

Department of General Services  
ADMINISTRATION DIVISION  
Phone: 720-865-7515



City and County of Denver  
Contracts Office  
201 W. Colfax Ave.  
Department 603, 6th Floor  
Denver, CO 80202

Procurement Analyst: [Roberto Avila](#)  
Procurement Analyst Email: [Roberto.Avila@denvergov.org](mailto:Roberto.Avila@denvergov.org)

## REQUEST FOR PROPOSAL

**RFP No. 50023**  
For City Executed Contract

### Civil Service Commission Promotional Examinations 2027-2028

#### SCHEDULE OF EVENTS

• RFP Issued	6/17/2026		
• Deadline to Submit Additional Questions	6/29/2026	3:00 P.M.	Local Time
• Response to Written Questions	7/7/2026		
• Proposal Due Date	7/17/2026	3:00 P.M.	Local Time

**Vendor offers to furnish to the City and County of Denver the materials, supplies, products or services requested in accordance with the specifications and subject to the Terms and Conditions described herein.**

#### VENDOR SIGN HERE

Company: \_\_\_\_\_  
-Note: Vendor company name to be the legal entity that will enter into a contract with the City if awarded pursuant to this solicitation-

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ | \_\_\_\_\_  
(Authorized Signature) (Print Name)

Signature constitutes acceptance of all Terms and Conditions listed on this form and all documents attached.

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

The City contracts with Rocky Mountain E-purchasing System (BidNet®) in the advertisement and facilitation of solicitations administered by the City's General Services Purchasing Division; therefore, respondents must ONLY rely on documents provided on the Rocky Mountain E-purchasing System (BidNet®) website or as communicated directly from the analyst. Only rely on this web address: <https://www.bidnetdirect.com/colorado>

***THIS PROPOSAL MUST BE RETURNED ELECTRONICALLY THROUGH THE ROCKY MOUNTAIN E-PURCHASING SYSTEM (BIDNET®).***

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## SECTION A: GENERAL INFORMATION & PROPOSAL INSTRUCTIONS

### A.1 PURPOSE:

The City and County of Denver, hereinafter referred to as the City, desires to solicit proposals relating to the purchase of **promotional examinations**.

Click [HERE](#) to go directly to the City's detailed Scope of Work/ Requirements

### A.2 ROCKY MOUNTAIN E-PURCHASING (BidNet®):

The City is collaborating with Rocky Mountain E-purchasing System (BidNet®) in the advertisement and facilitation of Requests for Proposals (RFP) administered by the City's General Services Purchasing Division.

It is a requirement of this RFP that interested parties familiarize themselves and register with BidNet®; vendors who do not register may be considered non-responsive.

Registration with BidNet® is available at NO CHARGE and allows vendors access to view governmental bids posted on BidNet®; they offer an additional notification service option with an associated fee. It is the responsibility of the vendor to evaluate and select the service option of their choice.

The City is not responsible for the actions or lack thereof on the part of the vendor in regards to their interaction with BidNet®, or any other third-party bid notification service in relation to this RFP.

More information is available at: [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com) or by calling 1-800-835-4603.

### A.3 ELECTRONIC SUBMISSION OF PROPOSALS:

Submission of proposals for this solicitation may only be done electronically through BidNet®. Proposals must be submitted at [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com), no later than the date and time indicated in the proposal.

Vendors who feel they are unable to prepare and submit an electronic submittal should submit a request in writing to the Analyst, no later than the Question due date, for permission and instructions for submitting a hardcopy proposal.

