




# Policy and procedure

Approved: , Executive Director

Subject: Fiscal Management Control Policy

Effective date: October 2022

Questions: Program Manager, Contracts and Budget Ext. 5620

## General

The information herein supersedes all previous Purchasing and Contracting policy and procedure documentation.

This policy may be revised by the Denver Regional Council of Governments (DRCOG) management at any time without notice.

## Purpose

It is the role of the Administration and Finance (A&F) Division to ensure the integrity of all procurements and contracting opportunities, and to assure concurrence with state and federal regulations. This policy will establish the standards for processing a contract and making procurements.

## Policy

It is the policy of DRCOG to obtain the best possible product and service for the most reasonable price available. Purchases should be made in a manner that extends a fair and equal opportunity to all businesses.

## Procedure

The following document outlines the procedures for making purchases and entering into and extending legally binding agreements.

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## Table of DRCOG purchasing guidelines

(CDOT approval may be required on UPWP and CMAQ purchases)

\$ Threshold	Purchasing Method	Required Documentation/Process	Required Approval(s)
Up to \$4,999	Purchase Request	Purchase/Travel Request Form  Employee Expense Reimbursement Form	Supervisor (if applicable)  Division Director  Division Director, Admin. & Fin.
>\$5,000 to <\$49,999	Informal Bids (minimum of 3)	Purchase Request Contract Preparation & Approval Form (if a contract or agreement accompanies the purchase)  Justification memo to ED if not in the approved budget  Three cost comparisons  Selection Justification  Scope of Work (for contracts)	Supervisor (if applicable)  Division Director  Division Director, Admin. & Fin.  Executive Director (for all purchases over \$5,000 or any purchase not in the approved budget)
\$50,000 to \$75,000	<i>One of the following as appropriate:</i>  Request for Bids (RFB)  Request for Qualifications (RFQ)	RFP Approval Form with memo of explanation Publication on bidnetdirect.com website  Justification to purchase/contract approved by Executive Director  Purchase Request Contract Preparation & Approval Form	Supervisor (if applicable)  Division Director  Division Director, Admin. & Fin.  Executive Director (including pre-authorization)

	Request for Proposals (RFP)	Scope of Work	
\$75,001+	<p><i>One of the following as appropriate:</i></p> <p>Request for Bids (RFB)</p> <p>Request for Qualifications (RFQ)</p> <p>Request for Proposals (RFP)</p>	<p>RFP Approval Form with memo of explanation</p> <p>Publication on bidnetdirect.com website</p> <p>Justification to purchase/contract approved by Executive Director</p> <p>Purchase Request Contract Preparation &amp; Approval Form</p> <p>Scope of Work</p> <p>Finance and Budget Committee Authorization Resolution</p>	<p>Division Director</p> <p>Division Director, Admin. &amp; Fin.</p> <p>Executive Director</p> <p><i>(explicit approval of the above required prior to Finance and Budget Committee)</i></p> <p>Finance and Budget Committee</p>

## List of Acronyms

**A&F** - Administration and Finance

**CDOT**- Colorado Department of Transportation

**CS** - Contracts Specialist

**DBE** - Disadvantaged Business Enterprise

**DD** - Division Director

**DDAF** - Division Director, Administration and Finance

**DOT** - Department of Transportation

**ED** - Executive Director

**PFS** - Purchasing Fiscal Specialist

**PMA** - Program Manager, Accounting

**PMCB** - Program Manager, Contracts and Budget

**PO** - Purchase Order

**RFB** - Request for Bids

**RFP** - Request for Proposals

**RFQ** - Request for Qualifications

# I. DRCOG PURCHASING POLICY

There are two forms of procurement. The first results from the submittal of a purchase order via Acumatica. Purchase Orders for non-contractual purchases will result in an executed Purchase Order. Once approved, the purchase will be paid by the DRCOG credit card, employee out-of-pocket expense, invoice, check or electronic funds transfer (EFT). The submitter's choice of vendor will determine the method of payment. Not only does the price of the product or service determine which type of procurement is required, but the overriding factor is the level of risk DRCOG may be placed under due to the nature of the purchase.

The second form of procurement is made with an agreement. The agreement may be a low-level service agreement, or a more formal legally binding contract depending on the nature of the procurement. Small purchases that may carry risk will require an agreement. It is the policy of DRCOG not to sign a vendor's agreement that does not meet the small purchases policy. Purchases with higher exposure will require an expenditure contract, which requires the vendor/contractor to agree to certain terms while engaging in business together. Expenditure contracts are always executed by DRCOG. One requirement that must always be taken into consideration is the insurance coverage required. (Please contact the contracts team for insurance requirement explanation.)

## Small Purchases

All procurements require approval prior to any transaction taking place, in accordance with the limits set forth herein.

Procurements under \$50,000 may be made in accordance with the following small purchase procedures. Procurements shall not be artificially divided so as to constitute a small purchase under this section.

Purchases less than \$5,000 require approval by the DD and DDAF prior to incurring any transaction.

Purchases \$5,000 to \$49,999 must be accompanied by a minimum of three informal bids (e.g., price comparisons). Informal bids should be submitted in the form of a quote from the vendors. A quote on vendor letterhead or screenshot from the vendors' website is preferred, but email notification from vendors is also acceptable. Cases that do not require informal bids require a Sole Source justification memo along with the purchase request. In addition to informal bids, purchases over \$5,000 that are not in the approved budget require a memo to the ED justifying the expense. These purchases require ED approval before they can be processed. All purchases over \$5,000 require the approval of the ED even if they are in the approved budget.

A PO is issued for small, no risk purchases of supplies and possibly some services. Risk is assessed by weighing the possibility for litigation (e.g., for the possibility of lawsuits or claims by third parties, professional services contracts, contracts involving licensing or proprietary matters, etc.) Or monetary loss to DRCOG. Small

procurements with heightened risk factors may require an agreement or contract. Please contact the PMCB in A&F to discuss a purchase if you are not sure of the level of exposure.

Following are the procedures for making a purchase request for small purchases:

- Purchase orders are required for all non-contractual purchases, including travel and training, and other employee reimbursable expenses.
  - The State’s approved vendor list (Cognizance > Resources > Purchasing and Contracts > State Vendor List) can be used for small purchases, if possible, and in place of bids. To gain the best price possible, it is still suggested that price comparisons are gained.  
The external link for the State vendor list is:  
<https://www.bidscolorado.com/co/portal.nsf/xppriceagreementsbycategory.xsp>
- Purchase requests submitted by DDs will require ED approval as the supervisor for that employee.
- An approved purchase request is required **PRIOR to incurring any expenses or any obligations for payment including employee reimbursable expenses**. The PFS will inform the requestor once a PO is issued for the purchase request. Any purchase made prior to approval may be disallowed and the purchaser may be required to pay for the product or service independently of DRCOG.
- At no time are recurring subscriptions (or the like) allowed unless previously authorized by the DDAF or ED.
- For recurring small purchases, such as supplies and food for meetings, an “open” PO can be requested. In order to be approved for an “open” PO the following must apply:
  - Purchases must be made from the same vendor, as the PO will only be issued and usable for one vendor (one PO = one vendor).
  - A PO must be issued for approval with an estimated annual cost.
  - The PO will only run for one year and must coincide with the charging project’s year-end date (i.e. If the project expires Sept. 30th so shall the PO).
  - Annual renewals do not apply. Each year a new purchase request must be submitted.
  - Any amount not spent at the end of the year does not “roll over” into a new project year. A new purchase request will need to be submitted upon expiration of the original request.
- The requestor must confirm availability of budget funds for the cost category of the purchase. The requestor will confirm with the budget manager or Purchasing Fiscal Specialist (PFS). Otherwise, the purchase could be delayed pending budget review and/or revision. All overages require a budget adjustment. Purchases that exceed the budget by \$100 or more require a budget revision prior to the PO being processed.
- The costs for any procurement should provide line-item details describing how the costs are calculated.
- Each approved purchase will be entered into the accounting system to verify the availability of funds in the project budget and will commit those funds against the project budget.



