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chfa request for proposal

COLORADO HOUSING AND FINANCE AUTHORITY

REQUEST FOR PROPOSAL (RFP)

COLORADO HOUSING AND FINANCE AUTHORITY
1981 BLAKE STREET
DENVER, CO 80202

REQUEST FOR PROPOSAL

Human Capital Management and Payroll System

POSTED: May 13, 2026

PROPOSALS DUE: May 28, 2026

Colorado Housing and Finance Authority (CHFA) is a body corporate and political subdivision of the State of Colorado, established by the Colorado General Assembly for the purpose of increasing the supply of decent, safe and sanitary housing for low and moderate income families; and to promote sound economic development by supporting business enterprises.

More information on CHFA may be found on the CHFA website, www.chfainfo.com.

Background

CHFA employs approximately 225 full-time employees. 218 staff located at CHFA's Denver office; 5 employees located in rural areas of Colorado; 1 Arizona; 1 New Mexico.

All employees are eligible for benefits which include the following:

- Medical, Dental and Vision (Pre and Post Tax options)
- Life, AD&D, Voluntary Life, Long Term Disability
- Voluntary Accident, Critical Illness and Hospital Indemnity
- Paid Family and Medical Leave (Approved Colorado FAMLI Private Plan)
- Flexible Spending and Health Savings Accounts
- Public Employee Retirement (PERA), 401(k), and 457 Plans
- Flexible 529 College Savings and Student Loan Repayment benefit; Tuition Reimbursement
- Various wellness reimbursements and incentives
- Various spot bonuses and an annual variable bonus plan



Scope of Services

CHFA is seeking proposals from Human Capital Management (HCM), Human Resources Information System (HRIS) and Payroll vendors to have one system of record for HR, learning and development, benefits, payroll, time and attendance, and talent acquisition. CHFA currently uses Paycom to manage HR data, benefits, payroll, time and attendance and talent acquisition, and Cornerstone as our Learning Management System (LMS). CHFA is looking to implement and go live with a new system prior to January 1, 2027.

Proposal Requirements

CHFA will consider all of the following criteria in evaluating the proposals:

section i – general information

Vendors submitting a proposal for the product and service categories in the RFP shall provide responses using the section headers listed below, while taking special care to respond to all questions posed under sections I – xvii. Please limit responses to 30 pages. All other items submitted as part of your response should be included as an appendix and referenced as such in your response.

1.01	Company Name	
1.02	Company Website	
1.03	Company Address	
1.04	Company Size	
1.05	Please state, as appropriate, your parent company, subsidiaries, affiliates, and other related entities.	
1.06	Most recently issued financial statements	
1.07	Year company established	
1.08	Target Market	
1.09	Product Origin/Longevity	
1.10	Current Version	
1.11	Next Version (including target release date)	



1.12	Number of Clients Please provide three references. References from State Housing Authorities and / or government entities are preferred.	
1.13	Professional / Consulting Services Capabilities	
1.14	Training Capabilities	
1.15	Documentation and Online Help	
1.16	Please discuss your Quality Release Plan.	
1.17	Pease identify and describe where AI is used in all functions of the platform	
1.18	Please include any examples or case studies of ROI attained using your product (cost or time savings, productivity increases, etc.). Include attachments of supporting details if applicable.	
1.19	Please share your most recent customer satisfaction survey results with your product and service.	
1.20	Please provide current year and prior year financial statements.	
1.21	Do you employ a refined, tried-and-tested system development and implementation methodology? Please describe.	
1.22	Please indicate where the dedicated consulting team members will be located: local vendor office, remote vendor office, on-site at CHFA.	
1.23	Please describe your firm’s expertise in transition planning for the pre-migration effort implementation of your solution.	
1.24	Please explain your company’s diversity, inclusion and equity practices.	



