

Seeking Proposals:



Operations and Administration Support

The Denver Preschool Program (DPP) helps Denver fulfill its commitment to its youngest learners. We champion, fund, and increase access to quality preschool across our community. The core of our mission is to make high quality preschool accessible to every Denver preschooler.

To help successfully accomplish this, DPP is seeking proposals from qualified contractors to support DPP in continuing to build its

A. Overview:

Denver Preschool Program Inc. (DPP) seeks proposals from qualified firms, contractors, and agencies to provide operations and administration support for the organization

DPP invites individuals, firms or partnership to submit a proposal to DPP for consideration.

B. Submission Period: February 1, 2024, through February 16, 2024.

No proposals will be accepted after the deadline. Proposals should be emailed to Ellen Braun, Chief Operating Officer at ellen@dpp.org.

C. Background of DPP:

The Denver Preschool Program (DPP), initially approved by voters in November 2006, then renewed and expanded by voters in November 2014, is an independent 501(c)3 created for the purpose of managing the City and County of Denver's dedicated preschool tax. The organization is governed by a Board of Directors appointed by the Mayor of Denver and Denver City Council and comprised of citizens with experience managing businesses, non-profits, and public programs.

More information regarding DPP and the services provided can be found on DPP's website at dpp.org.

**FUNDING
QUALITY
PRESCHOOL
FOR DENVER**

D. Services Required

The Denver Preschool Program is currently an eight (8) member staff with the likelihood to increase in the coming year. As part of the 2023-2025 strategic plan, the organization has a goal to ensure DPP has the infrastructure, staffing and governance to thrive. It is through this goal that DPP is seeking contract services to support the staff and administration of the organization. Contractors should have extensive experience with nonprofit organizations, government contracts, and educational organizations.

As the organization seeks to create systemic, strategic and sustainable organizational infrastructure, we are seeking proposals to support our needs outlined in multiple projects. An interested vendor can apply for one or more projects outlined below.

Project 1 – Cybersecurity Policy and Implementation

A review and overhaul of the current IT and cybersecurity processes is requested so that the organization can grow and keep up with the changing technology and security needs. Key tactics for project 1 include:

- Review data security measures / Explore managed IT services
- Create Cybersecurity Policy and Procedures
- Support the implementation of new Cybersecurity Policy

Project 2 – Investment Strategy and Advisor Procurement

The Denver Preschool Program needs to expand its investment strategy and enlist the support of an investment advisor. This project will support the Leadership Team and Board representatives to procure and investment advisor and outline the organizations investment strategy that is aligned with policy. Key tactics for project 2 include:

- Support the Finance and Governance Committee to outline investment strategy in preparation for advisor procurement
- Using DPP's procurement policy and templates, create RFP for an investment advisor

Project 3 – Reserves Policy and Analysis

The Denver Preschool Program's existing reserves policy and designation are based on previous iterations of the organizations sunset and contractual obligations. Support is needed to reframe the reserves policy and create potential scenarios for the future reserves designations.

- Create and understand multi-year revenue forecasting and expenditures
- Identify revenue risk analysis
- Update DPP's Reserve policy in preparation for Board approval
- Create scenarios for DPP's future reserve designations

E. Information to include in Proposal

- Statement of your understanding of the services to be provided to DPP.
- Your experience and qualifications in working with nonprofit organizations similar to DPP.
- Evidence of your qualifications to provide the above services.
- The size and organizational structure of the firm.
- Proposed fee structure, including guarantees can be given regarding increases in future years, and the maximum fee that would be charged.
- Names of the project lead and any applicable staff who will be assigned to the work and provide biographies.
- Provide references (names and contact information) for similarly sized clients.
- Describe how and why you think you are the best fit for DPP's needs.
- Comment on your firm's efforts towards diversity, equity and inclusion.

Please direct any proposal inquiries to:

Ellen Braun, Chief Operating Office at ellen@dpp.org

F. Evaluation of Proposals

DPP will evaluate proposals on a qualitative basis. This includes our review of the proposal materials, results of discussions with other clients, the completeness and timeliness of responses to us and vendor interviews as necessary.