - b. Participating in a registered apprenticeship OR participating in a quality pre-apprenticeship program (see TEN 13-12)
  - c. Newly enrolled in a RAP within the ASE period of performance (starting 7/1/2019)
  - d. Not previously enrolled in a RAP within the same industry
- 10.2** Part of the eligibility process is to ensure that the individual has not been previously enrolled in a Registered Apprenticeship program within the same industry. This should be part of the intake/assessment/information gathering process, and self-attestation to work history is acceptable.

## **11.0 WIOA Out of School Youth (OSY)**

### **11.1 Transitional Services**

- 11.1.1 The Operator must ensure continuous case management of "carry in" participants from previous Sub-recipients.

- a. The Operator will use the transition time period to train all applicable staff including, but not limited to, customer-facing positions, case management, data integrity, and supervisory staff regarding their internal processes and procedures as well as DEDO systems, databases, and policies and procedures. The Operator will review, in detail, all active WIOA case files to determine the best course of action to ensure that there are no gaps in service.
- b. The Operator will ensure the best possible continuity of services to clients with the addition of key staff as outlined in the budget. The Operator will work with DEDO to develop an optimal plan for service delivery to all populations and agree in writing to service standards during such a period.

## **11.2 CARRY-IN PROGRAM PARTICIPANT TRANSITION**

11.2.1 The Operator in partnership with DEDO-Denver Workforce Services (“DWS”) will be responsible for transitioning active, carry-in and follow-up participants for Workforce Innovation and Opportunity Act (WIOA) Out of School Youth (OSY). This will include reviewing carry-in case file documentation, conducting follow-up phone calls as needed and scheduling any necessary meetings.

11.2.2 The Operator in partnership with DEDO-DWS will utilize the transition time period to conduct outreach and communication to job seekers, businesses, mandated Denver Workforce Integration Network (“DWIN”) partners and other community services providers to ensure that services are delivered seamlessly to all customers. The Operator will be responsible for meeting with all current Youth contracted service providers to understand their service models and integrate them into the new models as needed.

11.2.3 The Operator and the AJCs are considered arms of Denver’s workforce development system, much like branches or franchises of a corporation. As such, the Contractor must adhere to all requirements and standards related to physical signage where WIOA services are provided; naming; logos; publications; standard language in WIOA-related communications; and any other signage or communications requirements established by the OED/WDB.

11.2.4 The Operator will participate in all DEDO scheduled Workforce Development outreach, community, civic and business development events as requested, i.e. grand openings, job fairs, etc.

## **11.3 Infrastructure and Network**

11.3.1 The Operator must ensure that there is adequate space, and resources - computers, cubicles, and other required items in order to meet the needs of the OSY WIOA Program Elements.

## **12.0 Youth Program Service Delivery and Customer Flow**

**12.1** The Operator shall continue to enhance Denver’s workforce development system by focusing on a fully coordinated and integrated customer service strategy,



which utilizes a strengths-based engagement approach. This model requires integration of the Customer Pool to ensure that all job-seekers flow seamlessly into the workforce system with a single point of entry and share a standardized common service flow.

## **12.2 WIOA Youth Program Components**

### **12.2.1 Outreach and Recruitment**

The Operator shall conduct outreach and recruitment efforts throughout Denver County to generate quality enrollments of all WIOA eligible youth participants. Outreach shall be conducted in conjunction with other WIOA partners, as needed, and will include other service providers, programs, and educational institutions.

### **12.2.2 Participant Eligibility**

The Sub-recipient will determine and verify program eligibility prior to program enrollment in accordance with the DEDO WIOA Eligibility Determination and Documentation policy. Documentation verifying eligibility for all programs must be collected within the timeframes required by State and local requirements. Eligibility documentation must be obtained and retained electronically in the state system, Connecting Colorado.

### **12.2.3 Orientation, Assessment, and Suitability**

A comprehensive orientation will be provided to all youth, regardless of entry point. Orientation should include sharing information and services available through the workforce system, including partner services and any other pertinent resources to ensure successful completion of the youth's education and employment goals. Suitability for the programs and services offered through the program will be determined through an initial assessment of the customer's needs and barriers that includes, but is not limited to: assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), supportive service needs, motivation, desire, and availability for work. Completion of individual service codes to be captured and documented in Connecting Colorado.

### **12.2.4 WIOA 14 Program Elements**

The Operator must ensure that the fourteen WIOA mandated youth program elements are made available to participants and DEDO-DWS shall require confirmation of associated entities performing said elements as described in USDOL Training and Employment Guidance Letter (TEGL) 21-16 or any subsequent revisions. DEDO-DWS encourages that services can be provided through collaborative partnerships. These program elements include:

- Tutoring, study skills training, instruction, and dropout prevention;
- Alternative secondary school services or dropout recovery services;
- Paid and unpaid work experience;

- Occupational skills training;
- Education offered concurrently with workforce preparation and training for a specific occupation;
- Leadership development opportunities;
- Supportive services;
- Adult mentoring;
- Follow-up services;
- Comprehensive guidance and counseling;
- Financial literacy education;
- Entrepreneurial skills training;
- Services that provide labor market information; and
- Postsecondary preparation and transition activities.

#### 12.2.5 Work Experience

Work experiences are one of the 14 required youth program elements that must be made available in each local workforce area. A “Work Experience” is a planned, structured learning experience that takes place on a worksite for a limited period of time. Internships and other work experience may be paid or unpaid, as appropriate, and must be consistent with other laws, such as the Fair Labor Standards Act. An internship or other work experience may be within the private for-profit sector, the non-profit sector, or the public sector.

- a. WIOA identifies four categories of youth work experience:
  - Employment opportunities available throughout the summer and school year;
  - Pre-apprenticeship programs;
  - Internships and job shadowing opportunities; and
  - On-the-job training (OJT) opportunities.
  
- b. The Operator shall be able to provide Work-based Training Options as outlined in DEDO-DWS WIOA Title I Work Experience policy, including the provision of OJT opportunities as outlined in the DEDO-DWS WIOA On-the-Job Training policy.
  
- c. The Sub-recipient will be solely responsible for administering payroll services as either the **Employer of Record or through a third-party payroll provider and will follow work experience policy.**
  
- d. A minimum of 20 percent of local WIOA Title I youth funds must be used for work experience opportunities. The Sub-recipient is responsible for developing a plan to meet this requirement, as well as documenting and reporting work experience expenditures on a

monthly basis. Contractor will share this plan with DEDO upon request.

- e. To ensure accurate invoicing and reporting, Contractor must earmark and charge the following activities as work experience expenditures in alignment with Federal guidance:
- Wages/stipends paid for participation in a work experience;
  - Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience;
  - Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
  - Staff time spent evaluating the work experience;
  - Participant work experience orientation sessions;
  - Employer work experience orientation sessions;
  - Classroom training or the required academic education component directly related to the work experience;
  - Incentive payments directly tied to the completion of work experience; and
  - Employability skills/job readiness training to prepare youth for a work experience.

#### 12.2.6 Career Pathways

The Operator shall work collaboratively with the DEDO-DWS in order to develop clear, articulate, and timely information that informs participants about middle skilled occupations within demand driven industries, including the delivery of informative workshops. WIOA places a strong emphasis on Career Pathways as defined as, “a combination of rigorous and high quality education, training, and other services that:

- a. Aligns with the skill needs of industries in the economy of the State or regional economy involved;
- b. Prepares an individual to be successful in any of a full range of secondary or postsecondary education options;
- c. Includes counseling to support an individual in achieving the individual’s education and career goals;
- d. Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- e. Organizes education, training, and other services to meet particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- f. Enables an individual to attain secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
- g. Helps an individual enter or advance within a specific occupation or occupational “cluster”.

### 12.2.7 Follow-up Services

The Operator will provide follow up services in alignment with the Guidance on Data Integrity and Customer Participation cycle.

#### a. Retention/Advancement Services

- Maintaining regular contact
- Additional career planning and counseling
- Working with the customer to identify emerging problems
- Helping the customer gain job/educational coping skills
- Peer support groups
- Information about additional educational opportunities
- Helping the customer to access needed support services

### 12.2.8 Re-Employment Services

- a. Counseling with the customer about reasons for their job loss
- b. Utilization of the menu of career services and supportive services to address reasons for job loss and implement appropriate solutions to secure re-employment

## 12.3 Youth Career Planner/Career Coach Roles and Responsibilities

12.3.1 The career advising/coaching function is a critical piece to effective service delivery. Career planning is the process by which career coaches perform ongoing counseling, career development, implementation of the Individual employment plan, intervention support and tracking of customers. The Sub-recipient should provide continuous career coaching and planning services to registered job-seekers.

12.3.2 DEDO-DWS has set up minimum skill and duties for youth career coaches within the WIOA system as noted below:

- a. The development of an Individual Service Strategy (ISS) should be in collaboration with the participant, resulting from a strengths-based engagement model.
- b. Ongoing regular contact with the customer on all aspects of their workforce development needs. This should be documented in the participant tracking system of record. A printed and signed copy of the Individual Service Strategy must be in each participant case file and/or electronic imaging system.
- c. Active participation must be documented and supported with appropriate services.
- d. Customer contact must be completed on a regular basis and case notes must be written at every point of contact relating to the participant's goals and services provided.
- e. Comprehensive knowledge, utilization, and interpretation by members of the service provider's staff of assessment tools approved by the Department of Labor and Employment.
- f. Coordination of services for each participant with mandated WIOA partners, including referrals to other workforce development system partners or other youth service providers and mentoring and counseling programs. The coordination of service delivery by all providers involved shall be documented in the participant's case file.

- g. Provision of educational, job development, job placement and job retention services.
- h. Quality referrals for job order; including professionally prepared resumes and materials.
- i. Workforce development technology systems to track services used by the participant and to provide the participant with information on growth industries in the Denver metro area and training provider performance. These technologies will include Connecting Colorado, and/or any other DEDO-DWS system of record.
- j. Refer participants for ancillary services as appropriate.
- k. Follow-up services must be communicated to and made available to all youth participants for a minimum of twelve months as outlined in the Data Integrity policy.

### **13.0 OTHER DISCRETIONARY GRANTS**

**13.1** DEDO-DWS reserves the right to coordinate service delivery with the Operator and Service Provider as DEDO-DWS becomes aware of other/new discretionary grant funding. These requests may be supported by a budget, if funding requirements permit. Otherwise, the Service Provider may be asked to leverage service delivery as part of existing funding streams.

**13.2** Service Provider will act as the case manager of record to include tracking and reporting leverage associated with Case Management services provided; and is responsible for determining program eligibility and collect information to support a determination of eligibility as defined in DEDO-DWS policy.

### **14.0 SERVICE DELIVERY FOR EMPLOYERS**

**14.1** Employer Services are a critical component of WIOA service delivery, providing direct value to businesses, employer associations or other such organizations. Customized business services may include the following services and activities:

#### **14.1.1 Connection Services**

- a. Advertise Job Openings.
  - i. DEDO-DWS to provide employers access to registered job seekers of the workforce system, the Service Provider's AJC staff must approve all new employers and job orders posted through the Connecting Colorado system. This includes providing daily quality control functions on all new job orders posted by employers per guidance of DEDO-DWS Business Service Policy.
- b. Access to Space
  - i. Allow scheduling and access to a secure space for businesses to interview candidates, hold recruitment events, conduct informational meetings, etc.
- c. Recruitment Events

- i. Work with the DEDO-DWS team to provide employers an in-person opportunity to inform job seekers about available job openings within their organization through regularly scheduled hiring events and job fairs. Recruitment events should be held, at minimum, once a month. Including but not limited to Now Hiring! Events and Path to Payday, Encourage, promote, post and advertise all Workforce Services events to job seekers.
    - ii. The operator must have timely and focused response to recruitment events as requested by the DEDO-DWS.
  - d. Customized Recruitment
    - i. Thoroughly screen job seekers (based on employer skill requirements) and prepare them for interviews, saving businesses time and increasing the likelihood the business will return for more candidates in the future. Collaborate with DEDO-DWS to develop a scalable customized recruitment service for large employers to fill entry-level positions in middle skill occupation, to include applicant screening and recruitment events.
  - e. Training Incentive
    - i. Support employer recruitment and screening by presenting WIOA eligible candidates for subsidized work placement to include OJT, Incumbent Worker Training, Registered Apprenticeships, Work Experiences, and Customized Training.
    - ii. The Operator shall have timely and focused response to work-based learning and recruitment events as requested by the DEDO-DWS.
    - iii. Support DEDO-DWS and ETPL approved training providers with recruitment of WIOA eligible candidates for upskilling/training opportunities.
    - iv. Case manage all WIOA eligible candidates in these programs during participant life cycle.

## **15.0 PERFORMANCE MANAGEMENT AND OUTCOMES**

### **15.1 WIOA Performance Outcomes and Benchmarks as defined in Section 1.8**

15.1.1 The Service Provider will be evaluated on outcomes for services provided to adults, dislocated workers, other grants outlined within the scope of work, and employers, program compliance audits, actual to planned enrollments, capacity level, actual to planned placements in unsubsidized employment, quality assessment, case notes, percentage of positive exits, and successful execution of assigned special projects.

15.1.2 Most WIOA performance measures are based on exits from the program; the DEDO-DWS developed other key point in time benchmarks that will provide the most accurate picture possible of how agencies are meeting the Denver Workforce Systems goals.

15.1.3 In addition, the following benchmarks will be monitored and evaluated as part of future funding recommendations:

- a. Expenditure rates
- b. Three Part Program Cost Breakdown:
  - i. Direct cost to customer
  - ii. Admin/Oversight (management)
  - iii. Program Delivery (case managers)
- c. Programmatic compliance

## 15.2 WIOA Performance Measures

15.2.1 It is important to note that once an individual is registered into WIOA, the customer will also be counted in the federal WIOA performance measures. The DEDO-DWS reports the outcomes on the measures to CDLE/DOL as part of the terms of its WIOA allocation. The Operator will be required to meet the prevailing rates on these measures based on the rates the DEDO-DWS negotiates with CDLE annually.

15.2.2 The Operator will work with the DEDO-DWS to outline at a minimum the deliverable numbers of the following benchmarks:

- a. Measures listed below reflects the current PY20 measures; DEDO-DWS will work with the **Colorado Department of Labor & Employment to negotiate PY22 performance measures, which typically occurs within the first quarter of the program year. The contractor will be notified of the PY22 measures no later than September 30, 2022, unless new negotiated terms have not been completed by that date.**

Category	Description	Adult Goal	Dislocated Worker Goal	Youth Goal
<b>Employment 2<sup>nd</sup> Quarter after Exit</b>	The percentage of participants who are in unsubsidized employment during the second quarter after exit the percentage of participants who are in unsubsidized employment during the second quarter after exit	78.00%	77.00%	69.00%
<b>Employment 4<sup>th</sup> Quarter after Exit</b>	The percentage of participants who are in unsubsidized employment during the fourth quarter after exit	74.20%	76.00%	70.50%

<b>Median Earnings</b>	The median earnings of participants who are in unsubsidized employment during the second quarter after exit	\$6,875.00	\$9,000.00	\$3,650
<b>Credential Attainment</b>	The percentage of participants enrolled in an education or training program who attained a recognized post-secondary credential or a secondary school diploma or equivalent during participation or within 1 year after exit	62.00%	65.00%	65.00%
<b>Measurable Skills Gain</b>	The percentage of participants who, during a program year, are in an education or training program that leads to a recognized post-secondary credential or employment and who are achieving documented academic, technical, occupational, or other forms of progress, towards such a credential or employment Measured in real time.	62.50%	58.60%	62.00%

## 16.0 Periodic Reporting and Meetings

16.1 The Operator and Service Provider must comply with all Local, State and Federal reporting requirements.

16.1.1 Specifically, and as required by the DEDO-DWS, the Operator shall document, record, and report actual outcomes, on a monthly basis and provide timely and accurate monthly reports in the format designated by the DEDO-DWS. The Operator may also be required to assist with the completion of other annual, or quarterly reports as designated by the CDLE or CWDC.

16.1.2 The Operator is also required to have staff representation at all administrative meetings and staff training workshops as determined by the DEDO-DWS.

16.1.3 The DEDO-DWS will hold monthly/quarterly review meetings with the Operator to review progress toward planned versus actual benchmarks.



- 16.1.4 Periodic reports will be required and should be anticipated. Reporting requirements will be mutually agreed upon by DEDO-DWS and the Operator.
- 16.1.5 The Service Provider will be continually evaluated based on their performance on both the CDLE and DHS performance measures/incentives and the DEDO-DWS benchmarks. The Operator will review progress toward benchmarks at quarterly meetings. In the event that the Service Provider is failing to meet benchmarks they shall submit corrective action plans and/or participate in training/technical assistance meetings.
- 16.1.6 The Operator and Service Provider contract renewals will be largely based on achievement of benchmarks. The DEDO-DWS also reserves the right to impose additional conditions and/or restrictions on the contract award, implement probationary periods, undertake any other corrective action, reduce funding or end contracts based on poor performance on any of the benchmarks.
- 16.1.7 Where required or permitted by law or regulations, the DEDO-DWS reserves the right to add, remove or change measures, targets, conditions, or restrictions as it deems reasonable.

## **17.0 PROGRAM STAFFING**

- 17.1 In order to effectively provide the range of services that will be required of the Service Provider's staff under the WIOA program model (see above), Talent Development or other appropriate Service Provider staff should develop certain additional skill sets and knowledge. These skills and knowledge include, but are not limited to:
  - a. Knowledge of all DEDO-DWS policies and procedures;
  - b. Knowledge of the WIOA program partners, the services each partner provides, and the eligibility requirements for each program as well as the ability to forge successful relationships with the partner programs in order to facilitate and expedite customer referrals to those programs;
  - c. A high level of command over caseload composition, status and entry/exit needs;
  - d. Knowledge of the various barriers to employment that customers may face and of the services available within and outside the WIOA system to assist customers in overcoming those barriers, including supportive services;
  - e. The ability to navigate the respective systems of record and any other technology required for successful program management;
  - f. The ability to use all available resources to achieve the employment and employment-related outcomes set in each customer's employment plan;
  - g. Knowledge of local labor market data and/or knowledge of resources informing local labor market data;
  - h. The ability to use all available resources to achieve the educational and educational-related outcomes set in each customer's employment plan;
  - i. Knowledge of community resources and the ability to refer and link participants with necessary services;

- j. Clear understanding of the customer's right to confidentiality; that all information provided remains confidential and should not be released to employers or other service providers without consent from the customer or his/her legal guardian;
- k. A clear understanding of the roles of business intermediaries and the coaches' role in making high quality referrals in a timely and focused manner.

**17.2** Minimum Case Loads

- 17.2.1 Each staff should maintain an active customer ratio that approximates 1 full-time equivalent staff person as negotiated with DEDO-DWS. The exact number that each FTE will maintain may vary by service population. The Operator may negotiate a lower customer to Job Search Consultant ratio for harder to serve populations. An active customer is one that:
- a. has a status of registered customer (has not been exited);
  - b. is actively engaged in an individualized career or training service.

17.2.2 Each program may have caseloads that exceed the minimum agency "active" caseload throughout the course of the year. The minimum agency caseload for each program is determined by multiplying the amount of staff providing case management services in the budget by the capacity of 1 FTE. If an agency has customers that are in long-term training and are not in immediate need of services by the Job Search Consultant or has customers that are stable in their employment and are just waiting to exit, this will increase the agencies capacity to register additional customers beyond the formula provided above. To increase their overall capacity, agencies are required to exit all customers in a timely manner and in accordance with DEDO-DWS policy.

17.2.3 In order to determine caseload levels, the Service Provider shall conduct an assessment of their Adult DW, and Discretionary program caseloads monthly and discuss with DEDO-DWS 's Program Liaison.

17.2.4 On an ongoing basis, the Service Provider shall Determine the number of customers that are in long-term training and are not in immediate need of services by the Job Search Consultant.

**17.3** Staff Training, Orientation, Onboarding and Professional Development Plan

17.3.1 The Service Provider are expected to provide orientation for those newly hired to deliver - WIOA services. Such orientation should include overview of program policies and processes/procedures; overview of relationship between the service providers, the DEDO-DWS, and WIOA mandated partners and other WIOA funded service providers; basic skills and best practices for service delivery; and other topics as indicated at any point by the DEDO-DWS.

17.3.2 Staff Retention

17.3.2.1 Since staff quality has a significant impact on the quality of service delivery, and since the Service Provider will be devoting effort to hiring and training staff, the Service Provider is expected to take effective steps to ensure the retention of quality staff. The Service Provider shall have a plan of retention in place and make it available to the DEDO-DWS upon request.

#### 17.4 Salary and Wage Requirements

17.4.1 In accordance with its values, the DEDO-DWS seeks to provide high quality services to our customers. We believe in the increased professionalization of the workforce development field and strive to ensure that our system reflects the dignity of work. Consequently, the DEDO-DWS is requiring that all full-time staff receive a minimum salary that is in line with similar positions in the Denver metro area. The DEDO-DWS also strongly encourages the Service Provider to pay professional staff a competitive wage for their level of effort and expertise.

#### 17.4.2 *Salary and Bonus Limitations*

"In compliance with Public Law 109-234, none of the funds appropriated in Public Law 109-149 or prior Acts under the heading 'Employment and Training' that are available for expenditure on or after June 15, 2006, shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II." This new requirement includes all WIOA grant funded projects. The PY20 amount for Executive Level II is \$197,300. The Operator and Service Provider must comply with this requirement. (<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>).

### 18.0 ADMINISTRATIVE RESPONSIBILITIES

#### 18.1 Compliance, Reporting and Recordkeeping

18.1.1 **The Operator must comply with all Local, State and Federal reporting requirements. Specifically, the Operator will be required to document, record and report actual outcomes, as required by DEDO-DWS, on a monthly basis.** Timely, detailed and accurate information on operations and performance is crucial to effective management of Denver's workforce development system. Therefore, funded agencies must capture and track (and enter to the respective system(s) of record) such information as requested by DEDO-DWS, and supply reports of such data in requested formats, in a professional manner, at requested intervals.

18.1.2 All WIOA registrant data must be entered into the Connecting Colorado System (Connecting Colorado), which is the data tracking and case management system used by WIOA programs in Colorado. All services received must be well documented in the customer's case file.

18.1.3 In addition to Connecting Colorado, DEDO-DWS may require use of specific reporting or tracking systems, forms or other data management tools, and agencies are expected to have staff capable of executing against such requirements.

## 18.2 Customer Tracking Systems

18.2.1 The Service Provider shall use Connecting Colorado for WIOA customers. The system shall be used to track all job seeker and employer clients including contact information, demographic information, program eligibility, services provided, referrals, outcomes, and case notes. This data system must be used in accordance with the DEDO-DWS's written policies, as may be amended from time to time.

18.2.2 Upon request by the Service Provider, the DEDO-DWS will provide a unique username for each data system for each Agency staff person that requires access to the data systems to perform the Agency's duties under this Contract. Each staff person will be given the minimum access required to perform their specific role under the Contract. The usernames and their associated passwords are confidential and must not be shared.

18.2.3 The Operator agrees to abide by and cause all staff users to abide by the City and County of Denver Data Confidentiality and Security Agreement.

## 18.3 Language Assistance

18.3.1 The Service Provider must have sufficient Spanish-speaking staff to serve the Counties' significant Spanish-speaking populations. Other language capacity appropriate to each AJC's location and potential jobseeker customer population will also be required. Additionally, key materials must be provided in Spanish and other appropriate languages in accordance with the DEDO-DWS WIOA Language Assistance plan.

## 18.4 Accessibility to People with Disabilities

18.4.1 Title III of the Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in "places of public accommodation" (businesses and non-profit agencies that serve the public) and "commercial facilities" (other businesses). Agencies who are not fully compliant with ADA are required to submit an "accessibility plan" outlining steps that need be taken by the leaseholder to become both programmatically and physically accessible and the planned implementation dates. This accessibility plan must meet the criteria set forth in the ADA. All WIOA/TANF program services and facilities are expected to be accessible to persons with disabilities. For the ADA Title III Technical Assistance Manual please visit: <http://www.usdoj.gov/crt/ada/taman3.html>

## 18.5 Equal Opportunity and Non-Discrimination

18.5.1 As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it will comply

fully with the nondiscrimination and equal opportunity provisions of the following laws:

- a. Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA) Title I, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;
- b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;
- c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs.

18.5.2. The Service Provider agrees to be in full compliance, at all times with the Denver Workforce Services Equal Opportunity and Non-Discrimination policy.

## 18.6. Customer Complaint Procedures

18.6.1. DEDO-DWS believes that customer complaints are opportunities to improve services. The primary goal of this complaint process is to address specific participant concerns, resolve the issues at hand in the most expedient manner, learn from the complaint and implement solutions throughout the entire system service provider will follow the DEDO-DWS complaint policy and procedures.

## 18.7. Quality Control & Continuous Quality Improvement

18.7.1. The Service Provider shall ensure that 100% of new participant case files (WIOA), and all other discretionary programs) are reviewed prior to enrollment. Annual plan is due to DEDO-DWS by September 30, 2022.

- a. The Service Provider's quality control plan shall include, but not be limited to the following:
  - i. the element of work performance to be monitored, either on a scheduled or unscheduled basis.
  - ii. the methods to be used
  - iii. frequency of monitoring
  - iv. the format and content of records and reports to be generated
  - v. the title(s) of the individual(s) who will perform the monitoring

- vi. the method for identifying and preventing deficiencies in the quality of services performed before the level of performance can become unsatisfactory
  - vii. the administrative procedures to be followed for reporting to DEDO-DWS and for responding to operational problems or complaints concerning work performance, qualifications, or other complaints about the Service Provider personnel details on all corrective action(s) taken.
- b. This documentation shall be available to the DEDO-DWS at all times during the term of the contract. The Service Provider shall provide detailed monthly summaries of all quality control actions, including descriptions of events which require quality control activity, and the corrective action taken.

18.7.2 The Service Provider is required to respond to all QA requests and error reports in a timely manner and ensure that all identified errors are corrected within the designated timeframe, as appropriate. Overall, the Service Provider shall ensure that all WIOA enrollments are in full compliance with Federal, State and Local regulations and policies.

18.7.3 The DEDO-DWS strives to deliver high quality services throughout the system. The Service Provider shall solicit customer feedback on a regular basis through satisfaction surveys, focus groups and other venues to assess and improve service quality:

- a. The Service Provider is expected to solicit customer feedback, analyze results, and identify areas for quality improvement and report results to the DEDO-DWS. The DEDO-DWS will review feedback with Service Provider on a quarterly basis, minimally. The Service Provider shall participate in associated trainings, evaluation processes, and activities and implement processes that improve the quality of services provided to customers.

## 18.8 Meetings and Trainings

18.8.1 The Operator shall ensure appropriate AJC staff representation at a variety of meetings and training sessions. These include, but are not limited to, bi-monthly and quarterly meetings that require director or manager participation, and trainings likely to include many, if not all, of the staff. Training schedules shall be developed in partnership between DEDO-DWS and the Operator to ensure adequate staff coverage at the AJC during all-staff training sessions.

## 18.9 Payroll and Wage Rate Policy

18.9.1 The Service Provider shall sub-contract with third party vendor who will be solely responsible for administering payroll services as the **Employer of Record**; responsibilities to include the enforcement of all process and procedure in place for payroll, taxes, and worker's compensation coverage for program participants. Therefore, if the Service Provider plans to provide

paid internships, work experiences, or other allowable compensated activities, these costs must be included as part of the contract budget. All participants enrolled in wage-paid activities shall not be paid less than the highest minimum wage under the Fair Labor Standard Act and Article XVIII, Section 15, of the Colorado Constitution. Copies of all documentation including verification of employment, must be kept within participant file, and provided for review for DEDO-DWS and or external auditing purposes.

## 18.10 Participation in Studies and Initiatives

18.10.1 The Operator shall participate in studies and initiatives as determined by US DOL, CDLE or the DEDO-DWS. This may include participation in aspects such as strategic planning sessions and other evaluation technical assistance provided by DEDO-DWS or external evaluation entities.

## 18.11 Communications and Signage

18.11.1 The Operator and the AJCs are considered arms of Denver's workforce development system, much like branches or franchises of a corporation. As such, the Service Provider must adhere to all requirements and standards related to physical signage where WIOA services are provided including: EO information; logos; publications; standard language in WIOA-related communications; and any other signage or communications requirements established by the DEDO-DWS. The Operator must also adhere to all requirements and standards related to physical and electronic marketing, per the guidelines of the DEDO-DWS Marketing Division.

18.11.2 Specifically, all print or electronic collateral that promotes any programs/services provided under this contract must adhere to the following:

- a. Include the Denver Workforce Services logo as the primary and most prominent entity responsible for the program/service;
- b. Include the wording, "[Operator] is an Operator for the City and County of Denver," regardless of whether the Operator's name appears in the collateral; and
- c. Include the American Job Center logo;
- d. Include the required funding disclosure information as defined by DEDO Public Communications Policy Series #2020-FIN-01.
- e. Include the required EO language: {Insert Program/Service Name here} is an [Equal Opportunity](#) employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Dial 711 or 1.800.659.2656 to use the TTY service, Relay Colorado.

- 18.11.3 Further details regarding these three requirements, as well as important guidelines regarding branding and messaging, will be provided by DEDO-DWS, both in writing and electronically.
- 18.11.4 All collateral and external communications which shall be used with the public or any community partners must be submitted to Denver Workforce Services in 30 days in advance for approval prior to display or distribution.
- 18.11.5 Social media postings may be exempt from the above logo requirements but must be approved in advance by Denver Workforce Services.

## **18.12 Technology Requirements**

- 18.12.1 The Service Provider is responsible for maintaining and servicing all technology to the satisfaction of the City and its sole discretion
- 18.12.2 The Service Provider is responsible to choose an Internet Service Provider (ISP) to run network access to licensed premises as identified by DEDO;
  - a. Richard T. Castro located at 1200 Federal Blvd; and
  - b. Arie P. Taylor located at 4685 Peoria Street.
- 18.12.3 The Service Provider is responsible for providing all technology (software, hardware, and telephony) that is current and is supported for security purposes by the vendor. This technology includes but is not limited to software, PCs, monitors, printers, copiers, fax machines, scanners, servers, switches, telephones, etc.
- 18.12.4 All equipment must be approved through the City and County of Denver's Technology Services Agency and Workforce Development Director prior to order and installation.
- 18.12.5 The designated IT person/team must pass a background check and receive badge access. The background check must be conducted through the City and County of Denver's Department of Safety or other designated agency.
- 18.12.6 The Service Provider is responsible for maintaining the approved list of staff with IT access.
- 18.12.7 The Service Provider must implement the following security specifications:
  - a. automatic operating system upgrades;
  - b. firewall protection;
  - c. automatic virus upgrades; and
  - d. anti-spyware software.
- 18.12.8 The Service Provider agrees to purchase or otherwise obtain appropriate and applicable software to ensure appropriate level of data security to obtain documents and data with high levels of Personally Identifiable Information (PII) that is needed for program compliance within the Colorado Workforce System, as well as capturing digital or electronic signatures on programmatic documentation in compliance with applicable



DEDO-DWS policies, to the extent that Service Provider has not already purchased or otherwise obtained such software.

- a. Such software may be obtained as a Software as a Service (SaaS) Service Level Agreement (SLA) or other type of agreement at the discretion of Service Provider, and shall be used as a means to sufficiently meet all of Service Provider's obligations described in this Agreement through its reference here.
- b. Service Provider shall purchase subscription services for such software, including, without limitation, software/hardware updates and related technical support services for such software/hardware, pursuant to this Agreement commencing at the onset of this Agreement.
- c. Service Provider shall ensure that all software conforms to minimum technology requirements set forth within this Agreement, and all software obtained by Service Provider as described herein shall be subject to review and approval by the City to ensure such conformance.
- d. Service Provider agrees:
  1. that it will continue to utilize the software described herein throughout the term of the Agreement, including any extensions of time,
  2. that the CITY has rights to all data captured within this system that is related to the services provided by Service Provider pursuant to this Agreement, and
  3. such data will be sufficiently retained to ensure compliance with the more stringent of:
    - i. the then-current Data Retention Policy of the City and County of Denver, or
    - ii. the then-current data retention policy of the funding organization(s) that has/have provided funding for Service Provider services contemplated pursuant to the Agreement, as applicable.

### **18.13 Privacy and Confidentiality**

18.13.1 The One-Stop Operator must develop policies and procedures that align with DEDO-DWS PII Policy to ensure the proper use of data and demonstrate that controls are sufficient to prevent identity theft, fraud and abuse as well as maintain a sophisticated and secure technology structure. Policies must cover, at a minimum, the following:

- a. Participant eligibility documentation;
- b. Program participant records, including all services provided, and costs expended per participant;
- c. Customers' records, including participant data forms, verification/documentation items, assessments tests and results, and documentation of outcomes;

- d. Protection of personal and confidential customer information, including protected health information (HIPAA);
- e. Memoranda of Understanding (MOUs) between partner programs to share program, participant, and financial data that adhere to federal, state, and local privacy standards.

18.13.2 In addition, the Service Provider will require all program participants to sign a release of information that includes an explanation of the level and type of access, as well as restrictions on the use of the participant's data.

18.13.3 The Service Provider must provide DEDO with one of the following security control certifications on an annual basis: SSAE18, SOC2, ISO 27001 current industry-certification(s) as updated, or other certifications as agreed upon after reviewing with Denver Tech Services.

18.13.4 The Service Provider must provide DEDO with a copy of data breach process and incident response policy at time of execution of contract and as modifications are made throughout the contract period. Policy must be in accordance with DEDO-DWS policies, as well as other local, State and Federal requirements.

- a. The operator must notify DEDO of any data breaches or security incidents within 24 hours of identifying any breach or incident and mediate within 30 days, in accordance with DEDO-DWS policies, as well as other local, State, and Federal requirements

18.13.5 The Service Provider must agree that DEDO and the City and County of Denver has the right to audit security and data handling measures at any time during the contract.

#### **18.14 Documentation Management and Retention**

18.14.1 DEDO-DWS is moving toward a paperless documentation system. Until that time, the Service Provider will maintain hard copies of customer files in compliance with applicable regulations.

18.14.2 The Service Provider will be responsible for working with DEDO-DWS to fully implement paperless record keeping for all WIOA and Discretionary Grant participants.

- a. The Service Provider must ensure documents are legibly imaged to a prescribed file management and document imaging system.

18.14.3 The Service Provider must maintain program, participant, and financial records for seven years from completion of services in accordance with DEDO-DWS's file retention policy.

18.14.4 The One-Stop Operator/Service Provider shall work with DEDO-DWS to develop procedures that ensure the proper use of data and demonstrate that controls are sufficient to prevent identity theft, fraud and abuse as well as maintain a sophisticated and secure technology structure and follow DEDO-DWS policies.



**CITY AND COUNTY OF DENVER  
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
PROGRAM YEAR 2022  
BUDGET SUMMARY**

<b>A. Respondent:</b>	Eckerd Youth Alternatives Inc.	<b>D. Contract Number:</b>	OEDEV:202263587-00
<b>B. Project:</b>	WIOA	<b>E. Contract Period:</b>	07/01/2022 - 06/30/2023
<b>C. Program Year:</b>	2022	<b>F. Requested Amount:</b>	\$ 3,766,500

Budget Summary for Workforce Innovation And Opportunity Act

(1) Item of Expenditure	(2) Total Project Cost requested from DEDO		(3) Other Federal Funding		(4) Other Non-Federal Funding		(5) Other City and County of Denver Funding		(6) Agency Total (All Funding Sources)	
	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Personnel	\$ 1,319,869	86.60%	\$ -	0.00%	\$ -	0.00%	\$ 204,193	13.40%	\$ 1,524,062	100.00%
Fringe	384,024	86.47%	-	0.00%	-	0.00%	60,080	13.53%	444,104	100.00%
Travel	25,678	77.12%	-	0.00%	-	0.00%	7,620	22.88%	33,298	100.00%
Supplies	17,351	77.85%	-	0.00%	-	0.00%	4,938	22.15%	22,289	100.00%
Contractual	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
Other Direct Costs	90,015	89.50%	-	0.00%	-	0.00%	10,565	10.50%	100,580	100.00%
Indirect Costs	262,842	92.71%	-	0.00%	-	0.00%	20,674	7.29%	283,516	100.00%
Participant Direct Costs	616,770	58.06%	-	0.00%	-	0.00%	445,500	41.94%	1,062,270	100.00%
Direct Costs excluded from MTDC (Youth Work Experience)	49,951	100.00%	-	0.00%	-	0.00%	-	0.00%	49,951	100.00%
SUPPLEMENTAL CAP Projection	1,000,000	100.00%	-	0.00%	-	0.00%	-	0.00%	1,000,000	100.00%
<b>TOTAL</b>	<b>\$ 3,766,500</b>	<b>83.33%</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 753,570</b>	<b>16.67%</b>	<b>\$ 4,520,070</b>	<b>100.00%</b>



**CITY AND COUNTY OF DENVER  
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
PROGRAM YEAR 2022  
AMOUNT REQUESTED FROM DEDO SUMMARY**

**A. Respondent:** Eckerd Youth Alternatives Inc.  
**B. Project:** WIOA  
**C. Program Year:** 2022

**D. Contract Number:** OEDEV:202263587-00  
**E. Contract Period:** 07/01/2022 - 06/30/2023  
**F. Requested Amount:** \$3,766,500.44

Budget Summary for Amount Requested from Denver Economic Development & Opportunity

(1) Item of Expenditure	(2) WIOA Adult		(3) WIOA Dislocated Worker		(4) WIOA OSY		(5) TAA		(6) General Funds		(7) Supplemental		(8) Total Project Cost requested from DEDO	
	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Personnel	\$ 572,730	43.39%	\$ 245,454	18.60%	\$ 402,655	30.51%	\$ 50,801	3.85%	\$ 48,229	3.65%	\$ -	0.00%	1,319,869	100.00%
Fringe	162,974	42.44%	69,846	18.19%	122,939	32.01%	14,199	3.70%	14,066	3.66%	-	0.00%	384,024	100.00%
Travel	6,680	26.01%	3,920	15.27%	9,016	35.11%	-	0.00%	6,062	23.61%	-	0.00%	25,678	100.00%
Supplies	6,419	36.99%	3,323	19.15%	5,509	31.75%	-	0.00%	2,100	12.10%	-	0.00%	17,351	100.00%
Contractual	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
Other Direct Costs	21,615	24.01%	9,093	10.10%	39,740	44.15%	-	0.00%	19,567	21.74%	-	0.00%	90,015	100.00%
Indirect Costs	105,016	39.95%	45,140	17.17%	101,161	38.49%	-	0.00%	11,525	4.38%	-	0.00%	262,842	100.00%
Participant Direct Costs	224,566	36.41%	73,224	11.87%	318,980	51.72%	-	0.00%	-	0.00%	-	0.00%	616,770	100.00%
Direct Costs excluded from MTDC (Youth Work Experience)	-	0.00%	-	0.00%	-	0.00%	-	0.00%	49,951	100.00%	-	0.00%	49,951	100.00%
SUPPLEMENTAL CAP Projection	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	1,000,000	100.00%	1,000,000	100.00%
<b>TOTAL</b>	<b>\$ 1,100,000</b>	<b>29.20%</b>	<b>\$ 450,000</b>	<b>11.95%</b>	<b>\$ 1,000,000</b>	<b>26.55%</b>	<b>\$ 65,000</b>	<b>1.73%</b>	<b>\$ 151,500</b>	<b>4.02%</b>	<b>\$ 1,000,000</b>	<b>26.55%</b>	<b>\$ 3,766,500</b>	<b>100.00%</b>

**Make sure DEDO Summary is included with Budget Summary**



**CITY AND COUNTY OF DENVER**  
**DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT**  
**PROGRAM YEAR 2022**  
**NON-PERSONNEL BUDGET**

(6)  
**Contract Amount:** 1,100,000  
**Indirect Rate:** 12.80%

A. Respondent: Eckerd Youth Alternatives Inc. C: Contract Number: OEDEV:202263587-00  
 B. Program: WIOA Adult D: Contract Period: 07/01/2022 - 06/30/2023

(1)	(2)	(3)	(4)	Variable #1	Variable #2	DEDO Share
Item of Expenditure	Total Program Cost (\$)	DEDO Share of Cost (\$)	Brief Line Item Description & Justification (Please show justification for Total Cost in the Budget Narrative)			
<b>TRAVEL TOTAL</b>	<b>\$6,680</b>	<b>\$6,680</b>	<b>Includes the following, but not limited to:</b>			
Mileage	\$350	\$350	Staff Mileage for local travel	0.59	598.29	100%
Other Travel	\$6,330	\$6,330	Expenses related to onsite visits and training/conferences.	5.00	1,266.00	100%
<b>SUPPLIES TOTAL</b>	<b>\$6,419</b>	<b>\$6,419</b>	<b>Includes the following, but not limited to:</b>			
Office Supplies & Postage	\$1,330	\$1,330	Costs to purchase general office supplies, such as printer ink, pens, files, etc.	12.00	110.83	100%
Software Licensing Fees	\$5,089	\$5,089	Empyra data system licensing fees to track/manage participant costs; Cornerstone On Demand, EBSCO and Adobe Pro	3.00	1,696.33	100%
<b>CONTRACTUAL TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>Includes the following, but not limited to:</b>			
	\$0	\$0		-	-	100%
<b>OTHER DIRECT COSTS TOTAL</b>	<b>\$21,615</b>	<b>\$21,615</b>	<b>Includes the following, but not limited to:</b>			
General Liability	\$12,100	\$12,100	Budgeted at 1.1% of contract value	0.01	#####	100%
Staff Background Checks, Training & Conference	\$1,514	\$1,514	Staff background checks/costs for conference attendance	1.00	1,514.00	100%
Cell Phone	\$8,001	\$8,001	Cell phone for staff to include unlimited talk, text, data	12.00	666.75	100%
	\$0	\$0		-	-	100%
	\$0	\$0		-	-	100%
<b>INDIRECT COSTS TOTAL</b>	<b>\$105,016</b>	<b>\$105,016</b>	Represents the common costs associated with the efforts of operations and is estimated using the Modified Total Direct Method			
	\$105,016	\$105,016	12.80% MTDC; Rounding box includes amounts for OJT (eligible expense)	6,402.00	Rounding (Up to \$5)	
<b>PARTICIPANT DIRECT COSTS TOTAL</b>	<b>\$224,566</b>	<b>\$224,566</b>	<b>Includes the following, but not limited to:</b>			
Supportive Services	\$4,066	\$4,066	transportation, testing fees, other support service purchases	30.00	135.53	100%
Tuition	\$170,500	\$170,500	Individual training plans to include items such as tuition and required materials	50.00	3,410.00	100%
OJT	\$50,000	\$50,000	On the job training, payable to employers per negotiated agreement	20.00	2,500.00	100%
	\$0	\$0		-	-	100%
	\$0	\$0		-	-	100%
<b>DIRECT COSTS EXCLUDED FROM MTDC (YOUTH WORK EXPERIENCE) TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>Includes the following, but not limited to:</b>			
	\$0	\$0		-	-	100%
	\$0	\$0		-	-	100%
<b>(5) TOTAL NON-PERSONNEL COSTS</b>	<b>\$364,296</b>	<b>\$364,296</b>				