- The requestor will verify the method of payment with the vendor and submit the purchase request accordingly. The following are examples of the methods of payment:
  - issuance of a check/electronic funds transfer (EFT)
  - vendor will invoice
  - pay via company credit card
  - employee pays for the product/service and requests reimbursement
- In the case of an invoice or check, the requestor will enter the company providing the services as the vendor. In the case of payment via company credit card, the vendor will be US Bank. If the employee is requesting reimbursement, the vendor will be the employee.
- The preferred method of payment is to have vendors invoice DRCOG.
- Purchases that are to be paid via the company credit card will be completed by the PFS.
- Purchases with a cost variance of \$500 or more will require approvals under the same terms as noted above.
- If a variance causes a purchase to increase to \$50,000 or more, the purchase will no longer qualify under the terms of small procurement and must be placed out to bid, unless it qualifies as a sole source justification (see description provided herein).

## Employee Expense Reimbursement

- Approvals for expenditures are required prior to any expenses being incurred, with the exception of mileage and associated parking.
- The employee will be notified of approval via the issuance of a PO from the PFS.
- Employee expense reimbursement requests are required within 30 days of travel along with receipts and/or documentation of the expenses and appropriate approvals.
- Payment is made on the next available pay date (either the 5th or 20th). Expense reimbursement requests are due at the same time as timesheets to meet these pay dates.
- For more details regarding travel, refer to the Travel and Training policy and procedure document found on Cognizance > Resources > Policies and Procedures.

## Expenses Paid by a Third Party

Sometimes a third party may pay for an employee to travel to a meeting, or other similar circumstances may occur. Whether the third party pays for the travel expenses or DRCOG pays and requests reimbursement, a PO must first be authorized within the same terms as outlined above. This is to avoid any conflict of interest. If the travel is paid for by the third party there are no further actions required once approval is provided via a PO. If DRCOG pays for the travel and needs to request reimbursement, an employee expense reimbursement form must be submitted.

A&F will reimburse the employee for any approved, out of pocket expenses and request reimbursement from the third party.

## Vendor Agreements

All vendor agreements that need to be signed by the DD or DDAF have to be submitted via DocuSign for review and approval. You will submit an email to [contracts@drcog.org](mailto:contracts@drcog.org) and request a link for an agreement review/approval.

A vendor agreement shall not be executed in lieu of a PO or contract where one is required. Any vendor agreement must be reviewed by the PMCB and the DD. It must be signed either by the DDAF and/or ED. **At no time is it permissible for anyone other than the DDAF or ED to sign a vendor agreement on behalf of DRCOG.**

## Insurance Requirements

DRCOG, the building management company where DRCOG leases space, as well as some of the granting agencies have very specific insurance requirements that contractors and vendors must adhere to prior to performing any work. Prior to making any arrangements or entering into an agreement, staff must first check with the CS and/or PMCB to confirm what insurance requirements may be required for the type of service being performed. Requestors should be familiar with the granting agency requirements that may be over and above DRCOG standard terms. No transactions shall take place prior to receiving proof of insurance coverage as applicable.

## Issue a PO

A PO is issued for small purchases for commodities, or for services that pose no risk to DRCOG. Before any DRCOG purchase is made, the purchaser must have an approved PO. Go to Cognizance > Resources > Purchasing and Contracts > A Comprehensive Guide to Acumatica for more details.

When submitting a purchase request, the submitter must provide:

- Project number: There are different spending rules for each budget. For more information, refer to your supervisor or the PMCB.
- Account number: For more information, please see Exhibit H, or your budget manager.
- Vendor: In the case of an invoice or check, the requestor will enter the company providing the services as the vendor. In the case of payment via company credit card, the vendor will be US Bank. If the employee is requesting reimbursement, the vendor will be the employee.

- Comment detailing why this purchase is necessary.
- Attached document(s) showing the price of the purchase. The submitter may also have to attach two additional vendor quotes (when the purchase is above \$5,000), a memo to the Executive Director, a Sole Source justification memo, or additional documentation.

For additional information, refer to the PFS.

## Low-Level Service Agreements

An agreement may be required where there is a predefined deliverable expected in the specified service. An agreement sets forth certain requirements and terms for the vendor and may be accompanied by a Scope of Work (SOW). All agreements need to be submitted to the contracts team via DocuSign for review, preparation, and approval. You can request a DocuSign link by sending an email to [contracts@drcog.org](mailto:contracts@drcog.org). A link will be sent which includes a contract preparation approval form. The contract preparation form needs to be filled out completely including attaching a SOW, justification memo and other pertinent documentation related to the agreement. The CS and/or PMCB will review the submitted documents and prepare the appropriate contract agreement.

An agreement requires the vendor's signature binding them to adhere to DRCOG's terms and conditions, such as insurance requirements and other state or federal requirements. The agreement is not considered fully executed until all applicable documentation is received by the contracts team and it is signed by both parties. **No work may commence prior to the agreement being fully executed.**

## When is a bid or proposal required and what are the differences?

Informal Bids (IFBs)	Proposals (RFPs)
Purchases \$5,000-\$49,999	Purchases \$50,000+
Used for goods or services	Primarily for services or complex procurements
DRCOG's needs are CLEAR	DRCOG's needs are NOT clear
Specifications predetermined, or a Statement of Work is used	Statement of Work is used
No evaluation committee	Requires an evaluation committee

Award based on lowest bidder who is responsive and responsible	Award is based on criteria other than lowest cost, but cost must be a factor
Negotiations may be limited, but still encouraged	Negotiation is allowed and encouraged
Typically, most IFBs result in a PO or agreement.	Most RFPs result in a contract.

## Informal Bids – For purchases \$5,000 to \$49,999

- For purchase requisitions of \$5,000 to \$49,999, vendor selection can be accomplished through collecting informal bids. This process includes three price comparisons, a selection justification memo, and/or a sole source justification.
- A selection justification memo must include reasons as to why the particular vendor or quote was selected.
- Vendors may be selected from the State of Colorado’s approved vendor list, but it is still recommended to gain at least three price comparisons.
- Always ask the vendor if they offer governmental price discounts.
- Informal quotes are valid for no more than one year, as prices and availability of goods/services change.
- Informal bids should be submitted via e-mail or mail so that some form of documentation, other than verbal, is available from the vendor and can be attached to the Purchase Order.
- For most services, DRCOG will require an agreement or contract, particularly where A&F determines there is risk to DRCOG. Risk may be weighed by the loss of money, time and effort, or the conditions that pose risk of litigation.

