

Request for Proposal (RFP) #: REAA 2026-0033

Project Title: **Colorado Gangs Database**

**Date Due: XXXXXX at 2:00 PM MT**

## SIGNATURE PAGE

**ISSUING OFFICE:** This Request for Proposal (RFP) is issued by the Colorado Department of Public Safety (CDPS), Executive Director's Office. The CDPS Purchasing and Contracts Office is the sole point of contact concerning this solicitation. The CDPS Purchasing and Contracts Office can be contacted at: [cdps\\_edo\\_bids@state.co.us](mailto:cdps_edo_bids@state.co.us).

**PROPOSALS ACCEPTED BY THE ISSUING OFFICE ONLY. FAXED PROPOSALS WILL NOT BE ACCEPTED. NO LATE PROPOSALS WILL BE ACCEPTED.**

\_\_\_\_\_  
**Colorado VSS / CORE Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**State**

\_\_\_\_\_  
**Zip Code**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Email**

**Indicate if your company is registered and verified by the U.S. Department of Veteran Affairs as a Service-Disabled Veteran-Owned Small Business:**

YES (if yes, please submit validation with your response)

NO

**Indicate that you have attached a Word version of the Contract and marked any exceptions using "Track Changes".**

YES, attached as a separate Word document as described in 7.D.

NO, no exceptions taken to the Contract.

\_\_\_\_\_  
**Print Name of Company Representative**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature of Company Representative**

Signature by an authorized officer or agent of the company.

**COMPLETE & RETURN WITH PROPOSAL SUBMISSION (ELECTRONICALLY)**

# **Request for Proposals**

**RFP RBAA 2026-0067**

**Uniform Program for Colorado State Patrol**

## TABLE OF CONTENTS

SIGNATURE PAGE .....	1
REQUEST FOR PROPOSALS .....	2
TABLE OF CONTENTS .....	3
1. INTRODUCTION.....	4
A. General Information.....	4
B. Background .....	4
C. Overview and Goals .....	4
D. Sole Point of Contact .....	4
E. Schedule of Activities .....	4
F. Start Date .....	5
G. Anticipated Contract Term.....	5
2. OFFEROR'S EXPERIENCE AND PERSONNEL .....	5
A. Organizational Experience .....	5
B. Organizational Personnel .....	5
3. REQUIREMENTS.....	5
A. Accessibility Requirements.....	5
B. Insurance Requirements .....	6
C. Mandatory Requirements .....	6
4. SCOPE OF WORK .....	6
A. Scope of Work and Deliverables.....	6
5. REQUESTED PROPOSAL FORMAT .....	6
A. Demonstrated Experience and Capabilities .....	6
B. Accessibility Requirements.....	7
C. Mandatory Requirements .....	7
D. Technical/Business Proposal .....	7
E. Price Proposal .....	9
F. Confidentiality of Proposals.....	11
G. Submission Checklist .....	12
6. EVALUATION METHODOLOGY .....	12
A. Evaluation Process.....	12
B. Evaluation Committee .....	12
C. Proposal Evaluation Criteria .....	13
D. Demonstrations and Discussions.....	14
E. Single proposal .....	15
F. Award.....	15

## 1. INTRODUCTION

### A. General Information

On behalf of the State of Colorado, the Colorado State Patrol (CSP) is issuing this Request for Proposals for the Colorado State Patrol Uniform Program.

### B. Background

See Exhibit A - Statement of Work

### C. Overview and Goals

See Exhibit A - Statement of Work

### D. Sole Point of Contact

- i. The State's sole point of contact for this solicitation is Dustin Roberts, Procurement Team Lead, who may be reached via email at [cdps\\_edo\\_bids@state.co.us](mailto:cdps_edo_bids@state.co.us).
- ii. Email is the preferred method of communication. The individual listed above is the sole point of contact for this solicitation. Initiating contact with anyone other than this individual may result in Offeror disqualification.

### E. Schedule of Activities

- i. This Schedule of Activities is for information and planning purposes only. Schedules for Activities listed as "Estimated" may be subject to change depending on the needs of the State. All times are considered in Mountain Time (MT), as adjusted for daylight savings.
- ii. The date of publication for this solicitation on Colorado VSS is 10/16/2025.
  - a. Written inquiries must be submitted to [cdps\\_edo\\_bids@state.co.us](mailto:cdps_edo_bids@state.co.us) no later than 10/29/2025 at 2:00 PM MT.
  - b. The estimated date for the State's responses to vendors' written inquiries to be published on Colorado VSS is 11/5/2025.
  - c. **All proposals must be submitted in the method described below no later than Wednesday, December 3, 2025, at 2:00 PM MT.**

- d. A public opening of the proposals will be held virtually on 12/3/2025 at 3:30 PM MT. Please request an invitation by emailing [cdps\\_edo\\_bids@state.co.us](mailto:cdps_edo_bids@state.co.us).
- e. The estimated date for the publication of an Intent to Award on Colorado VSS is 12/15/2025.