1.25	Is there anything else about your organization that will make CHFA confident to move forward with your response to this RFP?	
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section ii – user experience

2.1	Does the system have an intuitive, modern interface that requires minimal training for first time users?	
2.2	Is navigation consistent across modules, with clearly labeled menus and breadcrumb trails?	
2.3	Does the system support personalized dashboards tailored to different user roles (e.g. employee, manager, HR admin)?	
2.4	Does the system support task automation and guided workflows to reduce manual steps and cognitive load?	
2.5	Is the user experience consistent across mobile and desktop experiences?	
2.6	Please describe how the platform supports accessibility, addressing features such as screen reader compatibility, keyboard navigation, and high-contrast modes.	
2.7	Are users able to complete common tasks (e.g. submitting personal info, requesting time off) in three clicks or fewer?	
2.8	Does the system provide contextual help (e.g. tools, inline guidance, FAQ's) throughout the user journey?	
2.9	Does the system support multilingual interfaces with accurate and culturally appropriate translations?	
2.10	Does the platform provide configurable in-system disclosures to employees when AI features are being used?	



section iii – technical, integration & API’s

3.01	Integration & APIs – Does the product have APIs available	
3.02	Integration & APIs – Do APIs and connectors have error notifications, error handling and retry logic? Are there audit logs available to confirm successful and complete transfers?	
3.03	Integration & APIs – Please describe level of API security controls to prevent leakage, including whether data is encrypted in transit.	
3.04	Does the platform support SSO?	
3.05	Describe the tools/services available to migrate data from legacy HR/Payroll systems.	
3.06	Please describe the permissions structure based on user roles and hierarchy.	
3.07	Does the system have capability to provide detailed audit logs of user activity accessible to admins?	
3.08	Does capabilities include a fully responsive design and native apps for iOS and Android?	
3.09	Does the platform meet WCAG2.1 Level AA accessibility standards?	
3.10	Please describe your process for handling data migration from current systems to your platform.	
3.11	Does the system support configurable data retention schedules by data category (i.e. payroll records, performance data, applicant data, biometric data)	

section iv – customer support, training and releases

4.01	Describe your change management and user adoption strategy, including communications, stakeholder engagement and post-go-live support.	
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4.02	Can users create custom fields/forms without customer support?	
4.03	Describe your product's support model	
4.04	How often are there releases?	
4.05	Is the product roadmap available to existing customers?	
4.06	Describe initial product implementation/proof of concept model.	
4.07	Describe training and education opportunities/recommendations.	
4.08	Will a website dedicated to ongoing support of the system be provided by the vendor?	
4.09	When is live customer support available?	
4.10	Is on-site training available during the installation of the software?	
4.11	Is on-site training available on an on-going basis?	
4.12	Can the training be customized to meet CHFA's needs?	
4.13	Please describe system help in the application.	

section v – security, compliance, and US data residency

5.01	Data Hosting & Residency – Which cloud providers/regions are used? Can US-only residency be contractually guaranteed?	
5.02	Data Hosting & Residency – Are any services (AI/OCR/inference) processed outside the US, including data in transit and any sub-processors involved in any leg of the data flow?	



5.03	Data Hosting & Residency – Please provide data flow diagrams and subprocessors list as an attachment	
5.04	Certifications & Controls - Provide current reports/certificates (e.g. SOC 2 Type II, ISO 27001; as applicable; Salesforce Security Review) and pen test summaries	
5.05	Certifications & Controls – Describe the secrets management and encryption key strategy (KMS/HSM, CMK)	
5.06	Access Management and Controls – Describe the product access management (Microsoft Entra AD, SSO (SAML/OIDC), SCIM, MFA, IP restrictions)	
5.07	Data Protection – Is data encrypted at rest and in transit? What encryption methods/standards are used?	
5.08	Data Protection – Are there comprehensive audit logs for access, changes, exports, admin actions?	
5.09	Privacy & AI — Are prompts/documents/outputs stored for model improvement? Is opt-out default?	
5.10	Privacy & AI — Describe handling of PI/PHI/PCI in AI features	
5.11	Data Protection - In the event of security incident involving CHFA employee information, within what timeframe will you notify CHFA? Is this notification accompanied by any forensic evidence and/or incident documentation?	
5.12	Data Protection – Can you demonstrate or provide information on how your security program is aligned to sensitivity of data?	
5.13	Data Protection – Please describe data retention, archival, and purge policies for employee, applicant and payroll data, including administrator controls.	
5.14	Data Protection – Can you provide a data flow diagram to show where data rests, is in transit, and during AI processing? If possible, include a sub-processor list that show any additional data touchpoints.	