## DRCOG Terms and Conditions

Vendors should be made aware of the DRCOG terms and conditions when requesting quotes or upon negotiation of services that are to be formalized with an agreement.

## RFPs, RFQs, and RFBs – For purchases \$50,000 and more

- Typically, all purchases of \$50,000 and more must be open for competitive bidding and posted on [www.bidnetdirect.com](http://www.bidnetdirect.com).
- Some form of competitive process, be it a RFP, RFQ, or RFB, is required for purchases of \$50,000 or more, unless a Sole Source Justification can be made.

- The type of bid solicitation used will depend on the requirements for the purchase. A simple commodity purchase, for example, can be handled with a RFB process. If the dollar amount is pre-determined and the need to select a vendor is dependent mostly upon the qualifications of the vendor, a RFQ process should be used. If price, qualifications, and other criteria need to be considered, an RFP process may be most appropriate.
- DocuSign is used to process proposals. To initiate this process, send an email to [contracts@drcog.org](mailto:contracts@drcog.org) to request a link for a proposal approval form.
- Templates should not be saved by individuals for use in future bids as the templates may be updated with new regulations, or other information, by A&F and/or legal counsel. *Additional information on the RFP/Q/B process is provided in Section II of this policy.*
- Please refer to the RFP/Q/B Process in Section II for procedures on soliciting formal bids.

## Sole Source Procurements

Sole source procurements are allowed when only one vendor can provide a good/service which meets the needs of DRCOG. Vendors on the State of Colorado's approved vendor list may be utilized in lieu of bidding, since the State has already performed the bidding process. Please visit: <https://www.bidscolorado.com/>. Sole source requests must be approved in advance by the ED, including instances where a vendor/contractor is proposed as a sole source because it possesses the unique capability to meet the identified needs of a program.

Requests for sole source on such basis are closely scrutinized and should be limited to those circumstances where only one vendor (qualified source) can provide the specific service or product and holds the required experience or knowledge to accomplish the task consistent with the best interest of DRCOG. Sole source procurement is not allowed in any situation where such procurement is prohibited by law or where competitive bidding, or other method of procurement is required by federal or state funding agency rules applicable to the project. A requirement for a particular proprietary item (i.e., a brand name specification) does not justify sole source procurement if there is more than one potential bidder for that goods or service.

The DDAF and ED must approve any sole source purchasing request. In some cases, granting agencies, such as CDOT, must also approve sole sourcing requests.

A sole source justification shall expire after one (1) year, or at the term of the work for the program, whichever is sooner.

## Use of Contracts

A Contract Preparation and Approval Form will be required for A&F to review and/or draft an agreement. Please refer to Section III, Contracting, for further details about the contract process.

Intergovernmental Agreement's, Memorandum of Understanding and Memorandum of Agreement are treated the same as other legally binding agreements.

## Suspended or Disbarred

All vendors and contractors for DRCOG will be checked by A&F prior to issuance of an agreement, or PO to ensure that they have not been suspended or disbarred as per Federal requirements. Contracts must include provisions requiring that the contractor perform similar checks confirming that their subcontractors are not suspended or disbarred.

## Conflict of Interest

DRCOG staff shall have no obligations, commitments, or impediments of any kind that will influence or limit the selection of vendors and contractors. Selection will be based solely on the best interests of DRCOG. In case of any conflict between interests of DRCOG and its' staff and any other entity, the employee or vendor/contractor shall fully and immediately disclose the nature and extent of such conflict to DRCOG.

## Federal Guidelines

These policies and procedures, although not an exhaustive enumeration, adhere to the U.S. Office of Management and Budget (OMB) Circular A-102, A-133 and A-134. OMB Circular A-102 establishes consistency and uniformity among Federal agencies in the management of grants and cooperative agreements with State, local, and federally- recognized Indian tribal governments. All Federal agencies administering programs that involve grants and cooperative agreements with State, local and Indian tribal governments (grantees) shall follow the policies in this Circular. OMB Circular A-133 sets forth standards for consistency and uniformity for the expending of Federal awards. For questions concerning these regulations please refer to <https://www.whitehouse.gov/omb/information-for-agencies/circulars/>.

Each grant may stipulate other State or local regulations. Please refer to the granting agency contract for this information. Such regulations must be passed on to any subcontractors.

## II. The bid processes

For purposes of this document reference to "RFP" encompasses the RFP, RFB, or RFQ, except where each type is specified.

When seeking the assistance of an outside contractor or consultant, DRCOG policy requires that, if the expenditure of funds is \$50,000 or more, an RFP, RFB, or a RFQ is prepared to solicit information from multiple

sources to make an informed decision. An unbiased and well documented evaluation process to select the awarding proposal should be kept on file for a minimum of three years (or as deemed necessary by the funding Grantor). A&F will collect and distribute all proposals and will keep a copy on file.

A copy of any evaluation matrix and selection justification must be sent to the DD, DDAF, and ED to request approval prior to entering into contract negotiations and prior to seeking Finance and Budget Committee or Board approval.

All contracts for services that go through the bid process must be put out to bid at a minimum of every five years.

## Synopsis

- 1) Purchases of \$50,000 or more must be open for competitive bidding.
- 2) Appoint a Program Manager (PM) to act as a direct point of contact for all parties. The PM should:
  - Oversee the proposal process.
  - Communicate with all parties involved.
  - Coordinate with the CS in A&F to draft and post the proposal.
  - Establish evaluation criteria.
  - Establish an evaluation committee of no less than three members, one of which must be from A&F
  - Oversee the writing of the scope of work (SOW instructions are published on Cognizance).
  - Performs any public outreach (i.e., notification of solicitation to the public, advertising through the local newspaper, notification and coordination of meetings, etc.).
  - Prepare responses to bidder inquiries and post on Q&A page.
  - Schedule interviews (if applicable).
  - Send award/rejection notifications to all bidders.
  - Coordinate issuance of the contract preparation documentation.
- 3) The PM will contact the CS for a pre-RFP-meeting to discuss the following items:
  - RFP processes and procedures.
  - A complete internal RFP and contracting timeline.
  - Unique contractual requirements that will be added to the Sample Contract in the RFP.
  - Any other unique circumstances related to the project.
  - RFP template will be emailed to the PM after the meeting to be completed.

To ensure all considerations have been made with the approval of key personnel, attendance at the pre-RFP meeting is mandatory.

