



Legislation Text

File #: 23-1753, Version: 1

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

**Date Submitted: 11-13-2023**

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

**Subject Matter Expert Name: Chris Lowell**  
**Email Address: [Christopher.lowell@denvergov.org](mailto:Christopher.lowell@denvergov.org)**  
**[<mailto:Christopher.lowell@denvergov.org>](mailto: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 Contract between the City and County of Denver and Colorado Village Collaborative for to provide operations and services at a 60-unit micro community site, in Council District 7.**

Approves a contract with The Colorado Village Collaborative for \$2,249,537 and an end term of 12-31-2024 to provide operations and services at a 60-unit micro community site, in Council District 7. 202371105. The last regularly scheduled Council meeting within the 30-day review period is on 12-18-2023. The Committee approved filing this item at its meeting on 11-29-2023.

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

**Citywide**

**Contract Control Number:**

**202371105**

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

**The Colorado Village Collaborative**

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

*Site Operations:*

1. Keep sites operating 24 hours a day, seven days a week, 365 days a year
2. Provide facility management to oversee the day-to-day operations and maintenance of micro-communities to ensure compliance with all building codes, health regulations, and safety issues

3. Maintain the infrastructure and amenities, and utilities, providing regularly scheduled and general repairs and maintenance services such as trash, exterior litter removal, pest control, snow removal both inside the fenced area and from entries, changing light bulbs, minor repairs to clogged toilets and leaky faucets and any other basic repairs; provide necessary emergency maintenance service.
4. Collaborate with City representative(s) to notify and address any critical incidents on site
5. Maintain a minimum one staff member on site per 40 clients 24/7 with proper credentials including knowledge and experience in, conflict de-escalation and mediation, and trauma informed care
6. Communal spaces should be cleaned at least twice per week, or more frequently as needed and cleaning supplies should be available for clients as needed
7. Manage site safety and security to establish and enforce security protocols to ensure the safety of residents and staff
8. Training for all staff will include de-escalation training and Cardiopulmonary Resuscitation (CPR)
9. Vaccinated or working toward full vaccination and non-aggressive pets will be allowed at the facility
10. Site Operator will intake clients via HOST's encampment resolution and outreach team process

#### *Client Case Management and Navigations Services*

1. Resident Intake and orientation including Homeless Management Information System (HMIS) intake and subsequent services and exits documented in HMIS
2. Provide necessary referrals and coordination for any mental and physical healthcare needs
3. Provide benefit, employment, and resource navigation and enrollment assistance within 45 days of enrolling into site
4. Provide housing navigation
5. Provide peer navigation
6. Provide case management and supportive services that are housing-focused, trauma-informed, person-centered, and utilize a harm reduction approach for all clients
7. Provide resources for Limited English Proficient (LEP) individuals to ensure all guests have access to services in their language of choice

#### *Roles & Responsibilities for Both Parties*

##### Contractor will:

1. Work with City to host any city-designated sensitivity training on an annual basis.
2. Provide any online modular sensitivity training developed and provided by the City to all new direct-service staff within 15 days of hire date. Ensure direct-service staff complete training refresher on a biennial basis.
  - a. Sensitivity Training is available at [https://denvergov.org/media/denvergov/housingstability/context\\_of\\_homelessness/story.html](https://denvergov.org/media/denvergov/housingstability/context_of_homelessness/story.html)
  - b. The Executive Director or their delegate are required to complete and sign the "Statement of Completion of Required Training: Informed, Compassionate, and Positive Interactions with Persons Experiencing Homelessness" form biennially and submit to HOST.
3. Post the City and County of Denver's Anti-Discrimination Office signage in an area where information is available to staff and program participants.

##### The City will:

1. Provide signage that includes information about the City and County of Denver's Anti-Discrimination Office in both [Spanish and English](https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directories/Human-Rights-Community-Partnerships/Divisions-Offices/Anti-Discrimination-) <https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directories/Human-Rights-Community-Partnerships/Divisions-Offices/Anti-Discrimination->

#### **Location (if applicable):**

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

n/A

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

N/A

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

new

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

**For New contracts**

<i>Current Contract Amount (A)</i>
\$2,249,537

<i>Current Contract Term</i>
12/1/2023 - 12/31/2024