Your proposal shall consist of the following separate sections:

- i) Signed Coversheet
- ii) Response to 'VENDOR QUESTIONS AND REQUIREMENTS': Section B.4
- iii) Pricing- Section C.3
- iv) Section E Forms
- v) Additional Required Information/Forms/Documentation

### A.4 RFP QUESTIONS:

The City shall not be bound by and the Vendor shall not request or rely on any oral interpretation or clarification of this RFP. Therefore, any questions regarding this RFP are encouraged and should be submitted in writing by email to:

City Procurement Analyst: **Roberto Avila**  
E-Mail: [Roberto.Avila@denvergov.org](mailto:Roberto.Avila@denvergov.org)

Questions received up to deadline to submit question in the Schedule of Events will be answered in writing per the Schedule of Events. Answers to questions from any Vendor will be provided to all Vendors.

All communications regarding this proposal shall only be through the City's Analyst listed above. No communication is to be directed to any other City personnel.

#### **A.5 ADDENDA:**

In the event it becomes necessary to revise, change, modify or cancel this Proposal or to provide additional information, addenda will be issued and made available on BidNet® at [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com). It is the responsibility of the vendor to confirm that they have acquired all addenda related to this solicitation and they have reviewed/ complied with the requirements therein.

#### **A.6 ACCEPTANCE PERIOD:**

Proposals in response to this RFP shall indicate that they are valid for a period no less than 120 days from the closing date, and if awarded, through the initial contract period.

#### **A.7 TECHNICAL REQUIREMENTS/STATEMENT OF WORK:**

Section B of this RFP contains our proposed Statement of Work and/or Technical Requirements. This document shall form the basis of a Contract covering the subject matter of this RFP. Exceptions or deviations to this proposal must not be added to the proposal pages, but must be on vendor's letterhead and accompany proposal. Any exceptions to this documentation will be taken into consideration when evaluating proposals submitted. The City reserves the right to reject any or all of your proposed modifications. The City welcomes cost saving proposals which still satisfy all technical and business objectives.

#### **A.8 RFP CONDITIONS AND PROVISIONS:**

This proposal must be signed by a duly authorized official of the proposing company. The completed and signed proposal (together with all required attachments) must be returned to the Department of General Services on or before the time and date of the deadline shown on page one. ***This proposal MUST be submitted electronically through the Rocky Mountain E-purchasing System (BidNet® at [www.rockymountainbid system.com](http://www.rockymountainbid system.com)).***

All participating Vendors, by their signature hereunder, shall agree to comply with all of the conditions, requirements and instructions of this RFP as stated or implied herein. Any alteration, erasure or interlineation by the Vendor in this proposal shall constitute cause for rejection by the Manager of General Services. Exceptions or deviations to this proposal must not be added to the proposal pages, but must be on vendor's letterhead and accompany proposal. Should the City omit anything from this RFP which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, then the Vendor shall secure written instructions from the Manager of General Services at least forty-eight (48) hours prior to the time and date shown in page one.

Typographical errors in entering quotations on your proposal may result in loss of award of this proposal.

All Vendors are required to complete all information requested in this proposal. Failure to do so may result in the disqualification of proposal.

The City reserves the right to postpone or cancel this RFP, or reject all proposals, if determined to be in the best interest of the City.

Unit price for each item shall be shown and shall be for the unit of measurement indicated. In case of error in extension of prices, the unit price will govern.

The Manager of General Services reserves the right to waive any technical or formal errors or omissions and to reject any and all proposal(s), or to award contract for the items hereon, either in part or whole, if deemed to be in the best interests of the City.

The successful Vendor shall be in complete compliance with all of the specifications, terms and conditions of this proposal as outlined above. The City shall have the right to inspect the facilities and equipment of the successful Vendor to ensure such compliance.

No submittal shall be accepted from, and no contract will be awarded to, any person, firm or corporation that is in arrears to the City and County of Denver, upon debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City, or that has failed to attain or demonstrate compliance with any law, ordinance, City regulation, or contract term or condition as may be provided for or required in any City contract, or that may be deemed irresponsible or unreliable by the Manager of General Services. Vendors may be required to submit satisfactory evidence that they have a practical knowledge of the particular work bid upon and that they have the necessary financial resources to perform and complete the work outlined in this invitation.

