



DENVER INTERNATIONAL AIRPORT

# CEEA ON-CALL WORKFORCE DEVELOPMENT RFP No. 202684866

FAST TRACK PRE-PROPOSAL PRESENTATION

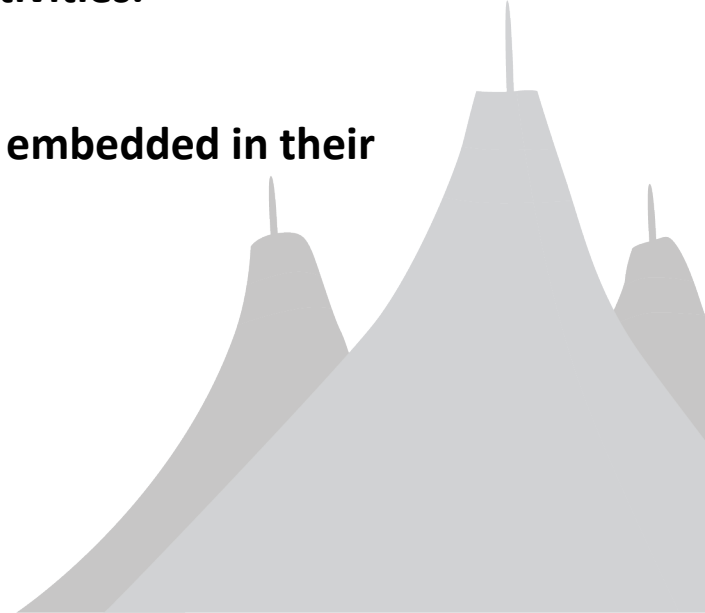
June 2026

# AGENDA

- **City Values Statement**
- **Project Overview and Scope of Work**
- **Risk Management**
- **Security Services**
- **Procurement Overview**

## CITY VALUES STATEMENT

- **We at DEN have updated the City Values Statement to reflect our commitment to equity, diversity, and inclusion in all aspects of our business. The new statement in part reads “THROUGH EQUITABLE PROCUREMENTS, the City is committed to working on removing barriers and increasing access to City contracting opportunities for ALL BUSINESSES...”**
- **It is the DEN’s expectation that all successful proposers demonstrate their commitment to these City values through their procurement responses and post contract and/or lease activities.**
- **The City is looking for Proposers that have equity, diversity, and inclusion (EDI) embedded in their policies, procedures, practices, and initiatives.**





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# PROJECT OVERVIEW AND SCOPE OF WORK

**LUIS ZAZUETA, MANAGER,  
EMPLOYEE CAREER PATHWAYS**

**CENTER OF EQUITY AND  
EXCELLENCE IN AVIATION**

# GENERAL CONTRACT OVERVIEW

- **General Statement of Work**

- The Center of Equity and Excellence in Aviation (CEEA) seeks to establish an On-Call Professional Services Contract to support the planning, development, implementation, and continuous improvement of workforce development, talent pipeline, leadership development, career pathways, and aviation industry engagement initiatives. This procurement will create a pool of qualified firms that can provide specialized expertise on an as-needed basis to advance CEEA's strategic objectives and support Denver International Airport's workforce development priorities. The driving need for this procurement is the increasing demand for workforce development programming and talent pipeline initiatives across DEN, the aviation industry, educational institutions, and community partners. CEEA continues to expand its role as a regional and national aviation workforce development hub, requiring access to specialized expertise that is not always available through existing staff resources. An on-call contract structure provides flexibility to efficiently procure professional services as project needs arise while ensuring timely delivery of programs and initiatives. The proposed budget and fee structure were established based on anticipated programmatic needs over the contract term, historical expenditures for similar services, benchmarking of comparable professional services contracts, and projected growth in workforce development initiatives. The contract will establish a not-to-exceed capacity for multiple vendors, with individual task orders issued on an as-needed basis. Compensation will be based on negotiated rates and project-specific scopes of work, ensuring that services are procured competitively and aligned with available funding and operational priorities. This procurement will enable CEEA to efficiently access specialized expertise while maintaining flexibility, scalability, and fiscal responsibility in delivering workforce development and talent advancement initiatives that support DEN's Vision 100 goals and long-term workforce strategy.

