

**ADAMS COUNTY, COLORADO  
PURCHASE OF SERVICE AGREEMENT**

THIS AGREEMENT ("Agreement") is made this 11<sup>th</sup> day of SEPTEMBER 2016, by and between the Adams County Board of County Commissioners, located at 4430 South Adams County Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," and **SHILOH HOUSE**, located at 6588 W. Ottawa Avenue, Littleton, Colorado 80128, hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties".

The County and the Contractor, for the consideration herein set forth, agree as follows:

1. **SERVICES OF THE CONTRACTOR:**

- 1.1. All work shall be in accordance with the attached RFP 2016.320 and the Contractor's response to the RFP 2016.320 attached hereto as **Exhibit A**, and incorporated herein by reference. Should there be any discrepancy between Exhibit A and this Agreement the terms and conditions of this Agreement shall prevail.
- 1.2. **Emergency Services:** In the event the Adams County Board of County Commissioners declares an emergency, the County may request additional services (of the type described in this Agreement or otherwise within the expertise of the Contractor) to be performed by the Contractor. If the County requests such additional services, the Contractor shall provide such services in a timely fashion given the nature of the emergency, pursuant to the terms of this Agreement. Unless otherwise agreed to in writing by the parties, the Contractor shall bill for such services at the rates provided for in this Agreement.

2. **RESPONSIBILITIES OF THE COUNTY:** The County shall provide information as necessary or requested by the Contractor to enable the Contractor's performance under this Agreement, as referenced in Section 1 above.

3. **TERM:**

- 3.1. **Term of Agreement:** The initial term of this Agreement shall be for one (1) year from the date of execution, unless sooner terminated as specified elsewhere herein.
- 3.2. **Extension Options:** The County, at its sole option, may offer to extend this Agreement as necessary for up to two (2) option year extensions providing satisfactory service is given and all terms and conditions of this Agreement have been fulfilled. Such extensions must be mutually agreed upon in writing by the County and the Contractor.

4. **PAYMENT AND FEE SCHEDULE:** The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for those services, in an amount of **One hundred-sixty-two thousand, five-hundred dollars and no cents (\$162,500.00).**

4.1. Payment pursuant to this Agreement, whether in full or in part, is subject to and contingent upon the continuing availability of County funds for the purposes hereof. In the event that funds become unavailable, as determined by the County, the County may immediately terminate this Agreement or amend it accordingly.

5. **INDEPENDENT CONTRACTOR:** In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts, and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. **Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.**

6. **NONDISCRIMINATION:** The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause. Adams County is an equal opportunity employer.

6.1. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

7. **INDEMNIFICATION:** The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property, caused or sustained by any person(s) as a result of the Contractor's performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or failure to perform pursuant to the terms of this Agreement.

8. **INSURANCE:** The Contractor agrees to maintain insurance of the following types and amounts:

8.1. **Commercial General Liability Insurance:** to include products liability, completed operations, contractual, broad form property damage and personal injury.

8.1.1. Each Occurrence: \$1,000,000

8.1.2. General Aggregate: \$2,000,000

- 8.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.
- 8.2.1. Bodily Injury/Property Damage: \$1,000,000 (each accident)
- 8.2.2. Personal Injury Protection: Per Colorado Statutes
- 8.3. Workers' Compensation Insurance: Per Colorado Statutes Not Applicable.
- 8.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services, as applicable.
- 8.4.1. Each Occurrence: \$1,000,000
- 8.4.2. This insurance requirement applies only to Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.
- 8.5. Adams County as "Additional Insured": The Contractor's commercial general liability, and comprehensive automobile liability insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured," and shall include the following provisions:
- 8.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.
- 8.5.2. The insurance companies issuing the policy or policies shall have no recourse against the County for payment of any premiums due or for any assessments under any form of any policy.
- 8.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.
- 8.6. Licensed Insurers: All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.
- 8.7. Endorsement: Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.
- 8.8. Proof of Insurance: At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage's or policies required under this Agreement.