- 4) The PM will make sure all documentation is in order and in final versions prior to submitting it to the contracts team for preparation. This includes a final version of the SOW and approval from the granting agency. CDOT, for instance, requires up to 15 days to review any bid solicitation before it is published.
- 5) The RFP template received from the CS has areas that the PM will need to address, such as a basic project description as well as dates for the external RFP schedule. All blank fields must be completed by the PM. Any special considerations that the PM would like added to the template should be sent electronically to the CS in a Word document along with the SOW. The **FINALIZED** RFP and SOW must be emailed to the CS no less than five (5) business days prior to the desired posting date.
- 6) Once everything is in order, the PM will send an email to [contracts@drcog.org](mailto:contracts@drcog.org) requesting a DocuSign link to start the RFP process. The CS will send the PM a link which includes the RFP approval form (see Exhibit A). The PM will fill out the approval form completely and attach the justification memo, RFP template (filled out completely), funding grant approval, (if needed), and the SOW.
- 7) A&F will continue to assist the PM through the RFP process by:
  - Drafting the final RFP document and publishing the solicitation on [www.bidnetdirect.com](http://www.bidnetdirect.com).
  - Drafting the questions from bidders and submitting to PM for response. Then posting Q&As to the bids website.
  - Collecting the responses and distributing them to the PM (to distribute to the evaluation committee) once the RFP closes.
  - Reviewing proposals.
  - Acting as an unbiased member of the evaluation committee.
  - Providing review and approval of the selected bidder(s).
  - Completing the contract after all approvals and documentation is completed.
- 8) Public notification of the solicitation may be needed. Please refer to the granting agency contract for clarification.
- 9) All solicitations should have a stated deadline. Bids received after that deadline will not be considered unless the overall deadline for the solicitation period is extended and made available to all prospective bidders.
- 10) Solicitations must list, in relative order of importance, the criteria that will be used in the evaluation and selection process.
- 11) The recommended *minimum* amount of time for the bid to be posted is two (2) weeks. The length of time the bid is available depends on the complexity of the project. In addition, the bid solicitation should be sent to all known potential bidders. It is up to the originating division to identify specific individuals or companies that should receive the request and to distribute the request to those entities.
- 12) Questions will be pulled from the email box by the CS and submitted to the PM for corresponding answers. CS will then post questions and answers on the website, so that all prospective bidders have the benefit of the information. These must be posted, preferably within 24 hours, and no later than the deadline stated in the solicitation schedule.



- 13) All bids will be distributed to the evaluation committee (described below) after the solicitation closes to ensure openness and fairness. Bids are only accepted electronically via [www.bidnetdirect.com](http://www.bidnetdirect.com). Responses are sent to the PM after the solicitation closes.
- 14) Recommendation of a proposal(s) must be submitted via a selection justification memo to the CS for signature approval by the DD, DDAF, and ED prior to engaging in any contract negotiations or to services commencing. Approval must be gained prior to a division seeking Finance and Budget Committee or Board approval, when applicable.**
- 15) If a purchase is over \$75,000, Finance and Budget Committee authorization is required. A&F will review administrative action memos and resolutions prior to the Finance and Budget Committee meeting, and may raise questions to the initiator.
- 16) If the Finance and Budget Committee approves the resolution, the requestor must attach a copy of the signed resolution in the DocuSign link email request for the Contract Prep Approval Form. Sample resolutions are attached as Exhibit C and D to this document.
- 17) If a purchase was made for \$75,000 or less, but additional needs of the project require additional work or additional costs which will make the total purchase reach \$75,001 or more, then it must be presented to the Finance and Budget Committee prior to incurring the additional work/cost
- 18) At times one contractor may be utilized by different program areas. So long as the tasks and program are completely separate, it is considered that two separate procurements have taken place. For instance, if an IT consultant is utilized by both TPO and A&F, but for different projects, and each area is paying the consultant \$40,000 (for a combined total of \$80,000) this would not require Finance and Budget Committee approval. However, procurements are not to be artificially divided as to avoid gaining the appropriate approvals.
- 19) All program areas should also check their grant contracts to ensure there are no additional project-specific requirements. (e.g., CDOT or other approval may be required prior to going out to bid; the purchase is clearly listed in the Scope of Work; etc.). It is up to each program area to manage and gain the appropriate approvals.

## When to use a Request for Proposals, Request for Bids, or Request for Qualifications

### Request for Proposals (RFP)

An RFP should be used when there is a definite objective or product in mind, but the objective may be to look for a contractor to provide ideas as to how they envision that they would approach the task. It is typically a rather open-ended situation in which DRCOG is trying to tap the contractor's creativity or expertise to propose the approach that they feel would best satisfy DRCOG's objectives. DRCOG is not just trying to determine whether the contractor has the necessary experience and qualifications; DRCOG is also asking the contractor to propose the approach that they would recommend.

In an RFP, contractors are asked to give some forethought and planning as to how they plan to approach DRCOG's task. RFPs frequently require a lead time of at least three weeks before the proposals are due so the contractor can adequately develop the proposal.

In an RFP, it would also be typical that the contractor is asked to estimate how much time and expense they anticipate will be required to complete the task. Usually, this takes the form of a list of expected contractor personnel that will be assigned to the project, anticipated hours for each individual, individual hourly billing rate, and any additional anticipated expenses for supplies or equipment.

## **Request for Qualifications (RFQ)**

A RFQ is usually appropriate when DRCOG has a very specific task in mind with very specific required deliverables, a required timeframe, and a specific budget for the project. DRCOG is not looking for the contractor to develop their own ideas; DRCOG is merely asking whether the contractor has the experience and skills necessary to carry out DRCOG's requirements within the specified budget. DRCOG is not looking for contractors to prepare any proposals or to develop the campaign; DRCOG just wants the contractor to show how it is best qualified to perform the work.

Usually, DRCOG would request a list of the contractor employees to be assigned to the project and a "resume" for these individuals indicating similar projects that they have successfully completed, as well as references for those prior projects.

## **Requests for Bids (RFB)**

An RFB is similar to an RFQ in that DRCOG typically has a very specific objective in mind and is merely asking the contractor to provide information regarding how much it will cost us to obtain the objective. RFBs will generally be used when DRCOG is looking for competitive bids for a specific tangible item or product such as a piece of equipment.

With an RFB, it would be appropriate that DRCOG provide a list of desired specifications, such as physical size, speed or throughput, capacities, etc. For example, DRCOG may be looking to purchase a new copier, printer, or bike rack. DRCOG knows how many copies per minute a machine should be able to handle or how many bikes the rack should be able to hold and provides those specifications to the vendor. The vendor must then determine which of their products most closely satisfy DRCOG's requirements, and the vendor must then provide the pricing information, shipping costs, and cost of extended warranties, etc. That are appropriate for their suggested product.

## Funding Sources and Prior Authorization

Some funding sources require prior approval of any bid solicitation and prior approval of any subcontractors engaged by the grantor. For instance, CDOT must be provided with a copy of any RFP before it is opened for bidding. CDOT is allowed 15 days to review the document.

The initiating division should be thoroughly familiar with the requirements of the grant contract that will be funding the project in question to ensure that all requirements have been met.

## The RFP Timeline

It is recommended that an RFP should be posted on [bidnetdirect.com](http://bidnetdirect.com) for a minimum of two weeks. If an RFP is going to require a fairly extensive response package, it may be advisable to give additional time. The process should then allow about another week to review the responses after the submittal deadline, as well as ample time for seeking DD, ED, and DDAF approval of the selected vendor prior to seeking Finance and Budget Committee or Board approval. If necessary, there should also be a provision for oral interviews of selected bidder(s) prior to final selection. A sample timeline is provided as Exhibit G to this document. The timeline provided is to be used only as a reference guide.

Determining the dates specified in the RFP for deadlines for submission, notification of contractor selection, any committee requirements and the date that the vendor can begin work are all factors that should be taken into account.

