

The Colorado Department of Education

Competitive Selection Process for Vendors

Please read and Agree at the bottom of this page.

The CDE strives for a fair, transparent, competitive, documented bid/selection process for CMGCs, design/builders, design consultants, owners' representatives, ESCO's (Energy Service Companies), planners, ETC. As a requirement for obtaining BEST funding, the applicant has the option of agreeing to follow this selection process or to provide an alternative which will be subject to BEST Division and Capital Construction Assistance Board approval.

The following is required for the selection of various professionals where BEST funds will be requested:

- **Contact your BEST staff member before initiating a vendor selection**
- Applicant will issue a detailed RFQ for each aspect of the project's scope to all applicable vendors. The applicant may contact CDE to request samples used by other applicants and for a contact list of potential vendors.
- Applicant will send a draft RFQ to their assigned CDE technical assistance consultant for review and comment prior to posting/distributing RFQ. Criteria for selection of professional should be included in the RFQ, as well as any relevant CDE documents. CDE will provide comments to the applicant on the RFQ.
- The RFQ is distributed to all potential bidders, and posted in relevant publications. The applicant will keep records of the RFQ distribution.
- After reviewing the RFQ responses, the School Board/Selection Committee may conduct interviews.
 - The applicant shall notify the CDE technical assistance consultant when interviews are taking place and if requested the CDE technical assistance consultant will attend the interviews.
 - School Board/Selection Committee should use a rating system, and agreed-upon criteria to select a candidate.
- Provide a summary of the competitive process and summary rating sheet(s) prior to the award of the contract to the selected professional. Applicant should will then provide feedback regarding the selection process.
 - This summary to include the following:
 - Where the RFQ was advertised.
 - A copy of the final RFQ.
 - A written description of the selection process that includes a description of the results of the selection process (how many responses, how many interviews were conducted, how was selected vendor chosen, what questions were asked, etc.)
 - Scoring and selection process summary
- Prior to executing a contract with the selected vendor, send a DRAFT copy of the contract to CDE for review and comment prior.
- Applicants should contact their Division representative to discuss the competitive selection process, and provide both a narrative summary statement and supporting documentation to their Division representative once the process has been completed.
- Best staff is available and willing to help
- Please refer to the Consultant/Contractor Selection Guidelines for more details
- **If the applicant chooses to use a vendor selection other than the process listed above the applicant must submit an alternative plan to CDE prior to applying or with this grant application and it will be subject to approval from the BEST Division and the Capital Construction Assistance Board**

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The High Performance Certification Program (HPCP)

Please read and Agree at the bottom of this page.

24-30-1301 C.R.S. require that all new facility, addition, and renovation projects that are funded with **25% or more** of state funds are required to conform to the High Performance Certification Program (HPCP) policy administered by the Office of the State Architect (OSA) if the following applies:

- The new facility, addition, or renovation project contains 5,000 or more of building square feet, and;
- The project includes an HVAC system, and;
- If increased initial cost resulting from HPCP can be recouped by decreased operational costs within 15 years, and;
- In the case of a renovation project, the cost of the renovation exceeds 25% of the current value of the building.

If one or more of the items listed above applies, your project costs and scope may be required to conform to the HPCP. The HPCP requires that projects achieve the highest possible LEED® or CO-CHPS certification with the goal being LEED Gold or CHPS Verified leader. More information on the HPCP policy, including summaries and FAQs found at: <http://www.colorado.gov/dpa/dfp/SBREP/energy.htm>

If the increased costs incurred by the HPCP exceed 5% of the total cost of the project a Division of Public School Capital Construction consultant review will be required.

If your project qualifies for the HPCP then your project is required to have a High Performance, green sustainability, consultant as part of your A&E team. Ensure your project budget has costs to cover this consultant.

In all cases high performance design, scope, and cost must be considered in all grant applications.

If you are unsure whether your project must conform to the HPCP, please contact your Division representative.

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Required Signatures

Please read and Agree at the bottom of this page.

It is important to note that a fully completed and signed application must be received by CDE by the due date and time. Please ensure you allow enough time to get the required signatures, late applications will not be accepted.

If the application is from a **school district**, it must be **signed by**:

- The preparer of the application;
- The school district superintendent;
- A school district board officer;

If the application is from a **charter school**, it must be **signed by**:

- The preparer of the application;
- The charter school director;
- The school district superintendent;
- A school district board officer;

If the application is from an **Institute Charter School**, it must be **signed by**:

- The preparer of the application;
- The Charter Schools Institute director;
- A Charter Schools Institute board officer;
- The institute charter school director.

