

# DOING BUSINESS WITH THE CITY

A DO-IT-YOURSELF GUIDE TO  
NONPROFIT CONTRACTING WITH  
THE CITY AND COUNTY OF DENVER



**DENVER OFFICE  
OF STRATEGIC  
PARTNERSHIPS**  
HUMAN RIGHTS &  
COMMUNITY PARTNERSHIPS

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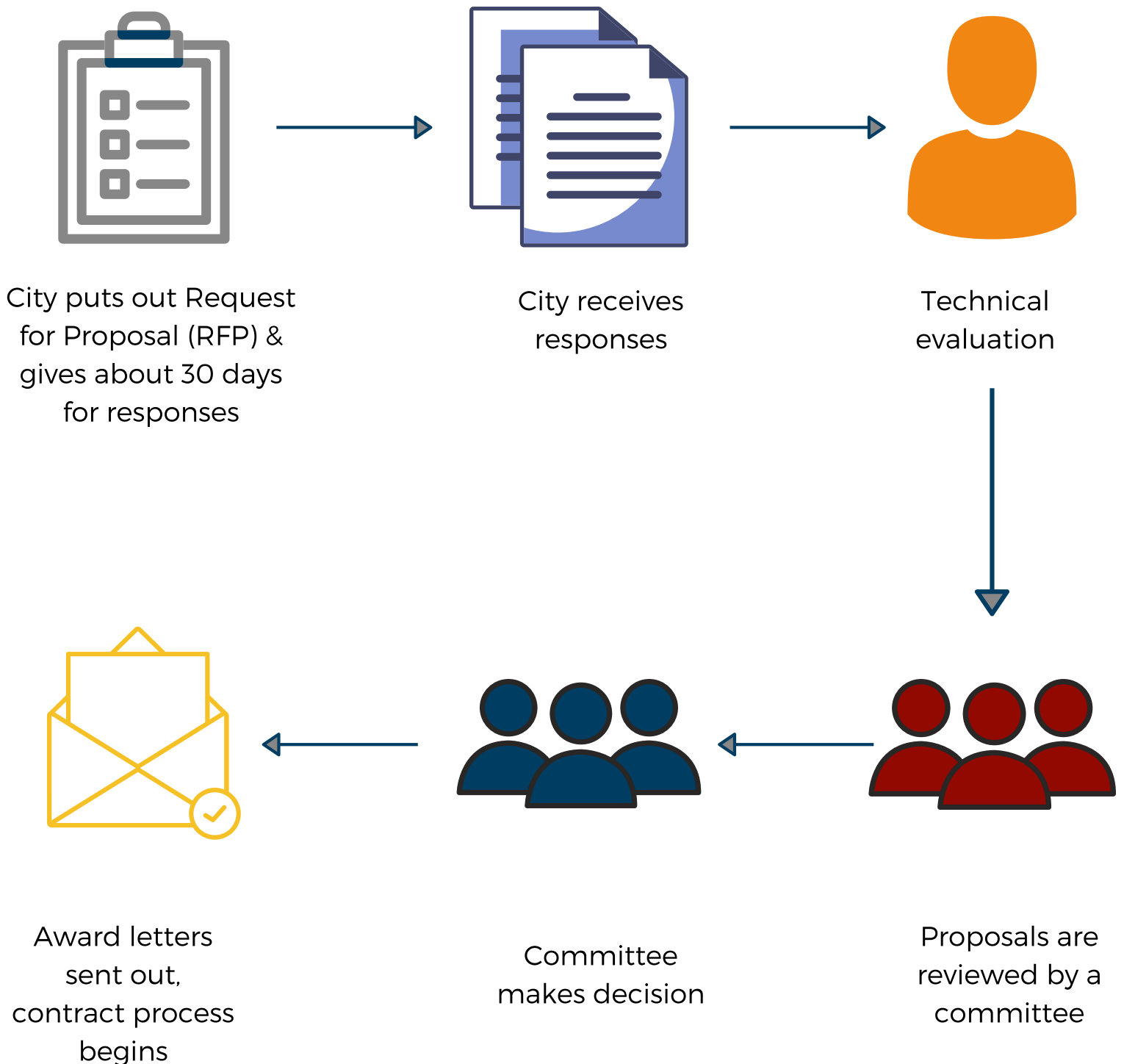
# OFFICE OF NONPROFIT ENGAGEMENT

**The Denver Office of Strategic Partnerships (DOSP) was created in January 2004 to serve as a liaison between the City of Denver and its nonprofit sector. DOSP is committed to increasing the capacity and sustainability of the nonprofit sector and achieves those objectives by delivering training & workshops, targeted programming, improving internal contracting processes, and by assisting nonprofits with funding and becoming smarter about the facilities they operate out of.**