5.15	Data Protection and AI - Will any of our PII be used to train or benchmark the vendor’s model (or any other provider), now or in the future?	
5.16	Data Protection and AI - Before data is sent to any AI interface endpoints, are PII fields masked, and is a complete log maintained for all AI actions taken on our data?	
5.17	Do you classify any AI features within this platform as a “high-risk AI Systems” under the Colorado AI Act?	
5.18	Does this platform offer or integrate any biometric features?	
5.19	What data does this vendor collect beyond what CHFA explicitly inputs into the system?	
5.20	Does the vendor use aggregated or anonymized CHFA employee data for its own product for benchmarking, analytics, or research?	

section vi – reporting, audit, backup & disaster recovery

6.01	Audit & Reporting – Are there standard dashboards /reports for backlog, exceptions, and aging?	
6.02	Audit & Reporting – Can logs stream to SIEM via APIs or syslog?	
6.03	Backup & disaster recovery - What are default and optional RPO/RTOs? Do you have evidence of DR tests in last 12 months?	
6.04	Data & Analytics – Please describe the platform's ability to leverage the data housed in the system to create/display/export dashboards that inform workforce planning and decision making.	



section vii – core HR records

Does your system include the ability to:

7.01	Create, update, and maintain employee profiles with personal and employment details?	
7.02	Track job titles, descriptions, reporting lines, and organization hierarchy?	
7.03	Manage employment types and status changes with effective dates?	
7.04	Store and validate work permits, visas and track expiration dates?	
7.05	Record salary details, pay grades, and compensation changes?	
7.06	Track benefits enrollment, eligibility, and historical changes.	
7.07	Manage leave types, balances, requests, approvals, and usage.	
7.08	Store and update emergency contact details for employees.	
7.09	Upload, store, and retrieve HR-related documents.	
7.10	Record onboarding, promotions, transfers, and terminations.	
7.11	Maintain audit logs of changes to employee records.	
7.12	Generate reports and dashboards on workforce metrics.	
7.13	Define role-based access to ensure data privacy and integrity.	
7.14	Enable data exchange with payroll, performance, and time tracking systems.	
7.15	Include the capability to build, export and share custom reports	
7.16	Does the system support employee self-service access to their own personal data records, including ability to view, request corrections to, and download their own data?	



section viii - payroll administration

Does your system include the ability to:

8.01	Calculate gross and net pay based on salary, hours worked, and applicable deductions.	
8.02	Manage payroll schedules and ensure timely processing for different employee groups.	
8.03	Apply statutory deductions such as income tax and FICA based on jurisdiction.	
8.04	Handle voluntary deductions including benefits premiums, retirement contributions (401k/457/PERA) student loans, college savings, and garnishments.	
8.05	Support multiple pay frequencies (e.g. weekly, bi-weekly, monthly).	
8.06	Generate and distribute electronic or printed pay statements.	
8.07	Maintain historical payroll records for each employee.	
8.08	Process off-cycle payments such as bonuses, retroactive pay, and corrections.	
8.09	Calculate and process termination pay including vacation payout and severance.	
8.10	Integrate with time and attendance systems to import hours worked.	
8.11	Ensure compliance with local and federal payroll regulations.	
8.12	Generate year-end tax forms (e.g. W2, 1095-C) and submit to tax authorities.	
8.13	Provide payroll reporting and analytics (e.g. payroll costs, headcount by pay group).	
8.14	Manage payroll adjustments and reversals with audit tracking.	
8.15	Support direct deposit setup and bank account management for employees and allow for multiple direct deposit transactions on one paystub	