If the application is from a **BOCES**, it must be **signed by**:

- The preparer of the application;
- The BOCES director;
- A BOCES board officer;

If the application is from a **Colorado School for Deaf & Blind**, it must be **signed by**:

- The preparer of the application;
- The Colorado School for Deaf & Blind director;
- A Colorado School for Deaf & Blind board officer;

Print 2 copies of this application - One for your records and one for submitting to CDE with signatures.

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Provisions for Charter Schools

Please read and Agree at the bottom of this page.

As part of the grant submittal packet the charter school must include a letter, from their authorizer, indicating the authorizer's position on the application, pursuant to 22-43.7-109(3) C.R.S.

Provide a narrative demonstrating the amount of effort put forth by the charter school during the ten years preceding the year in which the charter school submits the application to meet its facilities needs by accessing:

- Vacant school district facilities; or
- Obtaining funding for capital construction by having the Colorado Educational and Cultural Facilities Authority created and existing pursuant to Section 23-15-104 (1) (a), C.R.S, issue bonds on its behalf;
- Seeking voter approval of a ballot question for bonded indebtedness; or
- A special mill levy authorized by section 22-30.5-405, C.R.S.; or
- Seeking inclusion of its capital construction needs in a school district's ballot question seeking voter approval for bonded indebtedness

Provide a summary of the per pupil operating revenue the charter school has budgeted to expend in order to meet its facilities obligations during the fiscal year for which their application is submitted measured both in terms of total dollars and as a percentage of the charter school's total per pupil operating revenue

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Click on "caution" icons (⚠) to read important instructions on sections that might cause problems with the processing of your application.

I. Type of Financial Assistance You Are Applying For:

(* Fields are required)

This application is for either BEST Cash Grant and/or BEST Lease-Purchase Grant funding. If a grant award results from this application the type of funding shall be determined by the Capital Construction Assistance Board and the State Board of Education.

During which cycle is this project being submitted? 2012-13

* Has this project previously been applied for and not awarded? Yes No

If "yes", what was the stated reason for the non-award?

II. Applicant Basic Data:

1) Applicant:

TEST

2) County:

CCGA

3) * Priority #: (Applicant Assigned) ⚠

4) * Project Title:

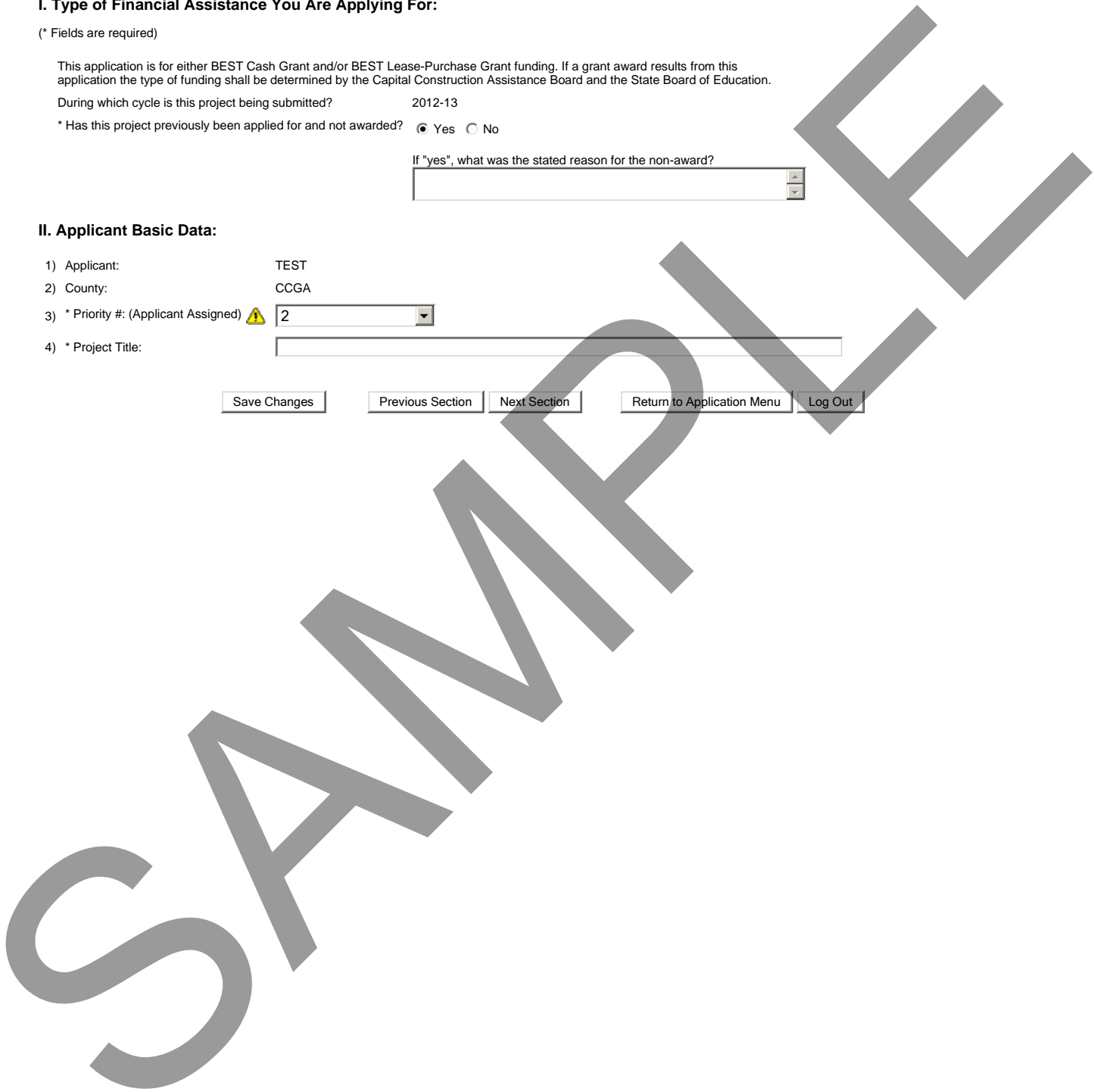
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Click on "caution" icons (⚠) to read important instructions on sections that might cause problems with the processing of your application.