## Preparing the Document

The PM **must** request a DocuSign link from [contracts@drcog.org](mailto:contracts@drcog.org) to start the approval process. The CS will email the PM the RFP template. The template includes typical “boilerplate” language that DRCOG includes in similar documents, including any specific state or federal requirements. It is then up to the originating division to identify the necessary modifications needed to prepare the new document, such as scope, dates, contact information, etc. Templates should not be saved by individuals to be used again in the future. A&F may make updates to the boilerplate, so it is required that staff always seek the most current template from the contracts team.

Changes to the boilerplate will be limited to very specific project driven requirements. Any additional requirements of the RFP should be addressed in the scope. The template will not be distributed in an editable format (such as Word) and changes will have to be marked on a hard copy, or provided to the CS separately, in order to be incorporated into the draft document. The reason for this is to ensure that the standard format is retained. Otherwise, additional review of the document is required, which causes avoidable delays. The scope of work must be submitted in an electronic document to facilitate attachment to the RFP document.

## Review and Approval of Forms

The RFP Approval Form must be obtained by sending an email to [contracts@drcog.org](mailto:contracts@drcog.org) requesting a DocuSign link to start the RFP process. The SOW and any other documents that need to be inserted into the RFP should be emailed to the CS. The CS will prepare the final document. This copy will be provided to the PMCB to ensure that the specified dates are appropriate; identify any areas of exposure; ensure the appropriate insurance requirements are requested; and ensure the appropriate form was used.

The reviewed document will then be forwarded to the PM, DD, DDAF via DocuSign for final review and approval. Once approved, the CS will upload the document(s) to [www.bidnetdirect.com](http://www.bidnetdirect.com). The request can also be mailed to potential bidders in hard copy, attached to an email by the PM, however, all bid proposals must be submitted via [bidnetdirect.com](http://bidnetdirect.com).

To gain the best opportunity for competition, solicitations can be publicized openly. Posting the request to [www.bidnetdirect.com](http://www.bidnetdirect.com) does not ensure that the request will be seen by people interested in responding and bidding. Notification of solicitation can be advertised through a local newspaper, or by other methods applicable to the demographic being solicited. A request to post a legal notification through local newspapers may be submitted by the originating division. It is up to the originating division to identify target audiences and to achieve outreach by distributing public notification of the solicitation by methods most applicable to those audiences (for example, contractors in low-income, Hispanic neighborhoods might be better reached through locally circulated newspapers and might require advertising in Spanish). The A&F division does not do any direct distribution to interested parties.

## The Evaluation Committee

There must be no less than three DRCOG staff member's assigned to review proposals for all solicitations. At least one member of the evaluation committee must be free of bias in the selection of the awarded bid. The CS, or other designated A&F staff member, must be party to the selection process.

## The Scope of Work

The scope of work must be provided electronically to the CS by the PM, **in its finalized form**, in order to be attached to the template. The Scope of Work is the detailed discussion of the specific project to be accomplished. This section may contain a "Background" section in which the prospective bidders are given summary information about DRCOG, or provide information about the specific project which may be of benefit in trying to prepare a response to the RFP. There will also be a discussion of the objectives of the project, the expected deliverables, and a discussion of the project timeframe. There may be a discussion of specific expectations and/or the

evaluation criteria that will be used to select the best response. A more comprehensive Scope of Work will help in receiving precise responses.

## Questions Related to Bids

Frequently, responders will have questions related to the RFP. These are posted along with the related responses to [www.bidnetdirect.com](http://www.bidnetdirect.com). All questions regarding the RFP will be sent to [bids@drcog.org](mailto:bids@drcog.org) (not to an individual). The CS will pull the questions and forward them to the PM once the deadline has been met. The PM will submit the answers back within 24 hours to the CS so it can be posted on [www.bidnetdirect.com](http://www.bidnetdirect.com). It is required that responses be posted no later than the response deadline date specified in the RFP. Again, no individual should be answering questions about the bid without going through the CS.

## Post-Bid Procedures

- 1) **Opening Bids** - Once the RFP has closed, the CS (or other point of contact designated by A&F) will forward the bids to the PM. The PM will then distribute the bids to members of the evaluation committee. Any bids submitted by a bidder that are not received before the bid submission deadline will be rejected. Bids are to be reviewed and then evaluated as a team. If necessary, the bid evaluation must be performed in an open forum made available to the public.
- 2) **Interviews** - It may be necessary to interview several candidates to make the best-informed decision. The Evaluation Committee should perform all of the interviews (i.e., interviews are never to be performed by just one member of the committee without at least one other member being present). It is recommended that interviews be kept to two or three candidates.
- 3) **Approvals** - Once the responses have been reviewed, a vendor selection justification memo must be written to the ED, DD, and DDAF to seek approval to move forward in the process. The DD, DDAF, ED must provide explicit approval of the vendor prior to any contract negotiations or enlisting services. The memo must summarize the responses received, including costs provided in each response; specify the vendor recommended; and the reasons for the selection.  
After approval has been provided by the DD, DDAF, and ED, the contract may also require Finance and Budget Committee approval if the amount is greater than \$75,000. Since the Finance and Budget Committee normally meets on the third Wednesday of the month, the initiating division should ensure that they have included the provision for Finance and Budget Committee approval prior to announcing final selection to the selected vendor or contractor.
- 4) **Notification** - Rejection notification should be sent to all non-selected bidder/s after approvals are in place. A sample letter is attached as Exhibit B. Notification can be mailed or sent electronically. It is DRCOG's policy not to participate in post-bid feedback to respondents, such as questions as to why a bidder did not win the bid or how they scored. However, DRCOG must adhere to Colorado Open Records Act. If a request is made to see certain documentation an official request will need to be submitted to the PMCB.

- 5) Awarded bidder - If Finance and Budget Committee approval is gained, a formal contract can be initiated with the contractor or vendor. Typically, at least a week should be allowed for preparation and review of the contract and to obtain all of the necessary signatures and approvals, but legal counsel involvement may require more time.
- 6) Timeline and the expiration of bids - It is imperative that the timeline established for any bid solicitation be strictly adhered to. Proposals received during the bid process are solely meant for the project specified in the solicitation and cannot be used for any other purpose. If a contractor is not selected after a period of one year a new bid process must commence.

## Unsuccessful Solicitations

If there are no responses received to a solicitation, the following options may be exercised. You may amend the RFP and open it back up for an extended period of time. You may also utilize the State's approved vendor list. Or you may be able to sole source the selection. The granting agency that is funding the project will have to approve the method of selection.

## Title VI and Disadvantaged Business Enterprise (DBE)

DRCOG, as a condition to receiving Federal financial assistance from the DOT, has signed an assurance that it will comply with Title VI of the Civil Rights Act of 1964, prohibiting discrimination based on race, color and national origin; and to adhere to 49 CFR Part 26. It is a federal requirement, and also the policy of DRCOG to ensure that DBEs, as defined in Part 26, have an equal opportunity to receive and participate in contracts. A DBE Information Request Form will be included in all bid solicitations to track the interest in DRCOG programs and participation by DBE firms. DRCOG must also provide non-English alternative formats for information on all programs available. More information regarding this Limited English Proficiency (LEP) assurance may be found on DRCOG's website.

## III. Contracting

Contracts are processed using existing boilerplate language contained in Word files. A contract is tracked in DocuSign as it makes its way through the process of being signed.