**CITY AND COUNTY OF DENVER**  
**DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT**  
**PROGRAM YEAR 2022**  
**PERSONNEL & FRINGE BUDGET**

A. Respondent: Eckerd Youth Alternatives Inc. C: Contract Number: OEDEV:202263587-00  
 B. Program: WIOA Adult D: Contract Period: 07/01/2022 - 06/30/2023

(1) Position/Title	(2) Employee(s) Name	(3) No. Employees	(4) Annual Salary (\$)	(5) Full-time Equivalent (FTE)	(6) Total Program Cost (\$)	(7) DEDO Share (\$)	(8) Brief Summary of Job Responsibilities (If not enough room include separate sheet).	DEDO Share
Vice President, Operations	Kunkel, Kalen	1	\$166,296	0.06	\$10,616	\$10,616	Provides program oversight and leadership to ensure the program adheres to Corporate vision, policies and goals.	100%
Director, Operations	Green, Sir	1	\$97,850	0.51	\$49,796	\$49,796	Responsible for executing the full operation of program services locally & regionally	100%
One Stop Manager	Chung, Sandy	1	\$67,517	0.70	\$47,262	\$47,262	Responsible for coordination of local partners and program services	100%
Area Manager	Leadon, Beverly	1	\$74,675	0.49	\$36,591	\$36,591	Responsible for executing the full operation of program services locally	100%
Site Manager	Madison-Loveless, Kristin	1	\$67,517	0.70	\$47,262	\$47,262	Provides direct operation supervision.	100%
Lead Career Coach	Kline, Karl	1	\$59,508	0.70	\$41,656	\$41,656	Responsible for case management and navigating participants successfully through the program as well as oversight and supervision of other career	100%
Career Coach (a)	Vacant	1	\$50,488	0.70	\$35,341	\$35,341	Responsible for case management and navigating participants successfully through the program.	100%
Career Coach (b)	Deutsch, Jeffrey	1	\$56,497	0.70	\$39,548	\$39,548	Responsible for case management and navigating participants successfully through the program.	100%
Workforce Development Specialist	Lichtenberger, Elaine	1	\$56,497	0.70	\$39,548	\$39,548	Primary focus on work based learning activity.	100%
Data Integrity Specialist	Chavez, Jessica	1	\$51,121	0.70	\$35,784	\$35,784	Works with corporate finance to process and pay participant related expenses and report on projections	100%
Career Coach	Combs, Taylor	1	\$56,497	0.70	\$39,548	\$39,548	Responsible for case management and navigating participants successfully through the program.	100%
Career Coach	Stein, Laura	1	\$56,497	0.70	\$39,548	\$39,548	Responsible for case management and navigating participants successfully through the program.	100%
Career Coach	Sandoval, Gabriel	1	\$56,497	0.70	\$39,548	\$39,548	Responsible for case management and navigating participants successfully through the program.	100%
Career Coach (a)	Vacant	1	\$50,488	0.70	\$35,341	\$35,341	Responsible for case management and navigating participants successfully through the program.	100%
Career Coach (a)	Vacant	1	\$50,488	0.70	\$35,341	\$35,341	Responsible for case management and navigating participants successfully through the program.	100%
<b>(9) Totals</b>					\$572,730	\$572,730		

**F. Fringe Benefits and Total Personnel Cost**

Type of Fringe Benefits, includes the following, but not limited to:	Total Cost (\$)	DEDO Share (\$)	Please Show Calculations Below:	
(10) Social Security & Medicare (FICA)	\$43,814	\$43,814	= 7.65% x Line 9	100%
(11) Federal Unemployment Tax (FUTA)	\$4,066	\$4,066	= 0.71% x Line 9	100%
(12) State Unemployment Insurance (SUI)	\$0	\$0	= 0.00% x Line 9	100%
(13) Workers Compensation	\$1,432	\$1,432	= 0.25% x Line 9	100%
(14) Other (Please List) <b>Pension</b>	\$12,600	\$12,600	= 2.20% x Line 9	100%
(15) Other (Please List) <b>Health/Other Medical</b>	\$101,062	\$101,062	= 17.65% x Line 9	100%
(16) Total Fringe Benefits (Add Lines 10-15)	\$162,974	\$162,974		
<b>(17) Total Personnel Costs (Line 9 plus Line 16)</b>	\$735,704	\$735,704		



**CITY AND COUNTY OF DENVER**  
**DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT**  
**PROGRAM YEAR 2022**  
**NON-PERSONNEL BUDGET**

**A. Respondent:** Eckerd Youth Alternatives Inc. **C. Contract Number:** OEDEV:202263587-00  
**B. Program:** WIOA Dislocated Worker **D. Contract Period:** 07/01/2022 - 06/30/2023

(1)	(2)	(3)	(4)
Item of Expenditure	Total Program Cost (\$)	DEDO Share of Cost (\$)	Brief Line Item Description & Justification (Please show justification for Total Cost in the Budget Narrative)
<b>TRAVEL TOTAL</b>	<b>\$3,920</b>	<b>\$3,920</b>	<b>Includes the following, but not limited to:</b>
Mileage	\$150	\$150	Staff Mileage for local travel
Other Travel	\$3,770	\$3,770	Expenses related to onsite visits and training/conferences.
	\$0	\$0	
<b>SUPPLIES TOTAL</b>	<b>\$3,323</b>	<b>\$3,323</b>	<b>Includes the following, but not limited to:</b>
Office Supplies & Postage	\$570	\$570	Costs to purchase general office supplies, such as printer ink, pens, files, etc.
Software Licensing Fees	\$2,753	\$2,753	Empyra data system licensing fees to track/manage participant costs; Cornerstone On Demand , EBSCO and Adobe Pro
	\$0	\$0	
<b>CONTRACTUAL TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>Includes the following, but not limited to:</b>
	\$0	\$0	
<b>OTHER DIRECT COSTS TOTAL</b>	<b>\$9,093</b>	<b>\$9,093</b>	<b>Includes the following, but not limited to:</b>
General Liability	\$4,950	\$4,950	Budgeted at 1.1% of contract value
Staff Background Checks, Training & Conferences	\$714	\$714	Staff background checks/costs for conference attendance
Cell Phone	\$3,429	\$3,429	Cell phone for staff to include unlimited talk, text, data
	\$0	\$0	
<b>INDIRECT COSTS TOTAL</b>	<b>\$45,140</b>	<b>\$45,140</b>	Represents the common costs associated with the efforts of operations and is estimated using the Modified Total Direct Method
	\$45,140	\$45,140	12.8% MTDC; Rounding box includes amounts for OJT (eligible expense)
<b>PARTICIPANT DIRECT COSTS TOTAL</b>	<b>\$73,224</b>	<b>\$73,224</b>	<b>Includes the following, but not limited to:</b>
Supportive Services	\$2,224	\$2,224	transportation, testing fees, other support service purchases
Tuition	\$50,000	\$50,000	Individual training plans to include items such as tuition and required materials
OJT	\$21,000	\$21,000	On the job training, payable to employers per negotiated agreement
	\$0	\$0	
<b>DIRECT COSTS EXCLUDED FROM MTDC (YOUTH WORK EXPERIENCE) TOTAL</b>	<b>\$0</b>	<b>\$0</b>	
	\$0	\$0	
<b>(5) TOTAL NON-PERSONNEL COSTS</b>	<b>\$134,700</b>	<b>\$134,700</b>	



**CITY AND COUNTY OF DENVER**  
**DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT**  
**PROGRAM YEAR 2022**  
**PERSONNEL & FRINGE BUDGET**

**A. Respondent:** Eckerd Youth Alternatives Inc. **C. Contract Number:** OEDEV:202263587-00  
**B. Program:** WIOA Dislocated Worker **D. Contract Period:** 07/01/2022 - 06/30/2023

(1) Position/Title	(2) Employee(s) Name	(3) No. Employees	(4) Annual Salary (\$)	(5) Full-time Equivalent (FTE)	(6) Total Program Cost (\$)	(7) DEDO Share (\$)	(8) Brief Summary of Job Responsibilities (If not enough room include separate sheet).
Vice President, Operations	Kunkel, Kalen	1	\$166,296	0.03	\$4,550	\$4,550	Provides program oversight and leadership to ensure the program adheres to Corporate vision, policies and goals.
Director, Operations	Green, Sir	1	\$97,850	0.22	\$21,341	\$21,341	Responsible for executing the full operation of program services locally & regionally
One Stop Manager	Chung, Sandy	1	\$67,517	0.30	\$20,255	\$20,255	Responsible for coordination of local partners and program services
Area Manager	Leadon, Beverly	1	\$74,675	0.21	\$15,682	\$15,682	Responsible for executing the full operation of program services locally
Site Manager	Madison-Loveless, Kristin	1	\$67,517	0.30	\$20,255	\$20,255	Provides direct operation supervision.
Lead Career Coach	Kline, Karl	1	\$59,508	0.30	\$17,852	\$17,852	Responsible for case management and navigating participants successfully through the program as well as oversight and supervision of other career
Career Coach (a)	Vacant	1	\$50,488	0.30	\$15,146	\$15,146	Responsible for case management and navigating participants successfully through the program.
Career Coach (b)	Deutsch, Jeffrey	1	\$56,497	0.30	\$16,949	\$16,949	Responsible for case management and navigating participants successfully through the program.
Workforce Development Specialist	Lichtenberger, Elaine	1	\$56,497	0.30	\$16,949	\$16,949	Primary focus on work based learning activity.
Data Integrity Specialist	Chavez, Jessica	1	\$51,121	0.30	\$15,336	\$15,336	Works with corporate finance to process and pay participant related expenses and report on projections
Career Coach	Combs, Taylor	1	\$56,497	0.30	\$16,949	\$16,949	Responsible for case management and navigating participants successfully through the program.
Career Coach	Stein, Laura	1	\$56,497	0.30	\$16,949	\$16,949	Responsible for case management and navigating participants successfully through the program.
Career Coach	Sandoval, Gabriel	1	\$56,497	0.30	\$16,949	\$16,949	Responsible for case management and navigating participants successfully through the program.
Career Coach (a)	Vacant	1	\$50,488	0.30	\$15,146	\$15,146	Responsible for case management and navigating participants successfully through the program.
Career Coach (a)	Vacant	1	\$50,488	0.30	\$15,146	\$15,146	Responsible for case management and navigating participants successfully through the program.
					\$0	\$0	
<b>(9) Totals</b>					\$245,454	\$245,454	

**F. Fringe Benefits and Total Personnel Cost**

Type of Fringe Benefits, includes the following, but not limited to:	Total Cost (\$)	DEDO Share (\$)	Please Show Calculations Below:
(10) Social Security & Medicare (FICA)	\$18,777	\$18,777	= 7.65% x Line 9
(11) Federal Unemployment Tax (FUTA)	\$1,743	\$1,743	= 0.71% x Line 9
(12) State Unemployment Insurance (SUI)	\$0	\$0	= 0.00% x Line 9
(13) Workers Compensation	\$614	\$614	= 0.25% x Line 9
(14) Other (Please List) <b>Pension</b>	\$5,400	\$5,400	= 2.20% x Line 9
(15) Other (Please List) <b>Health/Other Medical</b>	\$43,312	\$43,312	= 17.65% x Line 9
(16) Total Fringe Benefits (Add Lines 10-15)	\$69,846	\$69,846	
<b>(17) Total Personnel Costs (Line 9 plus Line 16)</b>	\$315,300	\$315,300	





**CITY AND COUNTY OF DENVER**  
**DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT**  
**PROGRAM YEAR 2022**  
**PERSONNEL & FRINGE BUDGET**

**A. Respondent:** Eckerd Youth Alternatives Inc.

**C. Contract Number:** OEDEV:202263587-00

**B. Program:** WIOA OSY

**D. Contract Period:** 07/01/2022 - 06/30/2023

(1) Position/Title	(2) Employee(s) Name	(3) No. Employees	(4) Annual Salary (\$)	(5) Full-time Equivalent (FTE)	(6) Total Program Cost (\$)	(7) DEDO Share (\$)	(8) Brief Summary of Job Responsibilities (If not enough room include separate sheet).
VP, Operations	Kunkel, Kalen	1	\$166,296.08	0.04	\$5,907	\$5,907	Provides program oversight and leadership to ensure the program adheres to Corporate vision, policies and goals.
Operations Director	Green, Sir	1	\$97,850.00	0.25	\$24,463	\$24,463	Responsible for executing the full operation of program services locally & regionally.
Site Manager	Leadon, Beverly	1	\$74,674.92	0.15	\$11,201	\$11,201	Responsible for executing the full operation of program services locally
Program Manager	Loveless, Catarina	1	\$62,500.00	1.00	\$62,500	\$62,500	Responsible for executing the full operation of program services locally
Career Coach	Welch, Ashley	1	\$50,112.00	1.00	\$50,112	\$50,112	successfully through the program as well as oversight and supervision of other career coaches
Workforce Development Specialist	Vacant	1	\$52,200.00	1.00	\$52,200	\$52,200	Primary focus on work based learning activity.
Data Integrity Specialist	Vacant	1	\$45,936.00	1.00	\$45,936	\$45,936	Works with corporate finance to process and pay participant related expenses and report on projections
Career Coach	Erby, Kristen	1	\$50,112.00	1.00	\$50,112	\$50,112	successfully through the program as well as oversight and supervision of other career coaches
Career Coach	Vacant	1	\$50,112.00	1.00	\$50,112	\$50,112	successfully through the program as well as oversight and supervision of other career coaches
Career Coach	Vacant	1	\$50,112.00	1.00	\$50,112	\$50,112	successfully through the program as well as oversight and supervision of other career coaches
					\$0	\$0	
					\$0	\$0	
<b>(9) Totals</b>					\$402,655	\$402,655	

**F. Fringe Benefits and Total Personnel Cost**

Type of Fringe Benefits, includes the following, but not limited to:	Total Cost (\$)	DEDO Share (\$)	Please Show Calculations Below:
(10) a. Social Security & Medicare (FICA)	\$30,803	\$30,803	= 7.65% x Line 9
(11) Federal Unemployment Tax (FUTA)	\$2,859	\$2,859	= 0.71% x Line 9
(12) State Unemployment Insurance (SUI)	\$0	\$0	= 0.00% x Line 9
(13) Workers Compensation	\$1,007	\$1,007	= 0.25% x Line 9
(14) Other (Please List) <b>Pension</b>	\$8,858	\$8,858	= 2.20% x Line 9
(15) Other Please List <b>Health/Other Medical</b>	\$79,412	\$79,412	= 19.72% x Line 9
(16) Total Fringe Benefits (Add Lines 10-15)	\$122,939	\$122,939	
<b>(17) Total Personnel Costs (Line 9 plus Line 16)</b>	\$525,594	\$525,594	



**CITY AND COUNTY OF DENVER  
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
PROGRAM YEAR 2022  
NON-PERSONNEL BUDGET**

**A. Respondent:** Eckerd Youth Alternatives Inc. **C. Contract Number:** OEDEV:202263587-00  
**B. Program:** WIOA OSY **D. Contract Period:** 07/01/2022 - 06/30/2023

(1)	(2)	(3)	(4)
Item of Expenditure	Total Program Cost (\$)	DEDO Share of Cost (\$)	Brief Line Item Description & Justification (Please show justification for Total Cost in the Budget Narrative)
<b>TRAVEL TOTAL</b>	<b>\$9,016</b>	<b>\$9,016</b>	<b>Includes the following, but not limited to:</b>
Mileage	\$966	\$966	Staff Mileage for local travel
Other Travel	\$8,050	\$8,050	Expenses related to onsite visits and training/conferences.
<b>SUPPLIES TOTAL</b>	<b>\$5,509</b>	<b>\$5,509</b>	<b>Includes the following, but not limited to:</b>
Office Supplies & Postage	\$1,680	\$1,680	Costs to purchase general office supplies, such as printer ink, pens, files, etc.
Software Licensing Fees	\$3,829	\$3,829	Empyra data system licensing fees to track/manage participant costs; Cornerstone On Demand , EBSCO and Adobe Pro
<b>CONTRACTUAL TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>Includes the following, but not limited to:</b>
	\$0	\$0	
<b>OTHER DIRECT COSTS TOTAL</b>	<b>\$39,740</b>	<b>\$39,740</b>	<b>Includes the following, but not limited to:</b>
General Liability	\$11,000	\$11,000	Budgeted at 1.1% of contract value
Staff Background Checks, Training & Conferences	\$2,685	\$2,685	Staff background checks/costs for conference attendance
Cell Phone	\$5,535	\$5,535	Cell phone for staff to include unlimited talk, text, data
Work Experience Payroll Processing fee	\$20,520	\$20,520	administrative fee
<b>INDIRECT COSTS TOTAL</b>	<b>\$101,161</b>	<b>\$101,161</b>	Represents the common costs associated with the efforts of operations and is estimated using the Modified Total Direct Method
	\$101,161	\$101,161	12.80% MTDC; Rounding box includes amounts for Work Experience Wages/Taxes/Fees (eligible expense)
<b>PARTICIPANT DIRECT COSTS TOTAL</b>	<b>\$318,980</b>	<b>\$318,980</b>	<b>Includes the following, but not limited to:</b>
Supportive Services	\$8,000	\$8,000	transportation, testing fees,
Tuition	\$75,000	\$75,000	Individual training plans to include items such as tuition and required materials
Work Experience Wages, Taxes	\$150,480	\$150,480	internship wages payable plus all taxes (state/federal), insurances, etc.
Incentives	\$20,500	\$20,500	various incentives as eligible and per stated incentive plan
On the Job Training	\$60,000	\$60,000	on the job training activity for up to 15 participants at 400 hours, 50% reimbursement rate, \$20/hour
Other Direct Participant Costs	\$5,000	\$5,000	funding of services that fall outside of supportive services, ITAs, and work experiences
<b>DIRECT COSTS EXCLUDED FROM MTDC (YOUTH WORK EXPERIENCE) TOTAL</b>	<b>\$0</b>	<b>\$0</b>	
	\$0	\$0	
<b>(5) TOTAL NON-PERSONNEL COSTS</b>	<b>\$474,406</b>	<b>\$474,406</b>	



**CITY AND COUNTY OF DENVER  
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
PROGRAM YEAR 2022  
PERSONNEL & FRINGE BUDGET**

**A. Respondent:** \_\_\_\_\_ Eckerd Youth Alternatives Inc. \_\_\_\_\_

**C. Contract Number:** \_\_\_\_\_ OEDEV:202263587-00 \_\_\_\_\_

**B. Program:** \_\_\_\_\_ TAA \_\_\_\_\_

**D. Contract Period:** \_\_\_\_\_ 07/01/2022 - 06/30/2023 \_\_\_\_\_

(1) Position/Title	(2) Employee(s) Name	(3) No. Employees	(4) Annual Salary (\$)	(5) Full-time Equivalent (FTE)	(6) Total Program Cost (\$)	(7) DEDO Share (\$)	(8) Brief Summary of Job Responsibilities (If not enough room include separate sheet).
Career Coach	Asquith, Leah	1	\$62,640.00	0.81	\$50,801	\$50,801	Responsible for case management and navigating participants successfully through the program as well as oversight and supervision of other career coaches
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
<b>(9) Totals</b>					\$50,801	\$50,801	

**F. Fringe Benefits and Total Personnel Cost**

Type of Fringe Benefits, includes the following, but not limited to:	Total Cost (\$)	DEDO Share (\$)	Please Show Calculations Below:
(10) a. Social Security & Medicare (FICA)	\$3,886	\$3,886	= 7.65% x Line 9
(11) Federal Unemployment Tax (FUTA)	\$361	\$361	= 0.71% x Line 9
(12) State Unemployment Insurance (SUI)	\$0	\$0	= 0.00% x Line 9
(13) Workers Compensation	\$127	\$127	= 0.25% x Line 9
(14) Other (Please List) <b>Pension</b>	\$1,118	\$1,118	= 2.20% x Line 9
(15) Other (Please List) <b>Health/Other Medical</b>	\$8,707	\$8,707	= 17.14% x Line 9
(16) Total Fringe Benefits (Add Lines 10-15)	\$14,199	\$14,199	
<b>(17) Total Personnel Costs (Line 9 plus Line 16)</b>	\$65,000	\$65,000	



**CITY AND COUNTY OF DENVER  
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
PROGRAM YEAR 2022  
PERSONNEL & FRINGE BUDGET**

**A. Respondent:** Eckerd Youth Alternatives Inc. **C. Contract Number:** OEDEV:202263587-00

**B. Program:** General Funds **D. Contract Period:** 07/01/2022 - 06/30/2023

(1) Position/Title	(2) Employee(s) Name	(3) No. Employees	(4) Annual Salary (\$)	(5) Full-time Equivalent (FTE)	(6) Total Program Cost (\$)	(7) DEDU Share (\$)	(8) Brief Summary of Job Responsibilities (If not enough room include separate sheet).
Career Coach - TAA	Asquith, Leah	1	\$62,640.00	0.19	\$11,839	\$11,839	Responsible for case management and navigating participants successfully through the program as well as oversight and supervision of other career coaches
Career Coach - IDEA	Gutierrez, Brian	1	\$56,497.31	0.59	\$33,362	\$33,362	Responsible for case management and navigating participants successfully through the program as well as oversight and supervision of other career coaches
Career Coach - WorkNow	Gutierrez, Thais	1	\$56,497.31	0.05	\$3,028	\$3,028	Responsible for case management and navigating participants successfully through the program as well as oversight and supervision of other career coaches
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
<b>(9) Totals</b>					\$48,229	\$48,229	

**F. Fringe Benefits and Total Personnel Cost**

Type of Fringe Benefits, includes the following, but not limited to:	Total Cost (\$)	DEDU Share (\$)	Please Show Calculations Below:
(10) a. Social Security & Medicare (FICA)	\$3,690	\$3,690	= 7.65% x Line 9
(11) Federal Unemployment Tax (FUTA)	\$342	\$342	= 0.71% x Line 9
(12) State Unemployment Insurance (SUI)	\$0	\$0	= 0.00% x Line 9
(13) Workers Compensation	\$121	\$121	= 0.25% x Line 9
(14) Other (Please List) <b>Pension</b>	\$1,061	\$1,061	= 2.20% x Line 9
(15) Other Please List <b>Health/Other Medical</b>	\$8,852	\$8,852	= 18.36% x Line 9
(16) Total Fringe Benefits (Add Lines 10-15)	\$14,066	\$14,066	
<b>(17) Total Personnel Costs (Line 9 plus Line 16)</b>	\$62,295	\$62,295	



**CITY AND COUNTY OF DENVER  
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
PROGRAM YEAR 2022  
NON-PERSONNEL BUDGET**

A. Respondent: Eckerd Youth Alternatives Inc. C. Contract Number: OEDEV:202263587-00  
 B. Program: General Funds D. Contract Period: 07/01/2022 - 06/30/2023

(1)	(2)	(3)	(4)
Item of Expenditure	Total Program Cost (\$)	DEDO Share of Cost (\$)	Brief Line Item Description & Justification (Please show justification for Total Cost in the Budget Narrative)
<b>TRAVEL TOTAL</b>	<b>\$6,062</b>	<b>\$6,062</b>	<b>Includes the following, but not limited to:</b>
Mileage	\$2,262	\$2,262	Mileage to benefit all DEDO programs
Other Travel	\$3,800	\$3,800	Oversight Travel / Conference Travel
<b>SUPPLIES TOTAL</b>	<b>\$2,100</b>	<b>\$2,100</b>	<b>Includes the following, but not limited to:</b>
Office Supplies & Postage	\$2,100	\$2,100	Costs to purchase general office supplies, such as printer ink, pens, files, etc.
<b>CONTRACTUAL TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>Includes the following, but not limited to:</b>
	\$0	\$0	
<b>OTHER DIRECT COSTS TOTAL</b>	<b>\$19,567</b>	<b>\$19,567</b>	<b>Includes the following, but not limited to:</b>
Telephone & Internet	\$13,800	\$13,800	Landline / Internet service at office locations
Cell Phone	\$3,600	\$3,600	Cell phone for staff to include unlimited talk, text, data
General Liability Insurance	\$1,667	\$1,667	Budgeted at 1.1% of contract value
Staff Background Checks	\$500	\$500	Renewal and excess budget for those outside scope of other budgets
	\$0	\$0	
<b>INDIRECT COSTS TOTAL</b>	<b>\$11,525</b>	<b>\$11,525</b>	Represents the common costs associated with the efforts of operations and is estimated using the Modified Total Direct Method
	\$11,525	\$11,525	12.80% of MTDC
<b>PARTICIPANT DIRECT COSTS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>Includes the following, but not limited to:</b>
	\$0	\$0	
<b>DIRECT COSTS EXCLUDED FROM MTDC (YOUTH WORK EXPERIENCE) TOTAL</b>	<b>\$49,951</b>	<b>\$49,951</b>	
Copier Lease	\$16,500	\$16,500	Leased units for office locations, benefit all programs
Indirect from WorkNOW Navigator	\$5,571	\$5,571	
Indirect from IDEA, RESEA, TAA	\$21,687	\$21,687	
General Liability from TAA, IDEA, ASE	\$3,300	\$3,300	
Indirect from H1b and ASE	\$2,893	\$2,893	
<b>(5) TOTAL NON-PERSONNEL COSTS</b>	<b>\$89,205</b>	<b>\$89,205</b>	



**CITY AND COUNTY OF DENVER  
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
PROGRAM YEAR 2022  
BUDGET SUMMARY**

**A. Respondent:** Eckerd Youth Alternatives Inc.  
**B. Project:** WIOA  
**C. Program Year:** 2022

**D. Contract Number:** OEDEV:202263587-00  
**E. Contract Period:** 07/01/2022 - 06/30/2023  
**F. Requested Amount:** \$ 1,678,570

Budget Summary for Workforce Innovation And Opportunity Act

(1) Item of Expenditure	(2) Total Project Cost requested from DEDO		(3) Other Federal Funding		(4) Other Non-Federal Funding		(5) Other City and County of Denver Funding		(6) Agency Total (All Funding Sources)	
	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Personnel	\$ 204,193	13.40%	\$ -	0.00%	\$ -	0.00%	\$ 1,319,869	86.60%	\$ 1,524,062	100.00%
Fringe	60,080	13.53%	-	0.00%	-	0.00%	384,024	86.47%	444,104	100.00%
Travel	7,620	22.88%	-	0.00%	-	0.00%	25,678	77.12%	33,298	100.00%
Supplies	4,938	22.15%	-	0.00%	-	0.00%	17,351	77.85%	22,289	100.00%
Contractual	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
Other Direct Costs	10,565	10.50%	-	0.00%	-	0.00%	90,015	89.50%	100,580	100.00%
Indirect Costs	20,674	7.29%	-	0.00%	-	0.00%	262,842	92.71%	283,516	100.00%
Participant Direct Costs	370,500	34.88%	-	0.00%	-	0.00%	691,770	65.12%	1,062,270	100.00%
Direct Costs excluded from MTDC	-	0.00%	-	0.00%	-	0.00%	49,951	100.00%	49,951	100.00%
SUPPLEMENTAL CAP Projection	1,000,000	100.00%	-	0.00%	-	0.00%	-	0.00%	1,000,000	100.00%
<b>TOTAL</b>	<b>\$ 1,678,570</b>	<b>37.14%</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 2,841,500</b>	<b>62.86%</b>	<b>\$ 4,520,070</b>	<b>100.00%</b>



**CITY AND COUNTY OF DENVER  
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
PROGRAM YEAR 2022  
AMOUNT REQUESTED FROM DEDO SUMMARY**

**A. Respondent:** Eckerd Youth Alternatives Inc.  
**B. Project:** WIOA  
**C. Program Year:** 2022

**D. Contract Number:** OEDEV:202263587-00  
**E. Contract Period:** 07/01/2022 - 06/30/2023  
**F. Requested Amount:** \$1,678,570.00

Budget Summary for Amount Requested from Denver Economic Development & Opportunity

(1) Item of Expenditure	(2) CO Responds		(3) TEC-P		(4) RESEA		(5) IDEA		(6) DPN		(7) Supplemental		(8) Total Project Cost requested from DEDO	
	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Personnel	\$ -	0.00%	\$ 67,698	33.15%	\$ 56,497	27.67%	\$ 23,135	11.33%	\$ 56,863	27.85%	\$ -	0.00%	\$ 204,193	100.00%
Fringe	-	0.00%	19,600	32.62%	16,788	27.94%	6,865	11.43%	16,827	28.01%	-	0.00%	60,080	100.00%
Travel	-	0.00%	4,800	62.99%	-	0.00%	-	0.00%	2,820	37.01%	-	0.00%	7,620	100.00%
Supplies	-	0.00%	1,028	20.82%	-	0.00%	-	0.00%	3,910	79.18%	-	0.00%	4,938	100.00%
Contractual	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
Other Direct Costs	-	0.00%	6,420	60.77%	815	7.71%	-	0.00%	3,330	31.52%	-	0.00%	10,565	100.00%
Indirect Costs	-	0.00%	9,954	48.15%	(0)	0.00%	-	0.00%	10,720	51.85%	-	0.00%	20,674	100.00%
Participant Direct Costs	-	0.00%	240,500	64.91%	-	0.00%	130,000	35.09%	-	0.00%	-	0.00%	370,500	100.00%
Direct Costs excluded from MTDC	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
SUPPLEMENTAL CAP Projection	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	1,000,000	100.00%	1,000,000	100.00%
<b>TOTAL</b>	\$ -	0.00%	\$ 350,000	20.85%	\$ 74,100	4.41%	\$ 160,000	9.53%	\$ 94,470	5.63%	\$ 1,000,000	59.57%	\$ 1,678,570	100.00%

**Make sure DEDO Summary is included with Budget Summary**



**CITY AND COUNTY OF DENVER  
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
PROGRAM YEAR 2022  
PERSONNEL & FRINGE BUDGET**

A. Respondent: Eckerd Youth Alternatives Inc. C. Contract Number: OEDEV:202263587-00  
 B. Program: TEC-P D. Contract Period: 07/01/2022 - 06/30/2023

(1) Position/Title	(2) Employee(s) Name	(3) No. Employees	(4) Annual Salary (\$)	(5) Full-time Equivalent (FTE)	(6) Total Program Cost (\$)	(7) DEDO Share (\$)	(8) Brief Summary of Job Responsibilities (If not enough room include separate sheet).
Area Manager	Leadon, Beverly	1	\$74,675	0.15	\$11,201	\$11,201	Responsible for executing the full operation of program services locally
Career Coach	Wright, Stephen	1	\$56,497.31	1.00	\$56,497	\$56,497	Responsible for case management and navigating participants successfully through the program.
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
<b>(9) Totals</b>					\$67,698	\$67,698	

**F. Fringe Benefits and Total Personnel Cost**

Type of Fringe Benefits, includes the following, but not limited to:	Total Cost (\$)	DEDO Share (\$)	Please Show Calculations Below:
(10) Social Security & Medicare (FICA)	\$5,179	\$5,179	= 7.65% x Line 9
(11) Federal Unemployment Tax (FUTA)	\$481	\$481	= 0.71% x Line 9
(12) State Unemployment Insurance (SUI)	\$0	\$0	= 0.00% x Line 9
(13) Workers Compensation	\$169	\$169	= 0.25% x Line 9
(14) Other (Please List)	\$1,489	\$1,489	= 2.20% x Line 9
(15) Other Please List	\$12,282	\$12,282	= 18.14% x Line 9
(16) Total Fringe Benefits (Add Lines 10-15)	\$19,600	\$19,600	
<b>(17) Total Personnel Costs (Line 9 plus Line 16)</b>	<b>\$87,298</b>	<b>\$87,298</b>	





**CITY AND COUNTY OF DENVER  
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
PROGRAM YEAR 2022  
NON-PERSONNEL BUDGET**

**A. Respondent:** Eckerd Youth Alternatives Inc. **C. Contract Number:** OEDEV:202263587-00  
**B. Program:** TEC-P **D. Contract Period:** 07/01/2022 - 06/30/2023

(1)	(2)	(3)	(4)
Item of Expenditure	Total Program Cost (\$)	DEDO Share of Cost (\$)	Brief Line Item Description & Justification (Please show justification for Total Cost in the Budget Narrative)
<b>TRAVEL TOTAL</b>	<b>\$4,800</b>	<b>\$4,800</b>	<b>Includes the following, but not limited to:</b>
Mileage	\$1,000	\$1,000	Staff Mileage for local travel
Other Travel	\$3,800	\$3,800	Expenses related to onsite visits and training/conferences.
	\$0	\$0	
<b>SUPPLIES TOTAL</b>	<b>\$1,028</b>	<b>\$1,028</b>	<b>Includes the following, but not limited to:</b>
Office Supplies & Postage	\$671	\$671	Costs to purchase general office supplies, such as printer ink, pens, files, etc.
Software License Fees	\$357	\$357	Empyra data system licensing fees to track/manage participant costs; Cornerstone On Demand, EBSCO and Adobe Pro
	\$0	\$0	
<b>CONTRACTUAL TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>Includes the following, but not limited to:</b>
	\$0	\$0	
<b>OTHER DIRECT COSTS TOTAL</b>	<b>\$6,420</b>	<b>\$6,420</b>	<b>Includes the following, but not limited to:</b>
General Liability	\$3,850	\$3,850	Budgeted at 1.1% of contract value
Staff Background Checks, Training & Conferences	\$1,535	\$1,535	Staff background checks/costs for conference attendance
Cell Phone	\$1,035	\$1,035	Cell phone for staff to include unlimited talk, text, data
	\$0	\$0	
<b>INDIRECT COSTS TOTAL</b>	<b>\$9,954</b>	<b>\$9,954</b>	Represents the common costs associated with the efforts of operations and is estimated using the Modified Total Direct Method
	\$9,954	\$9,954	
<b>PARTICIPANT DIRECT COSTS TOTAL</b>	<b>\$240,500</b>	<b>\$240,500</b>	<b>Includes the following, but not limited to:</b>
Supportive Services	\$15,500	\$15,500	transportation, testing fees, other support service purchases
Tuition	\$225,000	\$225,000	Individual training plans to include items such as tuition and required materials
	\$0	\$0	
<b>DIRECT COSTS EXCLUDED FROM MTDC TOTAL</b>	<b>\$0</b>	<b>\$0</b>	
	\$0	\$0	
<b>(5) TOTAL NON-PERSONNEL COSTS</b>	<b>\$262,702</b>	<b>\$262,702</b>	



**CITY AND COUNTY OF DENVER  
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
PROGRAM YEAR 2022  
PERSONNEL & FRINGE BUDGET**

**A. Respondent:** Eckerd Youth Alternatives Inc.

**C. Contract Number:** OEDEV:202263587-00

**B. Program:** RESEA

**D. Contract Period:** 07/01/2022 - 06/30/2023

(1) Position/Title	(2) Employee(s) Name	(3) No. Employees	(4) Annual Salary (\$)	(5) Full-time Equivalent (FTE)	(6) Total Program Cost (\$)	(7) DEDU Share (\$)	(8) Brief Summary of Job Responsibilities (If not enough room include separate sheet).
Career Coach RESEA	Quayle, Sean	1	\$56,497.31	1.00	\$56,497	\$56,497	Responsible for case management and navigating participants successfully through the program.
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
<b>(9) Totals</b>					\$56,497	\$56,497	

**F. Fringe Benefits and Total Personnel Cost**

Type of Fringe Benefits, includes the following, but not limited to:	Total Cost (\$)	DEDU Share (\$)	Please Show Calculations Below:
(10) a. Social Security & Medicare (FICA)	\$4,322	\$4,322	= 7.65% x Line 9
(11) Federal Unemployment Tax (FUTA)	\$401	\$401	= 0.71% x Line 9
(12) State Unemployment Insurance (SUI)	\$0	\$0	= 0.00% x Line 9
(13) Workers Compensation	\$141	\$141	= 0.25% x Line 9
(14) Other (Please List) <b>Pension</b>	\$1,243	\$1,243	= 2.20% x Line 9
(15) Other (Please List) <b>Health/Other Medical</b>	\$10,681	\$10,681	= 18.90% x Line 9
(16) Total Fringe Benefits (Add Lines 10-15)	\$16,788	\$16,788	
<b>(17) Total Personnel Costs (Line 9 plus Line 16)</b>	\$73,285	\$73,285	



**CITY AND COUNTY OF DENVER  
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
PROGRAM YEAR 2022  
NON-PERSONNEL BUDGET**

**A. Respondent:** Eckerd Youth Alternatives Inc. **C. Contract Number:** OEDEV:202263587-00  
**B. Program:** RESEA **D. Contract Period:** 07/01/2022 - 06/30/2023

(1)	(2)	(3)	(4)
Item of Expenditure	Total Program Cost (\$)	DEDO Share of Cost (\$)	Brief Line Item Description & Justification <small>(Please show justification for Total Cost in the Budget Narrative)</small>
<b>TRAVEL TOTAL</b>	\$0	\$0	<b>Includes the following, but not limited to:</b>
	\$0	\$0	
<b>SUPPLIES TOTAL</b>	\$0	\$0	<b>Includes the following, but not limited to:</b>
	\$0	\$0	
<b>CONTRACTUAL TOTAL</b>	\$0	\$0	<b>Includes the following, but not limited to:</b>
	\$0	\$0	
<b>OTHER DIRECT COSTS TOTAL</b>	\$815	\$815	<b>Includes the following, but not limited to:</b>
General Liability Insurance	\$815	\$815	Budgeted at 1.1% of contract value
	\$0	\$0	
<b>INDIRECT COSTS TOTAL</b>	(\$0)	(\$0)	Represents the common costs associated with the efforts of operations and is estimated using the Modified Total Direct Method
	(\$0)	(\$0)	
<b>PARTICIPANT DIRECT COSTS TOTAL</b>	\$0	\$0	<b>Includes the following, but not limited to:</b>
	\$0	\$0	
<b>DIRECT COSTS EXCLUDED FROM MTDC TOTAL</b>	\$0	\$0	
	\$0	\$0	
<b>(5) TOTAL NON-PERSONNEL COSTS</b>	\$815	\$815	



**CITY AND COUNTY OF DENVER  
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
PROGRAM YEAR 2022  
PERSONNEL & FRINGE BUDGET**

**A. Respondent:** \_\_\_\_\_ Eckerd Youth Alternatives Inc. \_\_\_\_\_

**C. Contract Number:** \_\_\_\_\_ OEDEV:202263587-00 \_\_\_\_\_

**B. Program:** \_\_\_\_\_ IDEA \_\_\_\_\_

**D. Contract Period:** \_\_\_\_\_ 07/01/2022 - 06/30/2023 \_\_\_\_\_

(1) Position/Title	(2) Employee(s) Name	(3) No. Employees	(4) Annual Salary (\$)	(5) Full-time Equivalent (FTE)	(6) Total Program Cost (\$)	(7) DEDO Share (\$)	(8) Brief Summary of Job Responsibilities (If not enough room include separate sheet).
Career Coach	Gutierrez, Brian	1	\$56,497.31	0.41	\$23,135	\$23,135	Responsible for case management and navigating participants successfully through the program as well as oversight and supervision of other career coaches
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
<b>(9) Totals</b>					\$23,135	\$23,135	

**F. Fringe Benefits and Total Personnel Cost**

Type of Fringe Benefits, includes the following, but not limited to:	Total Cost (\$)	DEDO Share (\$)	Please Show Calculations Below:
(10) a. Social Security & Medicare (FICA)	\$1,770	\$1,770	= 7.65% x Line 9
(11) Federal Unemployment Tax (FUTA)	\$164	\$164	= 0.71% x Line 9
(12) State Unemployment Insurance (SUI)	\$0	\$0	= 0.00% x Line 9
(13) Workers Compensation	\$58	\$58	= 0.25% x Line 9
(14) Other (Please List)	\$509	\$509	= 2.20% x Line 9
(15) Other Please List	\$4,364	\$4,364	= 18.86% x Line 9
(16) Total Fringe Benefits (Add Lines 10-15)	\$6,865	\$6,865	
<b>(17) Total Personnel Costs (Line 9 plus Line 16)</b>	\$30,000	\$30,000	



**CITY AND COUNTY OF DENVER  
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
PROGRAM YEAR 2022  
NON-PERSONNEL BUDGET**

**A. Respondent:** Eckerd Youth Alternatives Inc. **C. Contract Number:** OEDEV:202263587-00  
**B. Program:** IDEA **D. Contract Period:** 07/01/2022 - 06/30/2023

