



Legislative Council Staff

Nonpartisan Services for Colorado's Legislature

Memorandum

April 15, 2025

TO: Interested Persons

FROM: Natalie Castle, Director, Colorado Legislative Council

SUBJECT: Request for Proposal to Provide Staffing and Operational Assistance for and Serve as the Custodian of Money Donated to the Colorado Youth Advisory Council

Procedural Summary

Issuing Office – Schedule for Submission – Deadline

All proposals to provide staff support must be received by 4:00 p.m. on Thursday, May 8, 2025, to:

Natalie Castle, Director
Colorado Legislative Council
200 East Colfax Avenue
State Capitol Building, Room 048
Denver, CO 80203-1784
Email: coyacrevcomm.ga@coleg.gov

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 responses will not be accepted. Please clearly indicate on any mail, or include in the body of any email, the respondent's name and the words: "RFP – COYAC." Technical questions related to this RFP may be directed to Hamza Syed at 303-866-4976.

Schedule

The tentative overall schedule is as follows:

1. RFP Release - April 15, 2025
2. Proposals due - May 8, 2025
3. Committee Interviews - No later than June 6, 2025
4. Selection of Successful Respondent - No later than June 13, 2025



Overview

The Colorado General Assembly established the Colorado Youth Advisory Council (COYAC) in 2008 to provide a formal mechanism for Colorado’s youth to provide input on issues of importance to them to the General Assembly. COYAC is comprised of 44 members – one student from each of the 35 State Senate districts, one member representing the Southern Ute Indian Tribe, one member representing the Ute Mountain Ute Tribe, three at-large student members to provide additional diversity, and four nonvoting legislative members (two senators and two representatives with equal political party representation).

The initial legislation authorized COYAC for five years. The General Assembly re-authorized it in 2013, 2018, and again in 2023. The next repeal date is September 1, 2028, before which date another sunset review of the committee must be done. The 2023 reauthorization legislation required that a request for proposals to provide staffing and operational assistance to COYAC be conducted by April 30, 2023, and every second April 15 thereafter.

Legislation in 2019 created the Representative Hugh McKean Colorado Youth Advisory Council Review Committee (review committee), an interim legislative study committee, to review policy recommendations for the General Assembly to consider. Legislative members of the review committee will interview RFP respondents and award the contract.

The General Assembly has appropriated \$50,000 for the 2025-26 state fiscal year toward the costs to administer the COYAC. The selected individual or organization may accept gifts, grants, or donations to cover additional costs associated with COYAC's operations. Any gifts, grants, or donations received must be transmitted to the state treasurer to credit the youth advisory council cash fund, created in C.R.S. §2-2-1306, with the amounts received. If funds do not materialize in an amount sufficient for the State to pay for work to be performed pursuant to the contract, the State may terminate the contract in its sole discretion.

Anticipated Contract Term

The initial term of the contract is anticipated to begin on July 1, 2025 and end on June 30, 2027, subject to available appropriations. The Contract may be renewed for up to two (2) additional one-year periods at the sole discretion of the State.

Accessibility Requirements

The selected individual or organization shall ensure that all written work product and deliverables delivered to the State comply with all applicable provisions of §§24-85-101, et seq.,



C.R.S., the Accessibility Standards for Individuals with a Disability, as established by the Office Of Information Technology pursuant to §24-85-103 (2.5), C.R.S., in adopted rules that are codified at 8 CCR 1501-11, and all State of Colorado technology standards related to technology accessibility, including Level AA of the most current version of the Web Content Accessibility Guidelines (WCAG).

Scope of Work

- Provide staffing and operational assistance for and serve as the custodian of money donated to the COYAC, including the following:
 - Provide logistics for quarterly meetings of the COYAC, including travel arrangements, meeting location arrangements, and meal arrangements.
 - In conjunction with legislative and youth co-chairs of the COYAC, establish agendas for meetings and distribute them to attendees prior to meetings.
 - Provide logistics for committee meetings as necessary and appropriate.
- In conjunction with youth membership, provide input to the General Assembly on issues of importance to Colorado's youth.
- Draft a budget for the COYAC, with direction and input from the legislative members of COYAC and the Director of Research of Legislative Council Staff, for approval by a majority of the legislative members of COYAC.
- Provide quarterly updates on the budget, including all gifts, grants, and donations, to the legislative members of the COYAC and Director of Research of Legislative Council Staff.
- Develop and implement a plan to train youth COYAC 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 the development of public policy.
- Develop and implement a plan to provide outreach from the COYAC 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 state's accessibility guidelines.
- 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 the General Assembly as required by Section 2-2-1305, C.R.S.



- Meet the specific requirements outlined in Section 2-2-1304 (1), C.R.S.

Required Information

Proposals must be written and need not be limited to the points listed in this request, but may include and cover any matter that 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 addresses the following points:

- A description of the project and the respondent's approach.
- Specific information about items including, but not be limited to, budgeting skills and experience, fundraising ability, understanding of the 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.
- A listing of the personnel who will work on the project and their roles, including information about team members' experience and expertise and how much time will be devoted to COYAC.
- At least two references who can speak to the respondent's ability to complete the project.
- The respondent's estimated costs for providing the services directed by state law and this RFP. The responding should include an explanation of how the respondent will meet the scope of work if sufficient funds are not raised to meet the anticipated cost of services.

Selection Process

Individuals, firms, or organizations failing to comply with the requirements of this RFP will not receive further consideration. The most qualified respondents will be asked to interview with legislative members of the review committee at a meeting held no later than June 6, 2025. Individuals, firms, or organizations selected for an interview must appear with a least one principal who will have responsibility for the project.

Selection Criteria

The following criteria will be used to make a selection for this RFP:

- Demonstrated understanding of the law under which COYAC was established and operates.
- Demonstrated ability to implement the scope of work.
- Demonstrated understanding of how to provide staff assistance and operational support to a youth organization in ways that allow 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.
- Cost of services to be provided by the respondent, and an assessment of the respondent's ability to provide services if sufficient funds are not raised to meet the anticipated costs of services.

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.

Revisions or Clarifications

If 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 Proposal 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. 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 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 legislative members of the review committee in accordance with the provisions of this RFP. 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 no later than June 13, 2025.

Award without Discussion

LCS reserves the right to make an award without further discussion of proposals received. Therefore, it is important that the proposal be submitted in the most complete terms possible from both the technical and cost standpoint.

Award Information to Unsuccessful Respondents

LCS will notify all unsuccessful bidders after the award. No information will be released after the proposal submission deadline until an award has been made.

Contract

In addition to standard state contract provisions, a copy of which will be made available upon request; 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 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 contract shall also include all State of Colorado Legislative Special Provisions which are applicable to all legislative department contracts (see appendix A).



The schedule and method of payment shall be determined pursuant to negotiations between the Director 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. Insurance specified in this section shall include coverage for acts of omissions of any subcontractors.