



Legislation Text

File #: 18-1516, Version: 1

Contract Request Template (Contracts; IGAs; Leases)

Date Submitted: 12-18-18

Requesting Agency: Human Services
Division:

Subject Matter Expert Name:

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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 Second Amendatory Agreement between the City and County of Denver and Bayaud Enterprises, Inc., for same-day work experience services to homeless individuals.

Amends a contract with Bayaud Enterprises Inc. by adding \$685,300 for a new total of \$1,127,729 and one year for a new end date of 12-31-19 to provide same-day work experience and income to individuals experiencing homelessness as part of the citywide Denver Day Works program (V-2018-42632-02). The last regularly scheduled Council meeting within the 30-day review period is on 1-28-19. The Committee approved filing this item at its meeting on 12-26-18.

Affected Council District(s) or citywide? citywide

Contract Control Number: V-2018-42632-02

Vendor/Contractor Name (including any "DBA"): Bayaud Enterprises Inc

Type and Scope of services to be performed:

A. Scope of work: 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 program 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 are kept on file at Bayaud Enterprises and are 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.

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.

G. Miscellaneous

- The donated vehicle ("bus") shall be used for the city-funded, city-contracted Denver Day Works ("DDW") program as its first and primary purpose. This will consist of, but not be limited to, transporting clients, staff, equipment, supplies, and food on days on which program participants are engaged in day work. As a secondary priority, the bus can be used in support of outreach, recruitment, or publicity for the DDW program. As a third priority, for non-DDW needs related to DDW program participants or other DDW program operations. Finally, as a last priority and alternate purpose, the bus can be used in support of other Bayaud Enterprises purposes, so long as it does not interrupt, hinder, or interfere with full functionality for the DDW program.

If, due to changed circumstances, it is impracticable to carry out the above primary purpose, including the severing of this contract or its natural ending without an analogous replacement, the contractor will submit a written notice to the city within 15 calendar days. This notice will include: a description of the nature and detail of the changed circumstances; an updated description of the vehicle's condition; and proposed alternative uses. The city may then either approve a proposed alternative use for the vehicle or apply to the Denver District Court for reversion of ownership to the City and County of Denver (for the Department of Human Services) due to failure to comply with the intended purpose of the donation. The City will have 30 days to respond to Bayaud Enterprises' written notice.

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?

Six months

What is the length of the extension/renewal?

One year

What is the revised total term of the contract?

One year, six months

If cost changing

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

\$442,429.00

What is the value of the proposed change?

\$685,300.00

What is the new/revised total value including change?

\$1,127,729.00

If terms changing

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