(1)	(2)	(3)	(4)
Item of Expenditure	Total Program Cost (\$)	DEDO Share of Cost (\$)	Brief Line Item Description & Justification (Please show justification for Total Cost in the Budget Narrative)
<b>TRAVEL TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>Includes the following, but not limited to:</b>
	\$0	\$0	
<b>SUPPLIES TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>Includes the following, but not limited to:</b>
	\$0	\$0	
<b>CONTRACTUAL TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>Includes the following, but not limited to:</b>
	\$0	\$0	
<b>OTHER DIRECT COSTS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>Includes the following, but not limited to:</b>
	\$0	\$0	
<b>INDIRECT COSTS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	Represents the common costs associated with the efforts of operations and is estimated using the Modified Total Direct Method
	\$0	\$0	
<b>PARTICIPANT DIRECT COSTS TOTAL</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>Includes the following, but not limited to:</b>
Client Tuition	\$130,000	\$130,000	
	\$0	\$0	
<b>DIRECT COSTS EXCLUDED FROM MTDC TOTAL</b>	<b>\$0</b>	<b>\$0</b>	
	\$0	\$0	
<b>(5) TOTAL NON-PERSONNEL COSTS</b>	<b>\$130,000</b>	<b>\$130,000</b>	



**CITY AND COUNTY OF DENVER  
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
PROGRAM YEAR 2022  
PERSONNEL & FRINGE BUDGET**

**A. Respondent:** \_\_\_\_\_ Eckerd Youth Alternatives Inc. \_\_\_\_\_

**C. Contract Number:** \_\_\_\_\_ OEDEV:202263587-00 \_\_\_\_\_

**B. Program:** \_\_\_\_\_ DPN \_\_\_\_\_

**D. Contract Period:** \_\_\_\_\_ 07/01/2022 - 06/30/2023 \_\_\_\_\_

(1) Position/Title	(2) Employee(s) Name	(3) No. Employees	(4) Annual Salary (\$)	(5) Full-time Equivalent (FTE)	(6) Total Program Cost (\$)	(7) DEDO Share (\$)	(8) Brief Summary of Job Responsibilities (If not enough room include separate sheet).
Disability Program Navigator	Burns, Kevin	1	\$56,862.92	1.00	\$56,863	\$56,863	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
<b>(9) Totals</b>					\$56,863	\$56,863	

**F. Fringe Benefits and Total Personnel Cost**

Type of Fringe Benefits, includes the following, but not limited to:	Total Cost (\$)	DEDO Share (\$)	Please Show Calculations Below:
(10) a. Social Security & Medicare (FICA)	\$4,350	\$4,350	= 7.65% x Line 9
(11) Federal Unemployment Tax (FUTA)	\$404	\$404	= 0.71% x Line 9
(12) State Unemployment Insurance (SUI)	\$0	\$0	= 0.00% x Line 9
(13) Workers Compensation	\$142	\$142	= 0.25% x Line 9
(14) Other (Please List) <b>Pension</b>	\$1,251	\$1,251	= 2.20% x Line 9
(15) Other (Please List) <b>Health/Other Medical</b>	\$10,680	\$10,680	= 18.78% x Line 9
(16) Total Fringe Benefits (Add Lines 10-15)	\$16,827	\$16,827	
<b>(17) Total Personnel Costs (Line 9 plus Line 16)</b>	\$73,690	\$73,690	



**CITY AND COUNTY OF DENVER  
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
PROGRAM YEAR 2022  
NON-PERSONNEL BUDGET**

**A. Respondent:** Eckerd Youth Alternatives Inc. **C. Contract Number:** OEDEV:202263587-00  
**B. Program:** DPN **D. Contract Period:** 07/01/2022 - 06/30/2023

(1)	(2)	(3)	(4)
Item of Expenditure	Total Program Cost (\$)	DEDO Share of Cost (\$)	Brief Line Item Description & Justification (Please show justification for Total Cost in the Budget Narrative)
<b>TRAVEL TOTAL</b>	<b>\$2,820</b>	<b>\$2,820</b>	<b>Includes the following, but not limited to:</b>
Mileage	\$300	\$300	Mileage to benefit all DEDO programs
Other Travel	\$2,520	\$2,520	Oversight Travel / Conference Travel
	\$0	\$0	
<b>SUPPLIES TOTAL</b>	<b>\$3,910</b>	<b>\$3,910</b>	<b>Includes the following, but not limited to:</b>
Office Supplies & Postage	\$600	\$600	Costs to purchase general office supplies, such as printer ink, pens, files, etc.
Computers/Software	\$3,000	\$3,000	Program Specific Equipment
Software License	\$310	\$310	Empyra Software user license annual subscription
	\$0	\$0	
<b>CONTRACTUAL TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>Includes the following, but not limited to:</b>
	\$0	\$0	
<b>OTHER DIRECT COSTS TOTAL</b>	<b>\$3,330</b>	<b>\$3,330</b>	<b>Includes the following, but not limited to:</b>
Cell Phone	\$900	\$900	Cell phone for staff to include unlimited talk, text, data
General Liability Insurance	\$1,039	\$1,039	Budgeted at 1.1% of contract value
Staff Background Checks / Training	\$1,030	\$1,030	Staff background checks/costs for conference attendance
Dues / Subscription	\$361	\$361	Memberships to local organizations to support program
	\$0	\$0	
<b>INDIRECT COSTS TOTAL</b>	<b>\$10,720</b>	<b>\$10,720</b>	Represents the common costs associated with the efforts of operations and is estimated using the Modified Total Direct Method
	\$10,720	\$10,720	
<b>PARTICIPANT DIRECT COSTS TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>Includes the following, but not limited to:</b>
	\$0	\$0	
<b>DIRECT COSTS EXCLUDED FROM MTDC TOTAL</b>	<b>\$0</b>	<b>\$0</b>	
	\$0	\$0	
<b>(5) TOTAL NON-PERSONNEL COSTS</b>	<b>\$20,780</b>	<b>\$20,780</b>	



**CITY AND COUNTY OF DENVER  
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
PROGRAM YEAR 2022  
BUDGET SUMMARY**

**A. Respondent:** Eckerd Youth Alternatives Inc.  
**B. Project:** WIOA  
**C. Program Year:** 2022

**D. Contract Number:** OEDEV:202262587-00  
**E. Contract Period:** 07/01/2022 - 06/30/2023  
**F. Requested Amount:** \$ 1,075,000

Budget Summary for Workforce Innovation And Opportunity Act

(1) Item of Expenditure	(2) Total Project Cost requested from DEDO		(3) Other Federal Funding		(4) Other Non-Federal Funding		(5) Other City and County of Denver Funding		(6) Agency Total (All Funding Sources)	
	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Personnel	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 1,524,062	100.00%	\$ 1,524,062	100.00%
Fringe	-	0.00%	-	0.00%	-	0.00%	444,104	100.00%	444,104	100.00%
Travel	-	0.00%	-	0.00%	-	0.00%	33,298	100.00%	33,298	100.00%
Supplies	-	0.00%	-	0.00%	-	0.00%	22,289	100.00%	22,289	100.00%
Contractual	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
Other Direct Costs	-	0.00%	-	0.00%	-	0.00%	100,580	100.00%	100,580	100.00%
Indirect Costs	-	0.00%	-	0.00%	-	0.00%	283,516	100.00%	283,516	100.00%
Participant Direct Costs	75,000	7.06%	-	0.00%	-	0.00%	1,062,270	100.00%	1,062,270	100.00%
Direct Costs excluded from MTDC	-	0.00%	-	0.00%	-	0.00%	49,951	100.00%	49,951	100.00%
SUPPLEMENTAL CAP Projection	1,000,000	100.00%	-	0.00%	-	0.00%	-	0.00%	1,000,000	100.00%
<b>TOTAL</b>	<b>\$ 1,075,000</b>	<b>23.78%</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 3,520,070</b>	<b>77.88%</b>	<b>\$ 4,520,070</b>	<b>100.00%</b>





**CITY AND COUNTY OF DENVER  
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
PROGRAM YEAR 2022  
AMOUNT REQUESTED FROM DEDO SUMMARY**

**A. Respondent:** Eckerd Youth Alternatives Inc.  
**B. Project:** WIOA  
**C. Program Year:** 2022

**D. Contract Number:** OEDEV:202262587-00  
**E. Contract Period:** 07/01/2022 - 06/30/2023  
**F. Requested Amount:** \$1,075,000.00

Budget Summary for Amount Requested from Denver Economic Development & Opportunity

(1) Item of Expenditure	(2) ASE		(3)		(4)		(5)		(6)		(7) Supplemental		(8) Total Project Cost requested from DEDO	
	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Personnel	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	-	100.00%
Fringe	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	\$ -	#DIV/0!	-	#DIV/0!	-	100.00%
Travel	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	\$ -	#DIV/0!	-	#DIV/0!	-	100.00%
Supplies	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	\$ -	#DIV/0!	-	#DIV/0!	-	100.00%
Contractual	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	\$ -	#DIV/0!	-	#DIV/0!	-	100.00%
Other Direct Costs	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	\$ -	#DIV/0!	-	#DIV/0!	-	100.00%
Indirect Costs	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	\$ -	#DIV/0!	-	#DIV/0!	-	100.00%
Participant Direct Costs	75,000	100.00%	-	0.00%	-	0.00%	-	0.00%	\$ -	0.00%	-	0.00%	75,000	100.00%
Direct Costs excluded from MTDC	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	\$ -	#DIV/0!	-	#DIV/0!	-	100.00%
SUPPLEMENTAL CAP Projection	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	1,000,000	100.00%	1,000,000	100.00%
<b>TOTAL</b>	\$ 75,000	6.98%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 1,000,000	93.02%	\$ 1,075,000	100.00%

**Make sure DEDO Summary is included with Budget Summary**



**CITY AND COUNTY OF DENVER**  
**DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT**  
**PROGRAM YEAR 2022**  
**NON-PERSONNEL BUDGET**

**Contract Amount:** (6)  
**Indirect Rate:** 10.00%

A. Respondent: Eckerd Youth Alternatives Inc. C: Contract Number: OEDEV:202262587-00  
 B. Program: ASE D: Contract Period: 07/01/2022 - 06/30/2023

(1)	(2)	(3)	(4)	Variable #1	Variable #2	DEDO Share
Item of Expenditure	Total Program Cost (\$)	DEDO Share of Cost (\$)	Brief Line Item Description & Justification (Please show justification for Total Cost in the Budget Narrative)			
<b>TRAVEL TOTAL</b>	\$0	\$0	Includes the following, but not limited to:			
	\$0	\$0		-	-	100%
<b>SUPPLIES TOTAL</b>	\$0	\$0	Includes the following, but not limited to:			
	\$0	\$0		-	-	100%
<b>CONTRACTUAL TOTAL</b>	\$0	\$0	Includes the following, but not limited to:			
	\$0	\$0		-	-	100%
<b>OTHER DIRECT COSTS TOTAL</b>	\$0	\$0	Includes the following, but not limited to:			
	\$0	\$0		-	-	100%
<b>INDIRECT COSTS TOTAL</b>	\$0	\$0	Represents the common costs associated with the efforts of operations and is estimated using the Modified Total Direct Method			
	\$0	\$0		-	Rounding (Up to \$5)	
<b>PARTICIPANT DIRECT COSTS TOTAL</b>	\$75,000	\$75,000	Includes the following, but not limited to:			
Supportive Services	\$35,000	\$35,000		100.00	350.00	100%
Tuition	\$40,000	\$40,000		100.00	400.00	100%
	\$0	\$0		-	-	100%
<b>DIRECT COSTS EXCLUDED FROM MTDC TOTAL</b>	\$0	\$0	Includes the following, but not limited to:			
	\$0	\$0		-	-	100%
	\$0	\$0		-	-	100%
<b>(5) TOTAL NON-PERSONNEL COSTS</b>	\$75,000	\$75,000				

## EXHIBIT C

### FISCAL SYSTEM DESIGN:

This section is designed to provide the financial and administrative requirements applicable to federally funded programs function as required partners in the One-Stop system. It contains the common requirements for grants and financial management found in OMB Uniform Guidance 2 CFR §200 and DOL Exceptions 2CFR §2900.

#### **1.1 Cost Principles, Allowable Costs and Unallowable Costs**

- 1.1.1 Costs must be necessary and reasonable. Any cost charge to a grant must be necessary and reasonable for the proper and efficient performance and administration of the grant. A grantee or subawardee is required to exercise sound business practices and to comply with its procedures for charging costs.
- 1.1.2 *Costs must be allocable:* A grantee may charge costs to the grant if those costs are clearly identifiable as benefiting the grant program. Costs charged to the grant should benefit only the grant program, not other programs or activities. In order to be allocable, a cost must be treated consistently with like costs and incurred specifically for the program being charged. Shared costs must benefit both the ETA grant and other work and be distributed in reasonable proportion to the benefits received.
- 1.1.3 *Costs must be authorized or not prohibited under Federal, State, or local laws or regulations:* Costs incurred must not be prohibited by any Federal, State, or local law.
- 1.1.4 *Costs must receive consistent treatment by a grantee:* A grantee must treat a cost uniformly across program elements and from year to year. Costs that are indirect for some programs cannot be considered direct ETA grant costs.
- 1.1.5 *Costs must not be used to meet matching or cost-sharing requirements:* A grantee may not use federally funded costs, whether direct or indirect, as match or to meet matching fund requirements unless specifically authorized by law.
- 1.1.6 *Costs must be adequately documented:* A grantee must document all costs in a manner consistent with GAAP. Examples include retaining evidence of competitive bidding for services or supplies, adequate time records for employees who charge time against the grant, invoices, receipts, purchase orders, etc.
- 1.1.7 *Costs must conform to ETA grant exclusions and limitations:* A grantee or sub-grantee may not charge a cost to the grant that is unallowable per the grant regulations or the cost limitations specified in the regulations.

#### **2.1 Cash Management**

Disbursements shall be processed through the Denver Economic Development & Opportunity (DEDO) - Financial Management Unit (FMU) and the City and County of Denver's Department of Finance.

- 2.1.1 The method of payment to the Contractor by DEDO shall be in accordance with established FMU procedures for line-item reimbursements. The Contractor should submit expenses to DEDO on or before the last day of each month for the previous month's activity.

- 2.1.2 Voucher requests for reimbursement of costs should be submitted on a regular and timely basis in accordance with DEDO policies. Vouchers need to be submitted within thirty (30) days of the actual service, expenditure or payment of expense.
- 2.1.3 The Contractor shall submit the final voucher for reimbursement no later than thirty (30) days after the end of the contract period.
- 2.1.4 The Contractor shall be reimbursed for services provided under this Agreement according to the approved line-item reimbursement budget within the Scope of Work.
- 2.1.5 The standardized DEDO “Expense Certification Form” must be included with each reimbursement or draw-down request.

### **3.1 Expense Guidelines**

#### **3.1.1 Payroll**

- 3.1.1.1 A summary sheet should be included to detail the gross salary of the employee, amount of the salary to be reimbursed, the name of the employee, and the position of the employee. If the employee is reimbursed only partially by this contract, the amount of salary billed under other contracts with the City or other organizations should be shown on the timesheet as described below. Two items are needed for verification of payroll: (1) the amount of time worked by the employee for this pay period; and (2) the amount of salary paid to the employee, including information on payroll deductions.
- 3.1.1.2 The amount of time worked will be verified with timesheets. The timesheets must include the actual hours worked under the terms of this contract, and the actual amount of time worked under other programs. The total hours worked during the period must reflect all actual hours worked under all programs including leave time. The employee’s name, position, and signature, as well as a signature by an appropriate supervisor, or executive director, must be included on the timesheets. If the timesheet submitted indicates that the employee provided services payable under this contract for a portion of the total time worked, then the amount of reimbursement requested must be calculated and documented in the monthly reimbursement request.
- 3.1.1.3 A payroll register or payroll ledger from the accounting system will verify the amount of salary. Copies of paychecks are acceptable if they include the gross pay and deductions.

#### **3.1.2 Fringe Benefits**

- 3.1.2.2 Fringe benefits paid by the employer can be requested by applying the FICA match of 7.65 percent to the gross salary paid under this contract. Fringe benefits may also include medical plans, retirement plans, worker’s compensation, and unemployment insurance. Fringe benefits that exceed the FICA match may be documented by 1) a breakdown of how the fringe benefit percentage was determined prior to first draw request; or, 2) by submitting actual invoices for the fringe benefits. If medical insurance premiums are part of the estimates in item #1, one-time documentation of these costs will be required with the breakdown. Payroll taxes may be questioned if they appear to be higher than usual.

- 3.1.3 Food Purchases – will not be reimbursed.
- 3.1.4 Administration and Overhead Cost - Other non-personnel line items, such as administration, or overhead need invoices, and an allocation to this program documented in the draw request. An indirect cost rate can be applied if the Contractor has an approved indirect cost allocation plan. The approved indirect cost rate must be submitted to and approved by DEDO.

#### **4.1 Per Diem and Travel Expense Limitation**

- 4.1.1 Service providers are required to develop and maintain policies regarding compensation for staff and participant travel costs. Meals, lodging, rental cars, airfare, mileage for employee-owned cars, and other travel expenses may be paid for staff and participants who travel as part of their job, training activity or grant purpose.
- 4.1.2 Documentation of the purpose and cost of travel must be maintained. The documentation should include the time of travel in order to compute and verify allowed per diem amounts. No employee may be reimbursed for expenses incurred in going to and from work. Lunches and/or dinners in your home office city outside the scope of an agenda are prohibited.

#### **5.1 Procurement, Inventory and Disposal**

- 5.1.1 Service providers are delegated authority to make purchases of equipment, supplies and services as described below. Service providers are responsible for ensuring the vendors selected are not debarred or suspended by checking the information on the following federal government website: <http://epls.arnet.gov>.
  - 5.1.1.1 *Micro Purchases* – under \$3,000. All service providers may purchase items with a value of less than \$3,000 using any open and fair procurement method that best meets the agency's needs. The method should assist the service provider in obtaining a high quality product for a fair price. Documentation should be maintained of the need for the item and its benefit to the program.
  - 5.1.1.2 *Limited Solicitation for Services* - Purchases between \$3,001 to \$149,999. Service providers must maintain a fair and open procurement process meeting the criteria for small purchases. This requires a documented solicitation from a minimum of three viable sources, if available, either orally or in writing. In addition, the service provider must obtain and document prior approval from the Bureau for the purchase, and maintain documentation of the following: bid and rating criteria; advertising and public notice of the bid opportunity; responses received; and reason for the decision.
  - 5.1.1.3 *Formal Competition* - Large Purchases over \$150,000 for services and for supplies. Large purchases are typically included in the provider agreement as part of the major purpose of the provider agreement, although this is not a requirement. Large purchases are subject to all the requirements of medium purchases, and in addition must use a formal,

closed-bid procurement process. Service providers must obtain and document prior approval from DEDO.

- 5.1.1.4 *Inventory*- Service providers must maintain physical control of the asset to ensure adequate safeguards are in place to prevent loss, damage or theft of property. Adequate maintenance procedures must be in place to keep the property in good condition.
- 5.1.1.5 *Disposition Service* - Providers may dispose of equipment and supplies according to agency policy when the fair market value of the equipment unit, or the aggregate fair market value of the supplies, is less than \$5,000.

## **6.1 Program Income**

- 6.1.1 Program income includes, without limitation, income from fees for services performed, from the use or rental of real or personal property acquired with contract funds, from the sale of commodities or items fabricated under a contract agreement, and from payments of principal and interest on loans made with contract funds.
- 6.1.2 Program income which was not anticipated at the time of the award may be added to the award and must be used for the purposes and under the conditions of the award. The cost of generating program income must be subtracted from the amount earned to establish the net amount of program income available for use under the award when these costs have not been charged to the program. ALL PROGRAM INCOME GENERATED DURING ANY GIVEN PERIOD SUBMITTED FOR PAYMENT SHALL BE DOCUMENTED ON THE VOUCHER REQUEST.
- 6.1.3 The Contractor, at the end of the program, may be required to remit to the City all or a part of any program income balances (including investments thereof) held by the Contractor (except AS APPROVED IN WRITING BY DEDO, INCLUDING those needed for immediate cash needs, cash balances of a revolving loan fund, cash balances from a lump sum drawdown, or cash or investments held for section 108 security needs), unless otherwise directed in writing by DEDO.

## **7.1 General Reimbursement Requirements**

- 7.1.1 *Invoices*: All non-personnel expenses need dated and readable invoices. The invoices must be from a vendor separate from the Contractor, and must state what goods or services were provided and the delivery address. Verification that the goods or services were received should also be submitted, this may take the form of a receiving document or packing slips, signed and dated by the individual receiving the good or service. Copies of checks written by the Contractor, or documentation of payment such as an accounts payable ledger which includes the check number shall be submitted to verify that the goods or services are on a reimbursement basis.

## **8.1 Financial Management Systems**

The Contractor must maintain financial systems that meet the following standards:

- 8.1.1 Financial reporting must be accurate, current, and provide a complete disclosure of the financial results of financially assisted activities and be made in accordance with federal financial reporting requirements.
- 8.1.2 Accounting records must be maintained which adequately identify the source and application of the funds provided for financially assisted activities. The records must contain information pertaining to contracts and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income. Accounting records shall provide accurate, separate, and complete disclosure of fund status.
- 8.1.3 Effective internal controls and accountability must be maintained for all contract cash, real and personal property, and other assets. Adequate safeguards must be provided on all property and it must be assured that it is used solely for authorized purposes.
- 8.1.4 Actual expenditures or outlays must be compared with budgeted amounts and financial information must be related to performance or productivity data, including the development of cost information whenever appropriate or specifically required.
- 8.1.5 Source documents such as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, etc., shall be provided for all disbursements. The Contractor will maintain auditable records, i.e., records must be current and traceable to the source documentation of transactions.
- 8.1.6 The Contractor must properly report to Federal, State, and local taxing authorities for the collection, payment, and depositing of taxes withheld. At a minimum, this includes Federal and State withholding, State Unemployment, Worker's Compensation (staff only), City Occupational Privilege Tax, and FICA.
- 8.1.7 A proper filing of unemployment and worker's compensation (for staff only) insurance shall be made to appropriate organizational units.
- 8.1.8 The Contractor shall participate, when applicable, in DEDO provided staff training sessions in the following financial areas including, but not limited to (1) Budgeting and Cost Allocation Plans; (2) Vouchering Process.

## **9.1 Audit Requirements**

- 9.1.1 The Service Provider is responsible for independent annual audits of its Provider Agreement and costs associated therewith. If a Service Provider qualifies under the Single Audit Act amendments of 1996, the Service Provider shall have an audit conducted in accordance with Office of Management and Budget (OMB) Uniform Guidance §2 CFR Part 200 Subpart F and the applicable audit standards set forth

in the Standards for Audit of Governmental Organizations, Programs, Activities, and Functions issued by the Comptroller General of the United States.

- 9.1.2 Any audit findings in connection with this Provider Agreement shall be resolved with the Grantor within 180 days of the publication of the final audit report. The Grantor may, in its sole discretion, also require additional audits. The Service Provider will pay these additional costs.
- 9.1.3 Responsibility for audit costs and for maintaining complete financial records remains with the service provider.
- 9.1.4 Service providers having a single audit conducted are to inform the auditing firm that audits are to be made in accordance with the:
- *Generally Accepted Governmental Auditing Standards (GAGAS)*
  - *OMB Uniform Guidance 2 CFR §200 Subpart F*
  - *AICPA Generally Accepted Auditing Standards*

### **10.1 Budget Modification Requests**

- 10.1.1. All modification to the budget require submittal by Contractor of a written justification and the new budget documents.
- 10.1.2 The Contractor understands that any budget modification requests under this Agreement must be submitted to DEDO prior to the last Quarter of the Contract Period, unless waived in writing by the DEDO Director.

### **11.1 Bonding**

- 11.1.1 DEDO may require adequate fidelity bond coverage, in accordance with §2 C.F.R. 200.304(b), where the subrecipient lacks sufficient coverage to protect the Federal Government's interest.

### **12.1 Records Retention**

- 12.1.1 The Contractor must retain for seven (7) years financial records pertaining to the contract award. The retention period for the records of each fund will start on the day the single or last expenditure report for the period, except as otherwise noted, was submitted to the awarding agency.
- 12.1.2 The awarding agency and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access, upon reasonable notice, to any pertinent books, documents, papers, or other records which are pertinent to the contract, in order to make audits, examinations, excerpts, and transcripts.
- 12.1.3 The Contractor must retain for seven (7) years financial records pertaining to the contract award. The retention period for the records of each fund will start on the day the single or last expenditure report for the period, except as otherwise noted, was submitted to the awarding agency.



12.1.4 The awarding agency and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access, upon reasonable notice, to any pertinent books, documents, papers, or other records which are pertinent to the contract, in order to make audits, examinations, excerpts, and transcripts.

### **13.1 Contract Close-Out**

13.1.1 All Contractors are responsible for completing required DEDO contract close-out forms and submitting these forms to their appropriate DEDO Contract Specialist within thirty (30) days after the Agreement end date, or sooner if required by DEDO in writing.

13.1.2 Contract close out forms will be provided to the Contractor by DEDO within thirty (30) days prior to end of contract.

13.1.3 DEDO will close out the award when it determines that all applicable administrative and all required work of the contract have been completed.

### **14.1 Collection of Amounts Due**

14.1.1 Any funds paid to a Contractor in excess of the amount to which the Contractor is finally determined to be entitled under the terms of the award constitute a debt to the Federal Government and the City. If not paid within a reasonable period after demand, DEDO may 1) Make an administrative offset against other requests for reimbursements, 2) other action permitted by law.

**EXHIBIT D - GENERAL CONDITIONS**  
**ARTICLE 1**  
**PROGRAM ADMINISTRATION**

**SEC. 101. Records Maintenance, Performance Monitoring and Audits.**

A. The Contractor shall maintain a complete file of all records, notes, reports, communications, documents and other materials (“Program Records”) that pertain to the operation of the program/project or the delivery of services under this Agreement. Such files shall be sufficient to properly reflect all direct and indirect costs of labor, materials, equipment, supplies and services, and other costs of whatever nature for which a contract payment was made. Program Records shall be maintained according to generally accepted account principles and shall be easily separable from other Contractor records. These records shall also be maintained in accordance with requirements prescribed by the Federal or State Government or the City with respect to all matters covered by the Contract.

B. Except for disclosures to the City as required in this Agreement and to the extent such disclosures are permitted by applicable law, the Contractor shall maintain the confidentiality of any and all confidential information acquired or maintained by the Contractor under this Agreement. The Contractor shall have written policies governing access to, duplication and dissemination of, all such information and advise its employees and agents, if any, that they are subject to these confidentiality requirements or as may be required by applicable law.

C. The Contractor shall obtain on behalf of the City, the State Government or the Federal Government, any all necessary consent forms from participants receiving services under this Agreement authorizing the release of any and all Program Records to said entities for contract and performance monitoring purposes only. The City shall protect the confidentiality of Program Records received from the Contractor.

D. The Contractor authorizes the State, the federal government or their designee, to perform audits and/or inspections of its records, at any reasonable time to assure compliance with the state or federal government’s laws, regulations, rules, requirements and conditions governing this Agreement and to monitor and/or evaluate all activities of the Contractor under this Agreement. Monitoring and/or evaluation may consist of internal evaluation procedures, reexamination of program data, special analysis, on-site verification, formal audit examinations, or any other procedures as deemed reasonable and relevant by the City. All such monitoring shall be performed in a manner that will not unduly interfere with the Contractor’s work under this Agreement. Any amounts improperly paid to the Contractor shall be immediately return to the City or may be recovered in accordance with other remedies.

**SEC. 102. Reports and Information.** At such times and in such forms as the Federal, or the State Government or the City may require, the Contractor shall furnish to the Federal, or the State Government or the City, such statements, records, reports, data and information, as the Federal or the State Government or the City may request pertaining to matters covered by the Agreement, or related to implementation of the Agreement.

**SEC. 103. Federal Governments Requirements.** Unearned payments under the Contract may be suspended or terminated upon refusal to accept any additional conditions that may be imposed by the Federal Government at any time; or if any entitlement to the City under Federal Law is suspended or terminated.

**SEC. 104. Accounting.**

A. Records shall provide accurate, separate, and complete disclosure of fund status. Supportive documentation shall be provided for all disbursements. The Contractor will maintain auditable records - i.e., records must be current and traceable to the source documentation of unit transactions.

B. All accounting functions for the contract must be performed in the Metropolitan Denver Area as defined by the boundaries of the Standard Metropolitan Statistical Area, unless waived by the Denver Economic Development & Opportunity's Director of Workforce Development, (the Director).

C. Disbursements shall be processed through the City and County of Denver Controller's Office by the DEDO Financial Management Unit.

D. The Contractors shall maintain separate accountability for DEDO funds.

E. Proper reporting to Federal, State, and local taxing authorities for the collection, payment, and depositing of taxes withheld shall be adhered to. At a minimum, this includes Federal and State withholding, State Unemployment, Worker's Compensation (staff only), City Occupational Privilege Tax, and FICA.

F. A proper filing of unemployment and worker's compensation (for staff only) insurance shall be made to appropriate organizational units.

G. All costs shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to the Agreement shall be clearly identified and readily accessible.

**SEC. 105. Vouchering Requirements.**

A. In order to meet the Federal Government and/or State of Colorado requirements for current, auditable books at all times, it is required that all vouchers be submitted monthly to DEDO in order to be paid.

1. The first exception will be that expenses cannot be reimbursed until the funds under this contract have been encumbered.

2. The second exception will be that costs cannot be reimbursed until they total a minimum of \$15 unless it is a final payment voucher or the final voucher for the fiscal year (ending December 1)

B. No more than four (4) vouchers may be submitted per contract per month.

C. Agreements that start in one fiscal year and end in the subsequent fiscal year, are required to have all vouchers for the fiscal year be submitted correctly, within forty five (45) days of the Agreement end date, in order to be paid.

D. City and County of Denver Forms shall be used in back-up documents whenever required in the Voucher Processing Policy.

**SEC. 106. Bonding.** Every agency or employee who receives or deposits Federal Government and/or State of Colorado funds into program accounts or issues financial documents, checks or other instruments of payment for program costs shall be bonded to provide protection against loss. The amount of coverage shall be the highest advance received through check or drawdown during the contract period.

**SEC. 107. Personnel.**

A. The Contractor shall submit to DEDO their written agency personnel (including complaint and grievance procedures) and Equal Employment Opportunity (EEO) policies as required in DEDO's Policy Series and have such policies approved within thirty (30) days of the Agreement start date or the Agreement may be terminated.

B. The Contractor shall submit to the DEDO Contract Specialist a copy of the agency written personnel policies and procedures within thirty (30) days of the Agreement start date. The Contractor is responsible for providing DEDO with any written revisions to the personnel policy during the term of this Agreement.

**SEC. 108. Contract Monitoring & Compliance With Applicable Audit Requirements.**

A. The Contractor's performance may be reviewed monthly, or more often, by the appropriate operational unit at DEDO which has program management responsibility.

B. All reports submitted by the Contractor shall be utilized as part of the determination of Agreement success.

C. All reviews shall be conducted in accordance with internal DEDO procedures. Procedures will be available to the Contractor prior to any review.

D. The Contractor is subject to final program audit. The City Auditor reserves the right to select the audit firm. The Contractors shall provide all appropriate records to the auditing personnel. The Audit Guide will be the basis of the performance of the audit. The Contractor agrees to abide by the administrative procedures of DEDO regarding the resolution of audit exceptions.

E. The contractor is responsible for independent annual audits of its Agreement and costs associated therewith. If the Contractor qualifies under the Single Audit Act amendments of 1996, the Contractor shall have an audit conducted in accordance with Office of Management and Budget (OMB) Uniform Guidance 2 CFR Part 200 Subpart F and the applicable audit standards set forth in the Standards for Audit of Governmental Organizations, Programs, Activities, and Functions issued by the Comptroller General of the United States. Any audit findings in connection with this Provider Agreement shall be resolved with the Grantor within 180 days of the publication of the final audit report. The Grantor may, in its sole discretion, also require additional audits. The Service Provider will pay these additional costs.

**SEC. 109. DEDO Equipment.**

A. Contractors will be held accountable for all City property in their possession until relieved of that responsibility in accordance with terms established by DEDO's Financial Management Unit. Contractors shall be held responsible for reasonable care and control of all property in its possession, which shall include:

1. Marking with departmental decals or stencils all government property obtained through any government Employment and Training Administration grant, which includes all funds provided by DEDO;

2. Maintaining appropriate maintenance contracts for equipment;

3. Maintaining reasonable safeguards against theft; and

4. Contractors shall reimburse DEDO for the value of missing property in accordance with the DEDO Policy Series.

B. DEDO will conduct an annual property inventory which will involve a comparison and reconciliation of the latest DEDO inventory records with the actual physical property that exists (or is missing) at each contractor site.

**SEC. 110. Advertisement and Public Notices.** Contractors using radio or television announcements, newspaper advertisements, press releases, pamphlets, mail campaigns, or any other methods to attract Participants or employers into an DEDO funded activity shall first notify the appropriate DEDO staff prior to release or publication of this information. In any event, all announcements, etc., must include the following statement: "The funding source for this activity is the City and County of Denver, Denver Economic Development & Opportunity" in addition to including the required funding stream denotation as required.

**SEC. 111. Assurances.**

A. The Contractor, in operating programs funded under the Grant, further assures that it will administer its program under the Act in full compliance with safeguards against fraud and abuse as set forth in the Federal regulations.

B. The Contractor will comply with all Priority of Service for Veteran requirements, including that veterans and eligible spouses are given priority over noncovered persons for the receipt of employment, training, and placement services provided under a qualified job training program. See, [https://www.colorado.gov/pacific/sites/default/files/PGL-VET-2014-02\\_Priority-of-Service-for-Veterans-change-1.pdf](https://www.colorado.gov/pacific/sites/default/files/PGL-VET-2014-02_Priority-of-Service-for-Veterans-change-1.pdf).

C. The Contractor will provide employment and training services to eligible individuals as set forth in applicable laws governing the programs and activities funded by this Agreement. For the Workforce Innovation and Opportunity Act, see requirements concerning individuals with a barrier to employment: displaced homemakers; low-income individuals; Indians, Alaska natives, and Native Hawaiians; individuals with disabilities, including youth who are individuals with disabilities; older individuals; ex-offenders; homeless individuals; youth who are in or have aged out of the foster care system; individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers; eligible migrant and seasonal farmworkers; individuals within two years of exhausting lifetime eligibility under part A of title IV of the Social Security Act; Single parents (including single pregnant women); long-term unemployed individuals; and such other groups as the Governor determines to have barriers to employment. <https://www.govinfo.gov/content/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>

D. Nondiscrimination and equal opportunity under WIOA. Section 188 of WIOA and 29 CFR Part 38.

1. As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, and by its signature to the Agreement, the Contractor, as a grant subrecipient assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance:

a. Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity.

b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin.

c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.

d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and • Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

2. The Contractor also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

E. Other federal requirements. The Contractor will comply with the following federal laws, regulations, and executive order:

1. Executive Order 13160 Nondiscrimination on the Basis of Race, Sex, Color, National Origin, Disability, Religion, Age, Sexual Orientation, and Status as a Parent in Federally Conducted Education and

**SEC. 112. Charging of Fees.**

- A. Contractors may not charge participants a fee for the placement of that Participant into an DEDO training or employment program.
- B. Contractors may not charge participants a fee for job referral or placement.

**SEC. 113. Theft or embezzlement from employment and training funds; Improper Inducement, Obstruction of Investigations and other Criminal provisions.**

- A. Under the law, a contracting agency and any member of its staff is criminally liable if s/he:
  - 1. Knowingly hires an ineligible individual;
  - 2. Embezzles, willfully misapplies, steals or obtains by fraud any of the monies, funds, assets or property which are the subject of the contract;
  - 3. By threat of procuring dismissal of any person from employment, induces any persons to give up money or things of value;
  - 4. Willfully obstructs or impedes an investigation or inquiry under Colorado Works Program Act (CWPA);
  - 5. Directly or indirectly provides any employment, position, compensation, contract, appointment or other benefit, provided for or made possible in whole or in part by CWPA funds to any person as consideration, or reward for any political action by or for the support or opposition to any candidate of any political party;
  - 6. Directly or indirectly knowingly causes or attempts to cause any person to make a contribution of a thing of value (including services) for the benefit of any candidate or any political party, by means of the denial or threat of denial of any employment or benefit funded under the Act.

**ARTICLE 2  
DISBURSEMENTS AND ACCOUNTING**

**SEC. 201. Charges Against Project Account.**

- A. Payments under Reimbursement Contracts shall be made on actual costs incurred and supported by all necessary and appropriate documentation. Fee-for-Service contracts shall be reimbursed for documented services performed based on the negotiated rate.
- B. The City shall not reimburse or pay any expenditures, costs or payments that are inconsistent with the last approved budget; PROVIDED, HOWEVER, that said budget may be revised for more efficient and effective use of monies available under the Contract upon written request by the Contractor to the City and written approval thereof by the City.
- C. At any time or times prior to final payment under this Contract, the City may have the invoices and statements of cost audited. Each payment theretofore shall be subject to reduction for amounts included in the related invoice or voucher which are found by the City on the basis of such audit, not to constitute allowable costs. Any payment may be reduced for over-payment, or increased for under-payments, on preceding invoices or vouchers.
- D. After the City has accepted the services actually performed under the Contract, it may require the Contractor to prepare a summary of services and the value thereof, together with such other records, reports and data as the City may require. All prior approvals and payments shall be subject to correction in the final summary and payment; but in the absence of effort or manifest mistake, it shall be understood that all payments, when approved, shall be evidence of the services performed; PROVIDED, HOWEVER, that all payments made by the City to the Contractor shall be made subject to correction in

accordance with the audit findings of the City or the Federal Government of the Contractor's books and records relating to its costs and contributed services for the preparation or completion of the services and work under the Contract, and the Contractor shall promptly repay the City the amount that such payments exceed the total amount payable to the Contractor in accordance with the provisions of the Contract and as determined on the basis of such audit and inspection. From the total amount of the final payment, there shall be deducted first all previous payments made to the Contractor under the Contract; and second, all damages, ineligible costs under the Contract, and other charges properly chargeable to the Contractor and the balance, if any, shall be paid to the Contractor; PROVIDED, HOWEVER, that prior to the payment to the Contractor of the final payment, the Contractor shall first furnish the City evidence in affidavit form that all claims, liens or other obligations incurred by it and all of its subcontractors or agents in connection with the performance of the services have been properly paid and settled.

E. Prior to final payment under this Contract, the Contractor and each assignee under the Contract whose assignment is in effect at the time of the final payment under the Contract shall, within such time as the City may designate not to exceed sixty (60) days from the termination of the Contract for any reason whatsoever, execute and deliver as required by the City:

1. An assignment to the City in form and substance satisfactory to the City of refunds, rebates, credits and other amounts (including any interest thereon) properly allocable to costs for which the Contractor has been reimbursed by the City under the Contract; and

2. A release in such form as the City may prescribe, discharging the City, its officers, agents and employees from all liabilities, obligations and claims arising out of or under this Contract.

F. Contract funds remaining unspent by the Contractor at the termination of the Contract for any cause whatsoever shall be returned to the City within such time following the termination as the City may set. Interest shall accrue in the favor of the City at the rate of eight percent (8%) per annum on such funds thereafter.

## **SEC. 202. Method of Payment and Disbursements.**

A. On a regular basis in the due course of conducting its business during the term of this Contract, based upon certain reports and records required by the City of the Contract, the City will approve the dollar value of services under the Contract completed by the Contractor during the preceding performance period. After approval by the City, these reports and records will serve as a basis for a partial payment by the City to the Contractor. The City may withhold the final ten percent (10%) of the money made available under the Contract pending the making of final settlement and final payment as set forth herein.

B. The Contractor shall request payment of the monies available under the Contract on such basis and in such amounts and at such times and under or subject to such conditions as the City may specify. The City agrees to establish a payment procedure that will provide funds in a timely and regular manner.

## **SEC. 203. Accounting Controls.**

A. The Contractor shall assist the City, as necessary, in making an evaluation of the Contractor's internal control system, fidelity bonding coverage, accounting and report systems prior to any payment being made under this Contract. The Contractor shall assist the City as necessary in documenting the adequacy or inadequacy of said systems and in continual monitoring for accuracy of such systems, allowing the City and the Federal Government free and ready access to the plants or offices of the Contractor at reasonable times for on-site inspection and audit.

B. Accounting System. The Contractor will establish and maintain on a current basis for accounting of funds available under the Contract an accounting system in accordance with generally accepted accounting principles and standards.

C. Designation of Depository. The Contractor shall designate to the City a commercial bank which is a member of the Federal Deposit Insurance Corporation, acceptable to the City, to be the depository for the receipt of funds under the terms of the Contract. After the City has satisfied itself as to

the propriety of the account, it may deposit funds made available hereunder into said account. The commercial bank selected must fully insure and secure against loss continuously all funds on deposit in excess of the amount insured by a Federal or State Agency.

### **ARTICLE 3 MISCELLANEOUS**

**SEC. 301. Personnel.**

A. The Contractor represents that it has, or will secure with funds available for same under this Agreement, all personnel required in performing its services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City.

B. All of the services required hereunder of the Contractor will be performed by the Contractor or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such services.

**SEC. 302. Sales and Use Taxes.** Nothing herein shall be deemed to exempt the Contractor or any subcontractor from payment of the Sales Tax or the Use Tax of the City. In accordance with applicable State and Local law, the Contractor will pay, and require subcontractors to pay, all sales and use taxes on tangible personal property, including that built into a project or structure, acquired in pursuance of the Contract. Any and all refunds claimed and received by the city shall not affect any bid price or contract price under the Contract.

**SEC. 303. Extension of Time.** The Contractor shall be considered as having taken into account all hindrances and delays incidental to such services, and will not be granted an extension of time on account thereof.

**SEC. 304. Singular and Plural.** Wherever in the Agreement or any Exhibit thereto the singular or plural form of a noun is used, the meaning may be taken to be either plural or singular, unless the intent taken in the context of the sentence would be changed.

### **ARTICLE 4 PREVAILING WAGE REQUIREMENTS**

**SEC. 401. Labor Standards and Wage Rates.**

A. The City, the Contractor and any subcontractor in the performance of work on any construction contract (project), twenty-five percent (25%) or more of the costs of which are paid from contract entitlement funds: (1) will be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act as amended (40 U.S.C. 276a--276a-7); and (2) will be covered by labor standards specified by the Secretary of Labor pursuant to 29 C.F.R., Parts 1, 3, 5, and 7.