There are two types of contracts - expenditure and revenue contracts. DRCOG staff usually initiates expenditure contracts. Revenue contracts are usually initiated by an outside agency (i.e., CDOT, State of Colorado). The contracts department of DRCOG will prepare expenditure contracts. Contracts must be completed by DRCOG using a DRCOG template and will only be prepared by contracts staff.

Prior to any contract negotiations, the division that will be expending the funds must seek ED approval. For arrangements with a value more than \$75,000, Finance and Budget Committee approval must also be sought. Any

project that was initially \$75,000 or under, but through the need of additional work or further requirements caused the cost of the project to reach or exceed \$75,000, must be taken to Finance and Budget Committee for approval prior to incurring additional cost and any continuation of work. The division shall then complete a Contract Preparation Form, Budget Worksheet (when applicable) and Scope of Work. For some projects the scope of work is very specific. For others it may be general and fairly open in terms of how many hours or what percentage of the contract will be spent on any one task. It is recommended that the performance schedule and milestones or deadlines be specific. The scope of work is the only recourse to hold a contractor accountable for getting the work done.

## Revenue Contracts

Revenue contracts are generally prepared by an outside agency (“Grantor”), the granting Agency, and then sent to DRCOG. The majority of DRCOG’s revenues come from federal or state grants (i.e., CDOT, State of Colorado, RTD, etc.) The Grantor should send the contract via DocuSign to [contracts@drcog.org](mailto:contracts@drcog.org) for review. They should then have a link naming, the ED and DDAF as approvers/signers. The initiating division should relay this workflow to the grantor so contract review and approval can be handled seamlessly.

The following is a checklist of information to ensure that a contract will be processed with as little delay as possible. The initiating division is responsible for providing the necessary documentation to the CS and/or PMCB before a contract will be reviewed or drafted:

### Forms Required:

- 1) Contract Preparation Form – **Completed for every agreement and amendment.** Will be sent via DocuSign to the PM/requestor by sending an email to [contracts@drcog.org](mailto:contracts@drcog.org).
- 2) Justification Memo explaining why the contract is necessary.
- 3) Budget Worksheet. Updated form will be sent by emailing [contracts@drcog.org](mailto:contracts@drcog.org) requesting template.
- 4) Finance and Budget Committee action memo and resolution – For agreements over \$75,000.
- 5) Scope of Work – Required for every agreement.
- 6) A complete and final contract from the Grantor. It is inefficient to review draft contracts.

### The Contract Process

- 1) PM/requestor will send an email to [contracts@drcog.org](mailto:contracts@drcog.org) requesting a DocuSign link to start the contract process.
- 2) PM/requestor will fill out the form sent via the DocuSign link and attach a justification memo, SOW, and any other pertinent back up documents.
- 3) Once the PM/requestor uploads the documents to DocuSign, it will then be forwarded to the DD and then ED for approval prior to the contracts team working on the contract.

- 4) Upon receipt of all the required documentation, the CS will log the contract into the contracts database, assign it a contract number starting with RV followed by the last two digits of the current year and the next number in the sequence, and will review it for essential requirements and language.
- 5) Contract is reviewed by the PMCB.
- 6) When necessary, specifically for non-standard agreements, the contract may also be routed to legal counsel for additional review and commentary. Any comments or feedback requiring action by the Grantor will be communicated back to the division.
- 7) Once an acceptable final copy of the contract is received and approved by the PMCB the contract is forwarded to the ED and DDAF via DocuSign for signatures.
- 8) A status update is posted into the contracts database.
- 9) Some grantors will utilize their own DocuSign software and submit directly from their contracts department. In this case, they need to send the DocuSign link to [contracts@drcog.org](mailto:contracts@drcog.org) for review and then the workflow has to allow for it to be submitted to the ED and DDAF for approvals.
- 10) The PM/requestor will still have to request a DocuSign link from the contracts team for internal approvals in order for the contract to be reviewed and approved.
- 11) Once the contract is signed by all parties, the grantor should send a copy of the fully executed contract to [contracts@drcog.org](mailto:contracts@drcog.org).

No DRCOG costs or expenditures should be incurred or made until the fully executed revenue contract has been returned from the Agency and the contract term has commenced. Similarly, no subcontracts to be funded by the revenue contract should be awarded, and no liabilities or costs to any subcontractor should be incurred, until the fully executed revenue contract has been returned from the Agency and the contract term has commenced. Any exceptions to the foregoing must be processed through A&F, the DD and ED for review and approval.

## Expenditure Contracts

Staff should refer to the purchasing guidelines which outline when a legal contract is required versus a PO, and when an RFP should be extended.

### Forms Required:

- 1) Contract Preparation Form – **Completed for every agreement and amendment.**  
Will be sent via DocuSign to the PM/requestor by sending an email to [contracts@drcog.org](mailto:contracts@drcog.org).
- 2) Justification Memo explaining why the contract is necessary.
- 3) Finance and Budget Committee Resolution – For agreements over \$75,000.
- 4) Granting agency approval, where applicable.
- 5) Scope of Work – attached to the DocuSign documents and must be emailed to the CS and/or PMCB in finalized form, electronically.



## The Contract Process

- 1) PM/requestor will send an email to [contracts@drcog.org](mailto:contracts@drcog.org) requesting a DocuSign link to start the contract process.
- 2) PM/requestor will fill out the form sent via the DocuSign link and attach all necessary documentation including Finance and Budget Committee Resolution (if applicable), the vendor selection justification memo, SOW in electronic format, and any other pertinent back up documents.
- 3) The DocuSign link will then be forwarded to the DD and then ED for approval prior to the contracts team working on the contract.
- 4) Once all of the paperwork is received, the CS will log the contract into the contract database and assign it a contract number starting with EX followed by the last two digits of current year and the next number in sequence.
- 5) The CS will complete the contract based on boilerplate language. Any special provisions requested by the contractor should be provided up front and will be reviewed by the CS for applicability. Contracts may also require legal review. It is DRCOG's policy not to send drafts of a contract to contractors during the negotiation process. Rather, the contractor should be sent only a PDF of the final, proposed contract for execution.
- 6) The PMCB will review and approve the contract, and then DocuSign will forward the link to the DD and DDAF for final approval.
- 7) Once the contract is approved by DRCOG, it is sent via DocuSign to the contractor for signature.
- 8) When the contractor signs, it will be sent via DocuSign to the ED and DDAF for final execution.

No work shall commence until there is an executed agreement in place.

## Scope of Work (“SOW”)

The SOW used for an RFP should be easily transferrable to the contract. However, there are many instances in which more information is known after the RFP is awarded. The SOW should be very detailed as to the deliverables expected in the project, such as milestones, specific deadlines and the anticipated outcome of the finished project, as well as include a budget break out. See below for more details regarding the budget.

## Project Cost/Budget

Prior to the contract process, the cost of the work must be known, and this should include any future costs to maintain the outcome of the work (i.e., such as maintenance or support of software). The total cost of the work will be encumbered (or committed) to the project and stated as a “not to exceed” amount in the contract, and therefore the project must have the funds available to make these commitments. All projects that are to be charged for the cost of the work must be provided to the PMCB in order to encumber the funds.

