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Request for Information for Facilitation Services

Issued by the Executive Committee of the Legislative Council, Colorado General Assembly

Please direct inquiries and electronic submissions to:

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I. General Information and Background

The federal government enacted the "American Rescue Plan Act of 2021" (federal act) to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and to assist them in their efforts to contain the effects of COVID-19 on their communities, residents, and businesses.

Two of the bills adopted by the Colorado General Assembly during the 2021 legislative session direct the Executive Committee of the Legislative Council (Executive Committee) to take action to create interim task forces related to funding from the federal act. **House Bill 21-1329** concerns housing policy (Appendix A). **Senate Bill 21-137** concerns behavioral health policy (Appendix B).

The Executive Committee establishes policies regarding legislative management and procedures. The committee is comprised of six members of legislative leadership - the Speaker of the House of Representatives, the President of the Senate, and the House and Senate Majority and Minority leaders.

II. Task Forces and Subpanels

House Bill 21-1329 and Senate Bill 21-137 each require the Executive Committee to create, by resolution, a task force to meet during the 2021 legislative interim (the resolutions are appended as Appendix C and Appendix D). Senate Bill 21-137 creates a task force to examine behavioral health. House Bill 21-1329 creates a task force to examine housing. Each task force will include members of the General Assembly and may include non-legislative members. Each task force may create subpanels. Members of the task forces and subpanels will be appointed as outlined in the resolutions issued by the Executive Committee, according to the deadlines outlined in the resolutions.

The task force formed by Senate Bill 21-137 must issue a report with recommendations to the General Assembly and Governor on policies to create transformational change in the areas of behavioral health using money the state receives from the federal Coronavirus State Fiscal Recovery Fund under the federal act. The task force formed by House Bill 21-1329 must issue a report with recommendations to the General Assembly and Governor on policies to create transformational change in the area of housing using money the state receives from the federal Coronavirus State Fiscal Recovery Fund under the federal act.

The task forces are expected to convene in July 2021 and meet through January 2022. Each task force is expected to meet once in July 2021 and then resume meeting regularly - at least biweekly - starting in October or November 2021 and through early January 2022, for an estimate of 7 to 10 meetings for each of the two task forces.

The subpanels will also be formed by the Executive Committee and will operate at the direction of the task forces. Each task force is expected to convene a subpanel, and the two subpanels will likely have formal or informal interactions with each other on issue areas that overlap. The subpanels are expected to convene by the end of July 2021. Each subpanel is expected to meet at least bi-weekly, between July 2021 and the end of December 2021, for an estimate of 10 to 16 meetings for each of the two subpanels.

The number, frequency, and timing of task force and subpanel meetings are flexible and subject to adjustment by the Executive Committee, task forces, or subpanels.

III. Scope of Work

As directed by House Bill 21-1329 and Senate Bill 21-137, the Executive Committee of the Legislative Council seeks facilitation services to support and guide the work of the two task forces and any subpanels formed by the task forces.

A. Duties. The duties of the facilitator include the following.

1. Working with the chair of each task force to develop a work plan and schedule for each task force based on the relevant deadlines and important dates outlined in section III C of this request for information.
2. Working with the chair of each task force and legislative staff assigned to the task forces to develop meeting agendas and identify topics of discussion at task force meetings.
3. Attending and facilitating task force meetings to provide information and guidance to the task forces.
4. Serving as a liaison between the task forces, subpanels, and legislative staff, and communicating on the activity of and decisions made by all groups to the others and to legislative staff.
5. Coordinating the subpanels, including: developing a work plan for each subpanel; scheduling and coordinating subpanel meetings; developing agendas for subpanel meetings; providing support and information to the members of the subpanels; facilitating subpanel meetings, including identifying and leading discussion topics; preparing summaries of the subpanel meetings; developing a process for the subpanels to make recommendations to the task forces; and, at the request of the members of the subpanel, presenting the subpanel recommendations to the task forces.
6. Working with the Legislative Council Staff assigned to the task forces to coordinate activities of the task forces, and to provide transparency and information about the task forces and subpanels to the public.
- 7 a. For the task force created by the Executive Committee Resolution authorized by Senate Bill 21-137, preparing a draft final report with recommendations to the General Assembly and Governor on policies to create transformational change in the area of behavioral health using money the state receives from the federal Coronavirus State Fiscal Recovery Fund under the federal act.
- 7 b. After task force consideration, review, and approval of the draft final report by a public vote, preparing a final report of the task force's recommendations for submission to the General Assembly and Governor.
- 8 a. For the task force created by the Executive Committee Resolution authorized by House Bill 21-1329, preparing a draft final report with recommendations to the General Assembly and Governor on policies to create transformational change in the area of housing using

money the state receives from the federal Coronavirus State Fiscal Recovery Fund under the federal act.

8 b. After task force consideration, review, and approval of the draft final report by a public vote, preparing a final report of the task force's recommendations for submission to the General Assembly and Governor.