III. Facility Profile

If the grant application is for more than one facility enter each facility name, physical address and then mark "Other" for facility type & enter "multiple facilities" for the explanation.

(* Fields are required)

1) * Facility Name:

2) * Facility Address:

3) * Facility Type:
(check all that apply)

<input type="checkbox"/> Districtwide	<input type="checkbox"/> Senior High School	<input type="checkbox"/> Pre-School
<input type="checkbox"/> Administration	<input type="checkbox"/> Junior High	<input type="checkbox"/> Middle School
<input type="checkbox"/> Elementary	<input type="checkbox"/> Vocational/Agricultural	<input type="checkbox"/> Classroom
<input type="checkbox"/> Library	<input type="checkbox"/> Media Center	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Multi-purpose room
<input type="checkbox"/> Learning Center ⚠	<input type="checkbox"/> Kindergarten	
<input type="checkbox"/> Other Please Explain: <input type="text"/>		

4) * Facility Ownership:

Who is the facility owned by?

We are referring to owned in this case as not having any debt, loans or liens on the facility, if the facility is currently leased or financed select either "3rd party" or if the applicant is leasing or financing from their district select "School District".

School District
 Charter School
 BOCES
 Colorado School for the Deaf and Blind
 3rd Party - Please explain:

Is the facility currently involved in a lease-purchase agreement or a sub-lease purchase agreement?
(If yes, submit a copy of the lease-purchase agreement)

Yes No

If the applicant is a Charter School, Institute Charter School, BOCES, or Colorado School for the Deaf and Blind, what happens to the facility if applicant relocates or ceases to exist?
(If applicant is a school district type NA)

5) * Facility Condition:

If this application is for the renovation, reconstruction, expansion, or replacement of an existing public school facility, describe the condition of the public school facility a the time it was purchased or constructed and, if the facility was not new or was not adequate as a public school facility, at that time, provide the rationale for purchasing the facility or constructing it in the manner in which you did.

6) * Facility Master Plan Status:
(Check one or more of the following)

Facility Master Plan Completed.
 Date Completed:
 If district has completed a Facility Master Plan, a copy must be submitted with this application, unless it was submitted previously.
 Copy attached Copy submitted previously
 Facility Master Plan is underway, but not yet completed.
 % Complete:
 Facility Master Plan has not yet been initiated.
 Anticipated start date of a Facility Master Plan.
 Date:

Who prepared the Facility Master Plan?