**9. WARRANTY:**

The Contractor warrants and guarantees to the County that all work, equipment, and material furnished under the Agreement are free from defects in workmanship and materials for a period of one year after final acceptance by the County. The Contractor further warrants and guarantees that the plans and specifications incorporated herein are free of fault and defect sufficient for Contractor to warrant the finished product after completion date. Should the Contractor fail to proceed promptly in accordance with this guarantee, the County may have such work performed at the expense of the Contractor. This section does not relieve the Contractor from liability for defects that become known after one year.

**10. TERMINATION:**

10.1. For Cause: If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.

10.2. For Convenience: The County may terminate this Agreement at any time by giving written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If this Agreement is terminated by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under this Agreement, less payments previously made to the Contractor under this Agreement.

**11. MUTUAL UNDERSTANDINGS:**

11.1. Jurisdiction and Venue: The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be in Adams County, Colorado.

11.2. Compliance with Laws: During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, the Clean Air Act (42 U.S.C. 7401-7671q), and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, and that no violation of such provisions are present. Contractor warrants that it is in compliance with the residency requirements in §§ 8-17-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

11.3. OSHA: The Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable

federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.

- 11.4. Record Retention: The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized federal, state, or County personnel.
- 11.5. Assignability: Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written consent of the County.
- 11.6. Waiver: Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.
- 11.7. Force Majeure: Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.
- 11.8. Notice: Any notices given under this Agreement are deemed to have been received and to be effective: (1) three (3) days after the same shall have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery; or (3) immediately upon receipt of confirmation that an E-mail was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

**County:**

Department: Adams County Human Services Children and Family Services  
Contact: Eddie Valdez, Contract Specialist  
Address: 7401 North Broadway  
City, State, Zip: Denver, Colorado 80221  
Office Number: 303.412.5089  
Email: [evaldez@adcogov.org](mailto:evaldez@adcogov.org)

Department: Adams County Purchasing Division  
Address: 4430 South Adams County Parkway, Suite C4000A  
City, State, Zip: Brighton, Colorado 80601

Department: Adams County Attorney's Office  
Address: 4430 South Adams County Parkway  
City, State, Zip: Brighton, Colorado 80601

**Contractor:**

|                   |  |  |
|-------------------|--|--|
| Company:          | Shiloh House   |  |
| Contact:          | Austin Topolnicki<br>Chief Operating Officer                                 | Steven Ramirez, Chief<br>Executive Officer                           |
| Address:          | 6400 W. Coal Mine Avenue   | 6588 W. Ottawa Ave   |
| City, State, Zip: | Littleton, Colorado 80123  | Littleton, Colorado 80128  |
| Office Number:    | 303.932.9599 x 328   | 303.933.1393   |
| E-mail:           | <a href="mailto:atopolnicki@shilohhouse.net">atopolnicki@shilohhouse.net</a> | <a href="mailto:StevenRamirez@gmail.com">StevenRamirez@gmail.com</a> |

11.9. Integration of Understanding: This Agreement contains the entire understanding of the parties hereto and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by the parties hereto.

11.10. Severability: If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.

11.11. Authorization: Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.

**12. CHANGE ORDERS:**

12.1. Change Orders: The County from time to time, may require changes in the scope of the services of the Contractor to be performed herein including, but not limited to, additional instructions, additional work, and the omission of work previously ordered. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the request for proposal, or, if no provision exists, pursuant to the terms of the Change Order.

**13. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08:** Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended May 13, 2008, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

13.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.

13.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

- 13.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 13.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.
- 13.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.
- 13.6. If Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- 13.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- 13.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

**14. SUPPLEMENTAL FEDERAL PROVISIONS- (FFATA)**

State of Colorado Supplemental Provisions for Federally Funded Contracts, Grants, and Purchase Orders Subject to The Federal Funding Accountability and Transparency Act of 2006 (FFATA), As Amended Revised as of 3-20-13. Per Exhibit A reference.

**CONTRACTOR'S CERTIFICATION OF COMPLIANCE**

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

**CONTRACTOR:**

Shiloh House  
Company Name

8/18/16  
Date

Steven Ramirez  
Signature

Steven Ramirez  
Name (Print or Type)

CEO  
Title

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering



**Signature Page**

IN WITNESS WHEREOF, the Parties have caused their names to be affixed hereto.

