



DEPARTMENT OF HOUSING STABILITY (HOST) EVENT PLANNING SERVICES REQUEST FOR PROPOSAL CHECKLIST

Thank you for your interest in submitting a proposal for the Department of Housing Stability (HOST), Event Planning Services Request for Proposal (RFP). The following instructions and checklist of attachments are provided as tools to assist you in ensuring that adequate information is available as you begin the application submission process. The online proposal application includes requests for attachments that must be uploaded to the *WizeHive* system to complete your proposal. Vendors may submit more than one service proposal.

A. *WizeHive* System Requirements

In order to begin, you must:

- Have a valid email address, and
- Use a computer with Internet Access to complete the online application. If you do not have a computer, visit a Denver Public Library or a Denver Workforce Center Resource Room. Locations are listed here: <http://www.denvergov.org/content/denvergov/en/denver-office-of-economic-development/jobs-employers.html>

Also, we recommend that you:

- Utilize Internet Explorer 9 or above, Mozilla Firefox, or Google Chrome,
- Use Microsoft Office 2007 or above, and
- Adjust the resolution on your computer screen to a minimum of 1024 x 768.

B. Using the *WizeHive* System to Create an Application

The first time you enter the *WizeHive* system <https://app.wizehive.com/apps/HOSTEventPlanningRFP>, you will be instructed to enter an email and create a password in the "Signup" area. In subsequent visits, you will be required to enter the same email and password in the "Login" area.

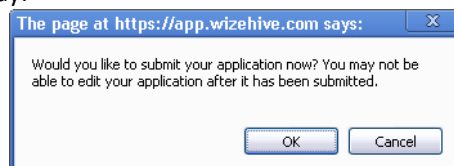
In an effort to help you save the data that you've entered into the application, the *WizeHive* system will automatically save your work every ten (10) minutes. This action will create a pop-up box in the middle of the screen that indicates that the form is being saved and will fade away in a few seconds.

In addition, on an intermittent basis, we recommend that you take the following two steps to be sure to save all of your work:

1. Select **BOTH** "Save Draft" **AND** "Continue Editing" by clicking the (radio) button to the left of each of those options, and
2. **ALSO PRESS** the "Save Draft and Continue Editing" button.

Once you have completed the application and uploaded all attachments, you may proceed to submit your application by following the next two steps:

1. Select "Submit Application". The (radio) button will automatically appear selected next to "AND Submit Application".
2. Proceed to **ALSO PRESS** the "Submit Application and Submit Application" button. The following message will display:



NOTE: *WizeHive* will not allow you to submit the application until you have completed all required

Department of Housing Stability
201 West Colfax Ave. | Denver, CO 80202
www.denvergov.org/housing



fields. It will indicate the missing information with the following message after the first incomplete field: **Please enter all required fields.** Once all fields have been completed, you may try to submit the application again.

- C. When you click “OK”, you will be redirected to the *WizeHive* entry confirmation page. It will display as:



- D. Your submission is now complete. Print a copy of this page that displays your Order ID for your records. At this point you can either click the “Return to Main Menu” or “Logout”. If you click the “Return to Main Menu” you will be directed to this screen:



E. Uploading Attachments in the *WizeHive* System

The attachments below are itemized according to the Section names at the top of each part of the application. Multiple pages must be uploaded as a single attachment in .pdf format. Be careful when uploading an attachment, as the *WizeHive* system will only accept one attachment per individual response. If a document is uploaded incorrectly, press the “Select a File” button to replace the incorrect document. You may then browse the documents on your computer to select and upload the correct document (the system will only retain the last attachment uploaded per response).



- Section I: Organizational Information – H. Attach Federal Tax Exemption Determination Letter (if applicable)
- Section I: Organizational Information – I. Attach Certificate of Good Standing with the Secretary of State
- Section I: Organizational Information – J. Attach IRS W9 Form
- Section II: Primary Person Information – No attachment required
- Section III: Required Certifications – A. Attach completed lobbying certification
- Section IV: Submittal Requirements – No attachment required.
- Section V: Proposal Submittal – Submit copy of proposal or proposals if applying for more than one service **(required)**.