



# Colorado Legislative Council Staff

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## MEMORANDUM

August 19, 2016

**TO:** Interested Persons

**FROM:** Mike Mauer, Director of Research, Colorado Legislative Council

**SUBJECT:** Requests for Proposal to Provide Staff Support for the Colorado Youth Advisory Council

The State of Colorado requests qualified individuals, firms, or organizations to submit proposals to provide staff support for the Colorado Youth Advisory Council (COYAC). This document presents the scope, standards, objectives, and various requirements pertaining to this project in order to assist individuals, firms, or organizations in the preparation of proposals.

## PROCEDURAL SUMMARY

### *Issuing Office - Schedule for Submission - Deadline*

All proposals to provide staff support shall be submitted no later than 4:00 p.m. on Friday, September 2, 2016, to:

Mike Mauer  
Director of Research  
Colorado Legislative Council  
200 East Colfax Avenue  
State Capitol Building, Room 029  
Denver, CO 80203-1784

Each proposal must contain a cover sheet signed by the respondent. Respondents mailing proposals must allow sufficient time to ensure delivery within the submittal deadline. Late, electronic, or faxed responses will not be accepted. Respondents are requested to submit nine copies of their proposal in a sealed package clearly marked with the respondent's name and the words: "RFP – COYAC." Technical questions related to this RFP may be directed to Susan Liddle at 303-866-3521.

**The tentative overall schedule is as follows:**

- |                                       |                                 |
|---------------------------------------|---------------------------------|
| 1. RFP Release                        | August 19, 2016                 |
| 2. Proposals due                      | September 2, 2016               |
| 3. Phone Interviews                   | by September 8, 2016            |
| 4. Selection of Successful Respondent | No later than September 9, 2016 |

**REVISIONS OR CLARIFICATIONS**

In the event that it becomes necessary to revise or clarify any part of this RFP, addenda will be provided to each potential respondent who received the original RFP and any other individual who expresses interest in responding to the RFP. It is essential that respondents acknowledge all issued addenda in their submittal.

**OWNERSHIP OF PROPOSALS RECEIVED**

All material submitted in response to this RFP shall become the property of the Colorado General Assembly. The Colorado General Assembly reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Any restrictions on the use of information contained within a response must be clearly stated in the response, and any such restrictions must be approved by the Director of Research. Submission of a proposal indicates acceptance by the respondent of the conditions contained in the RFP.

Respondents that plan to use proprietary material or information must clearly identify the portions of their proposal or product that are proprietary. The Director of Research shall make the final determination in advance of letting the contract as to whether any part of the respondent's proposal or product shall be considered proprietary. All respondents, including those using proprietary material, must describe in detail their proposed plan to meet the scope of work contained in this RFP.

**RESPONDENT'S COSTS**

The State of Colorado shall not be liable for any costs incurred by respondents as a result of submission of a proposal pursuant to this request.

**AWARD OF CONTRACT**

Proposals will be reviewed by an evaluation committee in accordance with the provisions of this RFP. A list of committee members will be provided to individuals, firms, or organizations selected to be interviewed. The committee reserves the right to reject any or all proposals. Proposals that do not contain at least the information required by this RFP shall be deemed nonresponsive and will not receive further consideration. The contract will be awarded to the respondent or respondents whose proposal is most advantageous to the State of Colorado. Notification of a successful respondent is expected to be made by September 9, 2016.

## CONTRACT

In addition to standard state contract provisions, the contract negotiated with a successful respondent or respondents shall incorporate this RFP, the successful proposal and any additional methodological information that may be required. The contract shall also include an indemnification clause to hold the state harmless against any and all claims, damages, liability, and court awards as a result of any act by the contractor or any subcontractors. Additional liability insurance shall also be obtained by the contractor for personnel involved in the work included in the scope of the contract in accordance with the amounts set forth in this RFP.

The schedule and method of payment shall be determined pursuant to negotiations between the Director of Research and the selected respondent or respondents and shall be included in the contract. If the respondent intends to subcontract any part of its responsibilities, the respondent must also identify the subcontracting individual, firm or organization and their qualifications.

## INSURANCE

The contractor will be required to submit certificates showing the following minimum coverages prior to start of work:

***Standard Workers' Compensation and Employer's Liability***, including occupational disease, covering all employees in the amount required by state statutes.

***Comprehensive General Liability Insurance***, with minimum limits of \$1 million per occurrence and in aggregate.

***Comprehensive Auto Liability Insurance*** with a minimum limit of \$1 million per accident.

The certificates must name the State of Colorado as an additional insured and must be furnished within 10 working days after receipt of a contract award. All insurance must include provisions preventing cancellation without 30 days prior notice by certified mail to the Legislative Council's Director of Research. Insurance specified in this section shall include coverage for acts of omissions of any subcontractors.