**BOARD OF COUNTY COMMISSIONERS  
ADAMS COUNTY, COLORADO**

By: Steven J. Adonisio  
Chair

Date: 9/6/16

**CONTRACTOR  
SHILOH HOUSE**

By: Steven Ramirez  
Name (Print or Type)

Date: 8-18-16

Steven Ramirez  
Authorized Signature

Title: CEO

Attest:  
Stan Martin, Clerk and Recorder

Channa  
Deputy Clerk

APPROVED AS TO FORM:  
Adams County Attorney's Office

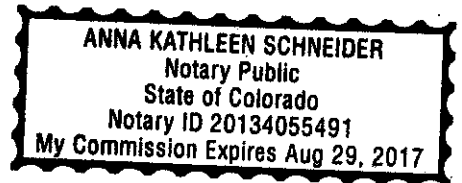
By: [Signature]  
Attorney's Signature

NOTARIZATION:  
COUNTY OF Jefferson )  
STATE OF Colorado )  
SS.

Signed and sworn to before me this 18<sup>th</sup> day of August, 2016,

by Steven Ramirez,  
Notary Public A Schneider

My commission expires on: 8-29-17



**ATTACHMENT A**  
(All Documents following this page of the Agreement)

Attachments:

1. BAFO, dated June 1, 2016
2. Proposal, dated April 21, 2016
3. Offeror's Certification of Compliance
4. Offeror's Signature Page

The remainder of this page left blank intentionally



**Shiloh House**

Community - It's what we are, it's where we are.

June 1, 2016

Heidi Ellis  
Adams County Finance Department  
4430 South Adams County Parkway  
4<sup>th</sup> Floor, Suite C4000A  
Brighton, CO 80601-8212

Subject: Response to Additional Clarification Questions, Dated May 31, 2016. RFP 2016.320 Comprehensive Parenting Time Services

1. Question: Please clarify if you can provide a rate for visits with transports and visits without transports? If not, please provide your fee structure for this service.

Response: Providing transportation is often a necessary element for visitation service to be successful. The amount of time that a youth is in the care and supervision of a Shiloh House staff member while being transported, is time billable at the same hourly rate as the visitation service being provided.

2. Question: If the number of hours for Option B and Option C were less, would this impact your hourly rate? Using the estimated yearly visitation hours of 2,500, please provide your fee structure for this service.

Response: In general, providing a higher number of service hours is more economical because allocated costs can be spread out further. If the number of hours for Option B and Option C were decreased, the percentage of allocated cost per service hour would increase, therefore increasing our cost to provide the service. As the cost for us to provide the services increases, our rate may need to be adjusted.

Using the estimated yearly visitation hours of 2,500, the rate for Option B would increase approximately 9%, rounding down; the rate would be \$65/hour. The rate for Option C would remain at \$85/hour.

Sincerely,

Austin Topolnicki  
Chief Operating Officer



**Shiloh House**

Community - It's what we are, it's where we are.

May 23, 2016

Heidi Ellis  
Adams County Finance Department  
4430 South Adams County Parkway  
4<sup>th</sup> Floor, Suite C4000A  
Brighton, CO 80601-8212

Subject: Response to Clarification Questions – RFP 2016.320 Comprehensive Parenting Time Services

1. Please clarify if your submitted fees for coordination of parenting time include contacting the families, foster parents, and or kinship providers to figure out available or desirable times for scheduling visits. If not, please provide your fee structure for this service.

Response: Coordination of the parenting time services, including phone calls and emails with families, foster parents, kinship providers, and/or guardians, to schedule visits is included in the submitted fee structure.

2. If the number of hours for Option B and Option C were less, would this impact your hourly rate?

Response: In general, providing a higher number of service hours is more economical because allocated costs can be spread out further. If the number of hours for Option B and Option C were decreased, the percentage of allocated cost per service hour would increase, therefore increasing our cost to provide the service. As the cost for us to provide the services increases, our rate may need to be adjusted.

3. Please clarify your turnaround between the referral and when you would contact the worker and family/kin/foster parent to determine the availability of the families. Include how you would keep everyone updated as to the status until they came in?

Response: The first contact attempt with the worker and the family/kin/foster parent should occur within 24 hours from the time the referral authorization has been verified, excluding weekends and holidays. While Shiloh House will strive to reach the 24 hour goal 100% of the time, to account for anomalies, Shiloh House commits to reaching the 24 hour goal for the first contact attempt at least 80% of the time, and 48 hours at least 95% of the time. Additionally, ongoing communication with the involved parties will occur frequently, to ensure good continuity of care.