The vendor agrees to abide by all the laws, regulations and administrative rulings of the United States, the State of Colorado and the City and County of Denver, securing all necessary licenses and permits in connection with the bids.

All materials, supplies and equipment furnished or services performed under the terms of this purchase order or contractual agreement shall comply with the requirements and standards specified in the Williams-Steiger Occupational Safety and Health Act of 1970 (Public Law 91-596) as well as with other applicable federal, state and local codes.

All merchandise furnished or service performed must comply with City and State Codes.

In the event that this invitation requires a formal contract to be prepared by the City and County of Denver, the successful vendor will properly sign and furnish necessary performance bonds, insurances, Workers' Compensation, etc., as required by the respective bid within ten (10) days (unless a longer period is allowed) from the date of receipt of the formal contract forms.

All vendors must take into consideration that only the City's contract documents will be used in the finalization of this agreement. This will include the total bid and the City Attorney's general form.

The City shall not be liable for any costs incurred by Vendor in the preparation of proposals or for any work performed in connection therewith or any work subsequent to the submission and prior to the execution of any contract.

#### **A.9 GRATUITIES AND KICKBACKS:**

It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee (within six months of termination from City employment), or for any employee or former employee (within six months of termination from City employment) to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding of application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime vendor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

In the event that any gratuities or kickbacks are offered or tendered to any City, the proposal shall be disqualified and shall not be reinstated.

#### **A.10 NON-COLLUSIVE VENDOR CERTIFICATION:**

By the submission of this proposal, the vendor certifies that:

- A. The proposal has been arrived at by the vendor independently and has been submitted without collusion with any other vendor.
- B. The contents of the proposal have not been communicated by the vendor, nor, to its best knowledge and belief, by any of its employees or agents, to any person not an employee or agent of the vendor or its surety on any bond furnished herewith, and will not be communicated to any such person prior to the official opening of the proposal.
- C. No vendor shall submit more than one proposal for this purchase. It shall be the responsibility of each vendor to obtain the prior written permission of the Director of Administration before proposal opening in every situation in which the vendor, due to corporate association or other affiliation, may be found to be impermissibly associated with another vendor. Failure to observe this requirement could result in all such affiliated proposals being rejected.

#### **A.11 EVALUATION AND AWARDS:**

Award(s) will be made to one or more vendors based on the following:

The criteria to be used for the proposal evaluation include but are not limited to:

- (a) Pricing – Section C
  - (b) Response to ‘VENDOR QUESTIONS AND REQUIREMENTS:’ posed in Section B.4
  - (c) Other Required Submittals (as applicable)
  - (d) Qualified, Responsible, Responsive {D.R.MC. Sec. 20-61-(d), (f), (g)}
  - (e) Response to the City’s proposed Sample Contract provisions
- No weighting or relative importance of criteria is intended or implied by this list.

The City may request oral presentations as part of the evaluation process. Additionally, the City reserves the right to conduct negotiations with one or more Vendors.

Any award as a result of this proposal shall be contingent upon the execution of an appropriate contract. Section D of this proposal contains the City's terms and conditions. These terms and conditions shall form the basis of a Contract covering the subject matter of this proposal. If there is contention(s) with the Terms and Conditions, a brief explanation and alternative language, if any, should be included in your response in the provided Section E. CONTRACT CERTIFICATION FORM. Any exceptions to the Terms and Conditions will be taken into consideration when evaluating proposals submitted. The City reserves the right to reject any or all of your proposed modifications.

**A.12 PRODUCT/PERFORMANCE LITERATURE:**

The undersigned vendor shall agree to furnish, upon the written request of the City's Analyst, any additional information needed to substantiate or clarify the design and/or performance characteristics of the materials or services that he/she proposes to furnish.

**A.13 PROOF OF REGISTRATION WITH THE COLORADO SECRETARY OF STATE:**

Successful vendors are required to furnish a Certificate of Good Standing from the Colorado Secretary of State's Office, as proof that they are properly registered to do business in the State of Colorado, prior to finalization of award and contracting.