8.16	Please describe specific controls applied to the Nonpublic Personal Information collected within this platform.	
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section ix – benefits management

Does your system include the ability to:

9.01	Manage employee eligibility for various benefit plans based on employment status and other criteria.	
9.02	Support open enrollment periods with self-service options for employees to select or change benefits.	
9.03	Track benefit plan details including provider information, coverage levels, and costs.	
9.04	Allow employees to view and update dependent and beneficiary information.	
9.05	Calculate employer and employee contributions for each benefit plan.	
9.06	Integrate with payroll to ensure accurate deduction of benefit premiums.	
9.07	Provide alerts and notifications for enrollment deadlines and life event changes.	
9.08	Support life event processing (e.g. marriage, birth, loss of coverage) with benefit change options.	
9.09	Maintain historical records of benefit elections and changes.	
9.10	Generate reports on benefit participation, costs, and trends.	
9.11	Ensure compliance with applicable benefits legislation and reporting requirements.	
9.12	Enable electronic transmission of enrollment data to benefit providers.	
9.13	Provide tools for HR to manage plan setup, eligibility rules, and rates.	
9.14	Allow employees to access benefit summaries, plan documents, and FAQs.	



9.15	Track COBRA or continuation coverage eligibility and enrollment.	
9.16	Support the ability to manage pre and post-tax benefits, age-banded benefits and plans with various tiers.	

section x – organizational structure and position management

Does your system include the ability to:

10.01	Org Structure: Automatically generate organizational charts based on reporting relationships in the HR system.	
10.02	Org Structure: Allow manual editing of org chart structures for custom views or temporary changes.	
10.03	Org Structure: Support multiple views (e.g. department, location, project team) of the organizational structure.	
10.04	Org Structure: Provide search functionality to quickly locate individuals within the org chart.	
10.05	Org Structure: Support exporting org charts to PDF, image, or presentation formats.	
10.06	Org Structure: Integrate with Core HR data to reflect real-time updates in reporting lines.	
10.07	Org Structure: Highlight vacant positions and open requisitions within the chart.	
10.08	Org Structure: Display key employee attributes (e.g. name, title, photo, contact info) in chart nodes.	
10.09	Org Structure: Provide mobile-friendly and accessible versions of the org chart for broader usability.	
10.10	Position Mgmt: Create and maintain unique position records with attributes such as title, department, location, and FTE.	
10.11	Position Mgmt: Assign positions to organizational units and reporting structures.	
10.12	Position Mgmt: Track position status (e.g. active, vacant, frozen, abolished) and effective dates.	



10.13	Position Mgmt: Define and manage position classifications, job codes, and pay grades.	
10.14	Position Mgmt: Link employees to positions and track position incumbency over time.	
10.15	Position Mgmt: Support multiple incumbents for shared or pooled positions.	
10.16	Position Mgmt: Maintain position history including changes in title, department, or funding source.	
10.17	Position Mgmt: Enable position requisition and approval workflows for new or replacement positions.	
10.18	Position Mgmt: Seamlessly integrate with recruiting functionality to initiate job postings from vacant positions	
10.19	Position Mgmt: Generate reports on position inventory, vacancy rates, and organizational alignment.	
10.20	Position Mgmt: Enable modeling and forecasting of future position needs based on organizational changes.	

section xi – performance management

Does your system include the ability to:

11.01	Configure and manage multiple performance review cycles (annual, mid-year, probationary, ad hoc).	
11.02	Support employee and manager goal setting with progress tracking throughout the year.	
11.03	Enable cascading goals aligned to organizational and departmental objectives.	
11.04	Support self-evaluations, manager evaluations, and configurable review templates.	
11.05	Allow HR to configure competencies, rating scales, and weighting formulas.	
11.06	Maintain historical performance data for trend analysis and compliance.	
11.07	Generate development plans and follow-up actions based on review outcomes.	