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IV. Integrated Program Plan Data

(* Fields are required)

- 1) * Project Description:

<input type="checkbox"/> Addition	<input type="checkbox"/> Handicapped Accessibility ADA	<input type="checkbox"/> Security
<input type="checkbox"/> Asbestos Abatement	<input type="checkbox"/> HVAC	<input type="checkbox"/> Site Work
<input type="checkbox"/> Boiler Replacement	<input type="checkbox"/> Lighting	<input type="checkbox"/> Water Systems
<input type="checkbox"/> Electrical Upgrade	<input type="checkbox"/> Renovation	<input type="checkbox"/> Window Replacement
<input type="checkbox"/> Energy Savings	<input type="checkbox"/> Roof	<input type="checkbox"/> New School
<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> School Replacement	<input type="checkbox"/> Land Purchase
<input type="checkbox"/> Other Please Explain: <input type="text"/>		

2) Please provide general information regarding affected facilities, educational programming, maintenance programs reasons for pursuing a BEST grant, etc. (Max 4000 characters including spaces.)

Empty text area for general information regarding affected facilities.

3) Project Description:

Deficiency: In the deficiency section describe in detail the proposed projects existing conditions, deficiencies or issues that have caused you to pursue a BEST Grant. (Minimum 250 characters including spaces.)

Text area for Deficiency description.

Solution: In the solution section, describe in detail the solution being proposed to address the deficiencies listed above. Make sure to be specific. The solution section must include architectural, functional or construction standards used in determining the proposed solution. (Minimum 250 characters including spaces.)

Text area for Solution description.

Urgency: In the Urgency section, provide a timeframe for when the deficiency must be fixed before failure. (Minimum 250 characters including spaces.)

Text area for Urgency description.

Cost: Provide the Cost associated with the issue.

Text input field for Cost.

Identify this projects conformity or non-conformity with the Public Schools Construction Guidelines by providing specific line item references within the guidelines. The guidelines can be found at:

<http://www.cde.state.co.us/cdefinance/download/pdf/CCABAdoptedPermanentRulesGuidelines.pdf>

(Minimum 250 characters including spaces.)

Text area for project conformity or non-conformity with guidelines.

Describe IN DETAIL the applicants plan for maintaining the capital construction project upon completion of the grant. This should include a capital renewal budget and maintenance plan demonstrating how the applicant will maximize the life of the project and how the applicant will budget the appropriate amount of funding to replace the project at the end of its useful life: (Minimum 250 characters including spaces.)

Text area for maintenance plan and budget details.

If this application is for the construction of a new public school facility or for the major renovation of an existing public school facility the applicant is required to establish a capital renewal reserve fund for the specific purpose of replacing major facility systems with projected life cycles. Examples of these are roofs, interior finishes, electrical systems, heating, ventilation, and air conditioning systems.

If this application is for the construction of a new public school facility or for the major renovation of an existing public school facility, what is the yearly dollar amount the applicant will be allocating to a capital renewal reserve fund to replace this projects systems at the end of their useful life? (If this application is NOT for new construction or major renovation type NA)

4) Reason(s) for Capital Construction Assistance Projects (Mark all that apply.)

- Address immediate safety hazards or health concerns in existing school facility.
- Relieve overcrowding
- Technology
- Maintenance or to relieve excessive operating costs.
- Relieve building construction conditions that detract from effective learning environment.
- IDEA, ADA
- Other Please Describe:

5) * Would the condition of adjacent structures or areas surrounding the new project have adverse impacts on the new construction? Yes No

(If yes, please give a detailed explanation, including a plan to eliminate the hazard.
Example: An existing roof leak would cause damage to the new ceiling project.)

6) * Has the applicant provided to their consultants/vendors assisting with budgeting the project the districts AHERA report for review? Is the AHERA report up to date? Was a budget developed on the information contained in the latest updated AHERA report in areas to be renovated or demolished? Yes No

Note: If there is ACM, please include a breakdown of the costs associated with the anticipated removal of the identified ACM based on the districts updated AHERA report.

7) * Is any of the applicants funding a result of a Department of Local Affairs (DOLA) Grant? Yes No

If "Yes", has the grant been: Applied for; Awarded; Neither?

