



Legislation Text

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Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 8-15-2022

**Requesting Agency: Department of Economic Development and Opportunity
Division:**

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Item Title & Description:

(Do not delete the following instructions)

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

A resolution approving a proposed Agreement with Colorado Center on Law and Policy to provide businesses located in Neighborhood Equity and Stabilization (NEST) identified neighborhoods with one-on-one navigation assistance connecting them with City and partner business resources, as well as technical assistance to find, apply for and manage business funding opportunities to aid in their economic recovery.

Approves a contract with Colorado Center on Law and Policy for \$600,000 in American Rescue Plan Act (ARPA) funds and through 12-31-2023 to provide businesses located in Neighborhood Equity and Stabilization (NEST) identified neighborhoods with one-on-one navigation assistance connecting them with City and partner business resources, as well as technical assistance to find, apply for and manage business funding opportunities to aid in their economic recovery (202263934). The last regularly scheduled Council meeting within the 30-day review period is on 9-19-2022. The Committee approved filing this item at its meeting on 8-17-2022.

Affected Council District(s) or citywide? Citywide- NEST Neighborhoods including East Colfax, Elyria-Swansea, Globeville, Montbello, Northeast Park Hill, Sun Valley,

Valverde, Villa Park, West Colfax, Westwood.

Contract Control Number: 202263934

Vendor/Contractor Name (including any "DBA"): Colorado Center on Law and Policy

Type and Scope of services to be performed:

Increase economic recovery in NEST neighborhoods by providing tools like relevant information for funding/programming opportunities, such as DEDO's BIO Fund: technical assistance to apply for funding; connection to direct service support from business serving organizations; develop a two-way system of communication between business owners and service providers/DEDO; collect and analyze business data information to better guide future programming support; and where applicable, support the development of business navigator programming.

Executive Summary

Although Denver was growing rapidly prior to the COVID-19 pandemic, not all Denver residents were benefitting from the growth. Further, the historic inequities faced by Denver's Black, Indigenous, and people of color (BIPOC) communities have only been exacerbated by the pandemic. BIPOC communities have suffered the most in terms of loss of employment and the number of BIPOC-owned small businesses open and operating in Denver. The NEST Business Navigators Program targets outreach efforts to Denver's hardest to reach communities with navigators who will provide one-on-one support for small businesses. Business navigators will take a holistic look at the needs of these small businesses and work to connect them to services available from the City and/or our partners.

With this funding, CCLP will act as the program administrator and lead the program by:

- Working with DEDO to identify and create systems to provide business navigation & services.
- Supporting and managing subcontractors in implementing programs and to meet goals and objectives.
- Disbursing funds to navigators under the subcontractors to deliver objectives of program.
- Assist in developing a business navigation ecosystem in areas where this support does not currently exist.
- Report and abide by the guidelines and reporting requirements of ARPA.
- Provide local, state, and federal compliance and reporting technical assistance for awardees as required.
- Collaboration and communication with DEDO staff for methodology using a project working document.
- Fund grants from \$30,000 - \$100,000 to subcontractors that meet the program's main purpose of strengthening the current business ecosystem, empowering entrepreneurs, and providing business owners' awareness of opportunities, technical assistance and/or direct connection to additional resources from partners.
- Provide documentation with justification of procurement process including how CCLP competitively selected subcontractors.

The business navigators will be a combination of both recruited positions under the partnered organizations or positioned housed already within the partner organization to hold shared responsibilities with their day-to-day

roles. The navigators will implement the three navigation areas (in the ten NEST neighborhoods). Navigation area and services are organized by ten neighborhoods in three groups: West, North, and East Denver.

Program Deliverables:

CCLP is responsible for tracking and completing the metrics listed below. CCLP will add all subcontractors'/navigators' metrics into one report.

Ecosystem Management:

- Establish and implement monthly reporting cadence among partners
- Convene at least 6 small business navigator cohort meetings in 2022; additional 11 meetings in 2023.

Subcontractor Program Management (subcontracts allocated between \$30k-\$100k)

Navigation Areas: West Denver, East Denver, North Denver

Communications:

- Deploy communications support (media outreach, information meetings, and other activities) to enhance community participation.
- Implement bi-directional communications between navigator cohort and DEDO staff.

Location (if applicable): NEST Neighborhoods including East Colfax, Elyria-Swansea, Globeville, Montbello, Northeast Park Hill, Sun Valley, Valverde, Villa Park, West Colfax, Westwood.

WBE/MBE/DBE goals that were applied, if applicable (construction, design, Airport concession contracts): N/A

Are WBE/MBE/DBE goals met (if applicable)?

Is the contract new/a renewal/extension or amendment?

New

Was this contractor selected by competitive process or sole source?

Competitive

For New contracts

Term of initial contract: 6/1/2022 - 12/31/2023

Options for Renewal:

How many renewals (i.e. up to 2 renewals)?

Term of any renewals (i.e. 1 year each):

Cost of initial contract term: \$600,000

Cost of any renewals:

Total contract value council is approving if all renewals exercised:

For Amendments/Renewals Extensions:

Is this a change to cost/pricing; length of term; terms unrelated to time or price (List all that apply)?

If length changing

What was the length of the term of the original contract?

What is the length of the extension/renewal?

What is the revised total term of the contract?

If cost changing

What was the original value of the entire contract prior to this proposed change?

What is the value of the proposed change?

What is the new/revised total value including change?

If terms changing

Describe the change and the reason for it (i.e. compliance with state law, different way of doing business etc.)