## Payments and expenses:

- 1) Detailed budgets should be provided as a supplemental part of the scope of work. Details such as staff titles or names, hourly rates/salaries, fringe benefits, indirect and other direct expenses must be provided. When invoices are submitted by the Contractor, the Program Manager should be able to match invoice charges to the budget.
- 2) Travel expenses must adhere to OMB circulars. The OMB circulars delineate reasonable costs, such as that airfare costs must be at coach or equivalent.
- 3) DRCOG follows and requires all Contractors to follow General Services Administration per diem rates when the contractor will charge for travel expenses.
- 4) Reimbursement for automobile travel shall be at the prevailing State of Colorado rate. All travel must be pre-approved by DRCOG.



## Exhibit B

### Sample Rejection Notice Letter

[Date]

Dear \_\_\_\_\_,

On {insert date}, the Denver Regional Council of Governments (DRCOG) received your Request for Proposal for {description of service or RFP}.

At this time, DRCOG has chosen to contract with another consultant for this project.

Thank you for taking the time to submit a proposal; DRCOG appreciates your interest.

Sincerely,

{Project Manager's name}  
{title, division}

SAMPLE

## Exhibit C

### Finance and Budget Committee Resolution Sample

*(please contact the executive assistant for the resolution template)*

Denver Regional Council of Governments

State of Colorado

Finance And Budget Committee

Resolution No. \_\_\_\_\_, 20\_\_

#### **A resolution authorizing the executive director to execute contracts to support operations of DRCOG.**

**Whereas**, the Finance and Budget Committee in 2022, adopted a resolution delegating authority to the Executive Director to execute contracts for consulting and other professional services for amounts not exceeding \$75,000; and

**Whereas**, that same resolution authorized the Executive Director to purchase goods and other services, without dollar limitation, on behalf of DRCOG so long as the purchase is within the authority of DRCOG; and

**Whereas**, the increasing cost of goods and services is recognized by the Finance and Budget Committee as a basis for raising the dollar threshold for contracts subject to Finance and Budget Committee action.

**Now, therefore, be it resolved**, that the Finance and Budget Committee delegate authority to the Executive Director to execute contracts for consulting and other professional services for amounts not to exceed \$75,000.

**Resolved, passed, and adopted** this \_\_\_\_\_ day of \_\_\_\_\_, 2022 in Denver, Colorado.

\_\_\_\_\_  
*{Insert current Chair name}*, Chair

Finance and Budget Committee

Denver Regional Council of Governments

**Attest:**

\_\_\_\_\_  
Douglas W. Rex, Executive Director

## Exhibit D

### Finance and Budget Committee Resolution Sample – Revenue Contract (please contact the executive assistant for the resolution template)

Denver Regional Council of Governments

State of Colorado

Finance And Budget Committee \_\_\_\_\_

Resolution No. \_\_\_\_\_, 20\_\_

**A resolution authorizing the executive director to allocate additional federal and state funds to AAA contractors totaling approximately \$2,700,000 for the state fiscal year ending June 30, 2023.**

**Whereas**, DRCOG is the designated Area Agency on Aging (AAA) under the federal Older Americans Act (OAA) and the States Older Coloradans Act (OCA) for the eight-county metropolitan region; and

**Whereas**, DRCOG receives federal and state funds for the AAA to provide services to older adults and their caregivers throughout the region and, accordingly, contracts with local service provider agencies; and

**Whereas**, DRCOG anticipates excess funds from prior year carryover and intends to allocate a portion to AAA service contractors who have requested additional funds to use through the end of June 2023;

**Now, therefore, be it resolved** that the Finance and Budget Committee authorizes the Executive Director to allocate additional federal and state funds to AAA contractors totaling approximately \$2,700,000 for the state fiscal year ending June 30, 2023.

\_\_\_\_\_  
{Insert current Chair name}, Chair  
Finance and Budget Committee  
Denver Regional Council of Governments

**Attest:**

\_\_\_\_\_  
Douglas W. Rex, Executive Director

## Exhibit E

### Finance and Budget Committee Action Memo Sample

*(please contact the executive assistant for the action memo template)*

To: Chair and Members of the Finance and Budget Committee

From: Douglas W. Rex, Executive Director  
303-480-6701 or [drex@drcog.org](mailto:drex@drcog.org)

#### Meeting Date

[Insert meeting date]

#### Agenda Category

Action

#### Agenda Item #

#### Subject

This item is regarding additional funding allocations for AAA contractors for the 2022-2023 state fiscal year (SFY2023).

#### Proposed action/recommendations

DRCOG staff recommends allocating additional federal and state funds to current AAA contractors for SFY2023.

#### Action by others

November 9, 2022 – the Advisory Committee on Aging (ACA) convened a meeting to make its recommendations based on a review of contractor requests by the ACA funding subcommittee

#### Summary

In anticipation of receiving carryover funds from federal Older Americans Act and American Rescue Plan Act, DRCOG informed AAA contractors of the opportunity to request additional funds to support services in FY2023. Over two-thirds of current contractors responded with requests totaling approximately \$3.2 million. They submitted correspondent program budgets including the numbers of service units and consumers served, together with explanations for needing the additional funds. The ACA funding subcommittee reviewed the requests and have made recommendations based on estimated available funding of approximately \$2.7 million.

#### Previous discussions/actions

N/A

#### Proposed motion

Move to adopt a resolution authorizing the Executive Director to allocate additional federal and state funds to AAA contractors totaling approximately \$2,700,000 for the state fiscal year ending June 30, 2023.

#### Attachment

FY2023 AAA contractor additional funds recommendations.pdf

## Additional information

If you need additional information, please contact Douglas W. Rex, Executive Director, at (303) 480-6747 or [drex@drcog.org](mailto:drex@drcog.org); or [insert appropriate Division Director's contact information]

## Exhibit F RFP/Q/B Checklist

Your solicitation has closed. Upon review of the responses, following is a checklist of items to assist you in next steps:

- Did the respondent acknowledge their ability to meet the insurance requirements? This should be confirmed during the interview process. If interviews are not conducted, the insurance requirements must be discussed with the respondent(s) prior to awarding the bid.
- Be sure to notify respondents by the deadlines specified in the RFP for 1) notification of an interview, 2) acceptance and/or rejection of the proposal.
- Prior to awarding a bid or seeking Finance and Budget Committee approval (when applicable), you must send a justification memo to the Division Director, Administration and Finance ("DDAF"), to request approval from the DDAF and the Executive Director ("ED"). The memo should include:
  - 1) Summary of the program
  - 2) Summary of the responses received, including cost
  - 3) How the responses were scored (criteria used)
  - 4) Why you are proposing to move forward with the recommended response
- Is the total contract amount \$75K or more? If so, you must also seek approval from the Finance and Budget Committee, but only after gaining explicit approval from the DDAF/ED.
  - 1) Memo and resolution are submitted to the Executive Assistant/Board Coordinator by the Friday, two weeks prior to the Finance and Budget Committee meeting.
- Does the Grantor require approval of vendor selection? If so, that approval must be included with any contract or purchase request.
- Submit a contract preparation form to Contracts Specialist (CS) with:
  - 1) Justification memo and ED/DDAF approval
  - 2) Finance and Budget Committee resolution, if applicable
  - 3) A finalized scope of work emailed to the CS
  - 4) Grantor approval, if necessary
  - 5) Budget for revenue agreements
  - 6) Any other supporting documentation to be inserted into the contract.