## SECTION B: SCOPE OF WORK AND TECHNICAL REQUIREMENTS

### B.1 SCOPE OF WORK/REQUIREMENTS

**See Attachment A – Scope of Work**

**See Attachment B – Proposed Budget**

### B.2 TERM

The effective period of the contract(s) resulting from this RFP shall be from the date of City signature to December 31, 2028.

### B.3 VENDOR PERFORMANCE MANAGEMENT:

The City may administer a performance management program as part this proposal and resulting contract. The purpose of this program is to create a method for documenting and advising the City of exceptional performance or any problems related to the purchased goods and services.

Awarded vendors may be required to furnish a performance report to the analyst on an annual basis, no later than the anniversary date of the applicable Master Purchase Order or City Contract, requested information may include but is not limited to:

#### **FOR SERVICES**

- Total dollar value of purchases per City Agency
- Total number of transactions per City Agency
- Average response time after receipt of call from the City
- Average time for job completion

Contractor may also be required to provide additional specific reporting/data as required.

### B.4 VENDOR QUESTIONS AND REQUIREMENTS:

**Your proposal must specifically address each of the questions/issues that are listed below.** The quality and detail of your responses will figure significantly in the overall evaluation of your proposal. Vendors are encouraged to give examples and provide additional information to support your compliance on each point. **To standardize the format of all proposals, vendors are required to respond to all questions in the order given and to list the item number and restate the question prior to giving their answer. Do not include any additional documents or information in your proposal that the City did not request. Failure to comply with this requirement may result in your proposal being declared non-responsive.**

1. Proposer/Company
  - a. Share your background history and experience with job analyses, test information and assessment center administration from other jurisdictions
  - b. Comprehensive list of business associations within Colorado jurisdiction and similar sized cities as Denver outside of Colorado.



- c. A list of recent references (see Section E.3) that includes contact information, for which vendor administered a similar test. Include a brief description that includes jurisdiction, rank of examination and type of examination administered.
  - d. Please share the data your company collects on candidates and how that data is or could be used.
  - e. We are open to exploring different assessment center designs, processes, and delivery platforms to reduce the time required to assess applicants while increasing the quality of the information obtained from the assessment. Please share any suggestions we may consider including but not limited to virtual assessors.
  - f. Customer Service & Quality Assurance
    - i. What are the primary customer service challenges your organization faces when delivering promotional exam services? Please explain the root causes of these challenges and how your company addresses them.
    - ii. What are your company's strategies to address customer service issues and prevent recurring problems?
  - g. List of State and/or Federal litigations in which the firm or the proposer is/was party pursuant to a similar project for the last five (5) years, if any. Include dates, municipalities; attorney's names(s), addresses, telephone numbers, case disposition and outcome (if settled.)
  - h. Names and professional history in the form of a resume for all professionals that will be working on this project (*please attach resumes at the end of the proposal*)
2. Please provide the following recommendations **for each promotional assessment you are including in your proposal**
- Proposed number of meetings with Subject Matter Expert(s) - minimum of four (4) for the multiple-choice exam and four (4) for the assessment center
  - Validation method(s) for multiple-choice exam
  - Proposed number of multiple-choice exam items (120 suggested)
  - Proposed number of Assessment Center days: please include the daily candidate throughput – detailing the maximum number of participants that can be effectively processed through the assessment center per day
  - Validation method(s) for assessment center exercises
  - Outline at least two (2) legally defensible options for determining minimum cut-off scores in the promotional testing process. Proposals must detail the psychometric methods to be utilized and the rationale for selecting these methods
  - Provide examples of the assessment center exercises along with purpose and content entailed

## SECTION C: PRICING

### C.1 PRICING INFORMATION:

This section shall include a description of the proposed costs and prices. All pricing information shall be limited solely to this section of your proposal. This section should address all requirements set forth in Section B as well as any other items pertinent to your proposal pricing. The requirements have been developed to allow the City to uniformly evaluate prices submitted for the work. Accordingly, you should follow these instructions carefully and provide all data requested in the formats specified herein and in any referenced attachments.