- **No DSBO goals apply to this opportunity.**



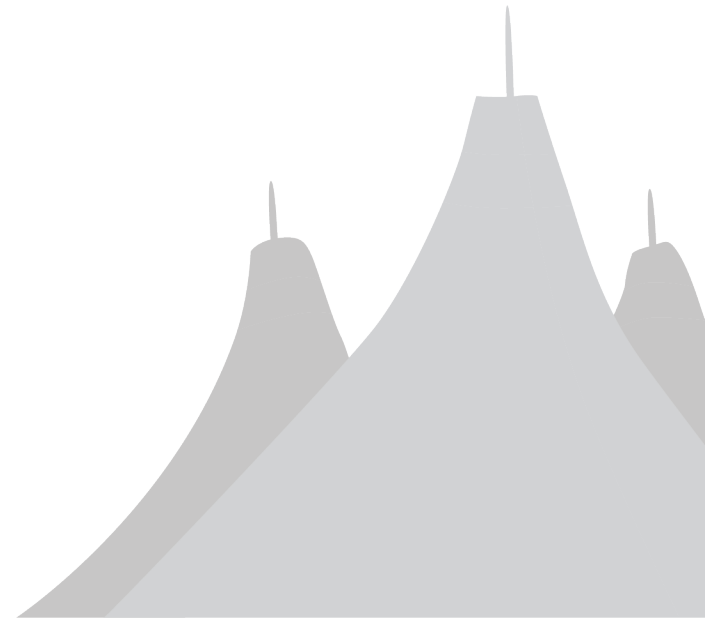
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## RISK MANAGEMENT

**PAUL FARR, BUSINESS INSURANCE MANAGER**  
**AIRPORT FINANCIAL RISK & ANALYSIS**

## KEY INFORMATION WE'LL COVER

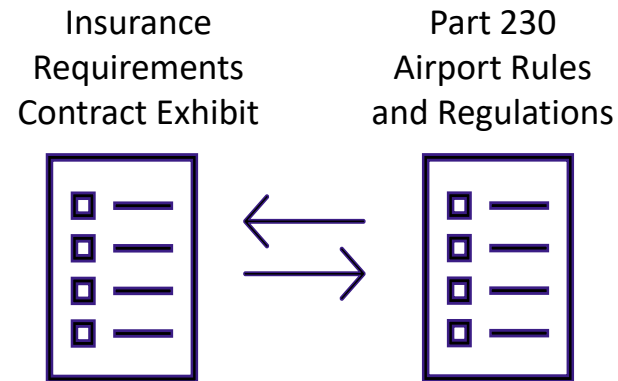
- Insurance Requirements and Compliance Responsibility
- When You Need to Provide Cyber Insurance
- Airside Driving Privileges
- DENs Airside Excess Auto Liability Program
- ROCIP (if applicable)



# REQUIREMENTS AND COMPLIANCE

## PRIME CONTRACTOR INSURANCE REQUIREMENTS DOCUMENTS

- The Insurance Requirements Exhibit to the contract and Part 230 of the Airport Rules and Regulations both apply. If there is a difference, the most stringent clause will apply



**CAREFULLY  
REVIEW  
CONTRACT  
EXHIBIT AND PART  
230 AND PROVIDE  
THESE  
DOCUMENTS TO  
YOUR INSURANCE  
BROKER**

## PRIME CONTRACTOR INSURANCE COMPLIANCE RESPONSIBILITIES

- Understanding and adherence to requirements
- Confirming all subcontractors are contractually obligated to meet Part 230 + additional prudent requirements set by Prime
- Ensuring compliant Certificate(s) of Insurance are in place prior to commencing operations

**INSURANCE  
REQUIREMENTS  
ARE SUBJECT  
TO CHANGE**



# CYBER INSURANCE

## WHEN YOU NEED TO PROVIDE CYBER INSURANCE

- Accessing City network or computer software
- Issued City email address or computer equipment
- Programming, installing, updating City computer hardware or software
- Providing cloud-based systems and services
- Having care, custody, and control of airport, City employee or citizen/client protected data including:
  - Sensitive Security Information (SSI)
  - Personally Identifiable Information (PII)
  - Protected Health Information (PHI)
  - Payment Card Information (PCI)

# AIRSIDE DRIVING PRIVILEGES

## WHERE

AIRSIDE. This means “inside the fence”. If you need to go through a secured gate, you are airside.

