



Legislation Text

File #: 19-0704, Version: 1

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

**Date Submitted:** 7-08-19

**Requesting Agency:** Human Services  
**Division:**

**Subject Matter Expert Name:**

Name: Tami Tapia
Email: Tami.Tapia@denvergov.org

**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 Third 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 \$286,002 for a new total of \$1,413,731 to provide same-day work experience and income to individuals experiencing homelessness as part of the citywide Denver Day Works program. This funding is intended to broaden the available work experiences and reduce the wait time for potential participants. No change to contract duration (SOCSV-2018-42632-03). The last regularly scheduled Council meeting within the 30-day review period is on 8-26-19. The Committee approved filing this item at its meeting on 7-24-19.

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

**Contract Control Number:** SOCSV-2018-42632-03

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

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

A. 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 DDW 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 should be kept on file at Bayaud Enterprises and be 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.

**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?**

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:**

**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?**

\$1,127,729

**What is the value of the proposed change?**

\$286,002

**What is the new/revised total value including change?**

\$1,413,731

***If terms changing***

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