Sincerely,

Austin Topolnicki  
Chief Operating Officer

**A. Agency Information**

**1. Provide detailed information regarding the company's qualifications to meet the County scope of work for this project.**

Shiloh Home, Inc. (DBA Shiloh House) has worked with county and government agencies for 28 years, providing residential, day treatment, outpatient, and community based services to youth and families throughout Colorado. Shiloh House programs are Colorado State licensed and accredited through the Council on Accreditation. Shiloh House is committed to serving youth and families in the community where families can actively participate in treatment to help prevent out of home placement. Shiloh House assists youth and families in achieving the goal to return home or establish permanency when out of home placement has become necessary.

Shiloh House is currently contracted to provide supervised visitation in a community setting, in-home behavior coaching, Life Skills, and in-home family therapy, for families in Adams County. In addition, Shiloh House maintains residential beds under contract with Adams County, and leases a facility located at 8451 Delaware St. to the Adams County Internal Treatment Team. Shiloh House is a preferred provider for the counties of Adams, Arapahoe, Denver, Douglas, Jefferson, and Weld.

**2. Provide Company's experience and background information including years in business, and similar projects completed that demonstrate offeror's ability to provide the full services listed in the scope of work. List the projects and indicate the length of each service and the budget.**

Steven and Vicki Ramirez founded Shiloh House in January 1985 after purchasing the program from an organization where they had served as Assistant Directors for the previous six years. They started with one home, sixteen boys, and six staff members. In March of 1987, an on-grounds school was established in Littleton to address the educational needs of emotionally disturbed youth and provide greater continuity of care. Today Shiloh House provides services to both boys and girls and operates 14 separate facilities, including five Colorado Department of Education approved schools to serve all of our facilities. Shiloh House primarily serves Colorado youth and families, by providing residential care, educational programming, day treatment, life skills services, home based intervention, sexual abuse treatment, family and individual therapy, mental health services, supervised therapeutic visitation, and other wrap-around services. We strongly believe in building a circle of support around each youth in our care while working closely with families and social services personnel. Our approach is based on over 30 years of experience creating an environment where wounds begin to heal, relationships are built or restored, and new possibilities are created.

**Mission Statement:** Shiloh House offers nurturing, therapeutic and educational services to empower youth and families to overcome the impact of abuse, neglect and trauma. Through guidance, clinical intervention and advocacy, Shiloh House meets the needs of the community while respecting the diversity of youth and families. Clinicians at Shiloh House provide intensive therapeutic services individually with clients, as well as family

and group services, case management, outpatient, transition and crisis intervention services. Clinicians hold a Master's Degree in Social Work or a Master's Degree in a related field with experience working with emotionally disturbed adolescents and their families. Clinicians are licensed, or under the supervision of a licensed clinician. In addition, clinicians who work with youth with problematic sexual behavior are associate level or full operating level SOMB providers.

Counselors provide direct care to youth participating in therapeutic programs through Shiloh House. They are responsible for daily documentation, behavior management, teaching social and life skills to clients and integrating goals identified in clients' treatment plans in day to day tasks, so that clients can successfully reintegrate into the community. Counselors must have a Bachelor's Degree in a human services related field or 2 years of education with 2 years experience in a human services related field. Experience may be substituted for a Degree in some areas.

Administrators at Shiloh Houe specialize in their area of expertise including residential services, human resource management, clinical, educational and financial services. Each position has specific educational and experiential requirements depending on the particular department or service. Shiloh Home Administrators also serve as liaisons to the community and to other professionals in the field.

Shiloh Academy is accredited through the Colorado Department of Education, and is AdvancED accredited. Shiloh Academy operates under the following licensing numbers: 99724, 1612906, 1588987, 1539981, and 1673169.

Shiloh Home, Inc. is licensed by the State of Colorado, Department of Human Services and provides core services under the following license numbers: 54169, 20335, 70967, 1539982, 1528492, 1588986. Shiloh Home, Inc. has been COA accredited since 1998.