11.08	Integrate performance outcomes with compensation and succession planning modules.	
11.09	Provide dashboards showing review completion, rating distributions, and trends.	
11.10	Enable continuous feedback and documentation of ongoing check-ins.	
11.11	Support formal Performance Improvement Plans (PIPs) with tracking and documentation.	
11.12	Restrict access to performance data based on role and security permissions.	
11.13	Support electronic sign-off and acknowledgement by employees and managers.	

section xii - recruiting

Does your system include the ability to:

12.01	Create and manage job requisitions with configurable approval workflows.	
12.02	Post job openings to internal career sites and external job boards.	
12.03	Track candidates through all stages of the recruitment lifecycle.	
12.04	Provide a mobile-friendly candidate application experience.	
12.05	Support resume parsing and keyword-based screening capabilities.	
12.06	Enable configurable screening and qualification questions.	
12.07	Schedule interviews and manage interviewer availability.	
12.08	Capture structured interview feedback and evaluations.	
12.09	Generate and manage offer letters with approval routing.	
12.10	Track offer acceptance, declines, and onboarding handoff.	
12.11	Maintain a searchable candidate database and talent pools.	



12.12	Provide recruitment analytics including time-to-fill and source effectiveness.	
12.13	Support EEO, OFCCP, and other hiring compliance requirements.	
12.14	Integrate with background check and assessment vendors.	
12.15	Enable role-based access for recruiters, hiring managers, and interviewers.	

section xiii – Learning and Development

Does your system include the ability to:

13.01	Maintain a centralized catalog of courses, programs, and certifications.	
13.02	Support employee self-service enrollment and course completion tracking.	
13.03	Track learning history, certifications, and completion status per employee.	
13.04	Support multiple learning formats including virtual, in-person, and self-paced.	
13.05	Enable managers to assign mandatory or recommended training.	
13.06	Include the ability for admins to create custom forms, or for employees to upload and track custom assignments.	
13.07	Send automated reminders for upcoming or overdue training.	
13.08	Provide a content catalog or integrate with external learning content providers.	
13.09	Allow employees to define learning goals and development objectives.	
13.10	Provide employees with the ability to identify, manage, and develop their own skills and competencies.	
13.11	Support learning paths aligned to roles, skills, and career progression.	



13.12	Collect participant feedback and course evaluations.	
13.13	Provide reporting on participation, completion rates, and effectiveness.	
13.14	Track continuing education credits and license renewals.	
13.15	Configure eligibility rules, prerequisites, and approvals.	
13.16	Support budget tracking for learning programs and individual development.	
13.17	Restrict access to learning records based on roles and permissions.	

section xiv - compensation administration

Does your system include the ability to:

14.01	Maintain compensation structures including salary bands, pay grades, and job classifications.	
14.02	Track individual employee compensation history including base pay, bonuses, and adjustments.	
14.03	Support merit-based, market-based, and promotion-related salary adjustments.	
14.04	Enable configuration and management of compensation cycles (e.g. annual reviews, mid-year adjustments).	
14.05	Provide compensation planning tools with budget controls and allocation tracking.	
14.06	Integrate with performance management systems to link pay to performance outcomes.	
14.07	Support modeling and scenario planning for compensation decisions.	
14.08	Generate compensation statements for employees outlining total rewards.	
14.09	Ensure compliance with pay equity and transparency regulations.	
14.10	Provide analytics and reporting on compensation trends, pay gaps, and budget utilization.	