## WHAT

Auto Insurance Limit Requirements:

If UNESCORTED: \$10M Auto Liability Combined Single Limit

If ESCORTING OTHERS: \$10M Auto Liability Combined Single Limit

If ESCORTED: \$1M Auto Liability Combined Single Limit

## WHO

OPERATING ENTITY. This means the company that employs the driver operating the vehicle and it must have the \$10M Auto Liability limit, even if the vehicle is owned by another company.

ESCORTING ENTITY. If a company is escorting another vehicle, the escorting company is responsible for verifying the following vehicle has \$1M Auto Liability in place plus all other applicable requirements.

# DEN AirsideDrive Excess Auto Liability Program

- Purpose:** Assist businesses in meeting the \$10M auto liability requirement for unescorted airside driving.
- Coverage:** \$9M in excess coverage over a \$1M base layer.
- More information can be found at [Airside Excess Auto Liability Program | Denver International Airport](#)



DENVER INTERNATIONAL AIRPORT

## AIRPORT SECURITY

**LISA DITTBERNER, SECURITY MANAGER**  
**AIRPORT SECURITY**

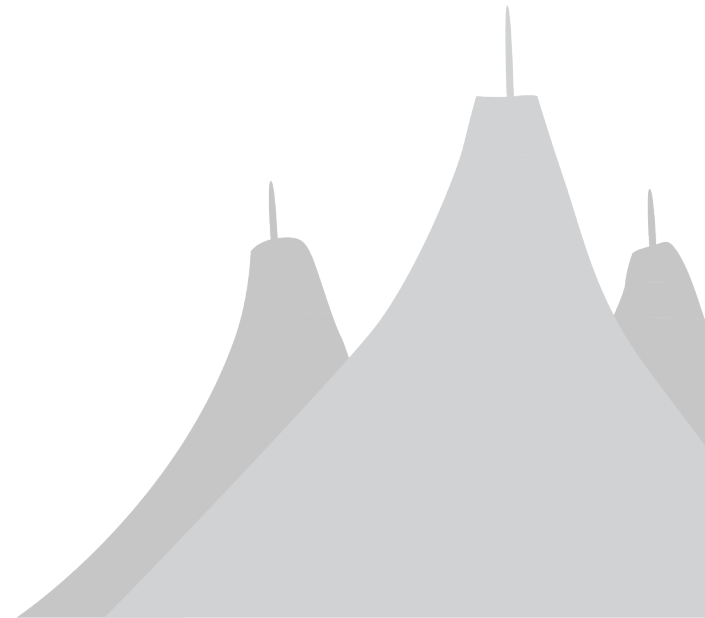
# AIRPORT SECURITY

- Every company at DEN is a “Participant” in the Airport Security Program
- All companies must be sponsored
- An Authorized Signatory is designated as the company representative and must attend a New Participant Meeting with Airport Security
  - Every badge holder must undergo a Criminal History Records Check and Security Threat Assessment
  - Takes approximately 30 days to process a new company

Please check [flydenver.com](https://flydenver.com) on the Security and Badging page for contact information, fees, and resources for doing business at DEN.

# AIRPORT SECURITY

- Airport Security Program
  - Sponsorship
  - Authorized Signatory
- DEN Rules and Regulations Part 20
  - Violations and Penalties
- Badging Information, Hours, Fees, and Forms
  - <https://www.flydenver.com/badging>





DENVER INTERNATIONAL AIRPORT

# PROCUREMENT OVERVIEW – REQUEST FOR PROPOSAL (RFP)

**STEVEN JOYCE, CONTRACT ADMINISTRATOR**  
**CONTRACT PROCUREMENT**

# ROCKY MOUNTAIN E-PURCHASING SYSTEM (BIDNET)

- BidNet is the Rocky Mountain E-Purchasing System
- Project information is available on the BidNet website:
  - <http://business.flydenver.com/bizops/forecasts.asp>.
- Addenda/Questions Responses/Communications/Submittals/Awards all post on BidNet
- If you are already registered with BidNet, there is nothing more you need to do to access DEN procurements. If you are not currently using BidNet, please visit the link below and click on “Vendor Registration” link to complete your online registration:
  - <https://www.bidnetdirect.com/colorado/cityandcountyofdenverdepartmentofaviation>

MAXIMUM BID OPPORTUNITIES!