**Supervised Visitation:**

Supervised Visitation services provided by Shiloh House to Adams County families include a parenting assessment which highlights strengths, needs, and risks of each parent. The results of the parenting assessment are used to guide the Family Coach in designing a service plan to provide the level of support and supervision needed by the parent. Supervised Visitation may include feedback and interventions by the family coach during the visit to role model and assist the family in developing improved parenting skills. The primary purpose of the Family Coach is to ensure the safety of the child. Supervised visits may occur in community based locations such as parks, libraries, restaurants, museums and many other approved and appropriate locations, including the client's home. This flexibility allows families to meet in environments that promote bonding and child development. The decision to provide community based, supervised visits is determined by feedback from the multi-disciplinary team. Supervised Visitation includes parent education regarding the developmental needs of the children, and

parent skill development. Family Coaches also provide supervised visitation at the Family Engagement Center (FEC) Located at 6400 Kearney Street, Commerce City CO. The facility provides comfortable, safe, home like visitation space. The Family Engagement Center offers 5 comfortable rooms for confidential visitation. Families have access to fully functioning kitchens and a living room or dining room area which can also be used for visits. This facility offers outdoor meeting space and a playground area. All parties in attendance must be pre-approved by the multi-disciplinary teams. The Family Coach will meet with the visiting parent 15 minutes before and after each visit to discuss goals and provide feedback, making it easier for parents to identify progress and areas for continued support or growth. Supervised visitation typically lasts between one to three months. Supervised visitation appointments can occur between the hours of 8:30 AM and 8:00 PM, Sunday through Saturday.

The Adams County Internal Treatment Team utilizes the Family Engagement Center for Nurturing Parenting Groups, which allows parent education and directed parent child interactions to happen in a home-like environment.

Shiloh House also provides monitored visitation. Clients meet at the FEC and utilize the family friendly living spaces to visit. A Family Coach will be on site to provide support when and if needed. This level of visitation is a step down from supervised visits and a step toward unsupervised visitation.

**Therapeutic Parenting Time:**

Shiloh House would be pleased to provide Therapeutic Parenting Time to Adams County families working with the Department of Children and Family Services. Therapeutic Parenting Time provides a clinically guided, goal focused therapeutic time for the parent and child within the supervision and therapeutic intervention, training, and skill building of the Master's level parenting therapist. For those parents and families who struggle with the impact of mental health issues on their parenting abilities, a more intensive parenting time training and experience through the Therapeutic Parenting Time program is appropriate.

Following the initial clinical assessment and observation, the parent and Parenting Therapist will collaborate to identify specific psycho-education and skill building areas, and develop the goals and tasks for each of the parenting time sessions. In each therapeutic parenting session, the therapist and the parent will meet 15 minutes prior to the visit to review previous session progress, the mutually agreed upon desired skills, the goals of the current session, and the specific tasks for the current session. Parents will then engage in a natural interaction time with the child.

If during the session, the therapist believes a short helpful intervention, role modeling, discussion, or counseling would be beneficial they will engage the parent in this learning process. Following the parent-child time together the therapist and the parent will meet for 15 minutes to review the session, discuss the parents emotional state and mental health impact, provide feedback, discuss the parents' observations and awareness of their child's needs and functioning, discuss frustrations or skills that the parent has identified as needing, and establish a plan for the next session. Therapeutic Parenting Time can occur in-home, in-community, or in-office. The Therapeutic Parenting Time ranges from 4-16 weeks on average with 2 – 4 hours per week.

Within the context of the clinical review of the family structure, family dynamics, parental mental health, and clinical assessment and diagnostic information; the Therapeutic Parenting Time Therapist engages the parents in goal focused, supervised parent-child visitation. Some of the clinically based goals include:

1. Psycho-education for the parents, to increase understanding of good mental health, and how mental health is shaped.
2. Psycho-education for the parents to improve understanding of the impact of trauma on the developing brain.
3. Psycho-education for the parents to aid in understanding their own family history and the impact of their childhood experiences on their parenting styles, the ability to have empathic understanding of their child and his/her needs, their parent-child conflict management tendencies, and how insight into their own experience can help them modify their parenting attitudes and styles.
4. Psycho-education for the parents related to healthy attachment and bonding.
5. Psycho-education for the parents on the importance of building resiliency into their children, and how to develop these protective factors.
6. The parent will also learn and practice the skills to meet their child's needs within their unique family structure and culture, while in a real life environment.

