



Legislation Text

File #: 18-1020, Version: 1

**Contract Request Template (Contracts; IGAs; Leases)**

**Date Submitted:** 9-18-18

**Requesting Agency:** National Western Center  
**Division:**

**Subject Matter Expert:**

Name:	Jenna Espinoza
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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 between the City and County of Denver and the Community College of Denver Foundation to help administer the WORKNOW workforce development program.**

Approves a \$550,000 contract with Community College of Denver Foundation through 12-31-23 to administer the WORKNOW workforce development program to support outreach efforts to targeted areas and populations including monthly career navigation and worker support services, trainings to provide workers with advanced skillsets to meet anticipated vertical building trade needs, and other services in support of the National Western Complex project in Council District 9 (201844333). The last regularly scheduled Council meeting within the 30-day review period is on 10-29-18. The Committee approved filing this item at its meeting on 9-26-18.

**Affected Council District(s) or citywide?** Council District 9

**Contract Control Number:** 201844333

**Vendor/Contractor Name (including any "DBA"):** Community College of Denver Foundation

**Type and Scope of services to be performed:**

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

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

**Location (if applicable):**

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

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

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

**Was this contractor selected by competitive process or sole source?** Sole source

**For New contracts**

**Term of initial contract:** Five years

**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:** \$550,000

**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.)**