<b>Limited</b>	<b>State</b>	<b>Federal</b>
<b>\$0</b>	<b>\$36</b> /state /month	<b>\$45</b> /state /month
Create an account	Billed annually	Billed annually
<ul style="list-style-type: none"><li>✓ Member agencies bids</li><li>✓ Real-time bid alerts</li></ul>	<ul style="list-style-type: none"><li>✓ Member agencies bids</li><li>✓ Real-time bid alerts</li><li>✓ Advanced search</li><li>✓ Daily bid notifications</li><li>✓ State &amp; local bids</li></ul>	<ul style="list-style-type: none"><li>✓ Member agencies bids</li><li>✓ Real-time bid alerts</li><li>✓ Advanced search</li><li>✓ Daily bid notifications</li><li>✓ State &amp; local bids</li><li>✓ Federal bids</li></ul>

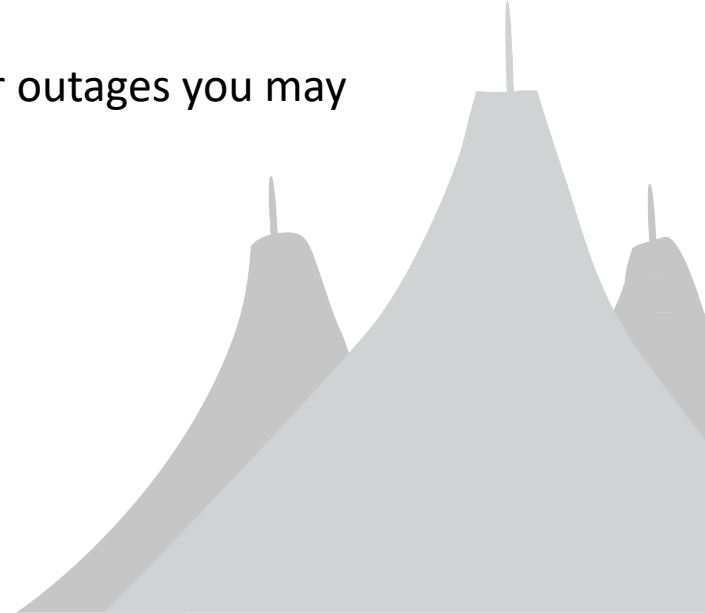


## BIDNET INFORMATION

- Electronic Bid Submission FAQs:
  - <http://faq.bidnetdirect.com/electronic-bid-submission/>
- I am having trouble submitting a bid or have a BidNet Direct question, who can I contact for assistance?
  - BidNet Direct's Vendor Support team is available M-F from 6 a.m. – 6 p.m. MST.  
You can contact them at (800) 835-4603 or [support@bidnet.com](mailto:support@bidnet.com)

# ELECTRONIC BID SUBMISSION

- Proposals will be submitted electronically via the BidNet website.
- Allow ample time for the electronic submission of your proposal.
- DEN strongly encourages proposers to start the submission process at least one business day prior to the proposal due date.
- DEN will not extend the submission deadline due to any technical issues or outages you may experience.