Please allow at least 5 business days for the RFP/Q/B to be drafted. Additional time may be needed for legal review.

If approval is not granted, you must notify all respondents that the solicitation was void.



## Exhibit G

### RFP Timeline – Internal

Milestone	Details	Date
<b>RFP Request</b>	CS to send out Pre-RFP meeting email invite to PM and PMCB (if applicable) Target Date – within 48 hours of receiving RFP request from PM.	
<b>Pre- RFP Meeting</b>	Agenda will include reviewing the RFP template, SOW, discussing unique contractual requirements, and agreeing to the RFP timeline. Target Date – 2 weeks prior to distribution of RFP	
<b>RFP to Admin &amp; Finance</b>	Final RFP template, SOW and justification submitted to contract team via DocuSign. RFP/SOW emailed to <a href="mailto:contracts@drcog.org">contracts@drcog.org</a> . Target Date – 1 week prior to distribution of RFP	
<b>Approval of Final RFP</b>	PM, PMCB, DD and DDAF must approval final version of RFP prior to posting online. Target Date – 48 hours prior to distribution	
<b>Distribution</b>	CS posts RFP to BidNet Direct website	
<b>Questions &amp; Inquiries</b>	Sent to <a href="mailto:bids@drcog.org">bids@drcog.org</a> - to include questions regarding RFP. CS will pull and incorporate on one document and send to PM.	
<b>Question Responses</b>	Posted online via BidNet Direct by CS. Target Date – no longer than 48 hours after questions are due.	
<b>Proposals Due and Forwarded to PM</b>	Proposals submitted through BidNet Direct at <a href="http://www.bidnetdirect.com">www.bidnetdirect.com</a> . CS will pull proposals and send to PM. Target Date - ____ days before contract execution.	
<b>Proposal Review Meeting Scheduled</b>	PM schedules meeting with CS and committee members to review proposals. Target Date -within 48-72 hours after receiving proposals	

<b>Bidder Review Meeting</b>	Qualified bidders will be selected at this time for an interview. Target Date - 1 week after proposal review.	
<b>Interviews</b>	<u>Up to 3</u> candidates to be selected for an Interview. Target Date – 1-2 weeks after proposal review.	
<b>Selection Meeting</b>	PM schedules a meeting with the DD, CS, and committee members to select the bidder. The bidder with the best justification will be awarded the bid. Target Date – 2 - 3 weeks after review of proposals.	
<b>Notification/Justification Approval by EO</b>	Notification sent to the selected bidder as well as those interviewed but not selected. Target Date – 3 - 4 weeks after review of proposals.	
<b>Contract Prep Form to Contracts Team, Admin &amp; Finance</b>	Requested via email to <a href="mailto:contracts@drcog.org">contracts@drcog.org</a> . Target Date 3 weeks prior to execution.	
<b>Contract Prep Meeting If needed</b>	CS to send out Pre-Contract meeting email invite to PM. Agenda to include unique contractual requirements, payment terms, invoicing, and other contractual questions. Target Date - 2 weeks prior to execution.	
<b>Contract to Contractor</b>	Contract sent to Contractor for execution. Target Date - 1 week prior to full execution.	
<b>Execution by DRCOG</b>	CS distributes contract to ED and DDAF for full document execution.	

\*This timeline is accepted on \_\_\_\_\_ and agreed to by:

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Contract Specialist

\_\_\_\_\_  
Program Manager, Contracts and Budget

## Exhibit H

### Code Cost Category Guidelines and Examples

- 5715 Advertising - Program Newspaper, Radio, Magazine Advertisement
- 5731 Airfare  
Employee is responsible for complying with DRCOG's Travel Policy (available on Cognizance>Staff Resources>Policies & Procedures>Travel and Training Policy and Procedures) Travel cannot be booked more than 90 days in advance.
- 5625 Computer-Software Software Programs, downloaded or installed
- 5660 Computer-Supplies Flash Drives, Hard Drives, Ethernet Cables, etc.
- 5731 Conferences Conference Registration/attendance fees.
- 5330 DRCOG Autos-Fuel & Maintenance Fleet care, maintenance and gas. (For use by Chuck and Traffic Ops)
- 5745 Dues/Professional Subscriptions Agency Memberships
- 5790 Education/Training Course Materials, Webinars, Employer's Council Classes
- 5910 Furniture/Equipment  
**Assets that total more than \$5000.** Moveable articles such as tables, desk, chairs, or cabinets required for use in an office or fixed assets that are acquired as additions or supplements to more permanent assets.
- 5731 Lodging Cost should include total number of nights along with tax
- 5730 Maintenance & Repair Upkeep, repair on equipment
- 5735 Meetings  
In region luncheons or other costs incurred for purposes related to meetings. Food purchased for DRCOG meetings, new hire lunches, business lunches. \*NOT used for cost of food when you are submitting a per diem request for travel. This will be coded under per diem for your division. \*NEW HIRE LUNCHES ARE NOT TO EXCEED \$75 AND ARE TO BE CODED UNDER PROJECT 120099 \*DIVISION HOLIDAY LUNCHES ARE NOT TO EXCEED \$15/PERSON.\*
- 5320 Mileage - All Projects Mileage costs accrued that are outside your normal range of travel in commuting to and from work.
- 5320 Mileage - UPWP  
For use on Project 503018 Only. Mileage costs accrued that are outside your normal range of travel in commuting to and from work.
- **5731** Miscellaneous  
This is a travel category ONLY for conferences. Include any fees for checked bags (if purchasing without

agent).

- 5240 Other Contractual Professional services, i.e. consulting
- 5310 Out-of-Region Travel DO NOT USE
- 5425 Outside Printing Copying or Printing Services outside of DRCOG.
- 2229 Parking (Building) Specifically for invoices related to parking in the 1001 17th street garage (Katie's use only)
- 5731 Per Diem  
Includes meals, incidentals, and ALL tips and gratuities. Reimbursements are based on current federal per diem rates found on Cognizance>External Links>Domestic Per Diem Rates. 75% rate is used for first day and last day of travel. If meals are provided by the conference, that amount shall be subtracted from the per diem rate. <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- 5750 Postage USPS, FedEx, UPS
- 5742 Professional Memberships  
Individual staff membership fees. Up to \$250 per year. Paid up front by employee and reimbursed via expense report.
- 5785 Publications Subscriptions, individual training materials, data, maps
- 5725 Recruitment Job posting fees or other fees associated with new hire recruitment
- 5767 Sponsorships  
To financially support an event, service, or program carried out by an individual or group in exchange for public recognition
- 5765 Sundry  
1001 17th Street Monthly Parking Spaces, DRCOG SWAG, Refugee Program Bus Passes.  
Gifts/Recognitions/Memorials. Parking for traffic technicians
- 5740 Supplies (Office Supplies) Office Supplies-NOT Computer Supplies. Think pens, post-its, file folders etc.
- 5731 Taxi Can be used while traveling for the purpose of a conference; i.e Lyft, Uber, etc.
- 5780 Telephone Phone Purchase, payment, service fees
- 5320 Tolls/Road Charges-Toll Road charges for in region travel