F. Start Date

The desired Contract start date is 07/01/2026.

G. Anticipated Contract Term

- i. The initial term of the awarded Contract is anticipated to begin on 07/01/2026 and end on 06/30/2027. This Contract may be renewed for up to four (4) additional one-year periods at the sole discretion of the State. The total duration of the Contract, including all options, is not anticipated to exceed five (5) years.
- ii. The State may extend the Contract beyond the anticipated term in accordance with the Colorado Procurement Code, and in the event that the State determines an extension is necessary.
- iii. The State may, within its sole discretion, choose not to exercise any option or extension term in the Contract for any reason. If the State chooses not to exercise any option or extension term, it may re-procure the goods and/or services in its sole discretion.

**2. OFFEROR'S EXPERIENCE AND PERSONNEL**

A. Organizational Experience

- i. See Exhibit A - Statement of Work

B. Organizational Personnel

- i. See Exhibit A - Statement of Work

**3. REQUIREMENTS**

A. Accessibility Requirements

- i. All work performed as a result of this solicitation must comply with all applicable provisions of §§24-85-101, *et seq.*, C.R.S., and the *Accessibility*

*Standards for Individuals with a Disability*, as established by the Office Of Information Technology pursuant to Section §24-85-103 (2.5), C.R.S. and 3) all State of Colorado technology standards related to technology accessibility and with Level AA of the most current version of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards.

- i. See Exhibit E - Vendor Accessibility Requirements

**B. Insurance Requirements**

The awarded Offeror will be required to submit a certificate(s) of insurance evidencing insurance coverage for, at minimum, the types and amounts of insurance as required by the Insurance provision in the Contract or Purchase Order Terms and Conditions, included in this solicitation as an attachment, prior to execution of the Contract or Purchase Order.

**C. Mandatory Requirements**

- i. See Exhibit A - Statement of Work

**4. SCOPE OF WORK**

**A. Scope of Work and Deliverables**

This Scope of Work describes the deliverables sought through this RFP and the scope of what the awarded Offeror will be expected to offer through the contract resulting from this RFP. The Scope of Work is intended to provide interested Offeror's with sufficient basic information to submit a proposal. It is not intended to limit a proposal's content or exclude any relevant or essential data.

- i. See Exhibit A - Statement of Work

**5. REQUESTED PROPOSAL FORMAT**

Proposals should cover the following areas, with an emphasis on how these areas relate to the evaluation criteria listed in this Request for Proposals.

**A. Demonstrated Experience and Capabilities**

- i. Offeror's Response- Offeror shall describe how the Offeror's experience and capabilities make it the ideal candidate to perform the work. Describe

experience with similar projects. Reference above of this solicitation regarding the desired organizational experience.

- ii. Offeror's Response- Offeror shall indicate key personnel who will be assigned to the project and describe their experience. Reference above of this solicitation regarding the desired organizational personnel.

B. Accessibility Requirements

Offeror's Response- Offeror shall describe how their proposed solution will meet or exceed the accessibility requirements detailed in this solicitation.

C. Mandatory Requirements

Offeror's Response- Offeror shall describe how their proposed solution will meet or exceed the mandatory requirements detailed in this solicitation.

D. Technical/Business Proposal

Offeror's Response- Offeror shall describe how they will accomplish the Scope of Work detailed in this solicitation.

Technical Proposal Format

The technical proposal ***shall not include*** confidential or pricing information.

Pricing information contained in the technical proposal may cause the proposal to be deemed non-responsive.

Section I - Title Page to include the following information:

- i. RFP Title
- ii. RFP #
- iii. Offeror Name
- iv. Offeror Address
- v. Proposal Due Date
- vi. Proposal Due Time

Section II - Table of Contents

Section III - Cover Letter

- i. Shall be on company letterhead.
- ii. Explanation of company's willingness to comply with work and State Contract requirements.
- iii. Any additional documentation that is submitted shall be listed and explained in detail how it pertains to this RFP.