Any omissions in this proposal shall be identified by each Vendor and incorporated into their proposal. The City will not increase the contract or any purchase order (either dollar amount or time) for items not included in the submitted proposal documents. The City reserves the right to purchase part or the entire proposal.

### C.2 PRICING INSTRUCTIONS:

All prices quoted shall be firm and fixed. Pricing shall be in the format contained in the RFP. Do not include cost or price figures anywhere except in the cost and pricing section.

### C.3 PROPOSAL ITEMS:

**See Attachment B – Proposed Budget for proposal items. The completed attachment must be submitted as an Excel file (do not convert to PDF).**

#### Project Budget:

For each examination, the proposing vendor must address the entire project cost in a comprehensive budget that itemizes each component of the project. The budget shall include a firm total for each component and a firm grand total. The budget shall address at a minimum, expenses relating to:

- All site visits
- All examination development
- Test Administration
- All travel, motel, and food expenses incurred by the vendor to develop and administer the examination
- Litigation defense fee schedule

**Note:** The vendor shall provide the first three (3) days of any required litigation at no additional cost. Subsequent trial days and expenses will be compensated at the firm's identified hourly rate.

**Training and Assessor Expenses:** The successful vendor shall be responsible for the quality of the assessors' training and preparation prior to the assessment center. In addition, the vendor is required to provide for all assessors (and consulting staff, when applicable). Please provide an estimate for these expenses.

All assessors will be in person at the Wellington Webb Municipal Building (201 W Colfax Ave, 1<sup>st</sup> Floor).

Such expenses shall be defined/detailed for the City's consideration:

- Daily per diem for breakfast and dinner
- Lodging (Must be Downtown and within walking distance of CSC)

- Daily lunch meals
- Snacks, pop and coffee for assessors and consulting staff during assessment center
- Transportation  
To and from Airport
- Wages or compensation, meals and transportation for successful proposer's consulting staff including actors
- The proposer shall provide to the City a total bid cost price that covers the cost to do this entire project. Any additional expenses incurred will not be allowed.

Except for litigation matters, the vendor must cover and justify all additional cost that arises during the project.

## SECTION D: SAMPLE EXECUTED CONTRACT TERMS AND CONDITIONS

This section shall include your response to our proposed terms and conditions included in this Section D and shall form the basis for the preparation of a Contractual Agreement covering the subject matter of this RFP.

You shall respond in your proposal either that all terms and conditions are acceptable or that some are acceptable and some are not. Underline or highlight those words, phrases, sentences, paragraphs, etc. that are not satisfactory and note any exceptions by referencing the appropriate article number, a brief explanation and alternative language, if any, and submit same on a separate typewritten sheet. Any exceptions will be taken into consideration when evaluating your proposal.

**See Sample Contract**

## SECTION E: ADDITIONAL REQUIRED INFORMATION (Required)

**E.1 CONTRACT CERTIFICATION FORM:**

**CITY AND COUNTY OF DENVER  
DEPARTMENT OF GENERAL SERVICES**

Proposal #50023 \_\_\_\_\_

NOTICE: ANY PROPOSED MODIFICATIONS TO THE LANGUAGE OF THE CITY'S SAMPLE AGREEMENT MUST BE CONTAINED IN THE PARAGRAPHS BELOW OR ON A REDLINED VERSION OF THE SAMPLE AGREEMENT. ANY VENDOR MODIFICATION THAT DOES NOT INCLUDE SPECIFIC LANGUAGE CHANGES MAY BE CONSIDERED NON-RESPONSIVE BY THE CITY AND VENDOR WAIVES ANY RIGHTS TO NEGOTIATE THE SAMPLE AGREEMENT LANGUAGE AT A LATER TIME. THE FOLLOWING TERMS OF THE AGREEMENT ARE NON-NEGOTIABLE:

- Governing Law and Venue
- Discrimination in Employment
- Examination of Records
- Defense and Indemnification

THE FOLLOWING TERMS OF THE AGREEMENT ARE ONLY NEGOTIATED IN EXCEPTIONAL CIRCUMSTANCES:

- Payment
- Termination for Convenience

I, on behalf of the vendor identified below, hereby certify that I have read a copy of the sample contract attached to the Proposal. I further hereby certify that it is the vendor's intent to agree to, and comply with each and every term and provision contained in the sample contract and propose no modifications to the sample contract except as follows:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

☐ **Put checkmark in box if no proposed modifications.**

I understand that the language modification(s) stated above, if any, are offered for discussion purposes only and that the City and County of Denver reserves the right to accept, reject or further negotiate any and all proposed modification to the sample contract. Vendor expressly agrees to all sample contract language where no modifications are proposed.

Company Name: \_\_\_\_\_

**Authorized Signature (Required):** \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**E.2 DISCLOSURE OF CONTENTS OF BIDS CERTIFICATION FORM (REDACTED COPY)**

**CITY AND COUNTY OF DENVER  
DEPARTMENT OF GENERAL SERVICES**

All materials provided in response to this RFP are subject to the Colorado Open Records Act, § 24-72-201, et seq., C.R.S. (“CORA”). In the event of a CORA request to the City for disclosure of such materials, information that a Proposer has clearly **and in good faith** marked as “confidential” or “trade secrets” (collectively, “Protected Items”) will not be disclosed by the City, unless otherwise provided by law. If necessary, a Proposer shall seek a court order to protect their Protected Items, and will defend, indemnify, and hold harmless the City from any claim or action related to the City’s withholding of Protected Items.

**THE FOLLOWING ARE NOT PROTECTED BY CORA:**

1. Proposed pricing information
2. Public Company Information
3. Marketing literature readily viewable to the public on the respondent’s website or otherwise publicly available.
4. Training materials, manuals, procedures, protocols, or other publicly available information.
5. Any proposed content that would be assumed to be included in the awarded agreement (if the proposer was awarded) with the City (City agreements are public documents).

I, on behalf of the proposer identified below, hereby certify that I have read this form and affirm that proposer has **NO** redactions, and all proposed content is open to the public upon completion of the RFP selection process and award. Proposer will clearly and in good faith mark as “confidential” or “trade secrets” any additional information provided during this RFP process that proposer believes are Protected Items.

Proposer Name: \_\_\_\_\_

**Authorized Signature (Required):** \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**OR**

I, on behalf of the proposer identified below, hereby certify that I have read this form and affirm that proposer has clearly **and in good faith** marked as “confidential” or “trade secrets” (collectively, “Protected Items”) any information proposer wishes to be withheld in the event of a CORA Request (unless otherwise provided by law) and has **provided separate copies/files of any such proposed documents (e.g., Acme Technical Response {Redacted Copy}) with the requested redactions (via red font-strike through)**. Proposer will also clearly and in good faith mark as “confidential” or “trade secrets” any additional information provided during this RFP process that proposer believes are Protected Items.

Proposer Name: \_\_\_\_\_

**Authorized Signature (Required):** \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**E.3 REFERENCE LISTING:**

Vendors shall furnish the names, addresses and telephone numbers of a minimum of three (3) firms or government organizations for which the vendor has provided similar projects:

Company Name	_____
Address	_____
Reference	_____
Reference Email Address	_____
Telephone Number	_____
Project Name	_____
Value	\$ _____
Description (see Section B.4. 1. C)	_____
Company Name	_____
Address	_____
Reference	_____
Reference Email Address	_____
Telephone Number	_____
Project Name	_____
Value	\$ _____
Description (see Section B.4. 1. C)	_____
Company Name	_____
Address	_____
Reference	_____
Reference Email Address	_____
Telephone Number	_____
Project Name	_____
Value	\$ _____
Description (see Section B.4. 1. C)	_____

**E.4 DENVER VENDOR SUSTAINABILITY: (Optional)**

The City encourages vendors to demonstrate a commitment to and experience in environmental sustainability and public health protection practices applicable to its line of products and/or services being procured in this proposal. See Section A of this proposal for the Sustainable Denver Policy and Guidance. The following are areas that may be addressed.