14.11	Enable role-based access to sensitive compensation data.	
14.12	Integrate with payroll to ensure accurate execution of approved compensation changes.	

section xv - leave management, time and attendance

Does your system include the ability to:

15.01	Leave Mgmt: Allow employees to submit leave requests through a self-service portal.	
15.02	Leave Mgmt: Enable managers to review, approve, or reject leave requests with notifications.	
15.03	Leave Mgmt: Track various leave types (e.g. vacation, sick, parental, bereavement, unpaid).	
15.04	Leave Mgmt: Automatically calculate and update leave balances based on accrual rules.	
15.05	Leave Mgmt: Support different accrual policies based on employee type, tenure, or region.	
15.06	Leave Mgmt: Display real-time leave balances to employees and managers.	
15.07	Leave Mgmt: Allow employees to view their leave history and upcoming approved leaves.	
15.08	Leave Mgmt: Enable HR to configure leave policies and carryover rules.	
15.09	Leave Mgmt: Integrate with payroll to ensure accurate leave deductions and payouts.	
15.10	Leave Mgmt: Support leave requests for partial days or specific hours, and include the capability to require full days for specific leave types	
15.11	Leave Mgmt: Track leave usage trends and generate reports by employee, department, or leave type.	
15.12	Leave Mgmt: Maintain audit trails of leave requests, approvals, and changes.	
15.13	Leave Mgmt: Allow delegation of leave approval during manager absences.	



15.14	Leave Mgmt: Ensure compliance with labor laws and organizational leave policies.	
15.15	Time & Attendance: Track hours worked including regular time and overtime.	
15.16	Time & Attendance: Integrate with leave management to reflect approved absences in attendance records.	
15.17	Time & Attendance: Support time tracking for remote and hybrid working arrangements.	
15.18	Time & Attendance: Enable automatic calculation of overtime based on jurisdictional rules.	
15.19	Time & Attendance: Track time spent working on different projects, programs, etc.	
15.20	Time & Attendance: Maintain audit trails of time entries and modifications.	
15.21	Time & Attendance: Generate reports on attendance records, absenteeism, and compliance	
15.22	Time & Attendance: Integrate with payroll to ensure accurate compensation based on time worked.	
15.23	Time & Attendance: Allow role-based access to time and attendance data.	

section xvi – on/offboarding

Does your system include the ability to:

16.01	Initiate onboarding or offboarding workflows automatically based on hiring or termination events.	
16.02	Assign tasks to relevant stakeholders (e.g. IT, facilities, managers) with due dates and reminders.	
16.03	Create a seamless migration of data as an applicant transitions from Talent Acquisition, to Onboarding and Employment.	
16.04	Collect required documentation from employees (e.g. tax forms, ID verification, NDAs) through a secure portal.	



16.05	Track completion of onboarding or offboarding steps in real time with status indicators.	
16.06	Provide new hires with access to welcome materials, policies, and training modules.	
16.07	Enable digital signatures for contracts, agreements, and compliance documents.	
16.08	Notify employees and stakeholders of key milestones, deadlines, or missing items.	
16.09	Customize onboarding and offboarding checklists based on role, location, or employment type.	
16.10	Restrict access to sensitive onboarding/offboarding data based on user roles.	
16.11	Generate reports on onboarding duration, task completion rates, and exit reasons.	
16.12	Store completed forms and documents in the employee's digital file for compliance.	
16.13	Audit all workflow actions and document submissions for legal and policy compliance.	
16.14	Support rehire workflows with streamlined processes for returning employees.	

section xvii – pricing

17.01	License Model	
17.02	Data Conversion Cost	
17.03	Implementation Cost Model	
17.04	Maintenance and Support and Any Other On-Going Costs	
17.05	Do you provide discounts for non-profit / government entities?	
17.06	Average License Deal	
17.07	Average Implementation Cost	



17.08	Average Implementation time frame	
17.09	Training Hourly Rate (technical/end user)	

Submission Requirements

Process Timeline: May 13 through June 24, 2026

Posting of Request for Proposal: May 13, 2026

Deadline for Proposal Submission: May 28, 2026

Demos with Finalists: June 3 through June 17, 2026

Anticipated Decision Date: June 24, 2026

Electronic responses to this request for proposal must be received by CHFA no later than 4:00pm, Mountain Time, on Thursday, May 28, 2026, to the following email address:

Meghan Gagliano
Senior Human Resources Business Partner
mgagliano@chfainfo.com

Note: The email Subject line must be **“RFP – Human Capital Management and Payroll System.”**

Requests for additional information and/or questions and requests for clarification may be sent, via email, to humanresources@chfainfo.com. **All such communications must be received by 4:00pm on May 26, 2026.** All questions, as well as responses, will be posted in the Requests for Proposal section of CHFA’s website, www.chfainfo.com/Pages/rfps.aspx.