#### Section IV - State Documents

- i. Signature Page (Page 1 of this RFP)
- ii. If registered with the Colorado Secretary of State, please submit a Certificate of Good standing with submission. If not registered, per C.R.S 7-90-801, **Offeror will be required to register with the Colorado Secretary of State at the time of award.** The Colorado Secretary of State's website can be found at:  
<https://www.sos.state.co.us/biz/BusinessEntityCriteriaExt.do?resetTransT yp=Y>
- iii. Copies of applicable certifications and/or licenses/sam.gov
- iv. SDVOSB certification
- v. Completed Exhibit C - Current W-9 (must be signed and dated within one year of submission)

#### Section V - Response to Requirements

- i. Full and complete description of how the Offeror proposes to meet the requirements set forth in Exhibit A - Statement of Work. In the proposal, the Offeror should address the requirements in the same sequence they are found on the solicitation.
- ii. Sufficient information must be presented to reflect a thorough understanding of the requirements and a detailed description for the techniques, procedures, and program for achieving the objectives of the Statement of Work. Use of phrases such as "will comply" or "standard techniques will be employed" will be considered insufficient and may be



given a lesser score during the evaluation.

- iii. Offeror's administrative approach and project management techniques that will be employed during the term of any resultant award to ensure the coordination and timelines of the work, the managerial techniques and tools proposed to control the work, and the methodologies proposed to enhance communications between the Contractors and the Department.
- iv. Offeror's approach to the project, including a description of the technical methods and tools proposed to accomplish the work and assure the quality of the work produced.

#### Section VI - Company Background and References

- i. Offeror's experience with similar projects, including experience managing and performing similar projects with similar scopes of work and related requirements.
- ii. Please see Exhibit A - Statement of work for all requirements and references.

#### E. Price Proposal

##### Price Proposal Format

The price proposal shall only include information pertaining to the breakdown of pricing. Price proposals shall not be marked confidential.

- i. See Exhibit B - Pricing Sheet

#### Section I - Title Page to include the following information:

- i. RFP Title
- ii. RFP #
- iii. Offeror Name
- iv. Offeror Address
- v. Proposal Due Date
- vi. Proposal Due Time

## Section II - Price Proposal

- i. Provide pricing on Exhibit B - Price Proposal. Shall be signed as verification that the pricing provided will be valid for the length of the award.
- ii. Confidential Proposal Format
  - a. Proprietary information or trade secrets must be submitted in a proposal marked confidential and must be submitted separately.
- iii. Vendor Self Service System (VSS) and Registration
  - a. This solicitation is published using the Colorado Vendor Self Service System (VSS). Offerors must be registered in VSS at the time of award. VSS and its registration information may be found through the following link: <https://www.colorado.gov/vss>. System availability, errors, rejections, etc. will not be a basis for exception to the registration requirement. Any notices of award or other information concerning this requirement will be posted on VSS.
- iv. Binding Proposal
  - a. By providing a response to this RFP, Offerors are bound to provide the proposed goods/services at the costs and rates quoted in their proposal for the length of the award period.
- v. Certification of Independent Price Determination
  - a. By submission of this proposal Offerors certify, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this procurement:
    - a. The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor;
    - b. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Offerors and will not knowingly be disclosed by the Offeror prior

to opening, directly or indirectly to any other Offeror or to any competitor; and;

- c. No attempt has been made or will be made by the Offerors to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

#### F. Confidentiality of Proposals

Any restrictions of the use or inspection of material contained within the proposal shall be clearly stated in the proposal itself. Written requests for confidentiality shall be submitted by the Offeror with the proposal. The Offeror must state specifically what elements of the proposal are to be considered confidential/proprietary and must state the statutory basis for the request under the Colorado Open Records Act (CORA). (Section 24-72-201 et seq., C.R.S.).

Confidential/Proprietary information must be readily identified, marked and separated/packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is not acceptable. Neither a proposal, in its entirety, nor proposal price information will be considered confidential and proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

The following are procedures for submission of confidential or proprietary information:

- i. Written requests for confidentiality or proprietary classification shall be submitted, by the Offeror, with the proposal documents.
- ii. The request shall identify the basis for the claim of confidentiality/proprietary classification, other than a recitation of a specific State or Federal statute.
- iii. Confidential or proprietary information shall be readily identified, marked and separated and packaged from the rest of the proposal. Co-mingling of confidential or propriety information with other information is NOT acceptable.

- iv. The CDPS Procurement Director will make a written determination as to the apparent validity of any request for confidentiality/proprietary classification. This written determination will be sent to the Offeror.

G. Submission Checklist

- ☐ Technical Proposal
- ☐ Price Proposal - Exhibit B
- ☐ Signature Page (Page 1 of RFP)
- ☐ Signed and dated W-9 - Exhibit C
- ☐ Colorado Secretary of State Certificate of Good Standing
- ☐ Sample website for ordering
- ☐ Sample management report

Proposals not following this procedure may be declared non-responsive by the CDPS Procurement Director and given no further consideration.