# PROPOSAL PROCESS OVERVIEW



# EXAMPLE EVALUATION CHECKLIST

✓	Needed Information	Notes
	Contract/Grant Due Date	
	Contract/Grant Life (e.g. 1-year, 5 years)	
	Contract/Grant Amount	
	Eligible Applicant(s) and # of Awardees	
	Funding Restrictions	
	Special Provisions / Target Population(s)	
	Required & Optional Partners	
	Roles of All Partners	
	Staffing Requirements	
	Infrastructure Requirements	
	Outcomes/Performance Measures	
	Budget	
	Required Documents and Attachments	

**\*Be sure to attend pre-conferences, insight meetings, or briefs to get information on the grant/contract, and turn in all of the required documents and follow instructions in order to be considered\***



# TIPS FOR WRITING A PROPOSAL

- Read our Grant Writing 101 e-guide!
- Start early! The process always takes longer than anticipated
- Read the instructions and make sure to follow them
- Be clear and concise
- Try not to repeat information throughout your proposal
- Use specific examples and data to back up your answers
- Be transparent
- Provide a great amount of detail in your budget narrative
- Make sure your budget aligns with activities discussed in your narrative
- Have someone read and edit your proposal before you submit it
- Keep your audience in mind. Avoid jargon and provide context



## BE UNIQUE



## CHECK YOUR AUDIENCE



## BE SPECIFIC, CONCISE, AND TRANSPARENT

# CONTRACT/GRANT PROCESS OVERVIEW



1. Turn in the required scope of work and insurance
2. If \$10,000 and under, you will receive a PO, if \$10,000.01+, the contract process begins
3. The agreement is entered into the contracting system and moves through approvals **(1 week)**



4. Agreements with City Attorney for drafting **(1-2 weeks)**
5. Contract Admin sends the agreement to vendor to review:  
Vendor must provide the approval to move forward
6. A purchase order must be sent to the vendor before you can invoice (can take **up to 3 weeks**)



7. Agreement gets executed and is sent to the vendor
8. Once signed, the agreement moves to City signatures **(2-3 weeks)**

9. If approved, the agreement moves for vendor signature through DocuSign (the quicker you sign the better)



**The contracting process can take 6-8 weeks barring document review and submission.**

# INVOICE EXAMPLE

## INVOICE

Org name

DATE 9/22/2020  
INVOICE # 2AHL-082020  
PROGRAM NAME 2A Healthy Lifestyles Comprehensive

ORGANIZATION  
CONTACT:

Org name  
& mailing  
address

CONTRACT # 202053294-01/PO-00085159  
FUNDING SOURCE: 2A Healthy Lifestyles  
INVOICE PERIOD: 8/1/2020 - 8/31/2020

Make sure to include the  
PO number

Expense Category	Period Expense	Previously Invoiced	Approved Budget	Balance
Program Staff Salaries/Benefits	\$ 8,126.15	\$ 25,380.75	\$ 52,056.00	\$ 18,549.10
Program Supplies/Materials	\$ -	\$ 328.56	\$ 3,200.00	\$ 2,871.44
Family Engagement	\$ -	\$ 130.00	\$ 6,000.00	\$ 5,870.00
Program Hours - Enrichment Classes- Main Instructor and Assistant Instructor	\$ -	\$ 9,780.00	\$ 16,640.00	\$ 6,860.00
Program Supplies/Materials-Curriculum & Materials	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00
Administration & Implementation Hours-CSP leads:	\$ -	\$ -	\$ 24,300.00	\$ 24,300.00
Continuous Quality Improvement	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
Operating Expenses (Limited to 10% of total request	\$ 622.00	\$ 3,956.00	\$ 7,462.00	\$ 2,884.00
Summer Program Staff	\$ -	\$ 1,183.25	\$ 4,622.00	\$ 3,438.75
Summer Program Supplies/Materials	\$ -	\$ -	\$ 1,600.00	\$ 1,600.00
Summer - Enrichment	\$ -	\$ -	\$ 3,120.00	\$ 3,120.00
Summer - Program Supplies/Materials	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
TOTAL	\$ 8,748.15	\$ 40,758.56	\$ 130,000.00	\$ 80,493.29

### Organization Approval:

I certify that all expenditures reported (or payments requested) are for purposes appropriate to the project and in accordance with the provisions of the application and award document.

Signature:

Printed Name/

Signature

For OCA use Only Approvals:

Initials:

Date:





# INSURANCE REQUIREMENTS

## Standard Requirements:



- Workers' Compensation/Employer's Liability Insurance
- Commercial General Liability
- Business Auto
- No exclusion for sexual abuse/molestation (if a youth-serving org)
- Cyber liability is now required going forward for ALL agreements

\*\*\*Some requirements can be addressed on a case by case basis

\*\*\*Non-negotiable items are the no exclusion and cyber liability

# QUESTIONS? CONTACT US

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