



Legislation Text

File #: 23-1452, Version: 1

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

**Date Submitted: 10-9-2023**

**Requesting Agency: DDPHE  
Division:**

**Subject Matter Expert Name: Will Fenton  
Email Address: William.fenton@denvergov.org  
Phone Number:**

**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 Trailhead Institute to support infrastructure and technology to enable online ordering, and home delivery of affordable healthy foods using federal and state programs.**

Approves a contract with Trailhead Institute for the total of \$675,827.52 and a 2 year term ending 07-31-25 to support infrastructure and technology to enable online ordering, and home delivery of affordable healthy foods using federal and state programs, in districts 2, 3, 4, 7, 8 and 9 (ENVHL 202369143). The last regularly scheduled Council meeting within the 30-day review period is on 11-20-2023. The Committee approved filing this item at its meeting on 10-11-2023.

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

**Council District 2, 3, 4, 7, 8, 9**

**Contract Control Number:**

**ENVHL-202368143**

**Vendor/Contractor Name (including any "DBA"):**

**Trailhead Institute**

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

The purpose of this contract is to establish an agreement and Scope of Services between the Denver's Department of Public Health and Environment and Trailhead Institute. Trailhead Institute will serve as fiscal sponsor for Bondadosa

LLC who shall provide the identified services for the City under the support and guidance of the Denver Department of Public Health and Environment using best practices and other methods for fostering a sense of collaboration and communication.

The Grantee will be granted funds to provide the following services:

Serve as fiscal sponsor for Bondadosa LLC, who will then use funds to build and scale The KindBox for WIC and SNAP online ordering and home delivery. This includes equipment, technology and staff to source, store and deliver healthy and local food to residents of priority neighborhoods in Metro Denver while solidifying a food system better prepared to withstand future crises.

The following roles and/or partners will be instrumental in the success of this grant: Critical roles: Bondadosa LLC staff, including: Community Relations Liaison, Technology team, Supply Chain Management team, including Procurement Manager, and Operational staff including fulfillment specialists and delivery agents.

Other partners: County and State WIC offices, and multiple community-based organizations or health clinics as outreach and enrollment support.

**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?**

**For New contracts**

**Term of initial contract:**

**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:**

**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.)**