



Legislation Text

File #: 23-1923, Version: 1

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

**Date Submitted: 12-11-2023**

**Requesting Agency: HOST**  
**Division:**

**Subject Matter Expert Name: Chris Lowell**  
**Email Address: Christopher.lowell@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 Fourth Amendatory Agreement between the City and County of Denver and Bayaud Enterprises, Inc. to operationally fund the Denver Day Works Program (DDW), citywide.**

Amends a contract with Bayaud Enterprises to add \$746,900 for a new total of \$2,946,000 and 1 additional year for a new end term of 12-31-2024 to operationally fund the Denver Day Works Program (DDW), citywide. HOST-202371018-04 (HOST-202057225). The last regularly scheduled Council meeting within the 30-day review period is on 1-16-2024. The Committee approved filing this item at its meeting on 12-13-2023.

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

**Citywide**

**Contract Control Number:**

**HOST-202371018-04**

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

**Bayaud Enterprises**

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

- A. Outreach and recruitment
  - 1. Provide outreach and recruitment to individuals experiencing homelessness to participate in the program.
- B. Work Experience Coordination

1. Coordinate and supervise work experience at approved private, city, or other public sites for participants.
  2. 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.
  3. Provide transportation to DDW participants, including by Bayaud operated vehicles, or by bus pass, bus tickets, etc. to work experience sites.
  4. Provide meals and non-alcoholic beverages to participants during work experience activities.
  5. Maintain records related to work attendance and performance to support reporting requirements.
  6. 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 and be available for HOST inspection.
- C. Supported Employment Work Experience Coordination
1. Coordinate work experiences at approved private, city, or other public sites for participants.
  2. 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.
  3. Maintain records related to work attendance and performance to support reporting requirements.
  4. Ensure participants classified as volunteers sign the approved Release and Waiver of Liability for Volunteers form. Signed waivers are kept on file at Bayaud and are available for HOST inspection.
- D. Employment Support
1. Conduct job readiness assessments with program participants.
  2. Maintain records related to assessments, services provided, and related outcomes to support reporting requirements.
  3. Develop an employment plan for each participant that outlines need, goals, and responsibilities.
  4. Assist participants with job search and application at City, private, and other public sites to secure permanent employment.
  5. As appropriate to individual participant employment services needs and goals, provide access to skills development including:
    - i. Resume building
    - ii. Interviewing and disclosure
    - iii. Basic computer skills
    - iv. Life skills
  6. Provide on-going follow-up and support to participants and employers once participants are placed in employment.
- E. Case Management Support
1. Conduct needs assessments with program participants
  2. Maintain records related to assessments, services provided, and related outcomes to support reporting requirements.
  3. Develop a resource assistance plan for each participant that outlines need, goals, and responsibilities.
  4. Provide additional support services such as housing referral assistance, clothing, and other benefits for program participants as appropriate, as identified in the needs assessment.
  5. Provide referrals to other resources as identified in participant needs assessments.
- F. Other Activities
1. Solicit program participant feedback regarding program operations and design on a regular basis.
  2. Actively engage with potential non-funded worksites to expand program capacity.
  3. Staff attendance and participation at public events such as expos, conferences, etc. that promote services to individuals experiencing homelessness or other events at HOST discretion.
  4. Accommodate reasonable, non-disruptive requests from city staff to directly observe program operations and to directly interact with program participants.
  5. 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 HOST Communications.

**Location (if applicable):**

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

**XO101**

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

N/A

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

Amendment

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

**Competitive process**

**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:**

| <i>Current Contract Amount (A)</i> | <i>Additional Funds (B)</i> | <i>Total Contract Amount (A+B)</i> |
|------------------------------------|-----------------------------|------------------------------------|
| \$ 2,199,100.00                    | \$746,900.00                | \$2,946,000                        |

| <i>Current Contract Term</i> | <i>Added Time</i> | <i>New Ending Date</i> |
|------------------------------|-------------------|------------------------|
| 1/1/2021 to 12/31/2023       | 12 months         | 12/31/2024             |