## OVERVIEW

The Colorado General Assembly established the Colorado Youth Advisory Council in 2008 to provide a formal mechanism for Colorado's youth to provide input on issues of importance to them to the General Assembly. The Council is comprised of 40 members, one from each Senate district and five at-large members to provide additional diversity. Additionally, there are four legislative members of the Council; two senators and two representatives. The four legislators are split equally by major political party. Over its eight years of operation, the Council has established itself and participated in a variety of activities.

The initial legislation authorized the Council for five years. The General Assembly re-authorized the Council for an additional five years in 2013. A requirement of the re-authorization legislation was that a request for proposals to provide staffing and operational assistance to the Council must be conducted by September 1. This request for proposal is for up to three years. The selected person, firm or organization will be awarded a one-year contract that may be renewed for two additional one-year periods.

The General Assembly has appropriated \$25,000 for the 2016-17 state fiscal year toward the costs to administer the Colorado Youth Advisory Committee. The selected individual, firm or organization will be responsible to raise sufficient funds to cover all other costs associated with operation of the Colorado Youth Advisory Council.

## **SCOPE OF WORK**

- Provide staff support for the Colorado Youth Advisory Council. Support includes the following:
  - Provide logistics for quarterly meetings of the Council including travel arrangements, meeting location arrangements, meal arrangements. In conjunction with legislative and youth co-chairs of organization, establish agendas for meetings and distribute them to attendees prior to meetings. At least one meeting will be in a retreat format requiring lodging for all attendees.
  - Provide logistics for committee meetings as necessary and appropriate.
  - Provide framework to establish and implement process to provide input to the General Assembly on issues of importance to Colorado's youth.
- Draft budget for organization, with direction and input from the legislative members, youth co-chair, and treasury committee, for approval by majority of legislative members of Council, with input from youth co-chair and treasury committee.
- Provide quarterly updates on budget, including all fund raising, to the legislative members of the Council, youth co-chair, and treasury committee.
- Develop and implement fund raising plan to cover all elements of the approved budget.
- Develop and implement a plan to train youth council members about the legislative process and how to influence it. The plan should include information about the importance of civility, respect and civil discourse in development of public policy.
- Develop and implement a plan to provide outreach from the Council to youth in Colorado and to incorporate feedback into the process for COYAC members to set its agenda.
- Develop and implement an outreach plan including establishment of a website and social media in compliance with the requirements to allow links to Colorado General Assembly website.

- Develop a plan to establish an advisory council of interested persons who can assist with implementation of activities involving COYAC.
- Develop and implement a plan to recruit and select members of the Council pursuant to Section 2-2-1303, C.R.S.
- Provide input for the Colorado State Youth Development Plan pursuant to Section 26-1-111.3, C.R.S.
- Prepare an annual report for General Assembly as required by Section 2-2-1305, C.R.S.

### **PROPOSAL FORMAT**

Proposals must be written and need not be limited to the points listed in this request, but may include and cover any matter the respondent believes is relevant to the consideration of the proposal. Proposals must include, at a minimum, a detailed response that addresses all components of the scope of work and address the following points:

- A description of the project and the respondent's approach.
- A listing of the personnel who will be assigned to the project and their roles.
- At least two references who can speak to the respondent's ability to complete the project.

### **SELECTION PROCESS**

Individuals, firms, or organizations failing to comply with the requirements of the RFP will not receive further consideration. The most qualified respondents will be asked to interview. Individuals, firms, or organizations selected for an interview must appear with a least one principal who will have responsibility for the project.

The Director of Research will negotiate with the individual(s), firm(s), or organization(s) deemed most qualified. In the event that an agreement cannot be reached, the Director of Research, at the direction of the legislative members of COYAC, will negotiate with the next ranked individual, firm or organization. The Director of Research will continue this approach until such time as an agreement is reached.

### **SELECTION CRITERIA**

- Demonstrated understanding of the law under which COYAC was established and operates.
- Demonstrated ability to implement the scope of work. Include information about team members' experience and expertise and how much time will be devoted to COYAC.

- Demonstrated understanding of how to provide staff assistance to a youth organization in ways that allows meaningful decision-making and direction by youth members of the Council while providing appropriate oversight and mentorship to youth members of the organization.
- Demonstrated understanding of the priorities of COYAC and how to implement those priorities. Response should include specific information about items to include, but not be limited to, budgeting ability, fund raising ability, understanding of legislative process and an ability to convey that understanding to young people, grassroots outreach and advocacy, networking and ability to build and maintain a website.
- Cost of services to be provided by respondent.
- Explanation of how the respondent will meet the scope of work if sufficient funds are not raised to meet the proposed budget.

**REPORTS AND DOCUMENTS  
PROPERTY OF THE GENERAL ASSEMBLY**

All information collected or developed by the contractor on behalf of COYAC shall be the property of the Colorado General Assembly. The Colorado General Assembly retains the right to release any materials subject to the terms of the Colorado Open Records Act.

**SCHEDULE OF PAYMENTS**

Payments for services will be provided according to the terms of the contract.