B. In situations in which the Davis-Bacon Act (40 U.S. C. 276a to 276a-7 as supplemented by Department of Labor regulations 29 CFR Part 5) standards are applicable, (generally construction contracts in excess of \$2,000), the Contractor or any subcontractor shall comply with all requirements and must file with the regional office of the United States Department of Labor a Standard Form 308 requesting a wage determination for each intended project at least thirty (30) days before the invitation for bids, and must ascertain that the wage determination issued and the contract clauses required by 29 C.F.R. 5.5 are incorporated in any subcontract specifications. The City, the Contractor and any Subcontractor must also satisfy itself that the successful bidder is made aware of its labor standards responsibilities under the Davis-Bacon Act.



C. In the event that the Davis-Bacon Act is deemed not to apply to this Agreement, but yet the Services to be provided hereunder nonetheless require construction or constructions services, then Section 20-76 of the Denver Revised Municipal Code pertaining to Payment of Prevailing Wages shall apply.

D. If any subcontract involving subcontractors other than State agencies shall involve the construction or maintenance of a public work as set forth in Section 20-76 of the Revised Municipal Code of the City, the following provisions shall apply:

1. Any person or company other than a State agency entering into a subcontract with the State for the construction of any public building or the prosecution or completion of any public work or for repairs upon any public building or public work, shall be required before commencing work, to execute, in addition to all bonds that may now or hereafter be required of them, a penal bond, with good and sufficient surety or sureties, to be approved by the Manager of Public Works of the City, conditioned that such contractors shall promptly make payments of all amounts lawfully due to all persons supplying or furnishing him or it, or his or its subcontractors with labor or materials, or with labor and materials used or performed in the prosecution of the work provided for in such contract, and will indemnify the City to the extent of any and all payments in connection with the carrying out of any such contracts with said City may be required to make under the law.

2. Every worker, mechanic or other laborer employed by any Contractor or subcontractor in the work of drainage or of construction, alteration, improvement, repair, maintenance or demolition of any public building or public work by or in behalf of the City, or for any department of the City, or financed in whole or in part by the City or any department of the City, or engaged in the work of a doorkeeper, caretaker, cleaner, window washer, porter, keeper, janitor or in similar custodial or janitorial work in connection with the operation of any such public building or the prosecution of any such public work by or in behalf of the City, or for any department of the City, or financed in whole or in part by the City, or any department of the City, shall be paid not less than the wages prevailing for the same class and kind of work in the City as determined by the Career Service Board of the City under Section D hereof.

3. For every subcontract in excess of \$2,000.00 which requires the performance of work involving drainage or involving construction, alteration, improvements, repairs, maintenance or demolition of any public building or public work, or which requires the performance of the work of a doorkeeper, caretaker, cleaner, window washer, porter, keeper, janitor, or similar custodial or janitorial work in connection with the operation of any such public building, or the prosecution of any such public work, the minimum wages to be paid for every class of labor, mechanics or work shall be not less than the scale of wages from time to time determined by said Career Service Board to be the prevailing wages under Section (D) hereof; no increase or increases in such minimum wages shall result in any increased liability on the part of the City, and the possibility and risk of any such increase or increases is assumed by the Contractor.

4. It shall be duty of said Career Service Board to determine, after hearing, the prevailing wages for the various classes of laborers, mechanics, and workers which will be required in the performance of the Subcontract, which determination shall be made periodically at least every six months, and as frequently as may be considered necessary by said Career Service Board in order that the determination which is currently in effect shall accurately represent the current prevailing rates of wages. Prior to making such determination, said Career Service Board shall give reasonable public notice of the time and place of the hearing concerning such proposal determination and shall afford to all interested parties the right to appear before it and to present evidence. "Prevailing Wages" shall mean, for each class of work, (a) the rate of pay currently and most commonly paid to laborers, mechanics and workers performing such classes of work in the City, and (b) the overtime and other benefits currently and most commonly granted to such workers, mechanics, and laborers in the City; except that where the work involved is that of construction, alteration, improvement, repair, maintenance or demolition of any public building or public work, "Prevailing Wages" shall mean, for each class of work, the rate of pay currently and most commonly paid and the overtime and other benefits currently and most commonly granted to such workers, mechanics and laborers in the construction industry of the City.

5. The Contractor and every Subcontractor under the Contract shall pay every worker, mechanic and laborer employed under the Contract, not less than the scale of wages as determined by said Career Service Board under Section D hereof to be the prevailing rate. The Contractor and its subcontractors shall pay all workers, mechanics and other laborers at least once a week the full amounts of wages accrued at the time of payment, computed at wage rates not less than those stated in the specifications. Further, the Contractor shall post in a prominent and easily accessible place at the site of the work the scale of wages to be paid by the Contractor and all Subcontractors working under it. In the event the Contractor or any Subcontractor shall fail to pay such wages as are required by the Contract, the Auditor of the City shall not approve any warrant or demand for payment to the Contractor until the Contractor furnishes the Auditor of the City evidence satisfactory to him that such wages so required by the Contract have been paid. Further, the Contractor shall furnish to the Auditor of the City each week during which work is in progress under the Contract, a true and correct copy of the payroll records of all workers, laborers and mechanics employed under the Contract, either by the Contractor or Subcontractors. Such payroll records shall include information showing the number of hours worked by each worker, laborer or mechanic employed under the Contract, the hourly pay of each such worker, laborer or mechanic, any deductions made from pay, and the net amount of pay received by each worker, laborer or mechanic for the period covered by the payroll. Said copy of the payroll record shall be accompanied by a sworn statement of the Contractor that the copy is a true and correct copy of the payroll records of all mechanics, laborers and other workers working under the Contract either for the Contractor or Subcontractors, that payments were made to the workers, laborers, and mechanics as set forth in said payroll records, that no deductions were made other than those set forth in said records, and that all workers, mechanics and other laborers employed on work under the Contract, either by the Contractor or Subcontractor, have been paid the prevailing wages. In the event that any laborer, worker or mechanic employed by the Contractor or Subcontractor under the Contract has been or is being paid a rate of wages less than the rate of wages required by the Contract to be paid as aforesaid, the City may, by notice to the Contractor or Subcontractor, suspend or terminate its right to proceed with the work, or such part of the work as to which there has been a failure to pay said required wages, and in the event of termination, may prosecute the work to completion by contract or otherwise, and the Contractor and its sureties shall be liable to the State or City for any excess costs occasioned the City thereby.

6. No warrant or demand for payment to the Contractor or Subcontractor shall be drawn or allowed by the Auditor of the City unless the Contractor or Subcontractor shall have filed with said Auditor the reports and statements required by Section E hereof nor while any such Contractor or Subcontractor under it shall be in default in the payment of such wages as are required by the Contract.

7. The Provisions of Sections B through G hereof, inclusive, shall constitute a part of every contract of employment between the Contractor and any subcontractor not a State agency and his or its employee performing work covered by the provisions of said sections.

**SEC. 402. Use of Property.** Whenever Contract funds available for use in whole or in part for the purchase or construction (including rehabilitation) of property (other than office equipment, supplies, materials and other personal property used for the administration of the program), a title to said property shall not be transferred for a period of five (5) years from the date of purchase or completion of construction without the approval of the City. Should it be desirable to sell the property or otherwise transfer the ownership before expiration of the five-year period, a request must be submitted to the City for prior approval.

## ARTICLE 5 PERSONAL PROPERTY

**SEC. 501. Purchases and City Property.**

A. The Contractor agrees to use its best efforts to obtain all supplies and equipment for use in the performance of this Contract at the lowest practicable cost, in a way not inconsistent with Section 20-61 through 20-67 of the Revised Municipal Code. Any public Contractor may procure its supplies from State or local government sources without regard to any other provision of the Contract to the extent required by State or local law. The City will assist the Contractor and its subcontractors in the following procedures for procurement of supplies and equipment.

B. Title to all non-expendable personal property furnished by the City, if any, shall remain in the City. Title to all such property acquired by the Contractor including acquisition through lease-purchase agreement, for the cost of which the Contractor is to be reimbursed in whole or in part as direct item of cost under the Contract, shall immediately vest in the City upon delivery of such property by the vendor. Title to other such property, the cost of which is to be reimbursed to the Contractor under this Contract, shall immediately vest in the City upon (i) issuance for use of such property in the performance of the Contract; or (ii) commencement of processing or use of such property in the performance of the Contract; or (iii) reimbursement of the cost thereof by the City, whichever first occurs. Title to the City property shall not be affected by the incorporation or attachment thereof if any part thereof be or become a fixture or lose its identity as personality by reason of affixation to any realty. All City-furnished property, and all property acquired by the Contractor, title to which vests in the City under this paragraph, are subject to the provisions of this clause and are herein collectively referred to as "City Property".

C. The Contractor agrees to accept as correct the records of the City relating to the identification and marking, segregation and co-mingling and taking of inventories of City property. The Contractor shall maintain and administer in accordance with sound business practice, a program for the maintenance, repair, protection and preservation of City property so as to assure its full availability and usefulness for the performance of the Contract. The Contractor shall take reasonable steps to comply with all appropriate directions or instructions which the City may prescribe as reasonably necessary for the protection of the City property including the removal and shipping of City property, where the City deems that the interest of the City requires the removal of such property.

D. The City property shall be used only for the performance of this Contract and its use by the Contractor is understood and agreed to be part of the consideration for which services are provided.

E. The Contractor shall not be liable for any loss of or damage to the City property, or for expenses incidental to such loss or damage, except that the Contractor shall be responsible for any loss or damage (including expenses incidental thereto):

1. Which results from willful misconduct or lack of good faith on the part of any one of the Contractor's directors or officers, or on the part of any of its managers, superintendents or other equivalent representatives;

2. Which results from a failure on the part of the Contractor, due to the willful misconduct or lack of good faith on the part of its directors, officers or other representatives mentioned in (1) above to maintain and administer, in accordance with sound business practice, the program for maintenance, repair, protection and preservation of City property as required by Paragraph (D) hereof, or to take all reasonable steps to comply with any appropriate written directions of the City under Paragraph (D) hereof;

3. For which the Contractor is otherwise responsible under the express terms of the Contract;

4. Which results from a risk required to be insured under the Contract; or

5. Which results from a risk which is, in fact, covered by insurance or for which the Contractor is otherwise reimbursed, but only to the extent of such insurance or reimbursement.

The Contractor shall not be reimbursed for, and shall not include as an item of overhead, the cost of insurance, or any provision for a reserve, covering the risk of loss of or damage to the City property, except to the extent that the City may have required the Contractor to carry such insurance under any provisions of the Contract.

F. If the Contractor transfers City property to the possession and control of a subcontractor, the transfer shall not affect the liability of the Contractor for loss or destruction of or damage to the property

as set forth in Paragraph (F) hereof. However, the Contractor shall require the subcontractor to assume the risk of, and be responsible for, any loss or destruction of or damage to the property while in the latter's possession or control, except to the extent that the subcontractor, with the prior approval of the City, provides for the relief of the Contractor from such liability. In the absence of such approval, the subcontractor shall maintain appropriate provisions requiring the return of all City property in as good condition as when received, except for reasonable wear and tear or for the utilization of the property in accordance with the provisions of the Contract.

G. In the event the Contractor is indemnified, reimbursed or otherwise compensated for any loss or destruction of or damage to the City property, it shall use the proceeds to repair, renovate or replace the City property involved, or shall credit such proceeds against the cost of the work covered by the Contract or shall otherwise reimburse the City, as directed by the City. The Contractor shall do nothing to prejudice the City's rights to recover against third parties for any such loss, destruction or damage and, upon the request of the City, shall, at the City's expense, furnish to the City all reasonable assistance and cooperation (including the prosecution of suit and the execution of instruments of assignment in favor of the City) in obtaining recovery. In addition, where the subcontractor has not been relieved from liability for any loss or destruction of or damage to City property, the Contractor shall enforce the liability of the subcontractor for such loss or destruction of or damage to the City property for the benefit of the City.

H. Upon the completion of the Contract, or at such earlier date as may be fixed by the City, the Contractor shall submit to the City in a form acceptable to it, inventory schedules covering either all items of City property, or all items of City property not theretofore delivered to the City, and shall deliver or make such other disposal of such City property as may be directed or authorized by the City. The net proceeds of any such disposal shall be credited to the cost of the work covered by the Contract or shall be paid in such manner as the City may direct.

I. Unless otherwise provided herein, the City:  
1. May abandon any City property in place, and thereupon all obligations of the City regarding such abandoned property shall cease; and  
2. Shall not be under any duty or obligation to restore or rehabilitate, or to pay the costs of the restoration or rehabilitation of, the Contractor's plant or offices or any portion thereof which is affected by the abandonment or removal of any City property.

J. All communications issued pursuant to this Section shall be in writing.

## **ARTICLE 6 FIDELITY BOND**

**SEC. 601. Fidelity Bonding Assurance.** Prior to the initial disbursement of funds to the Contractor, the City may request that fidelity bonding be obtained from the surety of the Contractor evidencing that all persons handling funds received or disbursed under the program are covered by fidelity insurance in an amount and manner consistent with the coverage of comparable City employees and consistent with sound fiscal practice. If the bond of any employee of the Contractor is cancelled or coverage is substantially reduced, the Contractor shall notify the City and shall not disburse any funds thereafter until the City receives and acknowledges assurance from the Contractor that adequate insurance coverage has been obtained.

## **ARTICLE 7 REQUIRED CONTRACT CLAUSES FOR ETA GRANTS**

**SEC. 701. Executive Order 11246.** The Contractor must be in compliance with Executive Order 11246 of September 24, 1965 entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, as supplemented in Department of Labor regulations (41 DFR chapter 60).

**SEC. 702. Copeland “Anti-Kickback” Act** If this agreement involves construction or repair work, it will comply with the Copeland “Anti-Kickback” Act (18 U.S.C. 847) as supplemented in Department of Labor regulations (29 CFR Part 3).

**SEC. 703. Contract Work Hours and Safety Standards Act** The Contractor shall comply with all Federal, State, and Municipal Act, laws, ordinances, rules and regulations relating to minimum wages and maximum hours of work, including Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5).

**SEC. 704. Clean Air Act** Notwithstanding any other provision, the Contractor agrees to comply with the Clean Air Act, as amended, (42 U.S.C. 1857 et seq.), the Clean Water Act, as amended (33 U.S.C. 466 et seq.), and the standards issued pursuant thereto, in facilities which are involved in the activities receiving assistance. All subcontracts will include provisions required by regulations issued by the Department of Labor with respect to the Clean Air Act of 1970 and the Federal Water Pollution Control Act.

**SEC. 705. Energy Policy and Conservation Act** The Contractor shall comply with all applicable standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act, Public law 94-163, 89 Stat. 871.

**SEC.706. Lobbying Certification**

A. None of the funds provided under this Agreement shall be used to influence or attempt to influence any elected or public official to support or defeat any legislation or rules and regulations pending before the Council of the City or the General Assembly of the State of Colorado.

B. Contractor assures and certifies compliance with applicable federal law 45 C.F.R. Part 93 for TANF; 29 C.F.R. Part 93 for WIA; and 45 C.F.R. Part 93 for the Refugee Act.

**SEC. 707. Federal Debarment** This Agreement is subject to the prohibitions on contracting with a debarred organization set out in U.S. Executive Order 12549, Debarment and Suspension implemented at 45 C.F.R. Part 76. By its signature below, the Contractor assures and certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. The Contractor shall provide immediate written notice to the Director if at any time it learns that its certification to enter into this Agreement was erroneous when submitted or has become erroneous by reason of changed circumstances. If the Contractor is unable to certify to any of the statements in the certification contained in this Article 34, the Contractor shall provide a written explanation to the City within thirty (30) calendar days of the date of execution of this Agreement. Furthermore, if the Contractor is unable to certify to any of the statements in the certification contained in this Article 34, the City may pursue any and all available remedies available to the City, including but not limited to terminating this Agreement immediately, upon written notice to the Contractor.

**SEC. 708. Nepotism**

A. No sub awardee or employing agency may hire a person in an administrative capacity, staff position, public-service employment position or on-the-job training position funded under the Act, if a member of that person's immediate family is engaged in an administrative capacity for the recipient or program agent from which the sub awardee or employing agency obtains its funds. To the extent that an applicable State or local legal requirement regarding nepotism is more restrictive than this provision, such state or local requirement shall be followed.

B. For purposes of this section:

1. The term "immediate family" means wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent, and stepchild.

2. The term "person in an administrative capacity" includes those persons who have overall administrative responsibility for a program, for the obtaining of and/or approval of any grant funded under the Act, as well as other officials who have influence or control over the administration of the program, such as the project director, deputy director and unit chiefs, and persons who have selection, hiring, placement or supervisory responsibilities for public service employment or OJT participants.

3. The term "staff position" includes all CWPA staff positions funded under the Act, such as instructors, counselors and other staff involved in administrative training or service activities.

**SEC. 709. Prohibited Political Activity and Political Patronage** None of the funds, materials, property or services provided directly or indirectly under this Agreement shall be used in the performance of this Agreement for any partisan political activity, or to further the election or defeat of any candidate for public office.

Without limiting the foregoing, the Contractor agrees that political activities are prohibited under this Agreement, and agrees that no funds paid to it by the City hereunder will be used to provide transportation for any persons to polling places or to provide any other services in connection with elections.

A. No program under the Act may involve political activities.

B. No participant may engage in partisan or non-partisan political activities during work hours.

C. No participant may be employed or out-stationed in the office of a member of Congress or a state or local legislator or on any staff of a legislative committee.

D. No participant may be employed or out-stationed in the immediate office of any chief elected executive official (such as the Mayor).

E. No participant may be employed or out-stationed in positions involving political activities in the offices of other elected executive officials (such as a City Council Officer).

F. Contractor staff and participants must comply with the provisions of the Hatch Act.

G. A Contractor may not select or promote a participant based on that individual's political affiliation or belief.

H. A Contractor may not select or advance an employee as a reward for political services or as a form of political patronage whether or not the political services or patronage is partisan in nature.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/8/2022

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Bouchard Insurance 101 N Starcrest DR Clearwater FL 33765	<b>CONTACT NAME:</b> <b>PHONE (A/C. No. Ext):</b> 727-447-6481 <b>FAX (A/C. No):</b> 727-449-1267 <b>E-MAIL ADDRESS:</b> clcerts@bouchardinsurance.com														
<b>INSURED</b> Eckerd Youth Alternatives, Inc. 100 Starcrest Drive Clearwater, FL 33765	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Star Insurance Company</td> <td style="text-align: center;">18023</td> </tr> <tr> <td>INSURER B : Florida Insurance Trust</td> <td style="text-align: center;">99999</td> </tr> <tr> <td>INSURER C : Commerce &amp; Industry Insurance Company</td> <td style="text-align: center;">19410</td> </tr> <tr> <td>INSURER D : Mercer Insurance Company</td> <td style="text-align: center;">14478</td> </tr> <tr> <td>INSURER E : Lloyds of London</td> <td style="text-align: center;">55555</td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Star Insurance Company	18023	INSURER B : Florida Insurance Trust	99999	INSURER C : Commerce & Industry Insurance Company	19410	INSURER D : Mercer Insurance Company	14478	INSURER E : Lloyds of London	55555	INSURER F :	
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INSURER F :															

**COVERAGES****CERTIFICATE NUMBER:** 1351646887**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
D	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR 10,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	PRO-001161-22	7/15/2022	7/1/2023	EACH OCCURRENCE	\$ 1,000,000	
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000	
							MED EXP (Any one person)	\$ 2,500	
							PERSONAL & ADV INJURY	\$ 1,000,000	
							GENERAL AGGREGATE	\$ 3,000,000	
							PRODUCTS - COMP/OP AGG	\$ 1,000,000	
							OTHER:	\$	
B A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> OTHER:	Y	Y	FITAU371202022 CSA096870602	6/1/2022 6/1/2022	6/1/2023 6/1/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
							BODILY INJURY (Per person)	\$	
							BODILY INJURY (Per accident)	\$	
							PROPERTY DAMAGE (Per accident)	\$	
							OTHER:	\$	
D	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input checked="" type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0	Y		UM100177	7/15/2022	7/1/2023	EACH OCCURRENCE	\$ 5,000,000	
							AGGREGATE	\$ 5,000,000	
							OTHER:	\$	
C C	<input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC011569707 WC011569708	4/1/2022 4/1/2022	4/1/2023 4/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	E.L. EACH ACCIDENT	\$ 1,000,000
								E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
								E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
E D	Cyber Liability Professional Liability Abuse/ Molestation			W2395A220501 PRO-001161-22	7/1/2022 7/15/2022	7/1/2023 7/1/2023	Aggregate Occurrence/ Aggregate Occurrence/ Aggregate	\$3,000,000 \$1000000/\$3000000 \$1000000/\$3000000	

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

As required by written contract, the City and County of Denver, its Elected and Appointed Officials, Employees and Volunteers are included as Additional Insured with regards to the Commercial General Liability and Business Auto

**CERTIFICATE HOLDER****CANCELLATION**

City and County of Denver Denver Office of Economic Development and Opportunity 101 W. Colfax Ave. Suite 850 Denver CO 80202	<p><b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b></p> <p><b>AUTHORIZED REPRESENTATIVE</b>  </p>
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## **EXHIBIT F**

### **HIPAA/HITECH (Business Associate Terms)**

#### **1. GENERAL PROVISIONS AND RECITALS**

- 1.01 The parties agree that the terms used, but not otherwise defined below, shall have the same meaning given to such terms under the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and their implementing regulations at 45 CFR Parts 160 and 164 ("the HIPAA regulations") as they exist or may hereafter be amended.
- 1.02 The parties agree that a business associate relationship (as described in 45 CFR §160.103) under HIPAA, the HITECH Act, and the HIPAA regulations arises between the CONTRACTOR and the CITY to the extent that CONTRACTOR performs, or delegates to subcontractors to perform, functions or activities on behalf of CITY.
- 1.03 CITY wishes to disclose to CONTRACTOR certain information, some of which may constitute Protected Health Information ("PHI") as defined below, to be used or disclosed in the course of providing services and activities.
- 1.04 The parties intend to protect the privacy and provide for the security of PHI that may be created, received, maintained, transmitted, used, or disclosed pursuant to the Agreement in compliance with the applicable standards, implementation specifications, and requirements of HIPAA, the HITECH Act, and the HIPAA regulations as they exist or may hereafter be amended.
- 1.05 The parties understand and acknowledge that HIPAA, the HITECH Act, and the HIPAA regulations do not pre-empt any state statutes, rules, or regulations that impose more stringent requirements with respect to privacy of PHI.
- 1.06 The parties understand that the HIPAA Privacy and Security rules apply to the CONTRACTOR in the same manner as they apply to a covered entity. CONTRACTOR agrees to comply at all times with the terms of this Agreement and the applicable standards, implementation specifications, and requirements of the Privacy and the Security rules, as they exist or may hereafter be amended, with respect to PHI.

#### **2. DEFINITIONS.**

- 2.01 "Administrative Safeguards" are administrative actions, and policies and procedures, to manage the selection, development, implementation, and maintenance of security measures to protect electronic PHI and to manage the conduct of CONTRACTOR's workforce in relation to the protection of that information.



2.02 "Agreement" means the attached Agreement and its exhibits to which these additional terms are incorporated by reference.

2.03 "Breach" means the acquisition, access, use, or disclosure of PHI in a manner not permitted under the HIPAA Privacy Rule which compromises the security or privacy of the PHI.

2.03.1 Breach excludes:

1. any unintentional acquisition, access, or use of PHI by a workforce member or person acting under the authority of CONTRACTOR or CITY, if such acquisition, access, or use was made in good faith and within the scope of authority and does not result in further use or disclosure in a manner not permitted under the Privacy Rule.
2. any inadvertent disclosure by a person who is authorized to access PHI to another person authorized to access PHI, or organized health care arrangement in which CITY participates, and the information received as a result of such disclosure is not further used or disclosed in a manner disallowed under the HIPAA Privacy Rule.
3. a disclosure of PHI where CONTRACTOR or CITY has a good faith belief that an unauthorized person to whom the disclosure was made would not reasonably have been able to retain such information.

2.03.2 Except as provided in paragraph (a) of this definition, an acquisition, access, use, or disclosure of PHI in a manner not permitted under the HIPAA Privacy Rule is presumed to be a breach unless CONTRACTOR demonstrates that there is a low probability that the PHI has been compromised based on a risk assessment of at least the following factors:

- a. The nature and extent of the PHI involved, including the types of identifiers and the likelihood of re-identification;
- b. The unauthorized person who used the PHI or to whom the disclosure was made;
- c. Whether the PHI was actually acquired or viewed; and
- d. The extent to which the risk to the PHI has been mitigated.

2.04 "CONTRACTOR" shall have the same meaning as in the attached Agreement, to which these Business Associate terms are incorporated by reference.

2.05 "CITY" shall have the same meaning as in the attached Agreement, to which these Business Associate terms are incorporated by reference.

- 2.06 "Data Aggregation" shall have the meaning given to such term under the HIPAA Privacy Rule in 45 CFR §164.501.
- 2.07 "Designated Record Set" shall have the meaning given to such term under the HIPAA Privacy Rule in 45 CFR §164.501.
- 2.08 "Disclosure" shall have the meaning given to such term under the HIPAA regulations in 45 CFR §160.103.
- 2.09 "Health Care Operations" shall have the meaning given to such term under the HIPAA Privacy Rule in 45 CFR §164.501.
- 2.10 "Immediately" where used here shall mean within 24 hours of discovery.
- 2.11 "Individual" shall have the meaning given to such term under the HIPAA Privacy Rule in 45 CFR §160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR §164.502(g).
- 2.12 "Parties" shall mean "CONTRACTOR" and "CITY", collectively.
- 2.13 "Physical Safeguards" are physical measures, policies, and procedures to protect CONTRACTOR's electronic information systems and related buildings and equipment, from natural and environmental hazards, and unauthorized intrusion.
- 2.14 "Protected Health Information" or "PHI" shall have the meaning given to such term under the HIPAA regulations at 45 CFR §160.103.
- 2.15 "Required by Law" shall have the meaning given to such term under the HIPAA Privacy Rule at 45 CFR §164.103.
- 2.16 "Secretary" shall mean the Secretary of the Department of Health and Human Services or his or her designee.
- 2.17 "Security Incident" means attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system. "Security incident" does not include trivial incidents that occur on a daily basis, such as scans, "pings", or unsuccessful attempts to penetrate computer networks or servers maintained by CONTRACTOR.
- 2.18 "The HIPAA Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.
- 2.19 "The HIPAA Security Rule" shall mean the Security Standards for the Protection of electronic PHI at 45 CFR Part 160, Part 162, and Part 164, Subparts A and C.
- 2.20 "Subcontractor" shall have the meaning given to such term under the HIPAA regulations at 45 CFR §160.103.

- 2.21 "Technical safeguards" means the technology and the policy and procedures for its use that protect electronic PHI and control access to it.
- 2.22 "Unsecured PHI" or "PHI that is unsecured" means PHI that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary of Health and Human Services ("HHS") in the guidance issued on the HHS Web site.
- 2.23 "Use" shall have the meaning given to such term under the HIPAA regulations at 45 CFR §160.103.

**3. OBLIGATIONS AND ACTIVITIES OF CONTRACTOR AS BUSINESS ASSOCIATE.**

- 3.01 CONTRACTOR agrees not to use or further disclose PHI that CITY discloses to CONTRACTOR except as permitted or required by this Agreement or by law.
- 3.02 CONTRACTOR agrees to use appropriate safeguards, as provided for in this Agreement, to prevent use or disclosure of PHI that CITY discloses to CONTRACTOR or that CONTRACTOR creates, receives, maintains, or transmits, on behalf of CITY, except as provided for by this Contract.
- 3.03 CONTRACTOR agrees to comply with the HIPAA Security Rule, at Subpart C of 45 CFR Part 164, with respect to electronic PHI that CITY discloses to CONTRACTOR or that CONTRACTOR creates, receives, maintains, or transmits, on behalf of CITY.
- 3.04 CONTRACTOR agrees to mitigate, to the extent practicable, any harmful effect of a Use or Disclosure of PHI by CONTRACTOR in violation of the requirements of this Agreement that becomes known to CONTRACTOR.
- 3.05 CONTRACTOR agrees to promptly report to CITY any Use or Disclosure of PHI not provided for by this Agreement that CONTRACTOR becomes aware of. CONTRACTOR must report Breaches of Unsecured PHI in accordance with 45 CFR §164.410.
- 3.06 CONTRACTOR agrees to ensure that any of its subcontractors that create, receive, maintain, or transmit, PHI on behalf of CONTRACTOR agree to comply with the applicable requirements of Section 164 Part C by entering into a contract or other arrangement.
- 3.07 To comply with the requirements of 45 CFR §164.524, CONTRACTOR agrees to provide access to CITY, or to an individual as directed by CITY, to PHI in a Designated Record Set within fifteen (15) calendar days of receipt of a written request by CITY.
- 3.08 CONTRACTOR agrees to make amendment(s) to PHI in a Designated Record Set that CITY directs or agrees to, pursuant to 45 CFR §164.526, at the request of CITY or an Individual, within thirty (30) calendar days of receipt of the request by CITY.

CONTRACTOR agrees to notify CITY in writing no later than ten (10) calendar days after the amendment is completed.

- 3.09 CONTRACTOR agrees to make internal practices, books, and records, including policies and procedures, relating to the use and disclosure of PHI received from, or created or received by CONTRACTOR on behalf of CITY, available to CITY and the Secretary in a time and manner as determined by CITY, or as designated by the Secretary, for purposes of the Secretary determining CITY'S compliance with the HIPAA Privacy Rule.
- 3.10 CONTRACTOR agrees to document any Disclosures of PHI that CITY discloses to CONTRACTOR or that CONTRACTOR creates, receives, maintains, or transmits on behalf of CITY, and to make information related to such Disclosures available as would be required for CITY to respond to a request by an Individual for an accounting of Disclosures of PHI in accordance with 45 CFR §164.528.
- 3.11 CONTRACTOR agrees to provide CITY information in a time and manner to be determined by CITY in order to permit CITY to respond to a request by an Individual for an accounting of Disclosures of PHI in accordance with 45 CFR §164.528.
- 3.12 CONTRACTOR agrees that, to the extent CONTRACTOR carries out CITY's obligation(s) under the HIPAA Privacy and/or Security rules, CONTRACTOR will comply with the requirements of 45 CFR Part 164 that apply to CITY in the performance of such obligation(s).
- 3.13 CONTRACTOR shall work with CITY upon notification by CONTRACTOR to CITY of a Breach to properly determine if any Breach exclusions exist as defined below.

#### **4. SECURITY RULE.**

- 4.01 CONTRACTOR shall comply with the requirements of 45 CFR § 164.306 and establish and maintain appropriate Administrative, Physical and Technical Safeguards in accordance with 45 CFR §164.308, §164.310, §164.312, §164.314 and §164.316 with respect to electronic PHI that CITY discloses to CONTRACTOR or that CONTRACTOR creates, receives, maintains, or transmits on behalf of CITY. CONTRACTOR shall follow generally accepted system security principles and the requirements of the HIPAA Security Rule pertaining to the security of electronic PHI.
- 4.02 CONTRACTOR shall ensure that any subcontractors that create, receive, maintain, or transmit electronic PHI on behalf of CONTRACTOR agree through a contract with CONTRACTOR to the same restrictions and requirements contained here.
- 4.03 CONTRACTOR shall promptly report to CITY any Security Incident of which it becomes aware. CONTRACTOR shall report Breaches of Unsecured PHI as described in 5. BREACH DISCOVERY AND NOTIFICATION below and as required by 45 CFR §164.410.

## **5. BREACH DISCOVERY AND NOTIFICATION.**

5.01 Following the discovery of a Breach of Unsecured PHI, CONTRACTOR shall notify CITY of such Breach, however, both parties may agree to a delay in the notification if so advised by a law enforcement official pursuant to 45 CFR §164.412.

5.01.1 A Breach shall be treated as discovered by CONTRACTOR as of the first day on which such Breach is known to CONTRACTOR or, by exercising reasonable diligence, would have been known to CONTRACTOR.

5.01.2 CONTRACTOR shall be deemed to have knowledge of a Breach, if the Breach is known, or by exercising reasonable diligence would have been known, to any person who is an employee, officer, or other agent of CONTRACTOR, as determined by the federal common law of agency.

5.02 CONTRACTOR shall provide the notification of the Breach promptly to the CITY DEH Executive Director or other designee.

5.02.1 CONTRACTOR'S initial notification may be oral, but shall be followed by written notification within 24 hours of the oral notification.

5.03 CONTRACTOR'S notification shall include, to the extent possible:

5.03.1 The identification of each Individual whose Unsecured PHI has been, or is reasonably believed by CONTRACTOR to have been, accessed, acquired, used, or disclosed during the Breach;

5.03.2 Any other information that CITY is required to include in the notification to each Individual under 45 CFR §164.404 (c) at the time CONTRACTOR is required to notify CITY, or promptly thereafter as this information becomes available, even after the regulatory sixty (60) day period set forth in 45 CFR §164.410 (b) has elapsed, including:

- a. A brief description of what happened, including the date of the Breach and the date of the discovery of the Breach, if known;
- b. A description of the types of Unsecured PHI that were involved in the Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code, or other types of information were involved);
- c. Any steps Individuals should take to protect themselves from potential harm resulting from the Breach;
- d. A brief description of what CONTRACTOR is doing to investigate the Breach, to mitigate harm to Individuals, and to protect against any future Breaches; and

- e. Contact procedures for Individuals to ask questions or learn additional information, which shall include a toll-free telephone number, an e-mail address, Web site, or postal address.
- 5.04 CITY may require CONTRACTOR to provide notice to the Individual as required in 45 CFR §164.404, if at the sole discretion of the CITY, it is reasonable to do so under the circumstances.
- 5.05 In the event that CONTRACTOR is responsible for a Breach of Unsecured PHI in violation of the HIPAA Privacy Rule, CONTRACTOR shall have the burden of demonstrating that CONTRACTOR made all required notifications to CITY, and as required by the Breach notification regulations, or, in the alternative, that the acquisition, access, use, or disclosure of PHI did not constitute a Breach.
- 5.06 CONTRACTOR shall maintain documentation of all required notifications of a Breach or its risk assessment under 45 CFR §164.402 to demonstrate that a Breach did not occur.
- 5.07 CONTRACTOR shall provide to CITY all specific and pertinent information about the Breach, including the information listed above, if not yet provided, to permit CITY to meet its notification obligations under Subpart D of 45 CFR Part 164 as soon as practicable, but in no event later than fifteen (15) calendar days after CONTRACTOR's initial report of the Breach to CITY.
- 5.08 CONTRACTOR shall continue to provide all additional pertinent information about the Breach to CITY as it becomes available, in reporting increments of five (5) business days after the prior report to CITY. CONTRACTOR shall also respond in good faith to all reasonable requests for further information, or follow-up information, after report to CITY, when such request is made by CITY.
- 5.09 In addition to the provisions in the body of the Agreement, CONTRACTOR shall also bear all expense or other costs associated with the Breach and shall reimburse CITY for all expenses CITY incurs in addressing the Breach and consequences thereof, including costs of investigation, notification, remediation, documentation or other costs or expenses associated with addressing the Breach.

**6. PERMITTED USES AND DISCLOSURES BY CONTRACTOR.**

- 6.01 CONTRACTOR may use or further disclose PHI that CITY discloses to CONTRACTOR as necessary to perform functions, activities, or services for, or on behalf of, CITY as specified in the Agreement, provided that such use or Disclosure would not violate the HIPAA Privacy Rule if done by CITY.
- 6.02 CONTRACTOR may use PHI that CITY discloses to CONTRACTOR, if necessary, for the proper management and administration of the Agreement.

6.03 CONTRACTOR may disclose PHI that CITY discloses to CONTRACTOR to carry out the legal responsibilities of CONTRACTOR, if:

6.03.1 The Disclosure is required by law; or

6.03.2 CONTRACTOR obtains reasonable assurances from the person or entity to whom/which the PHI is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person or entity and the person or entity immediately notifies CONTRACTOR of any instance of which it is aware in which the confidentiality of the information has been breached.

6.04 CONTRACTOR may use or further disclose PHI that CITY discloses to CONTRACTOR to provide Data Aggregation services relating to the Health Care Operations of CONTRACTOR.

6.05 CONTRACTOR may use and disclose PHI that CITY discloses to CONTRACTOR consistent with the minimum necessary policies and procedures of CITY.

## **7. OBLIGATIONS OF CITY.**

7.01 CITY shall notify CONTRACTOR of any limitation(s) in CITY'S notice of privacy practices in accordance with 45 CFR §164.520, to the extent that such limitation may affect CONTRACTOR'S Use or Disclosure of PHI.

7.02 CITY shall notify CONTRACTOR of any changes in, or revocation of, the permission by an Individual to use or disclose his or her PHI, to the extent that such changes may affect CONTRACTOR'S Use or Disclosure of PHI.

7.03 CITY shall notify CONTRACTOR of any restriction to the Use or Disclosure of PHI that CITY has agreed to in accordance with 45 CFR §164.522, to the extent that such restriction may affect CONTRACTOR'S use or disclosure of PHI.

7.04 CITY shall not request CONTRACTOR to use or disclose PHI in any manner that would not be permissible under the HIPAA Privacy Rule if done by CITY.

## **8. BUSINESS ASSOCIATE TERMINATION.**

8.01 Upon CITY'S knowledge of a material breach or violation by CONTRACTOR of the requirements of this Contract, CITY shall:

8.01.1 Provide an opportunity for CONTRACTOR to cure the material breach or end the violation within thirty (30) business days; or

8.01.2 Immediately terminate the Agreement, if CONTRACTOR is unwilling or unable to cure the material breach or end the violation within (30) days, provided termination of the Agreement is feasible.

8.02 Upon termination of the Agreement, CONTRACTOR shall either destroy or return to CITY all PHI CONTRACTOR received from CITY and any and all PHI that CONTRACTOR created, maintained, or received on behalf of CITY in conformity with the HIPAA Privacy Rule.

8.02.1 This provision shall apply to all PHI that is in the possession of subcontractors or agents of CONTRACTOR.

8.02.2 CONTRACTOR shall retain no copies of the PHI.

8.02.3 In the event that CONTRACTOR determines that returning or destroying the PHI is not feasible, CONTRACTOR shall provide to CITY notification of the conditions that make return or destruction infeasible. Upon determination by CITY that return or destruction of PHI is infeasible, CONTRACTOR shall extend the protections of this Agreement to the PHI and limit further Uses and Disclosures of the PHI to those purposes that make the return or destruction infeasible, for as long as CONTRACTOR maintains the PHI.