# PROPOSAL NARRATIVE CONTENT

## III-3 Proposal Narrative Contents

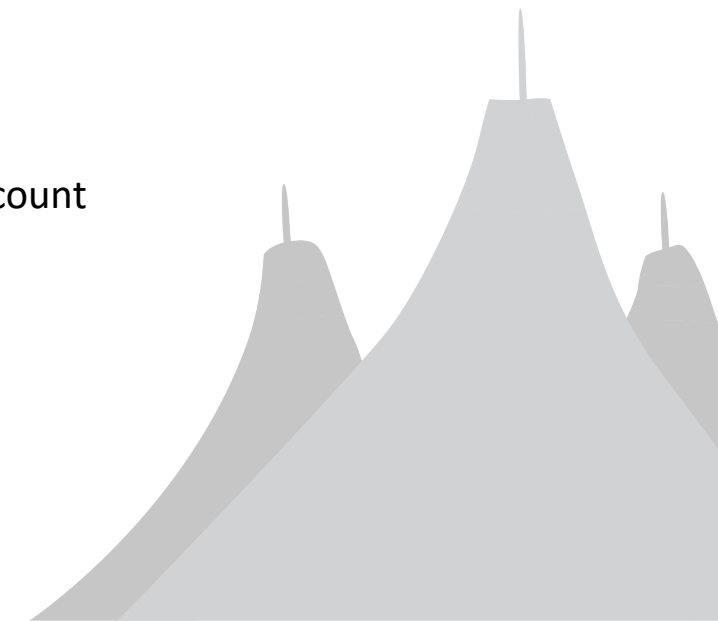
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### Narrative Content/Evaluation Criteria

1.	Cost Effectiveness & Pricing
2.	DEN Equity, Diversity, and Inclusion Plan (DEN EDI Plan)
3.	Understanding the Project
4.	Proposed Work Plan and Approach
5.	Key Personnel and Ability to Respond
6.	Company Experience & Qualifications

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- Utilize the provided proposal submittal checklist provided within the RFP
- The cover letter, DEN EDI Plan, and resumes are not included in the proposal page count

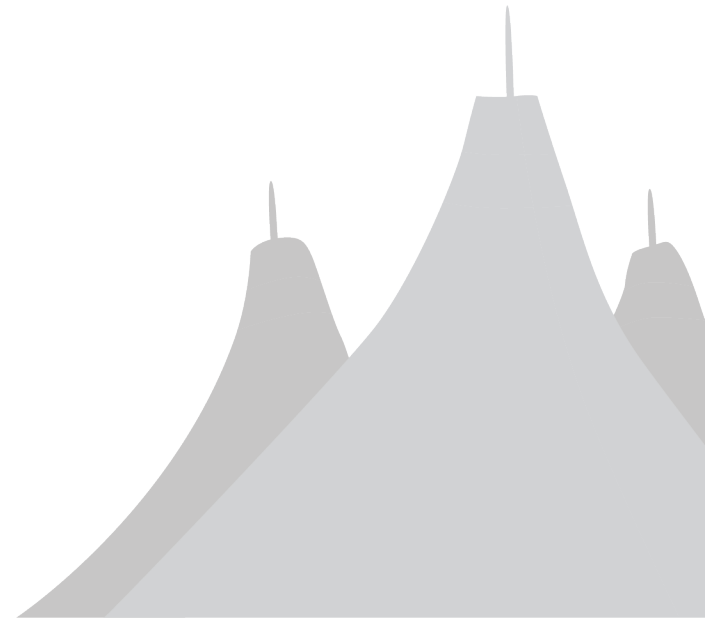


# FAST-TRACKING

- This opportunity is considered fast-tracked.
- Key features of a fast-tracked opportunity include:
  - **Compressed advertisement period**  
The pre-proposal meeting will not be held, and qualified projects will be advertised for one to two weeks. Questions will be due within 3 days of advertisement.
  - **Simplified selection process**  
A 3-member panel composition will make an award recommendation based solely on their independent review and scoring of proposals. No interviews will be held.
  - **Simplified contract drafting process**  
The final written contract will be based solely on what the winning vendor commits to in their proposal. There will be no negotiations to the final written contract.

# EVALUATION OF PROPOSALS

- Evaluation Committee
  - DEN Anticipated Evaluation Committee will comprise of diverse panel members to include at minimum:
    - Two DEN Subject Matter Experts (SME)
    - Community Hub Member



## KEY DATES

- Questions Due
  - **Monday June 29, 2026, by 2:00 PM** Denver Local Time; submit to <https://www.bidnetdirect.com/colorado/cityandcountyofdenverdepartmentofaviation>
- Proposal Due Date
  - **Friday July 20, 2026, by 2:00 PM** Denver Local Time
- Please monitor the BidNet website for project updates, <https://www.bidnetdirect.com/colorado/cityandcountyofdenverdepartmentofaviation>