



The CCAA's mission is to advance economic security for Colorado individuals, families, and communities through maintaining and growing organizational capacity of partner agencies, providing training and technical assistance, and supporting strategic partnerships, best practices and innovative solutions to poverty.

**REQUEST FOR QUOTE
ATTORNEY REVIEW OF AGENCY BYLAWS AND GOVERNING DOCUMENTS - 2024**

COLORADO COMMUNITY ACTION ASSOCIATION (CCAA)

I. PURPOSE

The Colorado Community Action Association (CCAA) is requesting quotes for a **Review of Agency Bylaws, Governing Documents, and Employee Handbook/Personnel Policies** for CCAA as well as four other small Colorado-based Human/Social Service Agencies from qualified law firms. The other agencies are the Colorado East Community Action Agency (CECAA), Mountain Family Center (MFC; www.mountainfamilycenter.org), Housing Solutions for the Southwest (HSSW; www.sw housingsolutions.com), and SLV Community Solutions.

II. BACKGROUND INFORMATION

The CCAA's mission is to advance economic security for Colorado individuals, families, and communities through maintaining and growing organizational capacity of partner agencies, providing training and technical assistance, and supporting strategic partnerships, best practices, and innovative solutions to poverty.

The CCAA is a Colorado Statewide Membership Organization of individuals, Community Services Block Grant (CSBG) Grantees/Subgrantees, and Human/Social Services Agencies. The CCAA is the Statewide Association for the Colorado Community Action Eligible Entities and is a member of the National Community Action Network.

III. PROJECT DESCRIPTION

The CCAA requests quotes for the attorney review of governing documents outlined in Section IV for the five agencies listed in Section I of this document. Quote should consider all five agencies as one total cost.

Initial field work could begin as soon as January 10, 2025.

IV. SCOPE OF WORK

Approach to Review

- 1) **Organizational Bylaws:** The review of agency bylaws of all five agencies is expected to be meticulous in adhering to the legal standards for Community Service Block Grant (CSBG) requirements, as outlined in 42 U.S.C. 9901.
- 2) **Personnel Policies:** The review of the employee handbook and any personnel policies against applicable federal, state, and local laws and regulations. Identification of any inconsistencies, omissions, or outdated information.



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Deliverables

A comprehensive review report shall be provided for each individual agency. It shall be a detailed summary of the findings of the review, including:

- Areas of compliance
- Areas requiring attention and/or revision

Recommendations for specific changes and/or updates to ensure that the bylaws, employee handbook, and policies are legally compliant and aligned with current best practices.

Completion

The final comprehensive review must be completed and presented to the CCAA Board of Directors no later than June 6, 2025.

Available Assistance

The CCAA will respond to requests for information as available. In addition, each agency will have a direct contact available to assist regarding their agency-specific documents.

Changes in Scope

The CCAA reserves the right to change the scope of work should the change be determined to be in the best interest of the CCAA. All changes will be approved by the CCAA Executive Director and/or Board of Directors. Fees for such changes will be negotiated when determining changes.

V. SUBMITTAL REQUIREMENTS

Proposers shall submit an electronic quote addressing all items listed below. The quote shall be organized in sections corresponding to the list.

Proposals must include the following:

1) Qualifications

- a) List of services provided by the firm and estimate of what portion of the business is from reviewing agency bylaws and governing documents for Community Action Agencies or Community Services Block Grant Grantees.
- b) Describe the size and location of the firm's office that will provide the staff working on this engagement.
- c) Date of last peer review and copy of peer review letter.
- d) Status of any disciplinary actions taken against the firm or any staff person.

2) Review Personnel

- a) Provide resumes of key personnel that will be assigned to this engagement.
- b) Estimate staffing needs, including hours by position and rate.

3) Approach to Review

- a) Provide an outline of the services you propose to offer, the firm's approach, and internal control evaluation.
- b) Provide a timetable for completion of the review based on the required completion date of June 6, 2025.

4) Fees

- a) Complete the enclosed proposal response form.

5) Additional Information

Present any additional or pertinent information about your firm.



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VI. INSTRUCTIONS TO PROPOSERS

Each request for interpretation as to the meaning and specifications shall be directed to Josiah Masingale, Executive Director, (303) 949-9934. Proposers shall furnish all information required by the solicitation. Quotes must be signed and the proposers name typed or printed on the proposal sheet and each continuation sheet that requires the entry of information by the proposer.

Proposal Closing: All quotes must be submitted electronically, be in the stated format, and received by the CCAA on or before 11:59:59 PM (Mountain Time) Friday, **December 6, 2024**. The email address for delivery of the proposal is cca@coloradocommunityaction.org. At that time, the quote will be recorded and required information verified.

- A) Responses shall include:
1. Signed Quote Response Form
 2. Signed and Notarized Non-Collusive Affidavit

Any quote received after the exact time specified cannot be considered for award unless it is the only quote received.

- B) Quote Acceptance Period: The CCAA shall have a period of no more than thirty (30) days following the closing date to evaluate the quotes. No quotes may be withdrawn during the Acceptance Period.
- C) Signature on Quote: Quotes shall be made on the enclosed forms showing the name of the firm and signed by the owner or an appropriate executive officer of the firm.
- D) The CCAA reserves the right to waive any informalities and to reject any or all proposals or quotes.

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VII. EVALUATION CRITERIA

Quotes will be based on the following criteria:

1. Review firm qualifications
2. Review staff's technical qualifications
3. Adequacy of proposed review approach
4. Price

VIII. SELECTION PROCESS AND SCHEDULE

All quotes will be reviewed based on the above evaluation criteria by a committee designated by the CCAA. If the review committee deems necessary, the top ranked two or more firms may be invited to interview with the review committee. A best and final proposal may be requested.

The review committee will refer the top ranked quote proposal to the CCAA Executive Director and Board of Directors for approval. If approval is not received, the second ranked proposal will be referred. Upon approval by the CCAA, negotiations will be conducted and the engagement agreement executed.

A tentative schedule follows:

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| 1. Review committee reviews all responsive proposals | No later than December 27, 2024 |
| 2. Interviews (if necessary) | No later than January 8, 2025 |
| 3. Proposals referred to CCAA ED/Board of Directors | January 10, 2025 |
| 4. CCAA ED/Board of Directors Approval Expected | January 10, 2025 |
| 5. Award of Contract | January 10, 2025 |
| 6. Review Planning Conference | No later than February 28, 2025 |
| 7. Review(s) Completed and Submitted to CCAA | Presented to BOD on June 6, 2025 |

VIII. CONTRACT

A sample contract may be requested. Any objections to this form should be included in the quote. *The selected firm will be required to provide Certificates of Insurance for General Liability, Workers Compensation, and Auto. The selected firm must provide copies of State of Colorado license and/or any other regulatory agency required license.*

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