8.03 The obligations of this Agreement shall survive the termination of the Agreement.



## **EXHIBIT G**

### **Use of City Facilities Terms and Conditions**

#### **1. Description of Licensed Premises/Space Maps.**

##### **1.1. Licensed Premises**

**1.1.1. Castro Building**

**1.1.2. Arie P. Taylor Building**

**1.2. The descriptions/space maps for the Licensed Premises may be modified to correct minor, technical errors upon the written authorization of the DWD Director and the DHS Facilities Director, as concerns the DHS Premises, or the Director of Real Estate, as concerns the Arie P. Taylor Building.**

#### **2. No Real Property Interest.**

**2.1. The limited license granted under the Agreement is not a grant of a right, title or interest in the Licensed Premises. Contractor represents, warrants, acknowledges and agrees that it does not have, has not been granted and will not own or hold any real property interest in the Licensed Premises or the City Buildings and that it does not have any of the rights, privileges or remedies that a tenant or lessee would have under a real property lease.**

#### **3. Use of Licensed Premises; Common Areas.**

**3.1. Contractor warrants and represents it will use the Licensed Premises solely to provide the Services. Contractor shall not use or permit the Licensed Premises to be used for any other purpose without the prior written consent of the DWD Director and either the DHS Facilities Director (with respect to the DHS Premises), or the Director of Facilities Management (with respect to the Arie P. Taylor Building) which consent from the City may be withheld in the City's sole discretion.**

**3.2. Contractor shall be allowed access to: i) the common areas in the City Buildings, on a non-exclusive basis for the general use of Contractor's employees; and ii) the Cafeteria in the Castro Building when the Cafeteria is open for business.**

**3.3. Contractor, its officers, agents, and employees, shall:**

**3.3.1. Use the Licensed Premises in a neat, orderly, careful, safe and proper manner;**

**3.3.2. Comply with all applicable laws and ordinances of any duly constituted**

**3.3.3. Keep the Licensed Premises free and clear from all trash, debris, and waste**

**resulting from its use or the use by its employees, officers, agents, invitees and visitors;**

**3.3.4. Comply with all rules, regulations, policies, and directives of the City concerning the use or security of the Licensed Premises or the City Buildings;**

**3.3.5. Cooperate and comply with the provisions of Executive Order No. 13, entitled "Sale and Advertising of Tobacco Products in or on City Premises and Facilities", which prohibits the sale or advertisement of tobacco products on City owned property and in facilities owned or operated or controlled by the City and County of Denver. "Sale" includes promotional distribution, whether for consideration or not, as well as commercial transactions for consideration. "Advertising" includes the display of commercial and noncommercial promotion of the purchase or use of tobacco products through any medium whatsoever but does not include any advertising and sponsoring which is a part of a performance or show or any event displayed or held in City facilities.**

**3.4. Contractor, its officers, agents, and employees, shall not:**

**3.4.1. Use or permit the Licensed Premises to be used for any purpose prohibited by the laws of the United States of America or the State of Colorado, or the Charter, ordinances, executive orders, or policies of the City and County of Denver;**

**3.4.2. Commit or suffer to be committed any waste or damage upon the Licensed Premises;**

**3.4.3. Do or permit to be done anything which may interfere with the effectiveness or accessibility of utility, heating, ventilating or air conditioning systems or portions thereof in the Licensed Premises or elsewhere in the City Buildings;**

**3.4.4. Do or permit to be done anything which may interfere with free access and passage in the City Buildings or the public areas adjacent thereto, nor hinder police, firefighting or other emergency personnel in the discharge of their duties;**

**3.4.5. Do or permit to be done anything which may interfere with the effectiveness or accessibility of elevators in the Building, including lines, pipes, wires, conduits and equipment connected with or appurtenant thereto;**

**3.4.6. Overload any floor, wall or ceiling in the Licensed Premises;**

**3.4.7. Place any additional lock of any kind upon any window or interior or exterior door in the Licensed Premises, or make any change in any existing door or**

**window lock or the mechanism thereof, unless a key therefor is maintained on the Licensed Premises, nor refuse, upon the expiration or sooner termination of this Agreement, to surrender to the City any and all keys to the interior or exterior doors of the Licensed Premises, whether said keys were furnished to or otherwise procured by Contractor, and in the event of the loss of any keys furnished by the City, Contractor shall pay the City, on demand, the cost for replacement keys**

**3.4.8. Do or permit to be done any act or conduct on, in or near the Licensed Premises or a City Building that will invalidate, suspend or increase the rate of any fire insurance policy required under this Agreement, or carried by the City covering the Building or which, in the opinion of the City, may constitute a hazardous condition that will increase the risks normally attendant upon the operations contemplated under this Agreement. If, by reason of any failure on the part of Contractor after receipt of notice in writing from the City to comply with the provisions of this subparagraph, any fire insurance rate on a City Building, or any part thereof, or on the buildings in which the same are located, shall at any time be higher than it normally would be, then Contractor shall pay the City, on demand, that part of all fire insurance premiums paid by the City which have been charged because of such violation or failure of Contractor; provided, however, that nothing contained herein shall preclude Contractor from bringing, keeping or using on or about the Licensed Premises such Contractor's Personal Property or consumable materials or supplies as are appropriate or customary in carrying on its business, or from carrying on said business in all respects as is customary;**

**3.4.9. Permit undue loitering on or about the Licensed Premises;**

**3.4.10. Use the Licensed Premises, or any part thereof, for lodging or sleeping purposes; or**

**3.4.11. Use or allow the Licensed Premises to be used for any improper, immoral or objectionable purposes.**

#### **4. Utilities and Janitorial Services.**

**4.1. The City will supply reasonable quantities of the following utilities as necessary for the Contractor's reasonable normal office use of the Licensed Premises: heating and air conditioning (HVAC); electricity, water, gas, and janitorial and trash removal services.**

**4.2. Contractor will have access to standard power circuits, connections, and light fixtures and wiring currently in place in the Licensed Premises as of the Commencement Date. Levels of light illumination and wattage requirements for light fixtures in the Licensed Premises will be determined solely by the City.**

**4.3. The City does not warrant or guarantee the uninterrupted availability of any or all of the above described utilities necessary or desirable for the use of the Licensed Premises by the Contractor. The City reserves the right to interrupt, curtail, suspend or temporarily discontinue utility services serving the Licensed Premises when necessary by reason of accident, emergency, and unavailability of employees, repair, alterations or improvements or whenever by reason of strikes, lockouts, riots, acts of God or any other cause beyond the control of the City. The City shall not be liable to Contractor for loss or damages for any failure by third party utility companies or governmental authorities to supply utility service to the Licensed Premise or for any limitation of supply resulting from governmental orders or directives. No such failure to supply utility service shall in any way be construed as cause for the release of the Contractor from any of its duties and obligations under this Agreement.**

**4.4. Contractor shall fully comply with all water and energy conservation programs currently in effect for the DHS Premises or as may be adopted from time to time.**

#### **5. Communication Services**

**5.1. The Licensed Premises may contain standard cabling and telephone wiring systems for cable and modem-based telephone and internet communications. If Contractor desires to obtain other telephone or internet services, it will obtain the prior written approval of the DHS Director of Facilities for such other services and will be responsible for all payment directly to third party providers.**

**6. Improvements (Alterations).**

**6.1. By Contractor.** Contractor shall not make or permit to be made any construction, repairs, alterations, additions, replacements, repairs, partitions, or changes of any kind or character to the Licensed Premises.

**6.2. By City.** The City has no obligation to construct or provide any alterations, additions, replacements, repairs, partitions, or changes to the Licensed Premises except to the extent expressly provided in Section 5 of this Exhibit H below.

**7. Routine repairs and preventative maintenance.**

**7.1.** The City will supply routine repairs or replacements and reasonable preventative maintenance for the general upkeep, against normal wear and tear, of the roof, exterior walls, structural foundations, and building systems (including without limitation all existing HVAC, electrical, lighting, duct work, floor coverings, walls, fire sprinkler system, ceilings, and painting) associated with the Licensed Premises. Notwithstanding the preceding sentence, the City will have no responsibility for preventative maintenance or routine repairs in the Licensed Premises for loss or damage attributable to the acts, omissions or negligence of Contractor or its agents or employees. In such event, Contractor will be responsible for all maintenance, repairs and replacement, at its sole cost and expense, for any loss or damage attributable to the acts, omissions or negligence of Contractor or its agents or employees.

**8. Inspection.**

**8.1.** The City, through its authorized agents and employees, shall, during normal business hours, have the right to enter the Licensed Premises to inspect the same, to supply any service, repairs, or maintenance to be provided by the City, and to otherwise make any alterations, improvements, or repairs to the Licensed Premises deemed necessary by the City.

**8.2.** The City shall at all times have and retain a key to unlock all of the doors at the Licensed Premises. Contractor shall not change the lock system or in any other manner prohibit the City from entering the Licensed Premises. The City shall have the right to use any and all means which it may deem proper to open any door in an emergency. without liability therefore.

## **9. Changes to City Buildings.**

**9.1. Contractor acknowledges that from time to time during the Term, the City may commence or complete construction, expansion, relocation, maintenance or repair activities to the City Buildings, and that such construction, expansion, relocation, maintenance or repair activities may inconvenience the Contractor in its provision of the Services or the completion of any routine repairs and preventative maintenance. In such event, the City will have no liability to Contractor, its officers, agents, employees, contractors, subcontractors and representatives due to any inconvenience and Contractor waives any right to seek damages or other consideration as a result thereof.**

## **10. City's Office Furniture.**

**10.1. Determination of City's Office Furniture. Contractor will notify the DWD Director in writing within thirty (30) days after the Commencement Date if Contractor disputes the content of Exhibit J as factually inaccurate. The Parties will then submit to an informal meeting to resolve the dispute, determine the inaccuracies on Exhibit J, and to revise Exhibit J in accordance with Section 2.2 of the Agreement. If the Contractor fails to deliver such written notice timely to the DWD Director, then it shall be presumed that Exhibit J, as attached to the Agreement, was factually accurate as of the Commencement Date. Exhibit J, as finally determined in accordance with this Section 10.1 will be the "City's Office Furniture" for purposes of the Agreement.**

**10.2. Additions to City's Office Furniture. The City may, but is not required to, provide additional City's Office Furniture for the provision of Services at the Licensed Premises by modifying Exhibit J in accordance with Section 2.2 of the Agreement.**

**10.3. Use of City's Office Furniture. The Contractor may use the City's Office Furniture to provide the Services at the Licensed Premises. The Contractor shall not sell, transfer, assign, donate, or otherwise dispose of the City's Office Furniture. If the Contractor is no longer using a specific item of the City's Office Furniture, it will provide written notice to the DWD Director describing the specific item or items no longer being used and the specific Licensed Premises on which the item or items are located. Within thirty (30) days of receipt of such notice, the DWD Director will provide written notice of the date the City will remove the item or items from the Licensed Premises. The Contractor will not remove any of the City's Office Furniture for use outside the Licensed Premises without the DWD Director's consent.**

**Contractor shall maintain the City's Office Furniture in good and proper condition with ordinary wear and tear excepted. Contractor will further comply with any and all directives of the DWD Director or the City regarding City's Office Furniture.**

## **11. Contractor's Personal Property.**

**11.1. Subject to the following sentence, Contractor may use Contractor's Personal Property in the Licensed Premises to provide the Services. Contractor will be responsible, at its sole cost and expense, for the normal and routine operation, preventative maintenance, reasonable care and repair, and replacement of all Contractor's Personal Property.**

**11.2. Contractor will submit to the DWD Director, no later than fourteen (14) days after the date of execution of this Agreement as written on the City's signature page, a detailed list of all Contractor's Personal Property located in the Licensed Premises, in such format as designated by the City. Thereafter, Contractor will from time to time update that list and submit a revised copy no less than seven (7) days before the Expiration Date or date of earlier termination. Contractor will tag, label, or otherwise mark all Contractor's Personal Property for identification purposes. Additionally, Contractor will establish and maintain a property management system for managing and accounting for all Contractor's Personal Property used in the Licensed Premises.**

**11.3. Contractor will remove, at its sole cost and expense, prior to the expiration or earlier termination of this Agreement, all Contractor's Personal Property and any other personal effects. If such removal causes damage to the Licensed Premises, Contractor agrees, at its sole cost and expense, at or prior to the expiration or termination of this Agreement, to repair such injury or damage in good and workmanlike fashion and to place the Licensed Premises in the same condition as existed as of the Commencement Date to the reasonable satisfaction of the City. If Contractor fails to remove any Contractor's Personal Property prior to the expiration or earlier termination of this Agreement, the City may, at its option, keep and retain any such Contractor's Personal Property or dispose of the same and retain any proceeds therefrom, and the City shall be entitled to recover from the Contractor any costs of the City in removing the same and in restoring the Licensed Premises to its condition as of the Commencement Date in excess of the actual proceeds, if any, received by the City from disposition thereof. Contractor's obligation to observe or perform this requirement shall survive the termination of this Agreement.**

## **12. Taxes on Contractor's Personal Property**

- 12.1. Contractor will pay, prior to delinquency, the taxes on all personal property and trade fixtures located in, on or about the Licensed Premises and all possessory interest taxes, if applicable.**
- 12.2. Contractor will pay all before delinquency any and all taxes, assessments, and other charges levied, assessed or imposed, and which become payable during the Term upon Contractor's operations, use, or conduct of business at the Licensed Premises, or upon Contractor's Personal Property installed or located on the Leased Premises. If any of these materials are exempt from Colorado state taxes pursuant to Colorado Revised Statutes, it is the Contractor's responsibility to obtain a Certification of Exemption from the State of Colorado Department of Revenue prior to the purchase of any materials to be claimed as exempt. A copy of such Certificate shall be furnished the City promptly.**

## **13. Care and Return of Licensed Premises**

- 13.1. At the expiration or earlier termination of this Agreement, Contractor will return the Licensed Premise to the City in the same condition as of the Commencement Date, ordinary wear and tear excepted.**

## **14. Parking**

- 14.1. Contractor will not be provided exclusive access to City owned surface parking lots located on or adjacent to the Licensed Premises. Contractor's employees may use any such parking lots on a first come first serve basis.**

## **15. Signs; Advertising, Displays**

**Contractor will not erect, construct, paint or place any signs, advertisements or displays pertaining to the Services upon any portion of the Licensed Premises or the City Buildings without prior written approval of the DWD Director. Prior to the placing of any such signs, painting, advertising matter or displays, Contractor shall submit to the DWD Director, for approval in writing, drawings, sketches, design dimensions and type and character of the proposed sign, advertising matter or display. All conditions, restrictions or limitations in respect to the use thereof specified by the City in the**



**written approval shall become conditions hereof as if specifically set forth in this Agreement. Upon the expiration or earlier termination of this Agreement, Contractor will remove in the manner specified by the City, any and all of its signs, advertising and displays on the Licensed Premises and will restore the Licensed Premises to the same condition as prior to the placement of any such signs, advertising or displays. In the event that there is a failure by Contractor to comply with this provision, the City may, at its option, perform or cause to be performed the necessary work at the expense of the Contractor.**

## **16. Compliance with Environmental Requirements**

- 16.1. Contractor in conducting any activity in the Licensed Premises shall comply with all applicable local, state and federal environmental rules, regulations, statutes, laws and orders (collectively "Environmental Requirements"), including but not limited to Environmental Requirements regarding the storage, use and disposal of Hazardous Materials or Special Wastes to the environment. For purposes of this Agreement the terms "Hazardous Materials" shall refer to those materials, including without limitation asbestos and asbestos-containing materials, polychlorinated biphenyls (PCBs), oil or any other petroleum products, natural gas, source material, pesticide, and any hazardous waste, toxic substance or related material, including any substance defined or treated as a "hazardous substance," "hazardous waste" or "toxic substance" (or comparable term) in the Comprehensive Environmental Response, Compensation and Liability Act (42 U.S.C. Sec. 9601 et seq. (1990), the Toxic Substances Control Act (15 U.S.C. Sec. 2601 et seq. (1990), and any rules and regulations promulgated pursuant to such statutes or any other applicable federal or state statute. Contractor shall comply with City Ordinance 196, as amended on March 18, 1991 (amendments to the City Uniform Public Code related to water conservation fixtures).**
  
- 16.2. Contractor shall acquire all necessary federal, state and local environmental permits and comply with all applicable federal and state environmental permit requirements.**

**16.3. If Hazardous Materials are used, stored, generated, or disposed of on or in the Licensed Premises, or if the Licensed Premises become contaminated in any manner due to the actions or inactions of the Contractor, Contractor shall indemnify and hold harmless the City from any and all claims, damages, fines, judgments, penalties, costs, liabilities, or losses (including, without limitation, a decrease in value of the premises, damages caused by loss or restriction of rentable or usable space, or any damages caused by adverse impact on marketing of the space, and any and all sums paid for settlement of claims, attorneys' fees, consultant, and expert fees) arising during or after the Term and arising as a result of those actions or inactions by Contractor. This indemnification includes, without limitation, any and all costs incurred because of any investigation of the site or any cleanup, removal, or restoration mandated by a federal, state, or local agency or political subdivision. Without limitation of the foregoing, if Contractor causes or permits the presence of any Hazardous Materials on the Licensed Premises and that results in contamination, Contractor shall promptly, at its sole expense, take any and all necessary actions to return the Licensed Premises to the condition existing prior to the presence of any such Hazardous Materials on the premises. Contractor shall first obtain City's approval for any such remedial action.**

#### **17. No Remaining in Licensed Space**

**17.1. Upon the expiration or earlier termination of the Agreement, Contractor shall vacate the Licensed Premises promptly.**

#### **18. Loss or Damage.**




**18.1. The City will not be responsible to the Contractor, its employees, officers, or agents, for injury or death or loss, theft, or damage to any property of the Contractor caused by or resulting from anyone or any peril that may affect the provision of the Services or Contractor's use of the Licensed Premises, including, without limitation, (i) fire, steam, electricity, gas, or water which may leak or flow from or into any part of the Licensed Premises; (ii) the breakage, leakage, obstruction or other defects of the pipes, sprinklers, wires, appliances, plumbing, air conditioning or lighting fixtures of the Licensed Premises; (iii) any act of God, public enemy, injunction, riot, strike, insurrection, war, court order, requisition or order of any governmental entity other than the City; (iv) or any act of negligence of any person whomsoever in or about the City Buildings or Licensed Premises other than the sole negligence of the City, whether any such damage or injury results from conditions arising upon the Licensed Premises or City Buildings.**

**18.2. The City shall not be liable to the Contractor for losses to Contractor's property or personal injury caused by criminal acts or entry by unauthorized persons into the Licensed Premises. Where criminal acts or entry to the Licensed Premises by unauthorized persons occurs resulting in theft or vandalism to Contractor's Inventory or any other personal effects, it shall be the sole responsibility and liability of Contractor to insure, repair or replace its damaged or stolen Contractor's Personal Property or other personal effects at its sole expense within fourteen (14) days. All vandalism will be reported to the City immediately upon discovery.**

**19. Destruction of Licensed Premises.**

**19.1. In the event of a partial destruction of the Licensed Premises during the Term from any cause, the City may, at its sole discretion, repair such damage, provided the repairs can be made within three (3) months under the laws and regulations of applicable governmental authorities. Any partial destruction shall neither annul nor void this Agreement. If the repairs cannot be made in the specified time, the City may, at its option, make repairs within a reasonable time and this Agreement shall continue in full force and effect. In the event that: (i) the City does not elect to make repairs; (ii) those repairs cannot be made within 3 months; (iii) those repairs cannot be made under the laws and regulations of the applicable governmental authorities; or (iv) the Licensed Premises are destroyed by more than 50% based on replacement cost, the City has the right to relocate the Services to a new location.**

## EXHIBIT H

	<b>CREDENTIALING</b>		
	Effective Date: <b>02/12/2020</b>	Chapter: <b>B. Staff Issues</b>	Policy #: <b>B1.03</b>
Companies Applicable To: <b>Eckerd Connects and all affiliated organizations</b>	Supersedes: <b>09/30/2016</b>	Programs Applicable To: <b>All</b>	Policy Owner: <b>Human Resources</b>
	Review Dates:		
Chief Executive Officer: <b>David Dennis</b> 		Chief Financial Officer: <b>Randall W. Luecke</b> 	

## OVERVIEW

Eckerd Connects and all affiliated Organizations will employ only those persons who meet required contractual and licensing standards and state regulations. To this end, the Organization will endeavor to meet or exceed the background check requirements set forth by federal, state, local and contracting agency standards as well as standards set forth by licensing and accreditation bodies.

## DEFINITIONS

**Applicant** – For the purposes of this policy only, Applicant refers to a person who has either applied for employment with the Organization or any Consultant, Independent Contractor, Intern or Volunteer applying to provide services.

**Hiring Manager** – Employee responsible for hiring Staff. Typically the Hiring Manager will be the new Staff's supervisor.

**Non-Employee Staff** – refers to consultants, independent contractors, interns, temporary agency staff and volunteers.

**Provisional Clearance** – Clearance for an applicant or transferring employee to start before all required clearances are obtained.

**Staff** – for the purposes of this policy only, Staff refers to employees and Non-Employee Staff.

**Transferring Staff** – refers to an Organizational Staff member who is voluntarily or involuntarily transferred to a new job title, program or location.

## NEW STAFF

A. The Organization will obtain background screenings on all applicants as discussed in this policy. This background screening may consist of any, or all the following:

- Fingerprint checks through state agency and/or FBI conducted pre-hire when required;
- National Criminal Database check conducted pre-hire;
- National Sex Offender Registry conducted pre-hire;
- Local Law Enforcement Check conducted pre-hire;
- Court Record Search conducted pre-hire;

*All company policies, procedures, work-product and related products are confidential and proprietary.*

## EXHIBIT H

- Motor Vehicle Record conducted pre-hire if applicable;
  - Personal and employment references conducted pre-hire when required;
  - Education Verification conducted pre-hire when required;
  - Verification of all licensure and certificates, when applicable, completed pre-hire;
  - Employment eligibility verification through E-Verify done within the first three days of hire for employees only;
  - Drug screen conducted before hire or providing services;
  - Medical screening including physical and Tuberculosis testing when required by contract or licensure; and
  - Any other state or contract required background clearances conducted pre-hire when required.
- B. These checks may be done using a consumer reporting agency of the Organization's choosing and at Organization's expense. This process will comply with the federal Fair Credit Reporting Act as outlined in the FCRA Compliance Policy (policy B1.07).
- C. All staff will complete and submit the required clearance forms prior to starting with the Organization and no later than the first day of work/service where permissible by contract/licensure.
- D. Negative or derogatory information returned on background checks, which do not automatically disqualify the staff member, will be reviewed by the credentialing personnel and submitted to Human Resources Department leadership to determine eligibility of employment or providing services. The Hiring Manager may also review the background checks when appropriate to determine suitability for the position. This review(s) will take place before an applicant is eligible to start with the Organization.
1. The review of any negative or derogatory information returned on any criminal check will take into consideration the following items. Other items may also be taken into consideration depending on the nature of the information contained in the criminal check including, but not limited to:
- Level of offense(s);
  - Number of offenses for which there was a conviction;
  - Disposition;
  - Time that has elapsed since offense;
  - If offense is related to the position applying;
  - If offense was related to youth;
  - Work history since offense; and
  - Rehabilitation efforts.
- E. New staff will not be hired or start providing services until final approval is given by the Human Resources Department. Final approval will only be given after a review of the screening has been completed and it is determined that the applicant is eligible to provide services for the Organization and meets all requirements set forth by licensure, contract and state regulations.
- F. If any of the checks conducted are not required and not completed before hire or starting services (in accordance with contractual regulations), the Human Resources Department will review the results of these checks as they come in. If any results indicate the staff member is not eligible to work or provide services for Organization, the staff member will be separated immediately from the Organization.

## EXISTING STAFF

- A. The Organization will conduct certain checks on an on-going basis for existing staff. This includes, but is not limited to, the following:

*All company policies, procedures, work-product and related products are confidential and proprietary.*

## EXHIBIT H

1. Motor Vehicle Record checks on an annual basis, and twice a year for all staff in positions requiring driving on a regular basis.
2. Monthly driver's license check on all staff at Florida DJJ programs.
3. Background clearances as required by contract, licensure and state regulations. This will include, at minimum, a National Criminal Database check, National Sex Offender Registry and Court Record Search every five years.

Any adverse results that are returned on these checks not present on previous checks which do not automatically disqualify the staff member from employment/service will be reviewed by credentialing personnel and submitted for final approval to Human Resources Leadership to determine suitability for on-going employment or services with the Organization.

- B. Staff have a responsibility to provide updated copies of the following items anytime they are renewed; however, the Human Resources Department will also monitor the following items to ensure up-to-date documentation has been received. When the item has expired, or is within one (1) month of expiring, the Organization will request an updated copy which will be placed in the personnel file.

- Drivers License;
- Auto Insurance; and
- Licensure and/or Certifications.

- C. Staff Responsibility to Report Arrests, Citations, Convictions

Staff that are arrested, cited, convicted and/or incarcerated are required to advise their supervisor of any alleged criminal/civil offense within one (1) business day of the arrest, citation, conviction or incarceration. Staff are also required to notify their supervisor within one (1) business day anytime they become aware they are the subject of a state agency investigation (DCF, DHS, DJJ, etc.). Upon notification or awareness of the criminal offense or agency investigation, the supervisor will notify the Human Resources Department and review facts/information in respect to continued service.

1. Failure to advise of the arrest, citation, conviction or incarceration will result in discipline, up to and including termination from employment for employees and separation from the Organization for non-employee staff.
2. Where the nature of the alleged offense is, at the discretion of the Organization, either serious or contrary to the basic mission and intent of the organization:
  - a) An employee may be immediately placed on administrative leave without pay, while the Human Resources Department reviews the offense and determines the appropriate action.
  - b) Non-employee staff's services will be suspended while Human Resources review the offense and determine the appropriate action.

## TRANSFERRING STAFF

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The Human Resources Department will screen Transferring Staff to ensure compliance with background requirements of the new position.

## EXHIBIT H

- A. It is the responsibility of the facility that is receiving the transferred staff (which includes employees “lent” from one facility to another) to contact Human Resources to ensure that needed paperwork and checks are processed prior to the date of transfer.
- B. Transferring staff must complete the credentialing process indicated for the receiving facility or position before beginning to work in that state.
- C. Staff may not begin at the new facility or in the new position until final approval is given by the Human Resources Department.

## PROVISIONAL CLEARANCES

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At times, and as business needs necessitate, Provisional Clearances may be requested by Hiring Managers for new hires and transferring employees. Requests and approvals for Provisional Clearances are not common and should be done only when extenuating circumstances are present.

- A. The Hiring Manager’s supervisor and the Human Resources Department will review any requests for Provisional Clearances and determine if they are allowed by licensure and contractual requirements.
- B. If the Human Resources Department approves a Provisional Clearance, the new or transferring employee must not have any client contact until such time as a full clearance is received from the Human Resources Department.
  - 1. The Hiring Manager is responsible for having the new employee sign the provisional clearance letter provided by Credentialing personnel and returning signed letter to the Human Resources Department on the employee’s first day.
  - 2. It is the Hiring Manager’s responsibility to monitor the employee to ensure there is no client contact until the full clearance is received from the Human Resources Department.

## ANNUAL REVIEW

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The Human Resources Department is responsible for reviewing personnel files on all staff on an annual basis for completeness and up-to-date documentation. Independent contractors will be re-credentialed before their contracts are renewed annually.

## ATTACHMENTS/FORMS

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None.

## REFERENCES

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Volunteers and Interns (policy A1.06)  
FCRA Compliance (policy B1.07)

## ACCOUNTABILITY

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The Human Resources Department has responsibility for disseminating relevant information related to this policy and for ensuring compliance. The Human Resources Department is also responsible for review and revision of this Policy. Review and revision of any associated procedures will be conducted by the Human Resources Department in conjunction with the Operations staff at the relevant facility.



# Purchase Order

**CASTRO STAFF  
FURNITURE**

**DO NOT INVOICE TO THIS ADDRESS  
City and County of Denver**

Purchasing Division  
201 West Colfax Avenue Dept.304  
Denver, CO 80202  
United States  
Phone: 720/913-8100 Fax: 720/913-8101



**Purchase Order**  
MOET-0000002424  
**Payment Terms**  
Net30  
**Buyer**  
Schafer, Janell - Purchasing

**Date**  
05/05/2016  
**Revision**  
**Freight Terms**  
DESTINATION  
**Phone**  
720/913-8109

**Page:**  
1 of 5  
**Ship Via**  
Common  
**Origin**  
REG

**Vendor:** 0000089490

PEAR LLC  
1515 ARAPAHOE ST TOWER 1 STE 100  
DENVER CO 80202  
United States

**Ship To:**  
FMU Administration  
201 West Colfax Avenue  
Dept 1011  
Denver CO 80202  
United States

**Bill To:**  
Accounts Payable  
201 West Colfax Ave Dept 908  
invoices@denvergov.org  
720/913-8811  
Denver CO 80202  
United States

<u>Tax Exempt? Y</u>	<u>Tax Exempt ID: 98-02890-000</u>	<u>Line-Sch</u>	<u>Vendor Part#/Description</u>	<u>Mfg ID</u>	<u>Quantity</u>	<u>UOM</u>	<u>PO Price</u>	<u>Extended Amt</u>	<u>Due Date</u>
		1 - 1	PURCHASE STAFF AREA CASTRO FURNITURE		1.00	LOT	\$99,357.32	\$99,357.32	05/05/2016
			<u>Req ID: 0000052363</u>						
		2 - 1	INSTALLATION STAFF AREA CASTRO FURNITURE		1.00	JOB	\$19,982.86	\$19,982.86	05/05/2016
			<u>Req ID: 0000052363</u>						
		3 - 1	STAFF AREA-DESIGN AND PROJECT MANAGEMENT		15.00	HR	\$65.00	\$975.00	05/05/2016
			<u>Req ID: 0000052363</u>						

Payment of Prevailing Wages is a MANDATORY requirement of this Purchase Order. For information on Prevailing Wage requirements please contact the Auditor's Office at (720) 913-5000 or auditor@denvergov.org.

AGENCY CONTACT: Kasha Prywitowski | (720) 865-7502  
AGENCY CONTACT: Jason Mathis 720-913-5518  
VENDOR CONTACT: Kelly Martinez | (303) 824-2037 | kmartinez@pearwork.com

This purchase shall be for Office Furniture. See PROPOSAL #100056 DATED 5/2/2016 for item description and pricing information only. This purchase requires Inside delivery. Any and all deliveries and Installation schedule shall be confirmed 48 Hours with the Agency Contact prior to work performed. Labor to be performed during normal business hours. All Freight Pricing is included and No Additional Freight Charges shall be accepted.

Upon completion of services or delivery of goods all Invoices shall be sent to the Accounts Payable. Invoices must reference the Purchase Order

For additional questions regarding this purchase order and the terms herein contact: Janell Schafer | 720-913-8109 | janell.schafer@denvergov.org

Purchase pursuant to DRMC 20-64.5. The terms and conditions herein supersede and replace all terms and conditions of HAWORTH/CITY CONTRACT #60253 AA

**Total PO Amount** \$120,315.18



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Fax: 303-824-2001

06/28/16  
INVOICE  
107353

**SOLD TO:**

CITY & COUNTY OF DENVER  
201 WEST COLFAX DEPT.908  
ATTN: ACCTS PAYABLE  
DENVER, CO 80202

**INSTALLED AT:**

CITY & COUNTY OF DENVER  
1200 FEDERAL BLVD  
1ST FLR  
DENVER, CO 80202

CLIENT: 22670  
PROPOSAL: 100056  
PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002424  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
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THE FOLLOWING PROPOSAL IS FOR:

THE CITY & COUNTY OF  
DENVER

OED @ CASTRO BLDG - 1ST  
FLOOR  
STAFF WORKSTATIONS

PRICED WITH HAWORTH/CITY  
CONTRACT #68125 AA

1	30	VZFF-5048-N 3HNNR	COMPOSE, FRM,50HX48W,BS 3CIR,BS CVHL/NO BSTRM,NO BLT PWR,STD	90.44	2,713.20
2	18	SPLG-2312	Tag(s): 4858C3 (50/08) COMPOSE,GLASS STACK 8IN.H X 72IN.W	256.63	4,619.34
3	30	VZTI-4048-F NN	Tag(s): 4858C3 (50/08) COMPOSE,SINGLE TILE,40IN.HX48IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	48.59	1,457.70
4	30	VZTI-4848-F NC	Tag(s): 4858C3 (50/08) COMPOSE,SINGLE TILE,48IN.HX48IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	51.39	1,541.70
5	2	VZFF-5036-N 3NHNR	Tag(s): 4858C3 (50/08) COMPOSE, FRM,50HX36W,BS 3CIR,NOBS/BS CVHL,NO BLT PWR,STD	82.96	165.92

CONTINUED...



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TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
6	1	SPLH-7700	Tag(s): 3658F3 (50/08) CMP,VT,GLS,STK,8X96,W/CLR TMPRD GLS	244.59	244.59
7	2	VZTI-4036-F NN	Tag(s): 3658F3 (50/08) COMPOSE,SINGLE TILE,40IN.HX36IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	42.37	84.74
8	2	VZTI-4836-F NC	Tag(s): 3658F3 (50/08) COMPOSE,SINGLE TILE,48IN.HX36IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	44.76	89.52
9	4	VZFF-5036-N 3HNNR	Tag(s): 3658F3 (50/08) COMPOSE, FRM,50HX36W,BS 3CIR,BS CVHL/NO BSTRM,NO BLT PWR,STD	82.96	331.84
10	2	SPLH-7700	Tag(s): 3658C3 (50/08) CMP,VT,GLS,STK,8X96,W/CLR TMPRD GLS	244.59	489.18
11	4	VZTI-4036-F NN	Tag(s): 3658C3 (50/08) COMPOSE,SINGLE TILE,40IN.HX36IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	42.37	169.48
12	4	VZTI-4836-F NC	Tag(s): 3658C3 (50/08) COMPOSE,SINGLE TILE,48IN.HX36IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	44.76	179.04
			Tag(s): 3658C3 (50/08)		



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SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
13	24	VZFF-5036-N 3HNR	COMPOSE, FRM,50HX36W,BS 3CIR,BS CVHL/CVHL,NO BLT PWR,STD	86.02	2,064.48
14	6	SPLH-7700	Tag(s): 3658A3 (50/08) CMP,VT,GLS,STK,8X96,W/CLR TMPRD GLS	244.59	1,467.54
15	48	VZTI-4036-F NN	Tag(s): 3658A3 (50/08) COMPOSE,SINGLE TILE,40IN.HX36IN.W.FABRIC/TACK ABLE,STD CORE,NO TECH	42.37	2,033.76
16	6	VZFF-5036-N 3HNR	Tag(s): 3658A3 (50/08) COMPOSE, FRM,50HX36W,BS 3CIR,BS CVHL/CVHL,NO BLT PWR,STD	86.02	516.12
17	12	VZTI-4036-F NN	Tag(s): 3650B3 COMPOSE,SINGLE TILE,40IN.HX36IN.W.FABRIC/TACK ABLE,STD CORE,NO TECH	42.37	508.44
18	1	VZFF-5024-N 3HNR	Tag(s): 3650B3 COMPOSE, FRM,50HX24W,BS 3CIR,NOBS/BS CVHL,NO BLT PWR,STD	75.49	75.49
19	1	VZTI-4024-F NN	Tag(s): 2458F3 (50/08) SINGLE TILE,40IN.HX24IN.W,FOR USE W/COMPOSE,FABRIC/TACKABLE,STD CORE,NO TECH	36.16	36.16
20	1	VZTI-4824-F NN	Tag(s): 2458F3 (50/08) COMPOSE,SINGLE TILE,48IN.HX24IN.W.FABRIC/TACK	38.11	38.11

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CUSTOMER P/O: MOOET-0000002424  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
			ABLE,STD CORE,NO TECH		
21	32	VZFF-5024-N 3HNNR	Tag(s): 2458F3 (50/08) COMPOSE, FRM,50HX24W,BS 3CIR,BS CVHL/NO BSTRM,NO BLT PWR,STD	75.49	2,415.68
22	12	SPLG-2312	Tag(s): 2458C3 (50/08) COMPOSE,GLASS STACK 8IN.H X 72IN.W	256.63	3,079.56
23	32	VZTI-4024-F NN	Tag(s): 2458C3 (50/08) SINGLE TILE,40IN.HX24IN.W,FOR USE W/COMPOSE,FABRIC/TACKABLE,STD CORE,NO TECH	36.16	1,157.12
24	32	VZTI-4824-F NN	Tag(s): 2458C3 (50/08) COMPOSE,SINGLE TILE,48IN.HX24IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	38.11	1,219.52
25	12	VZFF-5024-N 3HHNR	Tag(s): 2458C3 (50/08) COMPOSE, FRM,50HX24W,BS 3CIR,BS CVHL/CVHL,NO BLT PWR,STD	78.32	939.84
26	6	SPLH-7700	Tag(s): 2458A3 (50/08) CMP,VT,GLS,STK,8X96,W/CLR TMPRD GLS	244.59	1,467.54
27	24	VZTI-4024-F NN	Tag(s): 2458A3 (50/08) SINGLE TILE,40IN.HX24IN.W,FOR USE W/COMPOSE,FABRIC/TACKABLE,STD CORE,NO TECH	36.16	867.84

CONTINUED...



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CUSTOMER P/O: MOOET-0000002424  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
28	9	VZFF-5024-N 3HHR	Tag(s): 2458A3 (50/08) COMPOSE, FRM,50HX24W,BS 3CIR,BS CVHL/CVHL,NO BLT PWR,STD	78.32	704.88
29	18	VZTI-4024-F NN	Tag(s): 2450B3 SINGLE TILE,40IN.HX24IN.W,FOR USE W/COMPOSE,FABRIC/TACKABLE,STD CORE,NO TECH	36.16	650.88
30	6	VZCC-0024-A	Tag(s): 2450B3 COMPOSE, TOP TRIM 24IN.W	15.62	93.72
31	30	VZCC-0072-A	COMPOSE, TOP TRIM 72IN.W	35.91	1,077.30
32	18	VZCC-0096-A	COMPOSE, TOP TRIM 96IN.W	44.52	801.36
33	7	VZCE-5000-A	COMPOSE,PANEL TRIM,END-OF-RUN 50IN.H, ALUM	43.17	302.19
34	30	VZCE-5800-A	COMPOSE,PANEL TRIM,END-OF-RUN 58IN.H, ALUM	48.65	1,459.50
35	1	VZCL-5000-A	COMPOSE,CONNECTOR TRIM,CORNER,2-WAY 50IN.H, ALUM	94.76	94.76
36	2	VZCL-5800-A	COMPOSE,CONNECTOR TRIM,CORNER,2-WAY 58IN.H, ALUM	101.85	203.70
37	15	VZCS-0000	COMPOSE,CORNER BLOCK ASSEMBLY,90DEG	8.15	122.25
38	5	VZCT-5000-A	COMPOSE,CONNECTOR TRIM,CORNER,3-WAY 50IN.H, ALUM	92.13	460.65

CONTINUED...



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TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
39	2	VZCT-5800-A	COMPOSE,CONNECTOR TRIM,CORNER,3-WAY 58IN.H, ALUM	99.21	198.42
40	11	VZCX-5800-A	COMPOSE,CONNECTOR TRIM,CORNER,4-WAY 58IN.H, ALUM	53.76	591.36
41	6	VZVE-0800-A	COMPOSE,PANEL TRIM,VARIABLE,END-OF-RUN 8IN.H, ALUM	20.46	122.76
42	66	VZAL-5000	PANEL, VERTICAL LIGHT BLOCK, 50IN, COMPOSE	0.90	59.40
43	7	VZEB-0000-3	COMPOSE,BASE FEED MODULE,HARDWIRE CONN	60.40	422.80
44	2	VZEF-0R0P	COMPOSE,FLEX CONNECTOR,PANEL-TO-PANEL	20.83	41.66
45	15	VZER-0003-M	COMPOSE,RECEPTACLE,TRIPLEX, 15-AMP, 3 CIRCUIT, 332, CM	41.21	618.15
46	261	VZAD-0000-R	ELEC COMP, DATA BLANK COVER, HARD SURF TILES ALL MANUF DATES, FABRIC TILES MANUF AFTER 3/17/2009	0.68	177.48
47	168	VZAR-0000	PANEL, RECEPTACLE BLANK COVER, COMPOSE	1.13	189.84
48	30	KZAF-1636	COMPOSE,TACKBOARD,16IN.H X 36IN.W	43.62	1,308.60
49	30	KZPY-1636	COMPOSE,SLAT TILE,EXT MT,16IN.H X 36IN.W	56.16	1,684.80

CONTINUED...



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PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002424  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
50	60	DTLT-2	LETTER TRAY	11.56	693.60
51	30	DTPR-3	MOXIE JUMP STUFF PAPER SORTER	32.46	973.80
52	30	DTWC-2	TOOL CUP	9.90	297.00
53	13	J2HB-4824-S SJR	X SERIES PST,HNGDDR,48.5HX24WX24D,B/B/F ,VALET,RH,PTDDWR,PTD/STLDR,J PULL STL,REG TOP,GLIDE	694.79	9,032.27
54	17	J2HE-4824-S SJR	X SERIES PST,HNGDDR,48.5HX24WX24D,B/B/F ,VALET,LH,PTDDWR,PTD/STLDR,J PULL STL,REG TOP,GLIDE	694.79	11,811.43
55	3	TARA-3696-L JSNYC4	PLANES, TABLE, RT, LAM, 36"X96", EB 3, STD, CO: NONE, YLEG, CSTR, 29"H	663.45	1,990.35
56	2	TARN-4848-L TSNDN4A	PLANES, TABLE, RD, LAM, 48"X48", TM 3, CO: NONE, DISC, N, 29"H, PTD	416.44	832.88
57	30	WURA-2472-L JSA	WORKSURFACE, RECT, 24DX72W, LAM, EDGE BAND, STD CORE, NOTCHED	95.50	2,865.00
58	17	WURE-3048-L JSAN45	WORKSURFACE, COMPOSE WEDGE, 30X48, LAM, EDGE BAND EDGE, STD CORE, NOTCH CABLE MGT, 24, 30	84.73	1,440.41
59	13	WURE-3048-L JSAN54	WORKSURFACE, COMPOSE WEDGE, 30X48, LAM, EDGE BAND EDGE, STD CORE, NOTCH CABLE MGT, 30, 24	84.73	1,101.49





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**SOLD TO:**

CITY & COUNTY OF DENVER  
201 WEST COLFAX DEPT.908  
ATTN: ACCTS PAYABLE  
DENVER, CO 80202

**INSTALLED AT:**

CITY & COUNTY OF DENVER  
1200 FEDERAL BLVD  
1ST FLR  
DENVER, CO 80202

CLIENT: 22670  
PROPOSAL: 100056  
PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002424  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
60	60	ZZBD-1600-P P	COMPOSE, CNTLVR BRKT,16IN.D,BH	18.04	1,082.40
61	30	ZZFJ-3000-P NEF	COMPOSE WORKSURFACE SUPPORT P LEG,ALUMINUM 30IN.D	93.02	2,790.60
62	30	SCH-44-0S	VERY WIRE STACKER, PLSTC SEAT, PLSTC BK, ARMLESS, NON GANGING,	89.07	2,672.10
63	12	SCM-44-3H	VERY SEMINAR,PLSTC SEAT,PLSTC BK,ARM,PLSTC GLD,	230.63	2,767.56
64	10	SCM-44-3H	VERY SEMINAR,PLSTC SEAT,PLSTC BK,ARM,PLSTC GLD,	230.63	2,306.30
65	30	SCT-20-7141	VERY TASK CHAIR,FAB SEAT,MESH BK,4D ARMS,ALUM BSE HD CTRS,BK LK,FW LK,FWD TLT, W/LUM,	511.18	15,335.40
66	30	LSET-3	HW,LOCK SET, KEYED ALIKE,LOCK PLUG AND KEY, QTY OF 3	0.00	0.00
67	1	HWMK-1	MASTER KEY, HW SERIES	2.41	2.41
68	1	CK-3	CONTROL KEY, HW SERIES	2.41	2.41
69	15	PEAR HOURS	DESIGN & PROJECT MANAGEMENT SERVICES - DISCOUNTED CITY RATE	65.00	975.00
70	1	INSTALL	LABOR TO INSTALL (30) WORKSTATIONS & (5) MEETING TABLES DELIVERY & INSTALLATION DURING AFTER NORMAL BUSINESS HOURS WITH PREVAILING WAGES	19,982.86	19,982.86

CONTINUED...



