

**ORDINANCE/RESOLUTION REQUEST**

Date of Request: July 10, 2019

Please mark one:       Bill Request                      or                       Resolution Request

**1. Type of Request:**

Contract/Grant Agreement     Intergovernmental Agreement (IGA)     Rezoning/Text Amendment

Dedication/Vacation                       Appropriation/Supplemental                       DRMC Change

Other:

**2. Title:** Authorizes a third amendment to the contract with Bayaud Enterprises, Inc. for the Denver Day Works program, through contract control number Alfresco, SOCSV-2018-42632-03, Jaggaer SOCSV-201950423 to add \$286,002.00 for a new contract total of \$1,413,731.00.

**3. Requesting Agency:** Denver Human Services

**4. Contact Person:**

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

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

Authorizes a third amendment to the contract with Bayaud Enterprises, Inc., through contract control number Alfresco SOCSV-2018-42632-03, Jaggaer SOCSV-201950423 to add 286,002.00 for a new contract total of \$1,413,731.00.

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

This amendment was created to incorporate funding support from Fleet Maintenance (funding wages for the worksite there), Solid Waste (funding production expenses for part of the year at the Ballpark District worksite) and SNAP 3<sup>rd</sup> Party Partnership reimbursements (pertaining to all operations). The Denver Day Works program currently has about a six-week wait list for services. This funding is intended to broaden the available work experiences and reduce the wait time for potential participants.

**6. City Attorney assigned to this request (if applicable): Gabrielle Corica**

**7. City Council District: City Wide**

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

**Key Contract Terms**

*To be completed by Mayor's Legislative Team:*

Resolution/Bill Number: RR19 0704

Date Entered: \_\_\_\_\_

Type of Contract: Professional Services > \$500K

Vendor/Contractor Name: Bayaud Enterprises, Inc.

Contract control number: Alfresco SOCSV-2018-42632-03, Jaggaer SOCSV-2019-50423

Location: Denver, CO

Is this a new contract?  Yes  No Is this an Amendment?  Yes  No If yes, how many? 3

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

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

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

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

Proposed Third Amendment: Alfresco SOCSV-2018-426321-03, Jaggaer SOCSV 2019-50423: 1/1/2019 to 12/31/2019

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

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$1,127,729	\$286,002	\$1,413,731

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
7/1/2018-12/31/2019	N/A	N/A

Scope of work:

**A. Outreach and Recruitment**

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

**B. Work Experience Coordination (“Level 1”)**

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

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

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

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**D. Employment Support**

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

**E. Assistance Navigation Support**

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

**F. Other Activities**

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

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

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

Source of funds: Local Funding and the Homeless Services Fund

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

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

Who are the subcontractors to this contract? N/A

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