If "Neither", please explain:

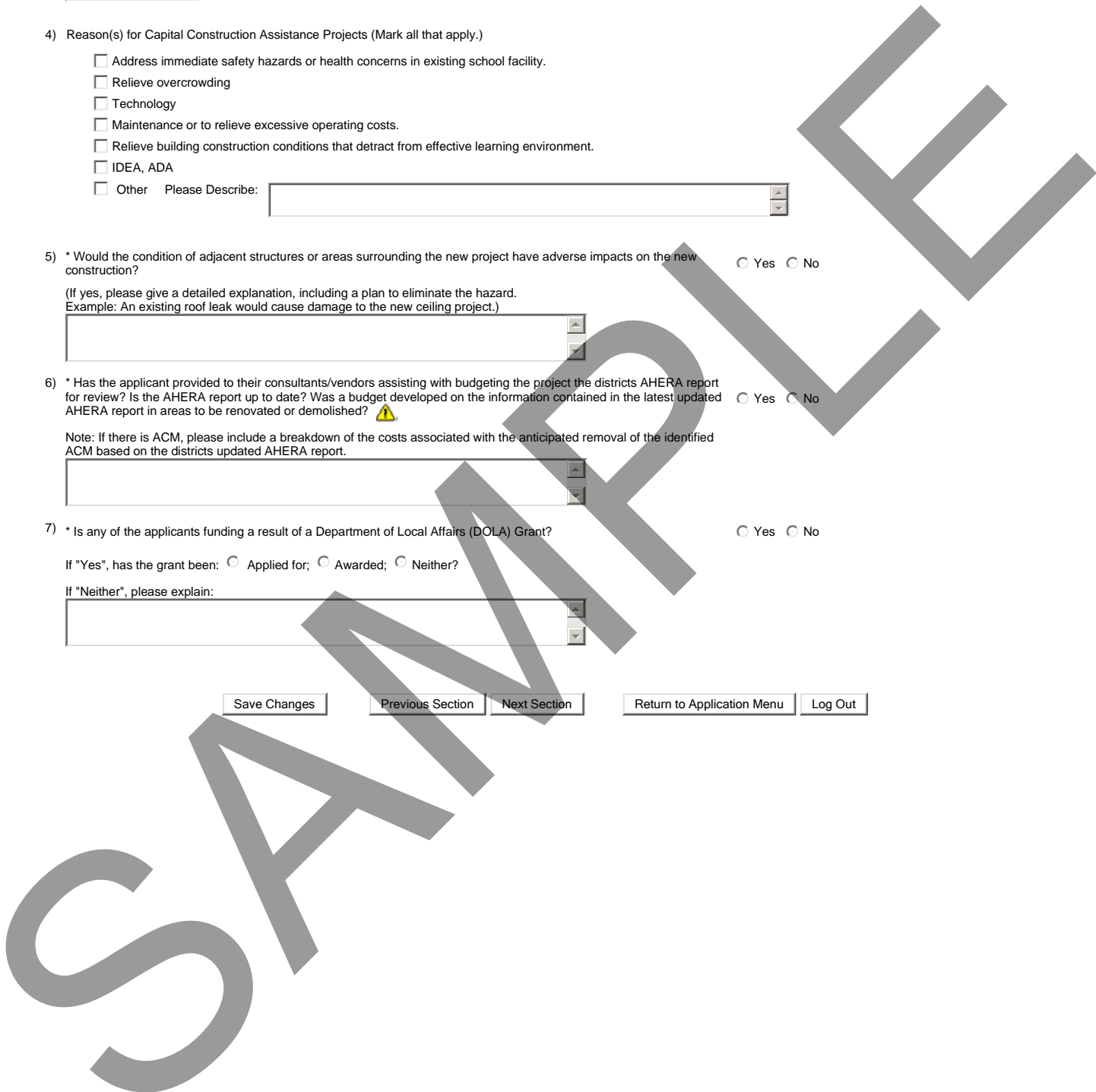
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V. Detailed Project Cost Summary

You must enter a zero for all values that don't apply.

Construction Type: New Construction -or- Renovation

- A. CDE Listed Minimum Adjusted Match Percentage: 50%
- B. Actual match on this request. ⚠ %
(If line B is less than line A submit a Waiver Letter.)
- C. Project Costs
(must match total project costs from the applicants detailed project budget and all costs listed in section IV) .00
- D. Applicant Grant Request (Excludes Grant Reserve)
- E. Applicant Match to this Project (Excludes Grant Reserve)
- F. Previous Grant Awards to this Project
- G. Previous Matches to this Project
- H. Future Grant Requests to this Project
- I. Future Matches to this Project
- J. Total All Phases (excludes CDE Grant Reserve)
- K. Grant Reserve
(This is an amount CDE adds to the project cost to cover any unforeseen circumstances that may arise. It is NOT additional funds allocated to the project. Both CDE and the applicant will hold a reserve on this project)

******* FINAL PROJECT COSTS *******

Below are the amounts which will be presented to the Capital Construction Assistance Board and the State Board for approval. The applicant will be required to provide the match amount listed below, which includes their portion of the grant reserve.