REMIT TO:  
 1515 ARAPAHOE ST.  
 TOWER 1, SUITE 100  
 DENVER, CO 80202

Phone: 303-824-2000  
 Fax: 303-824-2001

06/28/16  
 INVOICE  
 107353

<b>SOLD TO:</b>	<b>INSTALLED AT:</b>
CITY & COUNTY OF DENVER 201 WEST COLFAX DEPT.908 ATTN: ACCTS PAYABLE DENVER, CO 80202	CITY & COUNTY OF DENVER 1200 FEDERAL BLVD 1ST FLR DENVER, CO 80202

CLIENT: 22670  
 PROPOSAL: 100056  
 PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002424  
 SALESPERSON: SUSAN BROWN  
 TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
			LABOR DONE 6/24 & 6/25		
71	1	INSTALL	LABOR TO REMOVE & DISPOSE OF (40) EXISTING WORKSTATIONS  DURING AFTER NORMAL BUSINESS HOURS	0.00	0.00

PRODUCT SUBTOTAL	99,357.32
PROJ MGT/DESIGN FEES	975.00
INSTALLATION	19,982.86

FINAL TOTAL 120,315.18

PAY THIS AMOUNT 120,315.18

**Purchase Order** *CASTRO Lobby Furniture*

**DO NOT INVOICE TO THIS ADDRESS**

**City and County of Denver**  
 Purchasing Division  
 201 West Colfax Avenue Dept.304  
 Denver, CO 80202  
 United States  
 Phone: 720/913-8100 Fax: 720/913-8101



<b>Purchase Order</b> MOOET-00000 2426	<b>Date</b> 05/06/2016	<b>Revision</b>	<b>Page:</b> 1 of 5
<b>Payment Terms</b> Net30	<b>Freight Terms</b> DESTINATION	<b>Ship Via</b> Common	
<b>Buyer</b> Schafer, Janell - Purchasin	<b>Phone</b> 720/913-8109	<b>Origin</b> REG	

**Vendor:** 0000089490

PEAR LLC  
 1515 ARAPAHOE ST TOWER 1 STE 100  
 DENVER CO 80202  
 United States

**Ship To:**  
 FMU Administration  
 201 West Colfax Avenue  
 Dept 1011  
 Denver CO 80202  
 United States

**Bill To:**  
 Accounts Payable  
 201 West Colfax Ave Dept 908  
 invoices@denvergov.org  
 720/913-8811  
 Denver CO 80202  
 United States

Line-Sch	Vendor Part#/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	INSTALLATION CASTRO LOBBY SEATING  Req ID: 0000052365		1.00	JOB	\$620.00	\$620.00	05/05/2016
2 - 1	DESIGN AND PROJECT MANAGEMENT - CASTRO LOBBY SEATING  Re ID: 0000052365		1.00	HR	\$65.00	\$65.00	05/05/2016
3 - 1	PURCHASE - CASTRO LOBBY SEATING  Req ID: 0000052365		1.00	LOT	\$5,143.18	\$5,143.18	05/05/2016
4 - 1	FREIGHT - CASTRO LOBBY SEATING  Req ID: 0000052365		1.00	LOT	\$728.93	\$728.93	05/05/2016

Payment of Prevailing Wages is a MANDATORY requirement of this Purchase Order. For information on Prevailing Wage requirements please contact the Auditor's Office at (720) 913-5000 or auditor@denvergov.org.

AGENCY CONTACT: Kasha Prywitowski | (720) 865-7502  
 AGENCY CONTACT: Jason Malhis 720-913-5518  
 VENDOR CONTACT: Kelly Martinez | (303) 824-2037 | kmartinez@pearwork.com

*CASTRO Lobby Furniture*



REMIT TO:  
 1515 ARAPAHOE ST.  
 TOWER 1, SUITE 100  
 DENVER, CO 80202

Phone: 303-824-2000  
 Fax: 303-824-2001

07/18/16  
 INVOICE  
 107489

<b>SOLD TO:</b>	<b>INSTALLED AT:</b>
CITY & COUNTY OF DENVER 201 WEST COLFAX DEPT.908 ATTN: ACCTS PAYABLE DENVER, CO 80202	CITY & COUNTY OF DENVER CASTRO BLDG 1200 FEDERAL BLVD - 1ST FLR DENVER, CO

CLIENT: 22670  
 PROPOSAL: 100090  
 PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002426  
 SALESPERSON: SUSAN BROWN  
 TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
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THE FOLLOWING PROPOSAL IS FOR:

THE CITY & COUNTY OF DENVER

OED @ CASTRO LOBBY SEATING

PRICED WITH HAWORTH/CITY CONTRACT #68125 AA

1	2	SB34A	THREE POSITION, FOUR ARM  POLY: TWO RED SEATS (R), ONE GREY SEAT (G) - ALTERNATED BASE: TEXTURED BLACK (B)	1,189.76	2,379.52
2	2	SB45A	FOUR POSITION, FIVE ARM  POLY: TWO RED SEATS (R), TWO GREY SEATS (G) - ALTERNATED BASE: TEXTURED BLACK (B)	1,381.83	2,763.66
3	1	FREIGHT	FREIGHT FOR LELAND SEATING	728.93	728.93
4	1	PEAR HOURS	DESIGN & PROJECT MANAGEMENT SERVICES - DISCOUNTED CITY RATE	65.00	65.00

CONTINUED...



REMIT TO:  
 1515 ARAPAHOE ST.  
 TOWER 1, SUITE 100  
 DENVER, CO 80202

Phone: 303-824-2000  
 Fax: 303-824-2001

07/18/16  
 INVOICE  
**107489**

<b>SOLD TO:</b>	<b>INSTALLED AT:</b>
CITY & COUNTY OF DENVER 201 WEST COLFAX DEPT.908 ATTN: ACCTS PAYABLE DENVER, CO 80202	CITY & COUNTY OF DENVER CASTRO BLDG 1200 FEDERAL BLVD - 1ST FLR DENVER, CO

CLIENT: 22670  
 PROPOSAL: 100090  
 PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002426  
 SALESPERSON: SUSAN BROWN  
 TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
5	1	INSTALL	LABOR TO INSTALL LOBBY SEATING  AFTER NORMAL BUSINESS HOURS WITH PREVAILING WAGES  LABOR 6/25	620.00	620.00

\*\*\*REPLACES INVOICE 107333\*\*\*

PRODUCT SUBTOTAL	5,143.18
PROJ MGT/DESIGN FEES	65.00
INSTALLATION	620.00
FREIGHT	728.93

FINAL TOTAL 6,557.11

PAY THIS AMOUNT 6,557.11

# Purchase Order

*CASTRO  
Resource Room  
Training Furniture*

**DO NOT INVOICE TO THIS ADDRESS**

**City and County of Denver**

Purchasing Division  
201 West Colfax Avenue Dept.304  
Denver, CO 80202  
United States  
Phone: 720/913-8100 Fax: 720/913-8101



<b>Purchase Order</b> MOOET-0000002423	<b>Date</b> 05/05/2016	<b>Revision</b>	<b>Page:</b> 1 of 5
<b>Payment Terms</b> Net30	<b>Freight Terms</b> DESTINATION	<b>Ship Via</b> Common	
<b>Buyer</b> Schafer, Janell - Purchasing	<b>Phone</b> 720/913-8109	<b>Origin</b> REG	

**Vendor:** 0000089490

PEAR LLC  
1515 ARAPAHOE ST TOWER 1 STE 100  
DENVER CO 80202  
United States

**Ship To:**  
FMU Administration  
201 West Colfax Avenue  
Dept 1011  
Denver CO 80202  
United States

**Bill To:**  
Accounts Payable  
201 West Colfax Ave Dept 908  
invoices@denvergov.org  
720/913-8811  
Denver CO 80202  
United States

Line-Sch	Vendor Part#/Description	Tax Exempt? Y	Tax Exempt ID: 98-02890-000	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	PURCHASE TRAINING AND RESOURCE AREAS CASTRO & FURNITURE				1.00	LOT	\$67,699.76	\$67,699.76	05/05/2016
	SEE PROPOSAL # 100016 FOR ITEM DESCRIPTIONS, PRICING, AND ADDITIONAL DETAILS.								
	Req ID: 0000052364								
2 - 1	INSTALLATION TRAINING AND RESOURCE AREAS CASTRO & FURNITURE				1.00	JOB	\$13,550.00	\$13,550.00	05/05/2016
	Req ID: 0000052364								
3 - 1	TRAINING AND RESOURCE AREAS - DESIGN AND PROJECT MANAGEMENT				10.00	HR	\$65.00	\$650.00	05/05/2016
	Req ID: 0000052364								

Payment of Prevailing Wages is a MANDATORY requirement of this Purchase Order. For information on Prevailing Wage requirements please contact the Auditor's Office at (720) 913-5000 or auditor@denvergov.org.

AGENCY CONTACT: Kasha Prywitowski | (720) 865-7502  
AGENCY CONTACT: Jason Mathis 720-913-5518  
VENDOR CONTACT: Kelly Martinez | (303) 824-2037 | kmartinez@pearwork.com



REMIT TO:  
1515 ARAPAHOE ST.  
TOWER 1, SUITE 100  
DENVER, CO 80202

Phone: 303-824-2000  
Fax: 303-824-2001

06/27/16  
INVOICE  
**107310**

**SOLD TO:**

CITY & COUNTY OF DENVER  
201 WEST COLFAX DEPT.908  
ATTN: ACCTS PAYABLE  
DENVER, CO 80202

**INSTALLED AT:**

CCOD - CASTRO BLDG  
1200 FEDERAL BLVD  
1ST FLR  
DENVER, CO 80204

CLIENT: 22670  
PROPOSAL: 100016  
PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002423  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
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THE FOLLOWING PROPOSAL IS FOR:

THE CITY & COUNTY OF  
DENVER

OED @ CASTRO BLDG  
1ST FLOOR - PHASE 1

PRICED WITH HAWORTH/CITY  
CONTRACT #68125 AA

1	4	EKAW-1548-P H3TS	- ROOM 1032 - RESIDE,UTILITY TRAY,DOUBLE, 3 CIR,48IN.W	117.83	471.32
2	1	EKEW-1500-P	Tag(s): 1032 RESIDE,END COVER,UTILITY TRAY,DOUBLE	22.70	22.70
3	1	EUEB-0072-3	Tag(s): 1032 BELONG,BASE FEED 72IN.L.	90.56	90.56
4	3	EUEJ-0024-3	Tag(s): 1032 BELONG,JUMPER,CONDUIT 24IN.L, 3 CIR	49.15	147.45
5	3	EUER-0015-3 MN3	Tag(s): 1032 BELONG,RECEPTACLE,15 AMP, 332, CM	52.35	157.05
6	4	SUPC-1448-F U	Tag(s): 1032 BELONG SCREENS, ADAPT, PARTIAL, CENTER	122.12	488.48

CONTINUED...



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06/27/16  
INVOICE  
107310

**SOLD TO:**

CITY & COUNTY OF DENVER  
201 WEST COLFAX DEPT.908  
ATTN: ACCTS PAYABLE  
DENVER, CO 80202

**INSTALLED AT:**

CCOD - CASTRO BLDG  
1200 FEDERAL BLVD  
1ST FLR  
DENVER, CO 80204

CLIENT: 22670  
PROPOSAL: 100016  
PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002423  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
7	6	SUTM-1224-D U	Tag(s): 1032 BELONG SCREENS, ADAPTABLE, TERRITORY, MULTI-MATERIAL	139.72	838.32
8	8	WKRA-2448-L JSC	Tag(s): 1032 RESIDE,WORKSURFACE,RECTANGULAR 24IN.D X 48IN.W	219.73	1,757.84
9	5	ZKBS-1500-P N	Tag(s): 1032 RESIDE,CONNECTOR,SHARED BLOCK	38.63	193.15
10	6	ZKBP-0000-P N	Tag(s): 1032 RESIDE,TIE PLATE,CENTER BLOCK	2.90	17.40
11	5	ZKH2-5100-P NFD	Tag(s): 1032 RESIDE,LEG.ADJUSTABLE HOOP 51IN.D	186.89	934.45
12	8	SCH-44-0S	Tag(s): 1032 VERY WIRE STACKER, PLSTC SEAT, PLSTC BK, ARMLESS, NON GANGING,	89.07	712.56
13	1	WKRA-3054-L JSC	Tag(s): 1032 - ROOM 1033/1034 - RESIDE,WORKSURFACE,RECTANGULAR 30IN.D X 54IN.W	245.80	245.80
14	2	ZKH2-3000-P NFD	Tag(s): 1033/1034 RESIDE,LEG.ADJUSTABLE HOOP 30IN.D	162.74	325.48
15	1	EKAW-0554-P H3TS	Tag(s): 1033/1034 RESIDE,UTILITY TRAY,SINGLE, 3 CIR,54IN.W	100.45	100.45

CONTINUED...





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06/27/16  
INVOICE  
107310

**SOLD TO:**

CITY & COUNTY OF DENVER  
201 WEST COLFAX DEPT.908  
ATTN: ACCTS PAYABLE  
DENVER, CO 80202

**INSTALLED AT:**

CCOD - CASTRO BLDG  
1200 FEDERAL BLVD  
1ST FLR  
DENVER, CO 80204

CLIENT: 22670  
PROPOSAL: 100016  
PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002423  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
16	1	EKEW-0500-P	Tag(s): 1033/1034 RESIDE,END COVER,UTILITY TRAY,SINGLE	19.32	19.32
17	1	EUEB-0072-3	Tag(s): 1033/1034 BELONG,BASE FEED 72IN.L,	90.56	90.56
18	1	EUER-0015-3 MN3	Tag(s): 1033/1034 BELONG,RECEPTACLE,15 AMP, 332, CM	52.35	52.35
19	1	JPTH-24-SJ	Tag(s): 1033/1034 X SERIES,PEDESTAL,MOBILE,B/B/F,2 4"D,PTDDRWFRT, STL LKRL,J PULL,CST PULL,CSTR,STL TOP	252.94	252.94
20	15	SCM-44-3K	Tag(s): 1033/1034 VERY SEMINAR,PLSTC SEAT,PLSTC BK,ARM,FLT GLD,	230.63	3,459.45
21	16	SCM-44-3K	Tag(s): 1033/1034 VERY SEMINAR,PLSTC SEAT,PLSTC BK,ARM,FLT GLD,	230.63	3,690.08
22	6	TZRN-4848-L TSCZ	Tag(s): 1033/1034 TABLE,ROUND,48IN. RADIUS	214.57	1,287.42
23	1	EKAW-0554-P H3TS	Tag(s): 1033/1034 - ROOM 1035/1036 - RESIDE,UTILITY TRAY,SINGLE, 3 CIR,54IN.W  Tag(s): 1035/1036	100.45	100.45



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107310

**SOLD TO:**

CITY & COUNTY OF DENVER  
201 WEST COLFAX DEPT.908  
ATTN: ACCTS PAYABLE  
DENVER, CO 80202

**INSTALLED AT:**

CCOD - CASTRO BLDG  
1200 FEDERAL BLVD  
1ST FLR  
DENVER, CO 80204

CLIENT: 22670  
PROPOSAL: 100016  
PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002423  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
24	6	EKAW-0572-P H3TS	RESIDE,UTILITY TRAY,SINGLE, 3 CIR,72IN.W	120.73	724.38
25	4	EKEW-0500-P	Tag(s): 1035/1036 RESIDE,END COVER,UTILITY TRAY,SINGLE	19.32	77.28
26	6	ZKBP-0000-P N	Tag(s): 1035/1036 RESIDE,TIE PLATE,CENTER BLOCK	2.90	17.40
27	4	EUEB-0072-3	Tag(s): 1035/1036 BELONG,BASE FEED 72IN.L,	90.56	362.24
28	3	EUEJ-0024-3	Tag(s): 1035/1036 BELONG,JUMPER,CONDUIT 24IN.L, 3 CIR	49.15	147.45
29	3	EUER-0015-3 MN3	Tag(s): 1035/1036 BELONG,RECEPTACLE,15 AMP, 332, CM	52.35	157.05
30	12	SCM-44-3K	Tag(s): 1035/1036 VERY SEMINAR,PLSTC SEAT,PLSTC BK,ARM,FLT GLD,	230.63	2,767.56
31	1	SCM-44-3K	Tag(s): 1035/1036 VERY SEMINAR,PLSTC SEAT,PLSTC BK,ARM,FLT GLD,	230.63	230.63
32	1	WKRA-3054-L JSC	Tag(s): 1035/1036 RESIDE,WORKSURFACE,RECTANGULAR 30IN.D X 54IN.W	245.80	245.80
33	6	WKRA-3072-L JSC	Tag(s): 1035/1036 RESIDE,WORKSURFACE,RECTANGULAR 30IN.D X 72IN.W	282.02	1,692.12

CONTINUED...



REMIT TO:  
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TOWER 1, SUITE 100  
DENVER, CO 80202

Phone: 303-824-2000  
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06/27/16  
INVOICE  
107310

**SOLD TO:**

CITY & COUNTY OF DENVER  
201 WEST COLFAX DEPT.908  
ATTN: ACCTS PAYABLE  
DENVER, CO 80202

**INSTALLED AT:**

CCOD - CASTRO BLDG  
1200 FEDERAL BLVD  
1ST FLR  
DENVER, CO 80204

CLIENT: 22670  
PROPOSAL: 100016  
PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002423  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
34	11	ZKH2-3000-P NFD	Tag(s): 1035/1036 RESIDE,LEG,ADJUSTABLE HOOP 30IN.D	162.74	1,790.14
35	1	JPTH-24-SJ	Tag(s): 1035/1036 X SERIES,PEDESTAL,MOBILE,B/B/F,2 4"D,PTDDRWFRT, STL LKRL,J PULL,CST PULL,CSTR,STL TOP	252.94	252.94
36	1	VZFF-4260-N 3HNHR	Tag(s): 1035/1036 - ROOM 1037 - COMPOSE, FRM,42HX60W,BS 3CIR,BS CVHL/NO BSTRM,NO BLT PWR,STD	96.11	96.11
37	1	VZTI-3260-F NN	Tag(s): 6042A3 1037 COMPOSE,SINGLE TILE,32IN.HX60IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	52.09	52.09
38	1	VZTI-4060-F NN	Tag(s): 6042A3 1037 COMPOSE,SINGLE TILE,40IN.HX60IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	54.79	54.79
39	1	VZFF-5836-N 3NHNR	Tag(s): 6042A3 1037 COMPOSE, FRM,58HX36W,BS 3CIR,NOBS/BS CVHL,NO BLT PWR,STD	84.77	84.77
40	1	VZTI-4836-F NC	Tag(s): 3658F3 1037 COMPOSE,SINGLE TILE,48IN.HX36IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	44.76	44.76

CONTINUED...



REMIT TO:  
1515 ARAPAHOE ST.  
TOWER 1, SUITE 100  
DENVER, CO 80202

Phone: 303-824-2000  
Fax: 303-824-2001

06/27/16  
INVOICE  
107310

<b>SOLD TO:</b>	<b>INSTALLED AT:</b>
CITY & COUNTY OF DENVER 201 WEST COLFAX DEPT.908 ATTN: ACCTS PAYABLE DENVER, CO 80202	CCOD - CASTRO BLDG 1200 FEDERAL BLVD 1ST FLR DENVER, CO 80204

CLIENT: 22670  
PROPOSAL: 100016  
PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002423  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
41	1	VZTI-5636-F NC	Tag(s): 3658F3 1037 COMPOSE,SINGLE TILE,56IN.HX36IN.W.FABRIC/TACK ABLE,STD CORE,NO TECH	45.29	45.29
42	1	VZFF-5836-N 3NBNR	Tag(s): 3658F3 1037 COMPOSE, FRM,58HX36W,BS 3CIR,NOBS/BSTRM,NO BLT PWR,STD	84.77	84.77
43	1	VZTI-4836-F NC	Tag(s): 3658E3 1037 COMPOSE,SINGLE TILE,48IN.HX36IN.W.FABRIC/TACK ABLE,STD CORE,NO TECH	44.76	44.76
44	1	VZTI-5636-F NC	Tag(s): 3658E3 1037 COMPOSE,SINGLE TILE,56IN.HX36IN.W.FABRIC/TACK ABLE,STD CORE,NO TECH	45.29	45.29
45	1	VZFF-4236-N NNBNR	Tag(s): 3658E3 1037 COMPOSE, FRM,42HX36W,BS NOPWR,NOBS/BSTRM,NO BLT PWR,STD	44.93	44.93
46	1	VZTI-3236-F NN	Tag(s): 3642BN 1037 COMPOSE,SINGLE TILE,32IN.HX36IN.W.FABRIC/TACK ABLE,STD CORE,NO TECH	40.39	40.39
47	1	VZTI-4036-F NN	Tag(s): 3642BN 1037 COMPOSE,SINGLE TILE,40IN.HX36IN.W.FABRIC/TACK ABLE,STD CORE,NO TECH	42.37	42.37
			Tag(s): 3642BN 1037		



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06/27/16  
INVOICE  
107310

**SOLD TO:**

CITY & COUNTY OF DENVER  
201 WEST COLFAX DEPT.908  
ATTN: ACCTS PAYABLE  
DENVER, CO 80202

**INSTALLED AT:**

CCOD - CASTRO BLDG  
1200 FEDERAL BLVD  
1ST FLR  
DENVER, CO 80204

CLIENT: 22670  
PROPOSAL: 100016  
PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002423  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
48	1	VZFF-5824-N 3HNRR	COMPOSE, FRM,58HX24W,BS 3CIR,BS CVHL/NO BSTRM,NO BLT PWR,STD	77.29	77.29
49	1	VZTI-4824-F NN	Tag(s): 2458D3 1037 COMPOSE,SINGLE TILE,48IN.HX24IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	38.11	38.11
50	1	VZTI-5624-F NN	Tag(s): 2458D3 1037 COMPOSE,SINGLE TILE,56IN.HX24IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	40.44	40.44
51	1	VZFF-5824-N 3BHNR	Tag(s): 2458D3 1037 COMPOSE, FRM,58HX24W,BS 3CIR,BSTRM/BS CVHL,NO BLT PWR,STD	80.12	80.12
52	2	VZTI-4824-F NN	Tag(s): 2458C3 1037 COMPOSE,SINGLE TILE,48IN.HX24IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	38.11	76.22
53	1	VZFF-4224-N NNBNR	Tag(s): 2458C3 1037 COMPOSE, FRM,42HX24W,BS NOPWR,NOBS/BSTRM,NO BLT PWR,STD	37.46	37.46
54	1	VZTI-3224-F NN	Tag(s): 2442BN 1037 COMPOSE,SINGLE TILE,32IN.HX24IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	34.55	34.55
55	1	VZTI-4024-F NN	Tag(s): 2442BN 1037 SINGLE TILE,40IN.HX24IN.W,FOR USE	36.16	36.16

CONTINUED...



REMIT TO:  
 1515 ARAPAHOE ST.  
 TOWER 1, SUITE 100  
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Phone: 303-824-2000  
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06/27/16  
 INVOICE  
 107310

<b>SOLD TO:</b>	<b>INSTALLED AT:</b>
CITY & COUNTY OF DENVER 201 WEST COLFAX DEPT.908 ATTN: ACCTS PAYABLE DENVER, CO 80202	CCOD - CASTRO BLDG 1200 FEDERAL BLVD 1ST FLR DENVER, CO 80204

CLIENT: 22670  
 PROPOSAL: 100016  
 PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002423  
 SALESPERSON: SUSAN BROWN  
 TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
			W/COMPOSE.FABRIC/TACKABLE.STD CORE,NO TECH		
56	6	VZAD-0000-R	Tag(s): 2442BN 1037 ELEC COMP, DATA BLANK COVER, HARD SURF TILES ALL MANUF DATES, FABRIC TILES MANUF AFTER 3/17/2009	0.68	4.08
57	1	VZAL-4200	Tag(s): 1037 PANEL, VERTICAL LIGHT BLOCK, 42IN, COMPOSE	0.90	0.90
58	2	VZAL-5800	Tag(s): 1037 PANEL, VERTICAL LIGHT BLOCK, 58IN, COMPOSE	1.13	2.26
59	1	VZAR-0000	Tag(s): 1037 PANEL, RECEPTACLE BLANK COVER, COMPOSE	1.13	1.13
60	2	VZCC-0024-A	Tag(s): 1037 COMPOSE, TOP TRIM 24IN.W	15.62	31.24
61	2	VZCC-0096-A	Tag(s): 1037 COMPOSE, TOP TRIM 96IN.W	44.52	89.04
62	1	VZCE-4200-A	Tag(s): 1037 COMPOSE, PANEL TRIM, END-OF-RUN 42IN.H, ALUM	37.68	37.68
63	1	VZCE-5800-A	Tag(s): 1037 COMPOSE, PANEL TRIM, END-OF-RUN 58IN.H, ALUM	48.65	48.65
			Tag(s): 1037		



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CLIENT: 22670  
PROPOSAL: 100016  
PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002423  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
64	2	VZCL-4200-A	COMPOSE,CONNECTOR TRIM,CORNER,2-WAY 42IN.H, ALUM	87.66	175.32
65	1	VZCL-5800-A	Tag(s): 1037 COMPOSE,CONNECTOR TRIM,CORNER,2-WAY 58IN.H, ALUM	101.85	101.85
66	1	VZEB-0000-3	Tag(s): 1037 COMPOSE,BASE FEED MODULE,HARDWIRE CONN	60.40	60.40
67	1	VZER-0003-M	Tag(s): 1037 COMPOSE,RECEPTACLE,TRIPLEX, 15-AMP, 3 CIRCUIT, 332, CM	41.21	41.21
68	1	VZVE-1600-A	Tag(s): 1037 COMPOSE,PANEL TRIM,VARIABLE,END-OF-RUN 16IN.H, ALUM	25.06	25.06
69	1	WURA-2472-L JSA	Tag(s): 1037 WORKSURFACE, RECT,24DX72W,LAM,EDGE BAND,STD CORE,NOTCHED	101.11	101.11
70	1	WURA-2496-L JSA	Tag(s): 1037 WORKSURFACE, RECT,24DX96W,LAM,EDGE BAND,STD CORE,NOTCHED	127.28	127.28
71	1	WUTS-1296-L JSC	Tag(s): 1037 WORKSURFACE,RECT COUNTERTOP,12DX96W,LAM,EDGE BAN D,STD CORE.NO CBL MGT	96.07	96.07
			Tag(s): 1037		



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CUSTOMER P/O: MOOET-0000002423  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
72	1	ZZBA-0000-P L	SIDE/CORNER BRACKET  Tag(s): 1037	3.20	3.20
73	2	ZZBD-1600-P P	COMPOSE, CNTLVR BRKT,16IN.D,BH  Tag(s): 1037	18.04	36.08
74	1	ZZBD-1600-P R	COMPOSE, CNTLVR BRKT,16IN.D,RH  Tag(s): 1037	10.01	10.01
75	2	ZZBT-0000-P NE	COMPOSE, COUNTER TOP, BRKT,ALUM TOP CAP SQ  Tag(s): 1037	6.71	13.42
76	1	JFWA-30	X SERIES,CONTERWEIGHT,30" FILE  Tag(s): 1037	32.60	32.60
77	1	JLPD-0330-S J	X SERIES,39.5"H X 30"W,LATERAL FILE,FILE,FILE,PTD DRAWER FRONT,PROUD,PTD LOCK BAR,FREESTANDING,J PULL,TCHLTCH,GLIDES  Tag(s): 1037	327.74	327.74
78	16	WKRA-2448-L JSC	RESIDE,WORKSURFACE,RECTANGULAR 24IN.D X 48IN.W  Tag(s): 1037	219.73	3,515.68
79	12	ZKBP-0000-P N	RESIDE,TIE PLATE,CENTER BLOCK  Tag(s): 1037	2.90	34.80
80	1	45CC-2496-L J4S0A	450 SERIES,RECT,24"X96",LAM,EDGEBA ND,29"H,C BASE,STAT,NO MOD,GLD,P MOD,GLD,PTD  Tag(s): 1037	382.74	382.74





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SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
81	8	EKAW-1548-P H3TS	RESIDE,UTILITY TRAY,DOUBLE, 3 CIR,48IN.W	117.83	942.64
82	2	EKEW-1500-P	Tag(s): 1037 RESIDE,END COVER,UTILITY TRAY,DOUBLE	22.70	45.40
83	2	EUEB-0072-3	Tag(s): 1037 BELONG,BASE FEED 72IN.L	90.56	181.12
84	6	EUEJ-0024-3	Tag(s): 1037 BELONG,JUMPER,CONDUIT 24IN.L, 3 CIR	49.15	294.90
85	3	EUER-0015-3 MN3	Tag(s): 1037 BELONG,RECEPTACLE,15 AMP, 332, CM	52.35	157.05
86	18	SCH-44-0S	Tag(s): 1037 VERY WIRE STACKER, PLSTC SEAT, PLSTC BK, ARMLESS, NON GANGING,	89.07	1,603.26
87	8	SUPC-1448-F U	Tag(s): 1037 BELONG SCREENS, ADAPT, PARTIAL, CENTER	122.12	976.96
88	13	SUTM-1224-D U	Tag(s): 1037 BELONG SCREENS, ADAPTABLE, TERRITORY, MULTI-MATERIAL	139.72	1,816.36
89	10	ZKBS-1500-P N	Tag(s): 1037 RESIDE,CONNECTOR,SHARED BLOCK	38.63	386.30
90	10	ZKH2-5100-P NFD	Tag(s): 1037 RESIDE.LEG,ADJUSTABLE HOOP 51IN.D	186.89	1,868.90

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TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
91	1	EKAW-0554-P H3TS	Tag(s): 1037 - ROOM 1049 - RESIDE,UTILITY TRAY,SINGLE, 3 CIR,54IN.W	100.45	100.45
92	3	EKAW-1548-P H3TS	Tag(s): 1049 RESIDE,UTILITY TRAY,DOUBLE, 3 CIR,48IN.W	117.83	353.49
93	1	EKEW-0500-P	Tag(s): 1049 RESIDE,END COVER,UTILITY TRAY,SINGLE	19.32	19.32
94	1	EKEW-1500-P	Tag(s): 1049 RESIDE,END COVER,UTILITY TRAY,DOUBLE	22.70	22.70
95	4	ZKBP-0000-P N	Tag(s): 1049 RESIDE,TIE PLATE,CENTER BLOCK	2.90	11.60
96	2	EUEB-0072-3	Tag(s): 1049 BELONG,BASE FEED 72IN.L,4CIR,2+2	90.56	181.12
97	2	EUEJ-0024-3	Tag(s): 1049 BELONG,JUMPER,CONDUIT 24IN.L, 3 CIR	49.15	98.30
98	3	EUER-0015-3 MN3	Tag(s): 1049 BELONG,RECEPTACLE,15 AMP, 332, CM	52.35	157.05
99	1	SCM-44-3K	Tag(s): 1049 VERY SEMINAR,PLSTC SEAT,PLSTC BK,ARM,FLT GLD,	230.63	230.63

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TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
100	6	SCM-44-3K	Tag(s): 1049 VERY SEMINAR,PLSTC SEAT,PLSTC BK,ARM,FLT GLD,	230.63	1,383.78
101	3	SUPC-1448-F U	Tag(s): 1049 BELONG SCREENS, ADAPT, PARTIAL, CENTER	122.12	366.36
102	4	SUTM-1224-D U	Tag(s): 1049 BELONG SCREENS, ADAPTABLE, TERRITORY, MULTI-MATERIAL	139.72	558.88
103	6	WKRA-2448-L JSC	Tag(s): 1049 RESIDE,WORKSURFACE,RECTANGULAR 24IN.D X 48IN.W	219.73	1,318.38
104	1	WKRA-3054-L JSC	Tag(s): 1049 RESIDE,WORKSURFACE,RECTANGULAR 30IN.D X 54IN.W	245.80	245.80
105	4	ZKBS-1500-P N	Tag(s): 1049 RESIDE,CONNECTOR,SHARED BLOCK	38.63	154.52
106	2	ZKH2-3000-P NFD	Tag(s): 1049 RESIDE,LEG,ADJUSTABLE HOOP 30IN.D	162.74	325.48
107	4	ZKH2-5100-P NFD	Tag(s): 1049 RESIDE,LEG,ADJUSTABLE HOOP 51IN.D	186.89	747.56
108	1	JPTH-24-SJ	Tag(s): 1049 X SERIES,PEDESTAL,MOBILE,B/B/F,2 4"D,PTDDRWFRT, STL LKRL,J	252.94	252.94

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CUSTOMER P/O: MOOET-0000002423  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
			PULL,CST PULL,CSTR,STL TOP		
109	5	EKAW-0548-P H3TS	Tag(s): 1049 - ROOM 1050 - RESIDE,UTILITY TRAY,SINGLE, 3 CIR,48IN.W	93.68	468.40
110	1	EKAW-0554-P H3TS	Tag(s): 1050 RESIDE,UTILITY TRAY,SINGLE, 3 CIR,54IN.W	100.45	100.45
111	4	EKAW-0572-P H3TS	Tag(s): 1050 RESIDE,UTILITY TRAY,SINGLE, 3 CIR,72IN.W	120.73	482.92
112	12	ZKBP-0000-P N	Tag(s): 1050 RESIDE,TIE PLATE,CENTER BLOCK	2.90	34.80
113	4	EKEW-0500-P	Tag(s): 1050 RESIDE.END COVER,UTILITY TRAY,SINGLE	19.32	77.28
114	4	EUEB-0072-3	Tag(s): 1050 BELONG,BASE FEED 72IN.L,4CIR,2+2	90.56	362.24
115	6	EUEJ-0024-3	Tag(s): 1050 BELONG,JUMPER,CONDUIT 24IN.L, 3 CIR	49.15	294.90
116	4	EUER-0015-3 MN3	Tag(s): 1050 BELONG,RECEPTACLE,15 AMP, 332, CM	52.35	209.40
			Tag(s): 1050		



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TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
117	1	SCM-44-3K	VERY SEMINAR,PLSTC SEAT,PLSTC BK,ARM,FLT GLD,	230.63	230.63
118	13	SCM-44-3K	Tag(s): 1050 VERY SEMINAR,PLSTC SEAT,PLSTC BK,ARM,FLT GLD,	230.63	2,998.19
119	5	WKRA-3048-L JSC	Tag(s): 1050 RESIDE,WORKSURFACE,RECTANGULAR 30IN.D X 48IN.W	233.73	1,168.65
120	1	WKRA-3054-L JSC	Tag(s): 1050 RESIDE,WORKSURFACE,RECTANGULAR 30IN.D X 54IN.W	245.80	245.80
121	4	WKRA-3072-L JSC	Tag(s): 1050 RESIDE,WORKSURFACE,RECTANGULAR 30IN.D X 72IN.W	282.02	1,128.08
122	14	ZKH2-3000-P NFD	Tag(s): 1050 RESIDE,LEG,ADJUSTABLE HOOP 30IN.D	162.74	2,278.36
123	1	JPTH-24-SJ	Tag(s): 1050 X SERIES,PEDESTAL,MOBILE,B/B/F,2 4"D,PTDDRWFRT, STL LKRL,J PULL,CST PULL,CSTR,STL TOP	252.94	252.94
124	1	EKAW-0554-P H3TS	Tag(s): 1050 - ROOM 1058 - RESIDE,UTILITY TRAY,SINGLE, 3 CIR,54IN.W	100.45	100.45
125	6	EKAW-1548-P H3TS	Tag(s): 1058 RESIDE,UTILITY TRAY,DOUBLE, 3 CIR,48IN.W	117.83	706.98

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<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
126	1	EKEW-0500-P	Tag(s): 1058 RESIDE,END COVER,UTILITY TRAY,SINGLE	19.32	19.32
127	2	EKEW-1500-P	Tag(s): 1058 RESIDE,END COVER,UTILITY TRAY,DOUBLE	22.70	45.40
128	8	ZKBP-0000-P N	Tag(s): 1058 RESIDE,TIE PLATE,CENTER BLOCK	2.90	23.20
129	2	EUEB-0072-3	Tag(s): 1058 BELONG,BASE FEED 72IN.L	90.56	181.12
130	4	EUEJ-0024-3	Tag(s): 1058 BELONG,JUMPER,CONDUIT 24IN.L, 3 CIR	49.15	196.60
131	1	EUEJ-0036-3	Tag(s): 1058 BELONG,JUMPER,CONDUIT 36IN.L, 3 CIR	55.55	55.55
132	5	EUER-0015-3 MN3	Tag(s): 1058 BELONG,RECEPTACLE,15 AMP, 332, CM	52.35	261.75
133	12	SCM-44-3K	Tag(s): 1058 VERY SEMINAR,PLSTC SEAT,PLSTC BK,ARM,FLT GLD,	230.63	2,767.56
134	1	SCM-44-3K	Tag(s): 1058 VERY SEMINAR,PLSTC SEAT,PLSTC BK,ARM,FLT GLD,  Tag(s): 1058	230.63	230.63



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#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
135	6	SUPC-1448-F U	BELONG SCREENS, ADAPT, PARTIAL, CENTER	122.12	732.72
136	9	SUTM-1224-D U	Tag(s): 1058 BELONG SCREENS, ADAPTABLE, TERRITORY, MULTI-MATERIAL	139.72	1,257.48
137	12	WKRA-2448-L JSC	Tag(s): 1058 RESIDE, WORKSURFACE, RECTANGULAR 24IN.D X 48IN.W	219.73	2,636.76
138	1	WKRA-3054-L JSC	Tag(s): 1058 RESIDE, WORKSURFACE, RECTANGULAR 30IN.D X 54IN.W	245.80	245.80
139	8	ZKBS-1500-P N	Tag(s): 1058 RESIDE, CONNECTOR, SHARED BLOCK	38.63	309.04
140	2	ZKH2-3000-P NFD	Tag(s): 1058 RESIDE, LEG, ADJUSTABLE HOOP 30IN.D	162.74	325.48
141	8	ZKH2-5100-P NFD	Tag(s): 1058 RESIDE, LEG, ADJUSTABLE HOOP 51IN.D	186.89	1,495.12
142	1	JPTH-24-SJ	Tag(s): 1058 X SERIES, PEDESTAL, MOBILE, B/B/F, 2 4"D, PTDDRWFRT, STL LKRL, J PULL, CST PULL, CSTR, STL TOP	252.94	252.94
143	1	TARA-3042-L JSNCG4A	Tag(s): 1058 PLANES, TABLE, RT, LAM, 30" X 42", EB 3, STD, CO: NONE, TRAIN, GLD, 29"H, P TD	395.96	395.96

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144	6	LSET-1	Tag(s): LOBBY RECEPTION HW,LOCK SET, KEYED ALIKE,LOCK PLUG AND KEY, QTY OF 1	0.00	0.00
145	1	HWMK-1	MASTER KEY, HW SERIES	2.41	2.41
146	1	CK-3	CONTROL KEY, HW SERIES	2.41	2.41
147	10	PEAR HOURS	DESIGN & PROJECT MANAGEMENT SERVICES - DISCOUNTED CITY RATE	65.00	650.00
148	1	INSTALL	LABOR TO LABOR TO INSTALL FURNITURE ABOVE DELIVERY AFTER NORMAL BUSINESS HOURS, INSTALL DURING NORMAL BUSINESS HOURS WITH PREVAILING WAGES	8,567.14	8,567.14
149	1	INSTALL	LABOR TO REMOVE/DISPOSE OF SAME AMOUNT OF EXISTING FURNITURE AFTER NORMAL BUSINESS HOURS WITH PREVAILING WAGES  LABOR 6/24 & 6/25	4,982.86	4,982.86
				PRODUCT SUBTOTAL	67,699.76
				PROJ MGT/DESIGN FEES	650.00
				INSTALLATION	13,550.00
				FINAL TOTAL	81,899.76
				PAY THIS AMOUNT	81,899.76



Montbello/Azi P. Taylor

Purchase Order *furniture*

**DO NOT INVOICE TO THIS ADDRESS**  
**City and County of Denver**

Purchasing Division  
 201 West Colfax Avenue Dept.304  
 Denver, CO 80202  
 United States  
 Phone: 720/913-8100 Fax: 720/913-8101



<b>Purchase Order</b> MOOET-0000002421	<b>Date</b> 05/03/2016	<b>Revision</b>	<b>Page:</b> 1 of 5
<b>Payment Terms</b> Net30	<b>Freight Terms</b> DESTINATION	<b>Ship Via</b> Common	
<b>Buyer</b> Schafer, Janell - Purchasing	<b>Phone</b> 720/913-8109	<b>Origin</b> REG	

**Vendor:** 0000089490

PEAR LLC  
 1515 ARAPAHOE ST TOWER 1 STE 100  
 DENVER CO 80202  
 United States

**Ship To:**  
 FMU Administration  
 201 West Colfax Avenue  
 Dept 1011  
 Denver CO 80202  
 United States

**Bill To:**  
 Accounts Payable  
 201 West Colfax Ave Dept 908  
 invoices@denvergov.org  
 720/913-8811  
 Denver CO 80202  
 United States

Line-Sch	Vendor Part#/Description	Tax Exempt? Y	Tax Exempt ID: 98-02890-000 Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	PURCHASE OF FURNITURE			1.00	LOT	\$15,116.31	\$15,116.31	05/12/2016
Req ID: 0000052361								
2 - 1	INSTALLATION OF FURNITURE			1.00	JOB	\$13,668.57	\$13,668.57	05/12/2016
Req ID: 0000052361								
3 - 1	DESIGN AND PROJECT MANAGEMENT			15.00	HR	\$65.00	\$975.00	05/12/2016
Req ID: 0000052361								
4 - 1	REMOVAL OF EXISTING FURNITURE AFTER HOURS			1.00	JOB	\$7,714.29	\$7,714.29	05/12/2016
Req ID: 0000052361								

Payment of Prevailing Wages is a MANDATORY requirement of this Purchase Order. For information on Prevailing Wage requirements please contact the Auditor's Office at (720) 913-5000 or auditor@denvergov.org.