**6. EVALUATION METHODOLOGY**

A. Evaluation Process

A comprehensive, thorough, complete and impartial evaluation of each proposal received will be conducted in accordance with §24-103-203(7), C.R.S, which states, “The award shall be made to the responsible Offeror whose proposal is determined in writing to be the most advantageous to the state, taking into consideration the price and evaluation factors set forth in the request for proposal.”

B. Evaluation Committee

- i. An Evaluation Committee will be established utilizing measures to ensure the integrity of the evaluation process. These measures include the following:
  - a. Selecting committee members who do not have a conflict of interest regarding this solicitation.

- b. Facilitating the independent review of proposals.
  - c. Requiring the evaluation of the proposals to be based strictly on the content of the proposals.
  - d. Ensuring the fair and impartial treatment of all Offerors.
- ii. The objective of the Evaluation Committee is to conduct reviews of the proposals that have been submitted, to hold frank and detailed discussions among themselves, and to recommend an Offeror for award.
- C. Proposal Evaluation Criteria
- i. The State will evaluate proposals to determine if each Offeror meets all mandatory qualification requirements; provided, however, that the State has the authority to waive non-material mandatory requirements in certain circumstances. Reference Procurement Rule R-24-103-301-03. The mandatory qualification requirements are scored on a Met/Not Met basis and only those proposals found to meet all mandatory requirements, other than non-material mandatory requirements waived by the State, can be considered for a Contract resulting from this solicitation.
  - ii. Proposals will be evaluated by the Evaluation Committee using the evaluation criteria listed below. The evaluators will consider whether the Scope of Work requirements in the solicitation have been addressed, and they will review the capabilities of the Offeror, as well as the quality of the approach proposed, the price, and any other aspect determined relevant to the evaluation criteria.
  - iii. The evaluation criteria to be used in evaluating the proposals are as follows in order of importance:

CRITERIA DESCRIPTION		WEIGHT
1.	Ability to meet uniform specifications	5%

CRITERIA DESCRIPTION		WEIGHT
2.	Minimum order quantity required by CSP from the Offeror ( <i>Exhibit A - Statement of Work 5.4.1. Offeror Responsibilities</i> )	10%
3.	Ability to measure, sew, alter, and patch uniforms	10%
4.	Ability to keep a local inventory of all standard sizes	10%
5.	Dedicated CSP website and sample	5%
6.	Customer support and ordering process	5%
7.	Turnaround time for all alterations, repairs, sewing, embroidering, and patching of uniforms	15%
8.	All delivery times of items ( <i>Exhibit A - Statement of Work 5.4.1.III. Delivery and Lead Times</i> ), as well as lead times for outerwear	10%
9.	Ability to measure cadets at LSS	15%
10.	Local inventory location	5%
11.	Local store/facility ( <i>Exhibit A - Statement of Work 5.4.1.II. Inventory Management</i> )	5%
12.	Report sampling	5%
13.	Price - Not part of initial evaluation, however, will be considered as part of the overall proposal submission.	

**D. Demonstrations and Discussions**

- i. The Evaluation Committee may, if it deems necessary, request clarifications, conduct discussions or oral presentations, or request best and final offers. Per R-24-103-203-03, discussions may be held with responsible offerors whose proposals are determined to be reasonably susceptible to be selected for award to:
  - a. Promote understanding of the state's requirements and the offerors' proposals; and

- b. Facilitate a contract that will be most advantageous to the state taking into consideration price and the other evaluation factors set forth in the request for proposals.
  - ii. The Evaluation Committee may adjust its scoring based on the results of such activities. However, proposals may be reviewed and determinations made without such activities. Offerors should be aware that the opportunity for further explanation might not exist; therefore, Offerors should ensure that their submission is complete, and are encouraged to submit their best possible proposal, including pricing.
- E. Single proposal

If only one bid or proposal is received in response to a solicitation, an award may be made to the single bidder or offeror if the procurement official finds that the price submitted is fair and reasonable and that other prospective bidders or offerors had reasonable opportunity to respond. Reference Procurement Rule R-24-103-201-02(d).
- F. Award
  - i. A Notice of Intent to Award will be published on Colorado VSS.
  - ii. The award determination is ultimately a business decision that will reflect an integrated assessment of the relative merits of the proposals received, using the factors set forth in in this solicitation. The State intends to award Contract(s) to the Offeror(s) whose proposal(s), conforming to the solicitation, will be most advantageous to the State, price and other factors considered.
  - iii. The State reserves the right to award to multiple offerors if is determined to be in the best interest of the State.