- L. Final Grant Request with CDE Grant Reserve Included
- M. Final Applicant Match to this Project with Applicant Grant Reserve Included ⚠
- N. Final Project Cost with Grant Reserve Included

Please provide the following additional information from your detailed project budget

O. Where will the match come from?
(i.e.: Bond, General Fund, Capital Reserve Fund, or Other)

If Bond, when will election be held?

- P. Facility Area (Affected Square Feet): ⚠
- Q. Gross Square Feet:
- R. Number of pupils
(from your Oct. 1 FTE Count):
- S. Cost Per Square Foot
(Total Project Cost/Affected sq. ft.):
- T. Cost Per Pupil
(Calculate this by taking the total project cost and dividing that by the number of pupils in the affected area of the project)
- U. Square Feet Per Pupil
(Affected Sq. Ft./Number of Pupils):
- V. Per Pupil Allocation to a Capital Reserve Type Fund
- W. Inflation % Used in your Budget: %
- X. Projected Start Date:
- Y. Projected Completion Date:
- Z. How did you arrive at the estimate for this project and who aided in the process?

AA. What efforts has the applicant made to coordinate this project with local governmental entities or community-based or other organizations to more efficiently or effectively leverage the applicants ability to contribute financial assistance to this project.

BB. Is the applicant currently on financial watch with the State? Yes No

Note 1: Provide annual cost estimates based on projected expenditures per year. An annual financial report will be required. Include reasonable costs to cover inflations costs that can occur between the time of the application and actual construction if the grant is awarded.

Note 2: Care should be taken to keep from over-estimating projections in each request.

Note 3: If the applicant is unable to provide matching funds, a waiver letter is required for submission with the application.

Note 4: Cost for payment and performance bonds must be included if Total Project Costs exceed \$50,000.

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VI. Sample Contracts for Awarded Projects

All awarded projects will be required to sign a contract similar to the ones shown below:

- [Sample Contract for BEST Cash Grant Projects](#)
- [Sample BEST Lease Purchase Grant Sublease/Site-Lease Agreement](#)

By clicking "Agree and Continue" you are agreeing to the requirements listed in the contracts and understand they are a condition of your grant award.

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Click on "caution" icons (⚠) to read important instructions on sections that might cause problems with the processing of your application.

VII. Check-List for a Complete Grant Application

(* Fields are required)

* Check each box to confirm that you have read each item and will include the required information with your grant application submission.

The following must be included in the grant application or the application **may not be accepted**.

- CC-03 Grant Application
- Detailed Project Budget
- Area Map (a geographic map showing the physical location(s) and name(s) of facility(s) related to the request)
- Photos
- Proposed timeline for the start and completion of the project
- Submit Project Management Plan (who will be overseeing this project from start to finish, i.e., owners rep, district representative, other)

The following must be included if **appropriate or available**. (Check each box to confirm that you have read each item and will include the required information with your grant application submission, if **appropriate or available**.)

- Facility Master Plan if the applicant has one. If it has been submitted previously and has not been revised, indicate on grant application Section III, item 8.
- Plans and Specifications if available.
- Waiver Letter if required ⚠

VIII. Applicant Approval

- If applicant is a **school district**, signatures need to include: The person who prepared the application; the school district superintendent; a school district board officer.
- If applicant is a **charter school**, signatures need to include: The person who prepared the application; the charter school director; the school district superintendent; a school district board officer.
- If applicant is an **institute charter school**, signatures need to include: The person who prepared the application; the charter school director; a charter school board officer; the director of the charter schools institute.
- If the applicant is a **BOCES**, signatures need to include: The person who prepared the application; the BOCES director; BOCES board member.
- If applicant is **The Colorado School for the Deaf and Blind**, signatures need to include: The person who prepared the application; The CSDB director; a CSDB board officer.

Applicant Name:

County:

Project Name:

* Prepared By:

Prepared By - Organization (if other than school district):

* Prepared By - Phone Number:

* Prepared By - E-mail Address:

* School District Superintendent's Name:

* School District Board, or Charter Schools Institute Board, or BOCES Board or Colorado School for the Deaf and Blind Board, Board Officer name and title:

Charter School Director, or Institute Charter School Director's, or BOCES Director's or Colorado School for the Deaf and Blind Director's, Name (If Applicable):