AGENCY CONTACT: Kasha Prywitowski | (720) 865-7502  
 AGENCY CONTACT: Jason Mathis 720-913-5518  
 VENDOR CONTACT: Kelly Martinez | (303) 824-2037 | kmartinez@pearwork.com



REMIT TO:  
1515 ARAPAHOE ST.  
TOWER 1, SUITE 100  
DENVER, CO 80202

Phone: 303-824-2000  
Fax: 303-824-2001

06/28/16  
INVOICE  
107356

**SOLD TO:**

CITY & COUNTY OF DENVER  
201 WEST COLFAX DEPT.908  
ATTN: ACCTS PAYABLE  
DENVER, CO 80202

**INSTALLED AT:**

CITY & COUNTY OF DENVER  
ARIE P. TAYLOR BUILDING  
4685 PEORIA ST.  
DENVER, CO 80239

CLIENT: 22670  
PROPOSAL: 100022  
PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002421  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
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THE FOLLOWING PROPOSAL IS FOR:

THE CITY & COUNTY OF  
DENVER

ARIE P. TAYLOR  
BUILDING

PRICED WITH HAWORTH/CITY  
CONTRACT #68125 AA

USING FURNITURE FROM OED  
ELATI- PLUS SOME NEW

1	1	TARA-42C0-L JMNP4C	- COMPUTER CLASSROOM 231 - PLANES, TABLE, RT, LAM, 42"X120", E B3, 2", CO: NONE, PRM, GLD, 29"H, CBL	0.00	0.00
2	1	GAC1-2054-L NSNAG4	Tag(s): LG CONF NEW PLANES, BASE, CREDENZA, NO SLIDER 20IN.D X 54IN.W	0.00	0.00
3	1	GACJ-2054-L JSNNNN	Tag(s): LG CONF NEW PLANES, TOP, CREDENZA 20IN.D X 54IN.W	0.00	0.00
4	10	SCM-22-31	Tag(s): LG CONF NEW VERY SEMINAR, FAB SEAT, FAB BK, ARM, HD CSTS,	0.00	0.00
5	1	JDBL-2442-J NNNBSS	Tag(s): LG CONF NEW - SUPERVISOR OFFICE 241D - X SERIES, BRIDGE, LAM, 2442, 1/3 MODESTY, CABLE MGT	0.00	0.00

CONTINUED...



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TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
6	1	JDSL-2472-J FFSBN	Tag(s): LG OFFICE NEW X SERIES,RECT DESK,LAM, EB3,24X72,END,END,PTD,1/3 MOD,NO CBL MGT	0.00	0.00
7	1	JDSL-3072-J FASDN	Tag(s): LG OFFICE NEW X SERIES,RECT DESK,LAM, EB3,30X72,END,PED,PTD,3/4 MOD,NO CBL MGT	0.00	0.00
8	1	JLPD-0236-S 8A	Tag(s): LG OFFICE NEW X SERIES,27.5"H X 36"W,LATERAL FILE,FILE,STEEL DRAWER FRONT,STEEL LOCK MATERIAL,ATTACHED,LINEAR PULL,GLIDES	0.00	0.00
9	1	JPDH-30-S8R D	Tag(s): LG OFFICE NEW X SERIES,PEDESTAL,ATTACHED DESK,BOX/BOX/FILE,30"D,STEEL DRAWER FRONT,STEEL LOCKBAR,LINEAR PULL,RH,3/4 MOD	0.00	0.00
10	1	JTVS-1872	Tag(s): LG OFFICE NEW X SERIES, TACKBOARD, VSU, PTD PNL, 18 X 72	0.00	0.00
11	1	JUKL-3372-S L	Tag(s): LG OFFICE NEW X SERIES,VERTICAL STORAGE,STL END PNLs,HINGE,LAM DOOR,33IN. X 72IN.,2 LOCKS	0.00	0.00
12	2	SCH-24-3S	Tag(s): LG OFFICE NEW VERY WIRE STACKER, FAB SEAT, PLSTC BK, ARMS, NON GANGING,	0.00	0.00

CONTINUED...



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CUSTOMER P/O: MOOET-0000002421  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
13	1	SCT-20-4112	Tag(s): LG OFFICE NEW VERY TASK CHAIR,FAB SEAT,MESH BK,HGT ADJ ARMS, ALUM BSE,SFT CTRS,BK LK, W/LUM,	0.00	0.00
14	1	LSET-4	Tag(s): LG OFFICE NEW HW,LOCK SET, KEYED ALIKE,LOCK PLUG AND KEY, QTY OF 4	0.00	0.00
15	1	JDRL-2448-J ANNBSS	- SUPERVISOR OFFICE 241C - X SERIES,RETURN,LAM,2448,PED,OPE N,1/3 MODESTY,CABLE MGT	0.00	0.00
16	1	JDSL-3072-J FFSDN	Tag(s): TRAINING X SERIES,RECT DESK,LAM, EB3,30X72,END,END,PTD,3/4 MOD,NO CBL MGT	0.00	0.00
17	1	JPDH-24-S8L B	Tag(s): TRAINING X SERIES,PEDESTAL,ATTACHED DESK,BOX/BOX/FILE,24"D,STEEL DRAWER FRONT,STEEL LOCKBAR,LINEAR PULL,LH,1/3 MOD	0.00	0.00
18	1	SCT-20-4111	Tag(s): TRAINING VERY TASK CHAIR,FAB SEAT,MESH BK,HGT ADJ ARMS, ALUM BSE HD CTRS,BK LK, W/LUM,	0.00	0.00
19	2	SCH-44-3S	Tag(s): TRAINING VERY WIRE STACKER, PLSTC SEAT, PLSTC BK, ARMS, NON GANGING,	0.00	0.00

Tag(s): PUBLIC SPACE NE



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PROPOSAL: 100022  
PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002421  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
20	1	LSET-1	HW,LOCK SET, KEYED ALIKE,LOCK PLUG AND KEY, QTY OF 1	0.00	0.00
21	4	SCM-24-3H	- PHONE AREA 251-1 - VERY SEMINAR,FAB SEAT,PLSTC BK,ARM,PLSTC GLD,	0.00	0.00
22	1	TARA-3672-L JMNP4C	Tag(s): SM CONF NEW PLANES,TABLE,RT,LAM,36"X72",EB 3,2",CO:NONE,PRM,GLD,29"H,CBL	0.00	0.00
23	2	SCM-25-31	Tag(s): SM CONF NEW VERY SEMINAR,FAB SEAT,TETRO BK,ARM,HD CSTS,	0.00	0.00
24	1	.SPC13072RE S.L6	Tag(s): TRAINING SUPREME COLLECTION. 30 X 72 X 29 HIGH QUOTE #6821 1 X RECTANGLE ONE PIECE HPL 1.25" THICK TOP WITH HPLSELF EDGES 2 X STATIONARY "C" STYLE BASES ON LEVELERS 1 X MM72: METAL MODESTY PANEL. 20-GAUGE X 9" HIGH PERFORATED METAL MODESTY PANEL IS FREE SWINGING ANDFIELD INSTALLED 2 X PVULIB1: VILLA UNDER TABLE LINKING POWER BOX WITH2 OUTLETS WIRED FOR CIRCUIT 1 AND 2 RJ45 DATA JACKS WITHMETAL FLEXIBLE INTERCONNECTING CABLES. FEEDER CABLESPECIFIED SEPARATELY POWER BOX LOCATION CODE: PB	0.00	0.00

CONTINUED...



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<b>SOLD TO:</b>	<b>INSTALLED AT:</b>
CITY & COUNTY OF DENVER 201 WEST COLFAX DEPT.908 ATTN: ACCTS PAYABLE DENVER, CO 80202	CITY & COUNTY OF DENVER ARIE P. TAYLOR BUILDING 4685 PEORIA ST. DENVER, CO 80239

CLIENT: 22670  
 PROPOSAL: 100022  
 PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002421  
 SALESPERSON: SUSAN BROWN  
 TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
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AND PC1 X G S: 2.5" ROUND ABS  
 PLASTIC GROMMET. TABLE INCLUDES  
 HOLE CUT OUT AND TWO PIECE  
 INSERT FOR  
 FIELD INSTALLATION  
 GROMMET LOCATION: G8 (CENTER  
 OF TABLE TOP) 1 X WH:  
 HORIZONTAL FOUR TRACK WIRE  
 MANAGEMENT. 3" WIDE X .75" HIGH  
 X 36" LONG TRACK IS FIELD  
 INSTALLED WITH HEAVY DUTY  
 SELF-ADHESIVE STICKY TAPE  
 1 X WB: LASER CUT HOLES IN  
 BASE - 1.5" X 2.5" TALL  
 LASER CUT HOLES IN TOP AND  
 BOTTOM OF BASE FOR VERTICAL  
 WIRE MANAGEMENT ACCESS  
 2 X C2: CPU FIXED HOLDER  
 (HEIGHT ADJUSTMENT OF 13.375" -  
 20.5" AND WIDTH ADJUSTMENT OF  
 2.75" X 5.25")

25	1	.PSTS72F	Tag(s): TRAINING 72" LONG SOFTWIRED FEEDER CABLE WITH 48" OF METAL FLEXIBLE CONDUIT AND THE 24" OF BLACK CORD WITH THREE PRONGED PLUG	0.00	0.00
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26	2	C2	Tag(s): TRAINING CPU HOLDER - FIXED HEIGHT ADJUSTMENT OF 13.375" - 20.5" AND WIDTH ADJUSTMENT OF 2.75" X 5.25"	0.00	0.00
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Tag(s): TRAINING



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CLIENT: 22670  
PROPOSAL: 100022  
PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002421  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
27	4	JDSL-2472-J FFSBS	- SUITE 251B - X SERIES,RECT DESK,LAM, EB3,24X72,END,END,PTD,1/3 MOD,CBL MGT	0.00	0.00
28	10	SCH-44-3S	Tag(s): PUBLIC SPACE NE VERY WIRE STACKER, PLSTC SEAT, PLSTC BK, ARMS, NON GANGING,	0.00	0.00
29	1	JDSL-3066-J AFSDS	Tag(s): PUBLIC SPACE NE X SERIES,RECT DESK,LAM, EB3,30X66,PED,END,PTD,3/4 MOD,CBL MGT	0.00	0.00
30	1	JPDH-30-S8L D	Tag(s): SM OFFICE NEW X SERIES,PEDESTAL,ATTACHED DESK,BOX/BOX/FILE,30"D,STEEL DRAWER FRONT,STEEL LOCKBAR,LINEAR PULL,LH,3/4 MOD	0.00	0.00
31	1	SCT-20-4112	Tag(s): SM OFFICE NEW VERY TASK CHAIR,FAB SEAT,MESH BK,HGT ADJ ARMS, ALUM BSE,SFT CTRS,BK LK, W/LUM,	0.00	0.00
32	1	LSET-1	Tag(s): SM OFFICE NEW HW,LOCK SET, KEYED ALIKE,LOCK PLUG AND KEY, QTY OF 1	0.00	0.00
33	12	SCM-25-31	- COMPUTER CLASSROOM 232 - VERY SEMINAR,FAB SEAT,TETRO BK,ARM,HD CSTS,	0.00	0.00
34	6	.SPC13072RE S.L6	Tag(s): TRAINING SUPREME COLLECTION. 30 X 72 X 29 HIGH QUOTE #6821	0.00	0.00

CONTINUED...



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 DENVER, CO 80239

CLIENT: 22670  
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CUSTOMER P/O: MOOET-0000002421  
 SALESPERSON: SUSAN BROWN  
 TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
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1 X RECTANGLE ONE PIECE HPL  
 1.25" THICK TOP WITH HPLSELF  
 EDGES  
 2 X STATIONARY "C" STYLE BASES  
 ON LEVELERS  
 1 X MM72: METAL MODESTY PANEL.  
 20-GAUGE X 9" HIGH PERFORATED  
 METAL MODESTY PANEL IS FREE  
 SWINGING ANDFIELD INSTALLED  
 2 X PVUL1B1: VILLA UNDER TABLE  
 LINKING POWER BOX WITH2  
 OUTLETS WIRED FOR CIRCUIT 1  
 AND 2 RJ45 DATA JACKS  
 WITHMETAL FLEXIBLE  
 INTERCONNECTING CABLES. FEEDER  
 CABLESPECIFIED  
 SEPARATELY  
 POWER BOX LOCATION CODE: PB  
 AND PC1 X G S: 2.5" ROUND ABS  
 PLASTIC GROMMET. TABLEINCLUDES  
 HOLE CUT OUT AND TWO PIECE  
 INSERT FOR  
 FIELDINSTALLATION  
 GROMMET LOCATION: G8 (CENTER  
 OF TABLE TOP)1 X WH:  
 HORIZONTAL FOUR TRACK WIRE  
 MANAGEMENT. 3"WIDE X .75" HIGH  
 X 36" LONG TRACK IS FIELD  
 INSTALLED WITHHEAVY DUTY  
 SELF-ADHESIVE STICKY TAPE  
 1 X WB: LASER CUT HOLES IN  
 BASE - 1.5" X 2.5" TALL  
 LASERCUT HOLES IN TOP AND  
 BOTTOM OF BASE FOR VERTICAL  
 WIREMANAGEMENT ACCESS  
 2 X C2: CPU FIXED HOLDER

CONTINUED...





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TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
			(HEIGHT ADJUSTMENT OF 13.375"- 20.5" AND WIDTH ADJUSTMENT OF 2.75" X 5.25")		
35	3	.PSTS72F	Tag(s): TRAINING 72" LONG SOFTWIRED FEEDER CABLE WITH 48" OF METALFLEXIBLE CONDUIT AND THE 24" OF BLACK CORD WITH THREEPRONGED PLUG	0.00	0.00
36	12	C2	Tag(s): TRAINING CPU HOLDER - FIXED HEIGHT ADJUSTMENT OF 13.375" - 20.5" AND WIDTH ADJUSTMENT OF 2.75" X 5.25"	0.00	0.00
37	2	SCL-44-0H	Tag(s): TRAINING VERY SIDE STOOL,PLSTC SEAT,PLSTC BK,ARMLESS,PLSTC GLD,	0.00	0.00
38	6	SCM-25-31	Tag(s): PUBLIC SPACE NE - COMPUTER CLASSROOM 221 - VERY SEMINAR,FAB SEAT,TETRO BK,ARM,HD CSTS,	0.00	0.00
39	3	.SPC13072RE S.L6	Tag(s): TRAINING SUPREME COLLECTION. 30 X 72 X 29 HIGH QUOTE #6821 1 X RECTANGLE ONE PIECE HPL 1.25" THICK TOP WITH HPLSELF EDGES 2 X STATIONARY "C" STYLE BASES ON LEVELERS	0.00	0.00

CONTINUED...



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<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
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1 X MM72: METAL MODESTY PANEL.  
20-GAUGE X 9" HIGH PERFORATED  
METAL MODESTY PANEL IS FREE  
SWINGING ANDFIELD INSTALLED  
2 X PVUL1B1: VILLA UNDER TABLE  
LINKING POWER BOX WITH2  
OUTLETS WIRED FOR CIRCUIT 1  
AND 2 RJ45 DATA JACKS  
WITHMETAL FLEXIBLE  
INTERCONNECTING CABLES. FEEDER  
CABLESPECIFIED  
SEPARATELY  
POWER BOX LOCATION CODE: PB  
AND PC1 X G S: 2.5" ROUND ABS  
PLASTIC GROMMET. TABLEINCLUDES  
HOLE CUT OUT AND TWO PIECE  
INSERT FOR  
FIELDINSTALLATION  
GROMMET LOCATION: G8 (CENTER  
OF TABLE TOP)1 X WH:  
HORIZONTAL FOUR TRACK WIRE  
MANAGEMENT. 3"WIDE X .75" HIGH  
X 36" LONG TRACK IS FIELD  
INSTALLED WITHHEAVY DUTY  
SELF-ADHESIVE STICKY TAPE  
1 X WB: LASER CUT HOLES IN  
BASE - 1.5" X 2.5" TALL  
LASERCUT HOLES IN TOP AND  
BOTTOM OF BASE FOR VERTICAL  
WIREMANAGEMENT ACCESS  
2 X C2: CPU FIXED HOLDER  
(HEIGHT ADJUSTMENT OF 13.375"-  
20.5" AND WIDTH ADJUSTMENT OF  
2.75" X 5.25")

Tag(s): TRAINING



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SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
40	3	.PSTS72F	72" LONG SOFTWIRED FEEDER CABLE WITH 48" OF METALFLEXIBLE CONDUIT AND THE 24" OF BLACK CORD WITH THREEPRONGED PLUG	0.00	0.00
41	6	C2	Tag(s): TRAINING CPU HOLDER - FIXED HEIGHT ADJUSTMENT OF 13.375" - 20.5" AND WIDTH ADJUSTMENT OF 2.75" X 5.25"	0.00	0.00
42	2	SCL-44-0H	Tag(s): TRAINING - COMPUTER CLASS 201-E - VERY SIDE STOOL,PLSTC SEAT,PLSTC BK,ARMLESS,PLSTC GLD,	0.00	0.00
43	18	VZAL-0024	Tag(s): PUBLIC SPACE NE - STAFF AREA 241A - ** PANEL TYPE :2450JN ** COMPOSE, LIGHT BLOCK, 24IN	0.00	0.00
44	9	VZFF-5024-N NNNNR	Tag(s): 2450HN WORKSTAT COMPOSE, FRM,50HX24W,BS NOPWR,NO BSTRM/NO BSTRM,NO BLT PWR,STD	0.00	0.00
45	9	VZTI-0824-D NN	Tag(s): 2450HN WORKSTAT COMPOSE,SINGLE TILE,8IN.HX24IN.W,LAMINATE,STD CORE,NO TECH	0.00	0.00
46	9	VZTI-0824-F NN	Tag(s): 2450HN WORKSTAT COMPOSE,SINGLE TILE,8IN.HX24IN.W,FABRIC/TACKA BLE,STD CORE,NO TECH	0.00	0.00

CONTINUED...



REMIT TO:  
1515 ARAPAHOE ST.  
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Phone: 303-824-2000  
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INVOICE  
107356

**SOLD TO:**

CITY & COUNTY OF DENVER  
201 WEST COLFAX DEPT.908  
ATTN: ACCTS PAYABLE  
DENVER, CO 80202

**INSTALLED AT:**

CITY & COUNTY OF DENVER  
ARIE P. TAYLOR BUILDING  
4685 PEORIA ST.  
DENVER, CO 80239

CLIENT: 22670  
PROPOSAL: 100022  
PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002421  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
47	9	VZTI-3224-F NN	Tag(s): 2450HN WORKSTAT COMPOSE,SINGLE TILE,32IN.HX24IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
48	9	VZTI-4824-F NN	Tag(s): 2450HN WORKSTAT COMPOSE,SINGLE TILE,48IN.HX24IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
49	4	VZAL-0030	Tag(s): 2450HN WORKSTAT ** PANEL TYPE :3050JN ** COMPOSE, LIGHT BLOCK, 30IN	0.00	0.00
50	2	VZFF-5030-N NNNNR	Tag(s): 3050HN WORKSTAT COMPOSE, FRM,50HX30W,BS NOPWR,NO BSTRM/NO BSTRM,NO BLT PWR,STD	0.00	0.00
51	2	VZTI-0830-D NN	Tag(s): 3050HN WORKSTAT COMPOSE,SINGLE TILE,8IN.HX30IN.W,LAMINATE,STD CORE,NO TECH	0.00	0.00
52	2	VZTI-0830-F NN	Tag(s): 3050HN WORKSTAT COMPOSE,SINGLE TILE,8IN.HX30IN.W,FABRIC/TACKA BLE,STD CORE,NO TECH	0.00	0.00
53	2	VZTI-3230-F NN	Tag(s): 3050HN WORKSTAT COMPOSE,SINGLE TILE,32IN.HX30IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00

Tag(s): 3050HN WORKSTAT



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SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
54	2	VZTI-4830-F NN	COMPOSE,SINGLE TILE,48IN.HX30IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH  Tag(s): 3050HN WORKSTAT ** PANEL TYPE :3050H3 **	0.00	0.00
55	8	VZAL-0030	COMPOSE, LIGHT BLOCK, 30IN  Tag(s): 3050K3 WORKSTAT	0.00	0.00
56	4	VZFF-5030-N 3HNRR	COMPOSE, FRM,50HX30W,BS 3CIR,BS CVHL/NO BSTRM,NO BLT PWR,STD  Tag(s): 3050L3 WORKSTAT	0.00	0.00
57	4	VZTI-0830-D NN	COMPOSE,SINGLE TILE,8IN.HX30IN.W,LAMINATE,STD CORE,NO TECH	0.00	0.00
58	4	VZTI-0830-F NN	COMPOSE,SINGLE TILE,8IN.HX30IN.W,FABRIC/TACKA BLE,STD CORE,NO TECH  Tag(s): 3050L3 WORKSTAT	0.00	0.00
59	4	VZTI-3230-F NN	COMPOSE,SINGLE TILE,32IN.HX30IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH  Tag(s): 3050L3 WORKSTAT	0.00	0.00
60	4	VZTI-4030-F NN	COMPOSE,SINGLE TILE,40IN.HX30IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH  Tag(s): 3050L3 WORKSTAT	0.00	0.00
61	2	VZAL-0036	COMPOSE, LIGHT BLOCK, 36IN  Tag(s): 3050L3 WORKSTAT ** PANEL TYPE :3650JN **	0.00	0.00

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CUSTOMER P/O: MOOET-0000002421  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
62	1	VZFF-5036-N NNNNR	Tag(s): 3650HN WORKSTAT COMPOSE, FRM,50HX36W,BS NOPWR,NO BSTRM/NO BSTRM,NO BLT PWR,STD	0.00	0.00
63	1	VZTI-0836-D NN	Tag(s): 3650HN WORKSTAT COMPOSE,SINGLE TILE,8IN.HX36IN.W,LAMINATE,STD CORE,NO TECH	0.00	0.00
64	1	VZTI-0836-F NN	Tag(s): 3650HN WORKSTAT COMPOSE,SINGLE TILE,8IN.HX36IN.W,FABRIC/TACKA BLE,STD CORE,NO TECH	0.00	0.00
65	1	VZTI-3236-F NN	Tag(s): 3650HN WORKSTAT COMPOSE,SINGLE TILE,32IN.HX36IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
66	1	VZTI-4836-F NC	Tag(s): 3650HN WORKSTAT COMPOSE,SINGLE TILE,48IN.HX36IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
67	4	VZFF-5030-N NNNNR	Tag(s): 3650HN WORKSTAT ** PANEL TYPE :3050IN ** COMPOSE, FRM,50HX30W,BS NOPWR,NO BSTRM/NO BSTRM,NO BLT PWR,STD	0.00	0.00
68	8	VZTI-4830-F NN	Tag(s): 3050JN WORKSTAT COMPOSE,SINGLE TILE,48IN.HX30IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00

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SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
69	8	VZFF-5030-N 3HNNR	Tag(s): 3050JN WORKSTAT ** PANEL TYPE : ** COMPOSE, FRM,50HX30W,BS 3CIR,BS CVHL/NO BSTRM,NO BLT PWR,STD	0.00	0.00
70	8	VZTI-4030-F NN	Tag(s): 3050K3 WORKSTAT COMPOSE,SINGLE TILE,40IN.HX30IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
71	8	VZTI-4830-F NN	Tag(s): 3050K3 WORKSTAT COMPOSE,SINGLE TILE,48IN.HX30IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
72	2	VZAL-0042	Tag(s): 3050K3 WORKSTAT ** PANEL TYPE : ** COMPOSE, LIGHT BLOCK, 42IN	0.00	0.00
73	6	VZFF-5030-N 3HHNR	Tag(s): 4250M3 WORKSTAT COMPOSE, FRM,50HX30W,BS 3CIR,BS CVHL/CVHL,NO BLT PWR,STD	0.00	0.00
74	12	VZTI-4030-F NN	Tag(s): 3050I3 WORKSTAT COMPOSE,SINGLE TILE,40IN.HX30IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
75	2	VZFF-5036-N NNNNR	Tag(s): 3050I3 WORKSTAT ** PANEL TYPE :3650IN ** COMPOSE, FRM,50HX36W,BS NOPWR,NO BSTRM/NO BSTRM,NO BLT PWR,STD	0.00	0.00

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CUSTOMER P/O: MOOET-0000002421  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
76	4	VZTI-4836-F NC	Tag(s): 3650JN WORKSTAT COMPOSE,SINGLE TILE,48IN.HX36IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
77	2	VZFF-5042-N 3HNNR	Tag(s): 3650JN WORKSTAT ** PANEL TYPE :4250G3 ** COMPOSE, FRM,50HX42W,BS 3CIR,BS CVHL/NO BSTRM,NO BLT PWR,STD	0.00	0.00
78	2	VZTI-4042-F NN	Tag(s): 4250K3 WORKSTAT COMPOSE,SINGLE TILE,40IN.HX42IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
79	2	VZTI-4842-F NC	Tag(s): 4250K3 WORKSTAT COMPOSE,SINGLE TILE,48IN.HX42IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
80	1	VZFF-5042-N 3HNNR	Tag(s): 4250K3 WORKSTAT ** PANEL TYPE :4250H3 ** COMPOSE, FRM,50HX42W,BS 3CIR,BS CVHL/NO BSTRM,NO BLT PWR,STD	0.00	0.00
81	1	VZTI-0842-D NN	Tag(s): 4250M3 WORKSTAT COMPOSE,SINGLE TILE,8IN.HX42IN.W,LAMINATE,STD CORE,NO TECH	0.00	0.00
82	1	VZTI-0842-F NN	Tag(s): 4250M3 WORKSTAT COMPOSE,SINGLE TILE,8IN.HX42IN.W,FABRIC/TACKA	0.00	0.00

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TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
			BLE,STD CORE,NO TECH		
83	1	VZTI-3242-F NN	Tag(s): 4250M3 WORKSTAT COMPOSE,SINGLE TILE,32IN.HX42IN.W.FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
84	1	VZTI-4042-F NN	Tag(s): 4250M3 WORKSTAT COMPOSE,SINGLE TILE,40IN.HX42IN.W.FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
85	17	VZAL-5000	Tag(s): 4250M3 WORKSTAT ** END PANEL TYPE ** PANEL, VERTICAL LIGHT BLOCK, 50IN, COMPOSE	0.00	0.00
86	9	VZCC-0024-A	Tag(s): WORKSTATIONS NE COMPOSE, TOP TRIM 24IN.W	0.00	0.00
87	6	VZCC-0060-A	Tag(s): WORKSTATIONS NE COMPOSE, TOP TRIM 60IN.W	0.00	0.00
88	3	VZCC-0078-A	Tag(s): WORKSTATIONS NE COMPOSE, TOP TRIM 78IN.W	0.00	0.00
89	6	VZCC-0090-A	Tag(s): WORKSTATIONS NE COMPOSE, TOP TRIM 90IN.W	0.00	0.00
90	11	VZCE-5000-A	Tag(s): WORKSTATIONS NE COMPOSE,PANEL TRIM,END-OF-RUN 50IN.H	0.00	0.00
91	10	VZCL-5000-A	Tag(s): WORKSTATIONS NE COMPOSE,CONNECTOR TRIM,CORNER,2-WAY 50IN.H	0.00	0.00

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TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
92	1	VZCT-5000-A	Tag(s): WORKSTATIONS NE COMPOSE,CONNECTOR TRIM,CORNER,3-WAY 50IN.H	0.00	0.00
93	2	VZCX-5000-A	Tag(s): WORKSTATIONS NE COMPOSE,CONNECTOR TRIM,CORNER,4-WAY 50IN.H	0.00	0.00
94	2	VZEB-0000-3	Tag(s): WORKSTATIONS NE COMPOSE,BASE FEED MODULE,HARDWIRE CONN	0.00	0.00
95	6	VZFF-5030-N 3HNR	Tag(s): WORKSTATIONS NE COMPOSE, FRM,50HX30W,BS 3CIR,BS CVHL/CVHL,NO BLT PWR,STD	0.00	0.00
96	6	VZTI-0830-D NN	Tag(s): 3066M3 (50/16) COMPOSE,SINGLE TILE,8IN.HX30IN.W,LAMINATE,STD CORE,NO TECH	0.00	0.00
97	6	VZTI-0830-F NN	Tag(s): 3066M3 (50/16) COMPOSE,SINGLE TILE,8IN.HX30IN.W,FABRIC/TACKA BLE,STD CORE,NO TECH	0.00	0.00
98	6	VZTI-2430-F NN	Tag(s): 3066M3 (50/16) COMPOSE,SINGLE TILE,24IN.HX30IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
99	6	VZTI-4030-F NN	Tag(s): 3066M3 (50/16) COMPOSE,SINGLE TILE,40IN.HX30IN.W,FABRIC/TACK	0.00	0.00

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CUSTOMER P/O: MOOET-0000002421  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
			ABLE,STD CORE,NO TECH		
100	9	WURA-1836-L JSB	Tag(s): 3066M3 (50/16) RECT WORKSURFACE 18D X 36W	0.00	0.00
101	6	WURA-2460-L JSB	Tag(s): WORKSTATIONS NE RECT WORKSURFACE 24D X 60W	0.00	0.00
102	3	WURA-2478-L JSB	Tag(s): WORKSTATIONS NE RECT WORKSURFACE 24D X 78W	0.00	0.00
103	18	ZUBF-0000-P N	Tag(s): WORKSTATIONS NE FLUSH MOUNT PLATE	0.00	0.00
104	13	ZZBD-1600-P L	Tag(s): WORKSTATIONS NE COMPOSE, CNTLVR BRKT,16IN.D, LH	0.00	0.00
105	14	ZZBD-1600-P R	Tag(s): WORKSTATIONS NE COMPOSE, CNTLVR BRKT,16IN.D,RH	0.00	0.00
106	9	JPAH-18-S8	Tag(s): WORKSTATIONS NE X SERIES,PEDESTAL,ATTACHED,B/B/F ,18"D,PTDDRWFRT, STL LKRL,LINEAR PULL	0.00	0.00
107	9	JPAJ-18-S8	Tag(s): WORKSTATIONS NE X SERIES,PEDESTAL,ATTACHED,F/F,1 8"D,PTDDRWFRT, STL LKRL,LINEAR PULL	0.00	0.00
108	9	KZPY-1660	Tag(s): WORKSTATIONS NE COMPOSE,SLAT TILE,EXT MT,16IN.H X 60IN.W	0.00	0.00

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#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
109	18	DTLT-2	Tag(s): WORKSTATIONS NE LETTER TRAY	0.00	0.00
110	9	DTPR-3	Tag(s): WORKSTATIONS NE MOXIE JUMP STUFF PAPER SORTER	0.00	0.00
111	9	DTWC-2	Tag(s): WORKSTATIONS NE TOOL CUP	0.00	0.00
112	6	SCH-44-3S	Tag(s): WORKSTATIONS NE VERY WIRE STACKER, PLSTC SEAT, PLSTC BK, ARMS, NON GANGING,	0.00	0.00
113	9	SCT-20-4112	Tag(s): WORKSTATIONS NE VERY TASK CHAIR,FAB SEAT,MESH BK,HGT ADJ ARMS, ALUM BSE,SFT CTRS,BK LK, W/LUM,	0.00	0.00
114	9	LSET-2	Tag(s): WORKSTATIONS NE HW,LOCK SET, KEYED ALIKE,LOCK PLUG AND KEY, QTY OF 2	0.00	0.00
115	14	VZAL-0024	- STAFF AREA 201A - ** PANEL TYPE :2450JN ** COMPOSE, LIGHT BLOCK, 24IN	0.00	0.00
116	7	VZFF-5024-N NNNNR	Tag(s): 2450HN WORKSTAT COMPOSE, FRM,50HX24W,BS NOPWR,NO BSTRM/NO BSTRM,NO BLT PWR,STD	0.00	0.00
117	7	VZTI-0824-D NN	Tag(s): 2450HN WORKSTAT COMPOSE,SINGLE TILE,8IN.HX24IN.W,LAMINATE,STD CORE,NO TECH	0.00	0.00

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<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
118	7	VZTI-0824-F NN	Tag(s): 2450HN WORKSTAT COMPOSE,SINGLE TILE,8IN.HX24IN.W,FABRIC/TACKA BLE,STD CORE,NO TECH	0.00	0.00
119	7	VZTI-3224-F NN	Tag(s): 2450HN WORKSTAT COMPOSE,SINGLE TILE,32IN.HX24IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
120	7	VZTI-4824-F NN	Tag(s): 2450HN WORKSTAT COMPOSE,SINGLE TILE,48IN.HX24IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
121	4	VZFF-5030-N NNNNR	Tag(s): 2450HN WORKSTAT COMPOSE, FRM,50HX30W,BS NOPWR,NO BSTRM/NO BSTRM,NO BLT PWR,STD	0.00	0.00
122	8	VZTI-4830-F NN	Tag(s): 3050JN WORKSTAT COMPOSE,SINGLE TILE,48IN.HX30IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
123	8	VZFF-5030-N 3HNRR	Tag(s): 3050JN WORKSTAT COMPOSE, FRM,50HX30W,BS 3CIR,BS CVHL/NO BSTRM,NO BLT PWR,STD	0.00	0.00
124	8	VZTI-4030-F NN	Tag(s): 3050K3 WORKSTAT COMPOSE,SINGLE TILE,40IN.HX30IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00

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<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
125	8	VZTI-4830-F NN	Tag(s): 3050K3 WORKSTAT COMPOSE,SINGLE TILE,48IN.HX30IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
126	4	VZFF-5030-N 3HHNR	Tag(s): 3050K3 WORKSTAT COMPOSE, FRM,50HX30W,BS 3CIR,BS CVHL/CVHL,NO BLT PWR,STD	0.00	0.00
127	8	VZTI-4030-F NN	Tag(s): 3050I3 WORKSTAT COMPOSE,SINGLE TILE,40IN.HX30IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
128	6	VZFF-5030-N 3HHNR	Tag(s): 3050I3 WORKSTAT COMPOSE, FRM,50HX30W,BS 3CIR,BS CVHL/CVHL,NO BLT PWR,STD	0.00	0.00
129	6	VZTI-0830-D NN	Tag(s): 3066M3 (50/16) COMPOSE,SINGLE TILE,8IN.HX30IN.W,LAMINATE,STD CORE,NO TECH	0.00	0.00
130	6	VZTI-0830-F NN	Tag(s): 3066M3 (50/16) COMPOSE,SINGLE TILE,8IN.HX30IN.W,FABRIC/TACKA BLE,STD CORE,NO TECH	0.00	0.00
131	6	VZTI-2430-F NN	Tag(s): 3066M3 (50/16) COMPOSE,SINGLE TILE,24IN.HX30IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00

CONTINUED...



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**SOLD TO:**

CITY & COUNTY OF DENVER  
201 WEST COLFAX DEPT.908  
ATTN: ACCTS PAYABLE  
DENVER, CO 80202

**INSTALLED AT:**

CITY & COUNTY OF DENVER  
ARIE P. TAYLOR BUILDING  
4685 PEORIA ST.  
DENVER, CO 80239

CLIENT: 22670  
PROPOSAL: 100022  
PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002421  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
132	6	VZTI-4030-F NN	Tag(s): 3066M3 (50/16) COMPOSE,SINGLE TILE,40IN.HX30IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
133	2	VZFF-5036-N NNNNR	Tag(s): 3066M3 (50/16) COMPOSE, FRM,50HX36W,BS NOPWR,NO BSTRM/NO BSTRM,NO BLT PWR,STD	0.00	0.00
134	4	VZTI-4836-F NC	Tag(s): 3650JN WORKSTAT COMPOSE,SINGLE TILE,48IN.HX36IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
135	1	VZFF-5042-N 3HNNR	Tag(s): 3650JN WORKSTAT COMPOSE, FRM,50HX42W,BS 3CIR,BS CVHL/NO BSTRM,NO BLT PWR,STD	0.00	0.00
136	1	VZTI-4042-F NN	Tag(s): 4250K3 WORKSTAT COMPOSE,SINGLE TILE,40IN.HX42IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
137	1	VZTI-4842-F NC	Tag(s): 4250K3 WORKSTAT COMPOSE,SINGLE TILE,48IN.HX42IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
138	1	VZFF-5042-N NNNNR	Tag(s): 4250K3 WORKSTAT COMPOSE, FRM,50HX42W,BS NOPWR,NO BSTRM/NO BSTRM,NO BLT PWR,STD	0.00	0.00

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SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
139	1	VZTI-4842-F NC	Tag(s): 4250JN WORKSTAT COMPOSE,SINGLE TILE,48IN.HX42IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
140	7	VZCC-0024-A	Tag(s): 4250JN WORKSTAT COMPOSE, TOP TRIM 24IN.W	0.00	0.00
141	4	VZCC-0060-A	Tag(s): WORKSTATIONS NE COMPOSE, TOP TRIM 60IN.W	0.00	0.00
142	2	VZCC-0078-A	Tag(s): WORKSTATIONS NE COMPOSE, TOP TRIM 78IN.W	0.00	0.00
143	5	VZCC-0090-A	Tag(s): WORKSTATIONS NE COMPOSE, TOP TRIM 90IN.W	0.00	0.00
144	6	VZCE-5000-A	Tag(s): WORKSTATIONS NE COMPOSE,PANEL TRIM,END-OF-RUN 50IN.H	0.00	0.00
145	7	VZCL-5000-A	Tag(s): WORKSTATIONS NE COMPOSE,CONNECTOR TRIM,CORNER,2-WAY 50IN.H	0.00	0.00
146	2	VZEB-0000-3	Tag(s): WORKSTATIONS NE COMPOSE,BASE FEED MODULE,HARDWIRE CONN	0.00	0.00
147	8	VZAR-0000	Tag(s): WORKSTATIONS NE PANEL, RECEPTACLE BLANK COVER, COMPOSE	0.00	0.00
			Tag(s): WORKSTATIONS NE		





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TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
148	5	VZER-0003-M	COMPOSE,RECEPTACLE,TRIPLEX, 15-AMP, 3 CIRCUIT, 332, CM	0.00	0.00
149	38	VZAD-0000-R	Tag(s): WORKSTATIONS NE ELEC COMP, DATA BLANK COVER, HARD SURF TILES ALL MANUF DATES, FABRIC TILES MANUF AFTER 3/17/2009	0.00	0.00
150	7	WURA-1836-L JSB	Tag(s): WORKSTATIONS NE RECT WORKSURFACE 18D X 36W	0.00	0.00
151	5	WURA-2460-L JSB	Tag(s): WORKSTATIONS NE RECT WORKSURFACE 24D X 60W	0.00	0.00
152	3	WURA-2478-L JSC	Tag(s): WORKSTATIONS NE RECT WORKSURFACE 24D X 78W	0.00	0.00
153	14	ZUBF-0000-P N	Tag(s): WORKSTATIONS NE FLUSH MOUNT PLATE	0.00	0.00
154	2	ZZBD-1600-P L	Tag(s): WORKSTATIONS NE COMPOSE, CNTLVR BRKT,16IN.D, LH	0.00	0.00
155	2	ZZBD-1600-P R	Tag(s): WORKSTATIONS NE COMPOSE, CNTLVR BRKT,16IN.D,RH	0.00	0.00
156	1	ZZBA-0000-P L	Tag(s): WORKSTATIONS NE SIDE/CORNER BRACKET	0.00	0.00
157	6	JPAH-18-S8	Tag(s): WORKSTATIONS NE X SERIES,PEDESTAL,ATTACHED,B/B/F ,18"D,PTDDRWFRT, STL LKRL,LINEAR PULL	0.00	0.00

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TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
158	6	JPAJ-18-S8	Tag(s): WORKSTATIONS NE X SERIES,PEDESTAL,ATTACHED,F/F,1 8"D,PTDDRWFRT, STL LKRL,LINEAR PULL	0.00	0.00
159	7	KZPY-1660	Tag(s): WORKSTATIONS NE COMPOSE,SLAT TILE,EXT MT,16IN.H X 60IN.W	0.00	0.00
160	14	DTLT-2	Tag(s): WORKSTATIONS NE LETTER TRAY	0.00	0.00
161	7	DTPR-3	Tag(s): WORKSTATIONS NE MOXIE JUMP STUFF PAPER SORTER	0.00	0.00
162	7	DTWC-2	Tag(s): WORKSTATIONS NE TOOL CUP	0.00	0.00
163	5	SCH-44-3S	Tag(s): WORKSTATIONS NE VERY WIRE STACKER, PLSTC SEAT, PLSTC BK, ARMS, NON GANGING,	0.00	0.00
164	7	SCT-20-4112	Tag(s): WORKSTATIONS NE VERY TASK CHAIR,FAB SEAT,MESH BK,HGT ADJ ARMS, ALUM BSE,SFT CTRS,BK LK, W/LUM,	0.00	0.00
165	2	NCCL-36	Tag(s): WORKSTATIONS NE 36" ROUND TABLE,LAMINATE	0.00	0.00
166	4	SCH-44-3S	Tag(s): BREAKROOM NEW VERY WIRE STACKER, PLSTC SEAT, PLSTC BK, ARMS, NON GANGING,	0.00	0.00

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TERMS: NET 10 DAYS

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167	5	SCH-44-3S	Tag(s): BREAKROOM NEW VERY WIRE STACKER, PLSTC SEAT, PLSTC BK, ARMS, NON GANGING,	0.00	0.00
168	7	LSET-2	Tag(s): PUBLIC SPACE NE HW,LOCK SET, KEYED ALIKE,LOCK PLUG AND KEY, QTY OF 2	0.00	0.00
169	1	JDSL-3066-J AFSDS	- SMALL OFFICE - X SERIES,RECT DESK,LAM, EB3,30X66,PED,END,PTD,3/4 MOD,CBL MGT	0.00	0.00
170	1	JPDH-30-S8L D	Tag(s): SM OFFICE NEW X SERIES,PEDESTAL,ATTACHED DESK,BOX/BOX/FILE,30"D,STEEL DRAWER FRONT,STEEL LOCKBAR,LINEAR PULL,LH,3/4 MOD	0.00	0.00
171	1	JCPT-0230-S 8A	Tag(s): SM OFFICE NEW X SERIES,COMBO UNIT,27.5"H X 30"W,FILE(L),BOX,BOX(R),LATFIL E,STEEL DRAWER FRONT,STEEL LOCK MATERIAL,LINEAR PULL,ATTACHED,GLIDES	0.00	0.00
172	12	ZZFD-2400-P NFF	Tag(s): WORKSTATIONS NE COMPOSE WORKSURFACE DBL SUPPORT LEG,STEEL,24IN.D	0.00	0.00
173	1	SCT-20-4112	Tag(s): WORKSTATIONS NE VERY TASK CHAIR,FAB SEAT,MESH BK,HGT ADJ ARMS, ALUM BSE,SFT CTRS,BK LK, W/LUM,	0.00	0.00