B. Exclusions from duties. Each task force will be assigned nonpartisan staff support from the Legislative Council Staff. Legislative Council Staff will perform the following duties on behalf of the task forces and subpanels. The facilitator is not responsible for the duties performed by Legislative Council Staff, unless those duties are also specifically listed in section III A above.

1. Providing public notice of task force and subpanel meetings through the General Assembly's website.
2. Maintaining a website for each task force with information about task force and subpanel activities.
3. Posting agendas for task force and subpanel meetings and other materials on the task forces' websites.
4. For each task force and subpanel meeting, recording and broadcasting audio and posting archive audio on the General Assembly's website.
5. To the extent authorized by the Executive Committee, facilitating, via video conferencing software, remote participation of members of the task forces and subpanels in meetings.
6. Conducting policy research and preparing background information and materials for the members of the task forces.
7. Recording task force votes, preparing written summaries of task force meetings, and posting the written summaries of task force meetings on the task forces' websites.
8. Posting written summaries of subpanel meetings prepared by the facilitator on the task forces' website.
9. Facilitating per diem and expense reimbursement for the members of the task forces.

10. Submitting the approved task force final reports to the General Assembly and to the Governor.

C. Timeline.

The following timeline outlines the relevant deadlines and important dates for the facilitation services. This timeline is preliminary, and is subject to revision by the Executive Committee and the task forces.

- **Tuesday, June 29, 2021.** The request for information is posted.
- **Sunday, July 18, 2021 at 11:59 pm.** Responses to the request for information are due.
- **By Monday, July 26, 2021.** The Executive Committee selects a facilitator.
- **By Friday August 6, 2021.** The task forces convene.
- **By Friday, August 20, 2021.** The subpanels convene.
- **August 2021 through January 2021.** The task forces and subpanels meet.
- **By late December 2021 or early January 2022.** Draft reports of final task force recommendations are due for the task forces' review.
- **By January 11, 2022.** The task forces meet to finalize recommendations and approve the draft reports.
- **January 21, 2022.** The task forces submit final reports of recommendations to the General Assembly and Governor.

IV. Required Information

The following information must be included in any response:

- 1) A letter of interest with a statement of ability to provide resources to complete the work by the given deadlines.
- 2) Information demonstrating the bidder's qualifications and experience to provide the services requested in this RFI, including examples of similar completed projects and any credentials or accreditations held by the bidder.
- 3) References for three similar projects.
- 4) A detailed description of how the bidder's firm will meet the requirements outlined in Section III, including facilitation and project management techniques that will be utilized.
- 5) A detailed budget including hourly rates for each team member and the estimated number of hours by requirement provided in Section III.
- 6) Any other fees and costs not included in the hourly rate(s).

V. Due Date

All responses should be submitted by 5:00 pm on Friday, July 16, 2021.

Please direct inquiries and electronic submissions to:

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Legislative Council Staff

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VI. Review and Ownership of Task Force and Work Group Materials

Deliverables are due on the dates specified by the Executive Committee and task forces (see section III C for a preliminary timeline). All materials prepared by the facilitator pursuant to this RFI are owned by the Executive Committee. The Task Forces may review, amend, and approve any documents or other materials prepared by the facilitator. The General Assembly may reproduce, publish, use, and authorize others to use any work product delivered by the facilitator.

Respondents that plan to use proprietary material or information in their work products must clearly identify the portions of the work product that will be created using proprietary material. The Director of Research shall make the final determination in advance of awarding the contract as to whether any part of the work product may be completed using proprietary information or whether any information shall be considered proprietary.

VII. Revisions or Clarifications

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

VII. Ownership of Responses Received

All material submitted in response to this RFI shall become the property of the Colorado General Assembly. The Colorado General Assembly reserves the right to retain all responses submitted and to use any ideas in a response 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 Legislative Council's Director of Research. Submission of a response indicates acceptance by the respondent of the conditions contained in this RFI.

VIII. Respondent's Costs

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

IX. Award of Contract

Responses will be reviewed and selected by the Executive Committee of the Legislative Council. The committee reserves the right to reject any or all responses. Responses that do not contain at least the information required by section IV of this RFI shall be deemed nonresponsive and will not receive further consideration. The contract will be awarded to the respondent whose proposal is most advantageous to the State of Colorado. Notification of a successful respondent is expected to occur by **Wednesday, July 28, 2021**.

X. Contract

In addition to standard state contract provisions, the contract negotiated with a successful respondent shall incorporate this RFI, the successful response, and any additional information that may be required.

The schedule and method of payment shall be determined pursuant to negotiations between the Executive Committee and the selected respondent and shall be included in the contract. If the respondent intends to subcontract any part of its responsibilities to another individual or firm, the respondent must also identify the subcontracting individual or firm and their qualifications in its response to this RFI.