1. CHFA and the selected vendor will enter into a contract, describing the terms and conditions of the services to be performed, including vendor compensation.
2. All submitted proposals become the sole and exclusive property of CHFA.
3. As a political subdivision of the State of Colorado, CHFA is subject to the Colorado Open Records Act (CORA) C.R.S. §§ 24-72-201, et seq., which requires CHFA to permit inspection and copying of certain public records. Responders to this RFP (each a “Respondent”) acknowledge and agree that, **notwithstanding anything contained therein or in any transmittal**, all documents submitted to CHFA pursuant to this RFP are not considered confidential or proprietary in any way and may be subject to inspection by the public. By submitting a proposal, Respondents expressly authorize CHFA to disclose such proposals and any related information at



CHFA's sole discretion. Respondents should not include any information deemed privileged or confidential in their responses.

4. CHFA is subject to C.R.S. 8-17.5-102, which provides that, unless there is an applicable exclusion, Colorado state agencies and political subdivisions may not enter into, or renew, a contract for services (labor, time or effort, not involving a specific product) with a contractor who knowingly employs or contracts with an illegal alien to perform work under the contract or who knowingly contracts with a subcontractor who knowingly employs or contracts with an illegal alien. Therefore, if a contract is a public contract for services, the vendor must certify that the vendor does not knowingly employ or contract with an illegal alien; and that the vendor participates in either the Department of Homeland Security/Social Security Administration E-Verify Program or the State of Colorado Department of Labor and Employment Program. Further, there are required contract provisions relating to the vendor's agreement to not knowingly employ or contract with any illegal aliens.
5. Additional information that is reasonably necessary for CHFA to fairly and comprehensively evaluate proposals may be enclosed with a proposal, as long as such information clarifies or substantiates written responses.
6. During the evaluation and decision process, CHFA may request additional information or clarifications from responders. At its discretion, CHFA may request certain responders to make oral presentations.
7. CHFA shall not be liable for any expenses, including travel expenses related to preparation of the proposal, any due diligence by the responder and/or CHFA, and the contract negotiation process.
8. CHFA reserves the right to reject any or all proposals after reviewing all responses to this RFP. CHFA is not required by law to conduct this RFP and reserves the right to cancel or withdraw this RFP at any time and for any reason. CHFA reserves the right to reissue a new RFP for the same or similar services or to postpone proposal deadlines for its own convenience.
9. CHFA is committed to diversity and inclusion with its suppliers to meet the growing needs of its customer base. CHFA staff understands that the purchasing decisions that we, and our vendors make, can impact the community we serve through People, Planet, Purpose, and Price. The four-"P" (4P) procurement standards are embedded in our vendor diversity standards to ensure we are reducing the environmental impact of our purchasing decisions and expanding our diversity outreach, while maximizing the purchasing value of our funds.
10. This RFP and the resulting contract shall be governed by the laws of the State of Colorado and venues for any actions shall lie exclusively in Denver, Colorado. By submitting a response to this RFP, Respondent irrevocably submits to the exclusive personal jurisdiction of the courts located in the City and County of Denver.
11. Written approval from CHFA must be obtained for any media releases regarding an award of the contract by CHFA.



12. By submitting a proposal, Respondent agrees to waive any claim(s) it has or may have against CHFA and/or any of the current or former CHFA directors, officers, board members, employees, or agents arising out of or in connection with (1) the administration, evaluation, disclosure, or recommendation of any proposal (2) waiver of any requirement under this RFP, (3) acceptance or rejection of any proposal, and (4) award of the contract.