Explain how your products and/or service supports the City's goal of environmentally preferable purchasing.

- Manufacturing Process
- Product Content
- Transportation
- Packaging
- Performance
- End of Life
- Third Party Certification (Green Seal, Eco Logo, Design for the Environment, etc.)
- Other

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To aid the City in future proposals for this good/service, the City is seeking information from the vendor community on what changes may affect this request in the area of environmentally preferable specifications. The City reserves the right to review and incorporate the information provided in future specifications/scopes of work.

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**E.5 SMALL BUSINESS INFORMATION REQUEST (Optional)**

In an effort to engage with underutilized businesses or communities, the City is requesting voluntary disclosure of any certification(s) held by your company, whether it is SBE, MBE, VBE, WBE, DBE or a combination of these categories. If the certifying entity is the City, documentation does not need to accompany your proposal.

Such certification is to be current and the certifying entity documentation should reflect the following information:

- The name of the Certifying body
- Name of the Supplier/vendor certified
- Contact information of the certifying body
- Start date/End date of the certification
- If applicable, commodities and services supplier/vendor is certified to perform
- Additional information as identified by the Certifying entity

The City would also like to know if your company is considered a small business but is not certified by any certifying body. In addition, if your company's supply chain contains products from an underutilized entity/ small business that go into the creation of the products that you offer, please provide their information as well.

This information is for statistical purposes only and will not have any affect when evaluating the bid proposals.

Supplier Name:	
Type of Certification (s):	
Certifying entity(ies):	

Please submit copies of the appropriate certification(s) with your Proposal.

For more information on the SBA small business determination, the link to the process is <https://www.sba.gov/size-standards/>

**E.6 VENDOR INFORMATION:**

Vendor									
Business Name	Tax ID # (TIN or SSN)								
Business Address	Telephone Number								
City, State Zip	Fax Number								
Order Address (If different from above)	Email								
City, State, Zip	Ordering Email (If different from above)								
Remittance Name	<b>Vendor Entity Type (check one)</b> <input type="checkbox"/> Individual <input type="checkbox"/> LLP/LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Government <input type="checkbox"/> Exempt/Non-Profit <input type="checkbox"/> Employee								
Remittance Address									
City, State, Zip									
Dun & Bradstreet Number									
SIC Code and/or NAICS Code									
Disadvantaged Business Enterprise (DBE) <input type="checkbox"/> Yes <input type="checkbox"/> No Type (check all that apply) <input type="checkbox"/> DBE      Disadvantaged Business Enterprise <input type="checkbox"/> MBE      Minority Business Enterprise <input type="checkbox"/> WBE      Women Business Enterprise <input type="checkbox"/> SBE      Small Business Enterprise <input type="checkbox"/> SBEC      Small Business Enterprise Concessions <input type="checkbox"/> ACDBE      Airport Concession Disadvantaged Business Enterprise <input type="checkbox"/> Other: _____									
<table border="1"> <tr> <td>Certification Source</td> <td></td> </tr> <tr> <td>Certification Number</td> <td></td> </tr> <tr> <td>Certification Beginning Date</td> <td></td> </tr> <tr> <td>Certification Expiration Date</td> <td></td> </tr> </table>		Certification Source		Certification Number		Certification Beginning Date		Certification Expiration Date	
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<p style="color: red; text-align: center;">Awardee(s) will be required to provide copies of organizational documents. (e.g., articles of organization/incorporation)</p>									