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<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
174	2	LSET-1	Tag(s): SM OFFICE NEW HW,LOCK SET, KEYED ALIKE,LOCK PLUG AND KEY, QTY OF 1	0.00	0.00
			*** ORDER NEW ***		
175	1	NCCL-36	- PHONE AREA 251-1 - 36" ROUND TABLE,LAMINATE	258.28	258.28
176	2	SCH-44-3S	Tag(s): BREAKROOM NEW VERY WIRE STACKER, PLSTC SEAT, PLSTC BK, ARMS, NON GANGING,	114.11	228.22
177	1	JDSL-2472-J FFSBS	Tag(s): BREAKROOM NEW - SUITE 251B - X SERIES,RECT DESK,LAM, EB3,24X72,END,END,PTD,1/3 MOD,CBL MGT	429.37	429.37
178	1	VZAL-0030	Tag(s): PUBLIC SPACE NE COMPOSE, LIGHT BLOCK, 30IN	8.68	8.68
179	1	VZFF-4230-N 3HNRR	Tag(s): 3042B3 SIF THIS COMPOSE, FRM,42HX30W,BS 3CIR,BS CVHL/NO BSTRM,NO BLT PWR,STD	77.43	77.43
180	1	VZTI-0830-D NN	Tag(s): 3042B3 SIF THIS COMPOSE,SINGLE TILE,8IN.HX30IN.W,LAMINATE,STD CORE,NO TECH	29.12	29.12
181	2	VZTI-3230-F NN	Tag(s): 3042B3 SIF THIS COMPOSE,SINGLE TILE,32IN.HX30IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	44.91	89.82

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TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
182	1	VZAL-0030	Tag(s): 3042B3 SIF THIS COMPOSE, LIGHT BLOCK, 30IN	8.68	8.68
183	1	VZFF-4230-N NNNNR	Tag(s): 3042CN SIF THIS COMPOSE, FRM,42HX30W,BS NOPWR,NO BSTRM/NO BSTRM,NO BLT PWR,STD	38.24	38.24
184	1	VZTI-0830-D NN	Tag(s): 3042CN SIF THIS COMPOSE,SINGLE TILE,8IN.HX30IN.W,FABRIC/TACKA BLE,STD CORE,NO TECH	29.12	29.12
185	1	VZTI-3230-F NN	Tag(s): 3042CN SIF THIS COMPOSE,SINGLE TILE,32IN.HX30IN.W.FABRIC/TACK ABLE,STD CORE,NO TECH	44.91	44.91
186	1	VZTI-4030-F NN	Tag(s): 3042CN SIF THIS SINGLE TILE,40IN.HX30IN.W,FOR USE W/COMPOSE,FABRIC/TACKABLE,STD CORE,NO TECH	45.73	45.73
187	1	VZAL-0036	Tag(s): 3042CN SIF THIS COMPOSE, LIGHT BLOCK, 36IN	9.15	9.15
188	1	VZFF-4236-N 3HNNR	Tag(s): 3642A3 SIF THIS COMPOSE, FRM,42HX36W,BS 3CIR,BS CVHL/NO BSTRM,NO BLT PWR,STD	81.16	81.16
189	1	VZTI-0836-D NN	Tag(s): 3642A3 SIF THIS COMPOSE,SINGLE TILE,8IN.HX36IN.W,LAMINATE,STD	31.67	31.67

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<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
			CORE,NO TECH		
190	2	VZTI-3236-F NN	Tag(s): 3642A3 SIF THIS COMPOSE,SINGLE TILE,32IN.HX36IN.W.FABRIC/TACK ABLE,STD CORE,NO TECH	49.04	98.08
191	1	VZAL-4200	Tag(s): 3642A3 SIF THIS PANEL, VERTICAL LIGHT BLOCK, 42IN, COMPOSE	0.90	0.90
192	1	WUTS-1266-L JSC	Tag(s): SIF THIS WORKSURFACE,RECT COUNTERTOP,12DX66W,LAM,EDGEBAN D,STD CORE,NO CBL M MGT	80.68	80.68
193	2	ZZBT-0000-P NE	Tag(s): SIF THIS COMPOSE, COUNTER TOP, BRKT,ALUM TOP CAP SQ	6.71	13.42
194	1	VZCC-0030-A	Tag(s): SIF THIS COMPOSE, TOP TRIM 30IN.W	17.22	17.22
195	1	VZCC-0066-A	Tag(s): SIF THIS COMPOSE, TOP TRIM 66IN.W	33.76	33.76
196	1	VZCE-4200-A	Tag(s): SIF THIS COMPOSE,PANEL TRIM,END-OF-RUN 42IN.H, ALUM	37.68	37.68
197	1	VZCL-4200-A	Tag(s): SIF THIS COMPOSE,CONNECTOR TRIM,CORNER,2-WAY 42IN.H, ALUM	87.66	87.66
			Tag(s): SIF THIS		



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#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
198	1	VZCW-0000-P	COMPOSE,WALL MOUNT,FITS ALL HEIGHTS	15.62	15.62
199	1	VZEB-0000-3	Tag(s): SIF THIS COMPOSE,BASE FEED MODULE,HARDWIRE CONN	60.40	60.40
200	9	VZAD-0000-R	Tag(s): SIF THIS ELEC COMP, DATA BLANK COVER, HARD SURF TILES ALL MANUF DATES, FABRIC TILES MANUF AFTER 3/17/2009	0.68	6.12
201	3	VZAR-0000	Tag(s): SIF THIS PANEL, RECEPTACLE BLANK COVER, COMPOSE	1.13	3.39
202	1	VZER-0003-M	Tag(s): SIF THIS COMPOSE,RECEPTACLE,TRIPLEX, 15-AMP, 3 CIRCUIT, 332, CM	41.21	41.21
203	1	JDRL-2448-J ANNBSS	Tag(s): SIF THIS - OFFICE 201D - X SERIES,RETURN,LAM,2448,PED,OPE N,1/3 MODESTY,CABLE MGT	174.32	174.32
204	1	JDSL-3072-J FFSDN	Tag(s): TRAINING X SERIES,RECT DESK,LAM, EB3,30X72,END,END,PTD,3/4 MOD,NO CBL MGT	477.00	477.00
205	1	JPDH-24-S8L B	Tag(s): TRAINING X SERIES,PEDESTAL,ATTACHED DESK,BOX/BOX/FILE,24"D,STEEL DRAWER FRONT,STEEL LOCKBAR,LINEAR PULL,LH,1/3 MOD	207.54	207.54

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206	1	SCT-20-4111	Tag(s): TRAINING VERY TASK CHAIR,FAB SEAT,MESH BK,HGT ADJ ARMS, ALUM BSE HD CTRS,BK LK, W/LUM,	478.88	478.88
207	2	SCH-44-3S	Tag(s): TRAINING VERY WIRE STACKER, PLSTC SEAT, PLSTC BK, ARMS, NON GANGING,	114.11	228.22
208	1	LSET-1	Tag(s): PUBLIC SPACE NE HW,LOCK SET, KEYED ALIKE,LOCK PLUG AND KEY, QTY OF 1	0.00	0.00
209	1	NCCL-48	Tag(s): PUBLIC SPACE NE - RECEPTION AREA 241-B - 48" ROUND TABLE,LAMINATE	338.07	338.07
210	2	SCH-44-3S	Tag(s): RECEPTION AREA 241-B VERY WIRE STACKER, PLSTC SEAT, PLSTC BK, ARMS, NON GANGING,	114.11	228.22
211	1	45TC-3072-L J7S0A	Tag(s): RECEPTION AREA 241-B - COMPUTER CLASSROOM 232 - 450 SERIES,RECT,30"X72",LAM,EDGEBA ND,40"H,T BASE,STAT,NO MOD,GLD,P	390.38	390.38
212	1	45TC-3072-L J7S0A	- COMPUTER CLASS 201-E - 450 SERIES,RECT,30"X72",LAM,EDGEBA ND,40"H,T BASE,STAT,NO MOD,GLD,P	390.38	390.38





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PROPOSAL: 100022  
PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002421  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
213	6	EUE1-0000-1 221W	FTU,1SD,4 PORT,2 RECPT,NO USB,2 DATA PORTS,NO CABLE GARAGE,CLR ANO ANOD ALUM,WHT TCHP,12' CORD	233.85	1,403.10
214	6	TA01-0228-F	Tag(s): SIF THIS WIRE MANAGER,VERTICAL	15.82	94.92
215	6	TARA-3060-L JSFCG4A	Tag(s): SIF THIS PLANES,TABLE,RT,LAM,30"X60",EB 3,STD,CO:1SD/4 OPN/CNTR,TRAIN,GLD,29 OPN/CNTR,TRAIN,GLD,29"H,PTD	556.26	3,337.56
216	12	SCM-45-31	Tag(s): SIF THIS VERY SEMINAR,PLSTC SEAT,TETRO BK,ARM,HD CSTS,	266.74	3,200.88
217	1	VZCC-0060-A	Tag(s): SIF THIS - STAFF AREA 201A - COMPOSE, TOP TRIM 60IN.W	25.16	25.16
218	1	VZTI-4042-F NN	Tag(s): WORKSTATIONS NE COMPOSE,SINGLE TILE,40IN.HX42IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	51.39	51.39
219	1	VZEK-0R42-3 NH	Tag(s): 4250K3 WORKSTAT COMPOSE,RACEWAY RETROFIT KIT 42IN.W PANEL	62.83	62.83
220	3	VZCW-0000-P	Tag(s): 4250K3 WORKSTAT COMPOSE,WALL MOUNT,FITS ALL HEIGHTS  Tag(s): 4250K3 WORKSTAT	15.62	46.86



REMIT TO:  
1515 ARAPAHOE ST.  
TOWER 1, SUITE 100  
DENVER, CO 80202

Phone: 303-824-2000  
Fax: 303-824-2001

06/28/16  
INVOICE  
107356

**SOLD TO:**

CITY & COUNTY OF DENVER  
201 WEST COLFAX DEPT.908  
ATTN: ACCTS PAYABLE  
DENVER, CO 80202

**INSTALLED AT:**

CITY & COUNTY OF DENVER  
ARIE P. TAYLOR BUILDING  
4685 PEORIA ST.  
DENVER, CO 80239

CLIENT: 22670  
PROPOSAL: 100022  
PROJECT: 18-75

CUSTOMER P/O: MOOET-0000002421  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
221	21	VZAL-5000	PANEL, VERTICAL LIGHT BLOCK, 50IN, COMPOSE	0.90	18.90
222	2	VZCE-5000-A	Tag(s): WORKSTATIONS NE COMPOSE,PANEL TRIM,END-OF-RUN 50IN.H	43.17	86.34
223	1	VZEB-0000-3	Tag(s): WORKSTATIONS NE COMPOSE,BASE FEED MODULE,HARDWIRE CONN	60.40	60.40
224	8	ZZBD-1600-P L	Tag(s): WORKSTATIONS NE COMPOSE, CNTLVR BRKT,16IN.D, LH	10.01	80.08
225	9	ZZBD-1600-P R	Tag(s): WORKSTATIONS NE COMPOSE, CNTLVR BRKT,16IN.D,RH	10.01	90.09
226	1	JPAH-18-S8	Tag(s): WORKSTATIONS NE X SERIES,PEDESTAL,ATTACHED,B/B/F ,18"D,PTDDRWFRT, STL LKRL,LINEAR PULL	197.93	197.93
227	1	JPAJ-18-S8	Tag(s): WORKSTATIONS NE X SERIES,PEDESTAL,ATTACHED,F/F,1 8"D,PTDDRWFRT, STL LKRL,LINEAR PULL	178.72	178.72
228	1	VZAL-0024	Tag(s): WORKSTATIONS NE - RECEPTION 201C - COMPOSE, LIGHT BLOCK, 24IN	8.23	8.23
229	1	VZFF-4224-N 3HNNR	Tag(s): 2442B3 SIF THIS COMPOSE, FRM,42HX24W,BS 3CIR,BS CVHL/NO BSTRM,NO BLT	73.70	73.70

CONTINUED...



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CUSTOMER P/O: MOOET-0000002421  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
			PWR,STD		
230	1	VZTI-0824-D NN	Tag(s): 2442B3 SIF THIS COMPOSE,SINGLE TILE,8IN.HX24IN.W,FABRIC/TACKA BLE,STD CORE,NO TECH	26.57	26.57
231	2	VZTI-3224-F NN	Tag(s): 2442B3 SIF THIS COMPOSE,SINGLE TILE,32IN.HX24IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	40.79	81.58
232	2	VZAL-0036	Tag(s): 2442B3 SIF THIS COMPOSE, LIGHT BLOCK, 36IN	9.15	18.30
233	2	VZFF-4236-N 3HNNR	Tag(s): 3642B3 SIF THIS COMPOSE, FRM,42HX36W,BS 3CIR,BS CVHL/NO BSTRM,NO BLT PWR,STD	81.16	162.32
234	2	VZTI-0836-D NN	Tag(s): 3642B3 SIF THIS COMPOSE,SINGLE TILE,8IN.HX36IN.W,FABRIC/TACKA BLE,STD CORE,NO TECH	31.67	63.34
235	4	VZTI-3236-F NN	Tag(s): 3642B3 SIF THIS COMPOSE,SINGLE TILE,32IN.HX36IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	49.04	196.16
236	1	VZAL-0030	Tag(s): 3642B3 SIF THIS COMPOSE, LIGHT BLOCK, 30IN	8.68	8.68
237	1	VZFF-4230-N NNNNR	Tag(s): 3042CN SIF THIS COMPOSE, FRM,42HX30W,BS NOPWR,NO BSTRM/NO BSTRM,NO BLT	38.24	38.24

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CUSTOMER P/O: MOOET-0000002421  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
			PWR,STD		
238	1	VZTI-0830-D NN	Tag(s): 3042CN SIF THIS COMPOSE,SINGLE TILE,8IN.HX30IN.W,FABRIC/TACKA BLE,STD CORE,NO TECH	29.12	29.12
239	1	VZTI-3230-F NN	Tag(s): 3042CN SIF THIS COMPOSE,SINGLE TILE,32IN.HX30IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	44.91	44.91
240	1	VZTI-4030-F NN	Tag(s): 3042CN SIF THIS SINGLE TILE,40IN.HX30IN.W,FOR USE W/COMPOSE,FABRIC/TACKABLE,STD CORE.NO TECH	45.73	45.73
241	1	VZAL-0036	Tag(s): 3042CN SIF THIS COMPOSE, LIGHT BLOCK, 36IN	9.15	9.15
242	1	VZFF-4236-N NNNNR	Tag(s): 3642CN SIF THIS COMPOSE, FRM,42HX36W,BS NOPWR,NO BSTRM/NO BSTRM,NO BLT PWR,STD	41.87	41.87
243	1	VZTI-0836-D NN	Tag(s): 3642CN SIF THIS COMPOSE,SINGLE TILE,8IN.HX36IN.W,FABRIC/TACKA BLE,STD CORE,NO TECH	31.67	31.67
244	1	VZTI-3236-F NN	Tag(s): 3642CN SIF THIS COMPOSE,SINGLE TILE,32IN.HX36IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	49.04	49.04

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CUSTOMER P/O: MOOET-0000002421  
SALESPERSON: SUSAN BROWN  
TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
245	1	VZTI-4036-F NN	Tag(s): 3642CN SIF THIS COMPOSE,SINGLE TILE,40IN.HX36IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	48.56	48.56
246	3	VZAL-4200	Tag(s): 3642CN SIF THIS PANEL, VERTICAL LIGHT BLOCK, 42IN, COMPOSE	0.90	2.70
247	1	WUTS-1266-L JSC	Tag(s): SIF THIS WORKSURFACE,RECT COUNTERTOP,12DX66W,LAM,EDGEBAN D,STD CORE,NO CBL M MGT	80.68	80.68
248	2	ZZBT-0000-P NE	Tag(s): SIF THIS COMPOSE, COUNTER TOP, BRKT,ALUM TOP CAP SQ	6.71	13.42
249	1	VZCC-0066-A	Tag(s): SIF THIS COMPOSE, TOP TRIM 66IN.W	33.76	33.76
250	1	VZCC-0096-A	Tag(s): SIF THIS COMPOSE, TOP TRIM 96IN.W	44.52	44.52
251	1	VZCE-4200-A	Tag(s): SIF THIS COMPOSE,PANEL TRIM,END-OF-RUN 42IN.H, ALUM	37.68	37.68
252	1	VZCL-4200-A	Tag(s): SIF THIS COMPOSE,CONNECTOR TRIM,CORNER,2-WAY 42IN.H, ALUM	87.66	87.66
253	1	VZCW-0000-P	Tag(s): SIF THIS COMPOSE,WALL MOUNT,FITS ALL HEIGHTS	15.62	15.62

CONTINUED...



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TERMS: NET 10 DAYS

<u>#</u>	<u>QTY</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>SELL</u>	<u>EXTENDED</u>
254	1	VZEB-0006-H 3	Tag(s): SIF THIS COMPOSE,BASE FEED MODULE,HARDWIRE CONN 6FT	69.21	69.21
			Tag(s): SIF THIS * * * UNUSED PRODUCT * * * * * * NOTE : WILL REQUOTE STORAGE FEE AFTER INSTALL * * *		
255	1	LOT	ENCLOSE WALLS - 86 LINEAL FEET PER HAWORTH DRAWING	0.00	0.00
256	10	SCL-44-0H	VERY SIDE STOOL,PLSTC SEAT,PLSTC BK,ARMLESS,PLSTC GLD,	0.00	0.00
257	2	SCT-20-4112	Tag(s): PUBLIC SPACE NE VERY TASK CHAIR,FAB SEAT,MESH BK,HGT ADJ ARMS, ALUM BSE,SFT CTRS,BK LK, W/LUM,	0.00	0.00
258	1	VZFF-5024-N 3HHNR	Tag(s): PUBLIC SPACE NE COMPOSE, FRM,50HX24W,BS 3CIR,BS CVHL/CVHL,NO BLT PWR,STD	0.00	0.00
259	2	VZTI-4024-F NN	Tag(s): 245013 WORKSTAT SINGLE TILE,40IN.HX24IN.W,FOR USE W/COMPOSE,FABRIC/TACKABLE,STD CORE,NO TECH	0.00	0.00
260	1	VZFF-5030-N NNNNR	Tag(s): 245013 WORKSTAT COMPOSE, FRM,50HX30W,BS NOPWR,NO BSTRM/NO BSTRM,NO BLT	0.00	0.00

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			PWR,STD		
261	2	VZTI-4830-F NN	Tag(s): 3050JN WORKSTAT COMPOSE,SINGLE TILE,48IN.HX30IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
262	2	VZFF-5030-N 3HNNR	Tag(s): 3050JN WORKSTAT COMPOSE, FRM,50HX30W,BS 3CIR,BS CVHL/NO BSTRM,NO BLT PWR,STD	0.00	0.00
263	2	VZTI-4030-F NN	Tag(s): 3050K3 WORKSTAT COMPOSE,SINGLE TILE,40IN.HX30IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
264	2	VZTI-4830-F NN	Tag(s): 3050K3 WORKSTAT COMPOSE,SINGLE TILE,48IN.HX30IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
265	6	VZGS-1660-1	Tag(s): 3050K3 WORKSTAT COMPOSE,GLASS STACK 16IN.H X 60IN.W	0.00	0.00
266	1	VZTI-4842-F NC	Tag(s): 3066M3 (50/16) COMPOSE,SINGLE TILE,48IN.HX42IN.W,FABRIC/TACK ABLE,STD CORE,NO TECH	0.00	0.00
267	1	VZCC-0084-A	Tag(s): 4250JN WORKSTAT COMPOSE, TOP TRIM 84IN.W	0.00	0.00
			Tag(s): WORKSTATIONS NE		



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#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
268	2	VZCX-5000-A	COMPOSE,CONNECTOR TRIM,CORNER,4-WAY 50IN.H	0.00	0.00
269	8	VZAR-0000	Tag(s): WORKSTATIONS NE PANEL, RECEPTACLE BLANK COVER, COMPOSE	0.00	0.00
270	5	VZER-0003-M	Tag(s): WORKSTATIONS NE COMPOSE,RECEPTACLE,TRIPLEX, 15-AMP, 3 CIRCUIT, 332, CM	0.00	0.00
271	38	VZAD-0000-R	Tag(s): WORKSTATIONS NE ELEC COMP, DATA BLANK COVER, HARD SURF TILES ALL MANUF DATES, FABRIC TILES MANUF AFTER 3/17/2009	0.00	0.00
272	1	VZCE-6600-A	Tag(s): WORKSTATIONS NE COMPOSE,PANEL TRIM,END-OF-RUN 66IN.H	0.00	0.00
273	5	VZCS-0000	Tag(s): WORKSTATIONS NE COMPOSE,CORNER BLOCK ASSEMBLY,90DEG	0.00	0.00
274	5	VZCT-6600-A	Tag(s): WORKSTATIONS NE COMPOSE,CONNECTOR TRIM,CORNER,3-WAY 66IN.H	0.00	0.00
275	1	VZVE-1600-A	Tag(s): WORKSTATIONS NE COMPOSE,PANEL TRIM,VARIABLE,END-OF-RUN 16IN.H	0.00	0.00
276	5	VZVT-1600-A	Tag(s): WORKSTATIONS NE COMPOSE,PANEL TRIM,VARIABLE,3-WAY 16IN.H	0.00	0.00

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#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
277	2	ZZFS-1800-L NEJ	Tag(s): WORKSTATIONS NE WORKSURFACE SUPPORT PANEL,18IN.W	0.00	0.00
278	15	PEAR HOURS	Tag(s): WORKSTATIONS NE DESIGN & PROJECT MANAGEMENT SERVICES - DISCOUNTED CITY RATE	65.00	975.00
279	1	INSTALL	REMOVAL OF EXISTING FURNITURE AFTER HOURS WORK DONE 5/19, 5/20 & 5/21	7,714.29	7,714.29
280	1	INSTALL	LABOR TO INSTALL ALL OF THE ABOVE LABOR DONE 6/17	13,668.57	13,668.57

PRODUCT SUBTOTAL	15,116.31
PROJ MGT/DESIGN FEES	975.00
INSTALLATION	21,382.86

FINAL TOTAL	37,474.17
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PAY THIS AMOUNT	37,474.17
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Exhibit J  
Technology and Data  
Protection Terms and Conditions

- 1. DEFINITIONS.** Whenever used herein, any schedules, exhibits, order forms, or addenda to pertaining to the software and use of electronic data employed in this Agreement, the following terms shall have the meanings assigned below unless otherwise defined therein. Other capitalized terms used in this Agreement are defined in the context in which they are used.
- 1.1. **“City Data”** means all information, whether in oral or written (including electronic) form, created by or in any way originating with the City and all information that is the output of any computer processing, or other electronic manipulation, of any information that was created by or in any way originating with the City, in the course of using and configuring the Services provided under this Agreement, and includes all records relating to the City’s use of Contractor Services. City Data also includes Confidential Information disclosed to Contractor.
- 1.2. **“Data Incident”** means any accidental or deliberate event that results in or constitutes an imminent threat of the unauthorized access, loss, disclosure, modification, disruption, or destruction of any communications or information resources of the City. Data Incidents include, without limitation (i) successful attempts to gain unauthorized access to a City system or the City information regardless of where such information is located; (ii) unwanted disruption or denial of service; (iii) the unauthorized use of a City system for the processing or storage of data; or (iv) changes to the City system hardware, firmware, or software characteristics without the City’s knowledge, instruction, or consent. It shall also include any actual or reasonably suspected unauthorized access to or acquisition of computerized City Data that compromises the security, confidentiality, or integrity of City Data, or the ability of the City to access City Data.
- 1.3. **“Equipment”** means any hardware, machinery, device, tool, computer, computer component, computer system, including add-ons, or peripherals of tangible form together with the necessary supplies for upkeep and maintenance, and other apparatus, to be provided to the City by Contractor under this Agreement.

- 1.4. **“PII”** means personally identifiable information including, without limitation, any information maintained by the City about an individual that can be used to distinguish or trace an individual’s identity, such as name, social security number, date and place of birth, mother’s maiden name, or biometric records. PII includes, but is not limited to, all information defined as personally identifiable information in §§ 24-72-501 and 24-73-101, C.R.S.
- 1.5. **“PHI”** means any protected health information, including, without limitation any information whether oral or recorded in any form or medium: (i) that relates to the past, present, or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual. PHI includes, but is not limited to, any information defined as Individually Identifiable Health Information by the federal Health Insurance Portability and Accountability Act. If this Agreement involves the transmission of PHI a separate Business Associates Agreement will become a part of this Agreement.
- 1.6. **“Product(s)”** means software, Equipment, and supplies delivered, or to be delivered, pursuant to an Order Form.
- 1.7. **“Protected Information”** includes, but is not limited to, personally-identifiable information, student records, protected health information, criminal justice information or individual financial information and other data defined under § 24-72-101 *et seq.*, and personal information that is subject to local, state or federal statute, regulatory oversight or industry standard restricting the use and disclosure of such information. The loss of such Protected Information would constitute a direct damage to the City.
- 1.8. **“Services”** for purposes of this Exhibit means Contractor’s computing solution(s), available to the City and its qualifying residents pursuant to this Agreement.
- 1.9. **“System”** means the operational combination of all Products and Services to be provided by Contractor to the City under this Agreement.
- 1.10. **“Third Party”** means persons, corporations and entities other than Contractor, the City or any of their employees, contractors or agents.
- 1.11. **“Third-Party Host”** means the entity where the physical location of the server(s) of the

Contractor's software resides.

## **2. RIGHTS AND LICENSE IN AND TO DATA**

- 2.1. The Parties agree that as between them, all rights in and to City Data shall remain the exclusive property of the City, and Contractor has a limited, nonexclusive license to access and use City Data as provided in this Agreement solely for the purpose of performing its obligations hereunder.
- 2.2. All City Data created and/or processed by the Service is and shall remain the property of the City and shall in no way become attached to the Service, nor shall Contractor have any rights in or to the City Data without the express written permission of the City and may not include Protected Information.
- 2.3. This Agreement does not give a party any rights, implied or otherwise, to the other's data, content, or intellectual property, except as expressly stated in the Agreement.
- 2.4. The City retains the right to use the Service to access and retrieve data stored on Contractor's Service infrastructure at any time during the term of this Agreement at its sole discretion.

## **3. DATA PRIVACY**

- 3.1. Contractor will use City Data only for the purpose of fulfilling its duties under this Agreement and for the City's sole benefit and will not share City Data with or disclose it to any Third Party without the prior written consent of the City or as otherwise required by law. By way of illustration and not of limitation, Contractor will not use City Data for Contractor's own benefit and, in particular, will not engage in "data mining" of City Data or communications, whether through automated or human means, except as specifically and expressly required by law or authorized in writing by the City.
- 3.2. Contractor will provide access to City Data only to those Contractor employees, contractors and Subcontractors ("Contractor Staff") who need to access City Data to fulfill Contractor's obligations under this Agreement. Contractor will ensure that, prior to being granted access to City Data, Contractor Staff who perform work under this Agreement have all undergone and passed criminal background screenings; have successfully completed annual instruction of a nature sufficient to enable them to effectively comply with all data protection provisions of this Agreement; and possess all qualifications appropriate to the nature of the employees' duties and the sensitivity of City Data they will be handling.

- 3.3. If Contractor receives Protected Information of a Colorado resident under this Agreement, Contractor shall implement and maintain reasonable written security procedures and practices that are appropriate to the nature of the personal identifying information and the nature and size of Contractor's business and its operations. Unless Contractor agrees to provide its own security protections for the information it discloses to a third-party service provider, Contractor shall require all its third-party service providers to implement and maintain reasonable written security procedures and practices that are appropriate to the nature of the personal identifying information disclosed and reasonably designed to help protect the personal identifying information subject to this Agreement from unauthorized access, use, modification, disclosure, or destruction. Contractor and its third-party service providers that maintain electronic or paper documents that contain Protected Information under this Agreement shall develop a written policy for the destruction of such records by shredding, erasing, or otherwise modifying the Protected Information to make it unreadable or indecipherable when the records are no longer needed.
- 3.4. Contractor may provide City Data to its agents, employees, assigns, and Subcontractors as necessary to perform the work under this Agreement, but shall restrict access to Confidential Information to those agents, employees, assigns, and Subcontractors who require access to perform their obligations under this Agreement. Contractor shall ensure all such agents, employees, assigns, and Subcontractors sign, or have signed, agreements containing nondisclosure provisions at least as protective as those in this Agreement, and that the nondisclosure provisions are in force at all times the agent, employee, assign, or Subcontractor has access to any Confidential Information. Contractor shall provide copies of those signed nondisclosure provisions to the City upon execution of the nondisclosure provisions if requested by the City.

#### **4. DATA SECURITY AND INTEGRITY**

- 4.1. All facilities, whether Contractor hosted or Third-Party Hosted, used to store and process City Data will implement and maintain administrative, physical, technical, and procedural safeguards and best practices at a level sufficient to provide the requested Service availability and to secure City Data from unauthorized access, destruction, use, modification, or disclosure appropriate for City Data. Such measures, when applicable due to the presence of Protected Information, include, but are not limited to, all applicable laws, rules, policies, publications,

and guidelines including, without limitation: (i) the most recently promulgated IRS Publication 1075 for all Tax Information, (ii) the most recently updated PCI Data Security Standard from the PCI Security Standards Council for all PCI, (iii) the most recently issued version of the U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Security Policy for all CJI, (iv) the Colorado Consumer Protection Act, (v) the Children's Online Privacy Protection Act (COPPA), (vi) the Family Education Rights and Privacy Act (FERPA), (vii) §24-72-101 et seq., (viii) the Telecommunications Industry Association (TIA) Telecommunications Infrastructure Standard for Data Centers (TIA-942); (ix) the federal Health Insurance Portability and Accountability Act for all PHI and the HIPAA Business Associate Addendum attached to this Agreement, if applicable. Contractor shall submit to the Manager, within fifteen (15) days of the Manager's written request, copies of Contractor's policies and procedures to maintain the confidentiality of protected health information to which Contractor has access, and if applicable, Contractor shall comply with all HIPAA requirements contained herein or attached as an exhibit.

- 4.2. Contractor warrants that all City Data will be encrypted in transmission (including via web interface) and in storage by a mutually agreed upon National Institute of Standards and Technology (NIST) approved strong encryption method and standard.
- 4.3. Contractor shall use industry-standard and up-to-date security tools, technologies and procedures including, but not limited to anti-virus and anti-malware protections and intrusion detection and reporting in providing Services under this Agreement. Contractor shall ensure that any underlying or integrated software employed by the Service is updated on a regular basis and does not pose a threat to the security of the Service.
- 4.4. Contractor shall, and shall cause its Subcontractors, to do all of the following:
  - 4.4.1. Provide physical and logical protection for all hardware, software, applications, and data that meets or exceeds industry standards and the requirements of this Agreement.
  - 4.4.2. Maintain network, system, and application security, which includes, but is not limited to, network firewalls, intrusion detection (host and network), annual security testing, and improvements or enhancements consistent with evolving industry standards.
  - 4.4.3. Comply with State and federal rules and regulations related to overall security, privacy, confidentiality, integrity, availability, and auditing.

- 4.4.4. Provide that security is not compromised by unauthorized access to workspaces, computers, networks, software, databases, or other physical or electronic environments.
  - 4.4.5. Promptly report all Data Incidents, including Data Incidents that do not result in unauthorized disclosure or loss of data integrity.
  - 4.4.6. Comply with all rules, policies, procedures, and standards issued by the City's Technology Services Security Section.
  - 4.4.7. Subject to Contractor's reasonable access security requirements and upon reasonable prior notice, Contractor shall provide the City with scheduled access for the purpose of inspecting and monitoring access and use of City Data, maintaining City systems, and evaluating physical and logical security control effectiveness.
  - 4.4.8. Contractor shall perform current background checks in a form reasonably acceptable to the City on all of its respective employees and agents performing services or having access to City Data provided under this Agreement, including any Subcontractors or the employees of Subcontractors. A background check performed within 30 days prior to the date such employee or agent begins performance or obtains access to City Data shall be deemed to be current.
  - 4.4.9. Contractor will provide notice to the security and compliance representative for the City indicating that background checks have been performed. Such notice will inform the City of any action taken in response to such background checks, including any decisions not to take action in response to negative information revealed by a background check.
  - 4.4.10. If Contractor will have access to Tax Information under the Agreement, Contractor shall comply with the background check requirements defined in IRS Publication 1075 and § 24-50-1002, C.R.S.
- 4.5. If applicable, Contractor shall use, hold, and maintain Confidential and Protected Information in compliance with all applicable laws and regulations only in facilities located within the United States, and shall maintain a secure environment that ensures confidentiality of all Confidential and Protected Information.
- 4.6. Prior to the Effective Date of this Agreement, Contractor, will at its expense conduct or have conducted the following, and thereafter, Contractor will at its expense conduct or have

conducted the following at least once per year, and immediately after any actual or reasonably suspected Data Incident:

- 4.6.1. A SSAE 16/SOC 2 or other mutually agreed upon audit of Contractor's security policies, procedures and controls;
  - 4.6.2. A quarterly external and internal vulnerability scan of Contractor's systems and facilities, to include public facing websites, that are used in any way to deliver Services under this Agreement. The report must include the vulnerability, age and remediation plan for all issues identified as critical or high;
  - 4.6.3. A formal penetration test, performed by a process and qualified personnel of Contractor's systems and facilities that are used in any way to deliver Services under this Agreement.
- 4.7. Contractor will provide the City the reports or other documentation resulting from the above audits, certifications, scans and tests within seven (7) business days of Contractor's receipt of such results.
- 4.8. Based on the results and recommendations of the above audits, certifications, scans and tests, Contractor will, within thirty (30) calendar days of receipt of such results, promptly modify its security measures to meet its obligations under this Agreement and provide the City with written evidence of remediation.
- 4.9. The City may require, at its expense, that Contractor perform additional audits and tests, the results of which will be provided to the City within seven (7) business days of Contractor's receipt of such results.
- 4.10. Contractor shall protect data against deterioration or degradation of data quality and authenticity, including, but not limited to annual Third Party data integrity audits. Contractor will provide the City the results of the above audits.

## **5. DATA INCIDENT RESPONSE**

- 5.1. Contractor shall maintain documented policies and procedures for Data Incident and breach reporting, notification, and mitigation. If Contractor becomes aware of any Data Incident, it shall notify the City immediately and cooperate with the City regarding recovery, remediation, and the necessity to involve law enforcement, as determined by the City. If there is a Data Incident impacting residents of Colorado or any other jurisdiction, Contractor shall cooperate with the City to satisfy notification requirements as currently defined in either federal, state,



or local law. Unless Contractor can establish that neither Contractor nor any of its agents, employees, assigns or Subcontractors are the cause or source of the Data Incident, Contractor shall be responsible for the cost of notifying each person who may have been impacted by the Data Incident as required by law. After a Data Incident, Contractor shall take steps to reduce the risk of incurring a similar type of Data Incident in the future as directed by the City, which may include, but is not limited to, developing and implementing a remediation plan that is approved by the City at no additional cost to the City.

- 5.2. Contractor shall report, either orally or in writing, to the City any Data Incident involving City Data, or circumstances that could have resulted in unauthorized access to or disclosure or use of City Data, not authorized by this Agreement or in writing by the City, including any reasonable belief that an unauthorized individual has accessed City Data. Contractor shall make the report to the City immediately upon discovery of the unauthorized disclosure, but in no event more than forty-eight (48) hours after Contractor reasonably believes there has been such unauthorized use or disclosure. Oral reports by Contractor regarding Data Incidents will be reduced to writing and supplied to the City as soon as reasonably practicable, but in no event more than forty-eight (48) hours after oral report.
- 5.3. Immediately upon becoming aware of any such Data Incident, Contractor shall fully investigate the circumstances, extent and causes of the Data Incident, and report the results to the City and continue to keep the City informed daily of the progress of its investigation until the issue has been effectively resolved.
- 5.4. Contractor's report discussed herein shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the data used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure (if known), (iv) what Contractor has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action Contractor has taken or shall take to prevent future similar unauthorized use or disclosure.
- 5.5. Within five (5) calendar days of the date Contractor becomes aware of any such Data Incident, Contractor shall have completed implementation of corrective actions to remedy the Data Incident, restore the City's access to the Services as directed by the City, and prevent further similar unauthorized use or disclosure.
- 5.6. Contractor, at its expense, shall cooperate fully with the City's investigation of and response to any such Data Incident.

- 5.7. Except as otherwise required by law, Contractor will not disclose or otherwise provide notice of the incident directly to any person, regulatory agencies, or other entities, without prior written permission from the City.
- 5.8. Notwithstanding any other provision of this Agreement, and in addition to any other remedies available to the City under law or equity, Contractor will promptly reimburse the City in full for all costs incurred by the City in any investigation, remediation or litigation resulting from any such Data Incident, including but not limited to providing notification to Third Parties whose data were compromised and to regulatory bodies, law-enforcement agencies or other entities as required by law or contract; establishing and monitoring call center(s), and credit monitoring and/or identity restoration services to assist each person impacted by a Data Incident in such a fashion that, in the City's sole discretion, could lead to identity theft; and the payment of legal fees and expenses, audit costs, fines and penalties, and other fees imposed by regulatory agencies, courts of law, or contracting partners as a result of the Data Incident.

## **6. DATA RETENTION AND DISPOSAL**

- 6.1. Using appropriate and reliable storage media, Contractor will regularly backup data and retain such backup copies consistent with the City's data retention policies.
- 6.2. At the City's election, Contractor will either securely destroy or transmit to the City repository any backup copies of City Data. Contractor will supply the City a certificate indicating the records disposed of, the date disposed of, and the method of disposition used.
- 6.3. Contractor will immediately preserve the state of the data at the time of the request and place a "hold" on data destruction or disposal under its usual records retention policies of records that include data, in response to an oral or written request from the City indicating that those records may be relevant to litigation that the City reasonably anticipates. Oral requests by the City for a hold on record destruction will be reduced to writing and supplied to Contractor for its records as soon as reasonably practicable under the circumstances. The City will promptly coordinate with Contractor regarding the preservation and disposition of these records. Contractor shall continue to preserve the records until further notice by the City.

## **7. DATA TRANSFER UPON TERMINATION OR EXPIRATION**

- 7.1. Upon expiration or earlier termination of this Agreement or any Services provided in this Agreement, Contractor shall accomplish a complete transition of the Services from Contractor to the City or any replacement provider designated solely by the City without any interruption

of or adverse impact on the Services or any other services provided by third parties in this Agreement. Contractor shall cooperate fully with the City or such replacement provider and promptly take all steps required to assist in effecting a complete transition of the Services designated by the City. All services related to such transition shall be performed at no additional cost beyond what would be paid for the Services in this Agreement. Contractor shall extend the Agreement monthly if additional time is required beyond the termination of the Agreement, if necessary, to effectuate the transition and the City shall pay a proration of the subscription fee.

- 7.2. Upon the expiration or termination of this Agreement, Contractor shall return City Data provided to Contractor in a common and readily usable format if requested by the City or destroy City Data and certify to the City that it has done so, as directed by the City. If Contractor is prevented by law or regulation from returning or destroying Confidential Information, Contractor warrants it will guarantee the confidentiality of, and cease to use, such Confidential Information. To the extent that Contractor is requested to perform any services beyond the return of the City's Data in connection with termination assistance, the same shall be performed pursuant to a written statement of work under this Agreement and paid for by the City, applying Contractor's then-current rates for daily/hourly work, as the case may b

**COMPLIANCE WITH APPLICABLE LAWS AND CITY POLICIES.**

Contractor will comply with all applicable laws in performing the Services under this Agreement. Any Contractor personnel visiting the City’s facilities will comply with all applicable City policies regarding access to, use of, and conduct within such facilities. The City will provide copies of such policies to Contractor upon request.

All Contractor provided public-facing digital experiences must be fully compliant with Section 508 of the Rehabilitation Act of 1973 and fully meet the WCAG 2.0 Level AA guidelines, prior to launching to the public. These digital experiences must also be tested, both manually and automated, prior to launch and then subsequently each year to confirm and maintain that accessibility. Manual testing should be completed by City approved individuals with varying disabilities (i.e. blind, Deaf or hard of hearing, and/or have mobility or dexterity limitations). Upon completion of all testing, a review will be done by the city’s web accessibility coordinator to confirm completion of all accessibility requirements. Finally, all digital experiences must include a statement somewhere on the site that the experience is accessible, will maintain accessibility, and will provide a mechanism for users to submit feedback about accessibility issues.

User ID Credentials. Internal corporate or customer (tenant) user account credentials shall be restricted as per the following, ensuring appropriate identity, entitlement, and access management and in accordance with established policies and procedures:

- 7.2.1. Identity trust verification and service-to-service application (API) and information processing interoperability (e.g., SSO and Federation);
- 7.2.2. Account credential lifecycle management from instantiation through revocation;
- 7.2.3. Account credential and/or identity store minimization or re-use when feasible; and
- 7.2.4. Adherence to industry acceptable and/or regulatory compliant authentication, authorization, and accounting (AAA) rules (e.g., strong/multi-factor, expire able, non-shared authentication secrets).

Vendor Supported Releases. Contractor shall maintain the currency all third-party software used in the development and execution or use of the Service including, but not limited to: all code libraries, frameworks, components, and other products (e.g., Java JRE, code signing certificates,

.NET, jQuery plugins, etc.), whether commercial, free, open-source, or closed-source; with third-party vendor approved and supported releases.

Identity Management. The City's Identity and Access Management (IdM) system is an integrated infrastructure solution that enables many of the City's services and online resources to operate more efficiently, effectively, economically and securely. All new and proposed applications must utilize the authentication and authorization functions and components of the IdM. Strong authentication is required for privileged accounts or accounts with access to sensitive information. This technical requirement applies to all solutions, regardless to where the application is hosted.