The Therapeutic Parenting Therapist will utilize the following methods:

1. Preparing the parents for the visitation experience, including preparation for the child's needs, the reality of emotional feelings of the parent, the possible reactions to the visit, and coping strategies for making the visit successful in meeting the child's needs.
2. Teaching active parenting techniques vs. passive parenting.
3. Helping the parents to identify their labels, emotional reactions, and negative perceptions of the child that may interfere with positive parenting.
4. Helping the parents identify the goals for the visitation that will meet their children's needs and helping the parent design the activities and structure of visitation time.



5. Teach and role model positive interaction with children as well as appropriate correction techniques, and provide psycho-education to increase understanding of how a parent's childhood discipline experiences shape their understanding of appropriate discipline.
6. Parenting Therapists utilize activities to model positive interaction with children. The Parenting Therapists will use books, games, crafts, and creative play to teach clients. These activities, combined with the use of Parenting Specialist intervention, and the use of teachable moments will assist parents in learning to recognize their children's needs, develop nurturing interactions, and cultivate appropriate responses to the child's cues. Parenting Therapists will also step in to model age appropriate discipline and consequences to help parents correct unhealthy or inappropriate behaviors.
7. Parenting Therapists will engage the parents and validate their roles, acknowledging the parents' strengths. Pre and post meetings will be held with the parents to prepare and debrief each visitation.
8. Parenting Therapists will reinforce and support the parents as they respond to their child to meet his or her needs.
9. Therapeutic Parenting Time will increase parental awareness of children's basic and emotional needs. Parenting Therapists help parents recognize what feelings are expressed in their child's behaviors, and how to respond in a way that nurtures the child and is developmentally appropriate. Throughout this process, the Parenting Specialist will assist parents in strengthening the parent-child bond and healthy attachment.
10. Therapeutic Parenting Time will provide parents with information regarding age appropriate child development, attachment, and its significance.
11. Parenting Therapists focus on the family strengths by directing intensive services that support and strengthen the family and protect the child.
12. All Shiloh House services are provided from a family engagement, strength-based, trauma informed foundation.

Shiloh House has partnered with the Adams County Department of Human Services to provide the following services:

1. **Beyond the Walls- Life Skills Transitional Resource Network:** Transitional coaching for youth 16-26 - Beyond the Walls assembles the circle of support, and network of resources that exists naturally in local communities. Young people build a plan by assessing where they are currently and their goals for the future. The youth who participate in Beyond the Walls will have the opportunity to work with a Life Transitions Coach to identify their needs, set goals, and connect them with our

Community Partners Network. Our Community Resource Network then links young people to opportunities and experience to help them in reach their goals.

2. **In-Home Life Skills:** The mission of Shiloh Home's Life Skills services is to provide services that support and strengthen the family, provide guidance and information to allow self-sufficiency, and create a safe, nurturing environment for children. Shiloh Home's Life Skills coaches focus on the individual needs of the family and the goals set forth in the treatment plan. The Life Skills coach will keep the family's County case worker and all other professionals involved, updated on objectives, progress, and issues in the case on a regular basis. The in-home life skills coaches are available on a very flexible schedule including evenings and weekends.
3. **Shiloh House Community Based Treatment Serving Youth with Problematic Sexual Conduct:** Shiloh House provides home and community based services for youth ages 8-18 and their families who are struggling with a wide variety of Problematic Sexual Conduct. The Shiloh House Community Based Treatment for Problematic Sexual Conduct includes 4 hours per week of in-home SOMB Masters level treatment and 10 hours per week of BA level in-home training, coaching and accountability targeting safe and healthy sexual behavior life skills. The offense specific life skills coaches will reinforce the parents in the skill areas necessary for ensuring the care and wellbeing of their children, as well as treatment success for the youth with Problematic Sexual Conduct. The offending youth will also participate in weekly offense specific group therapy with peers who share similar Problematic Sexual Conduct. Offense specific assessment will be provided including psychosexual, and polygraph services. Case management services and communication are also provided by Shiloh House staff to ensure MDT member collaboration. Following an initial assessment, an individualized treatment plan will be completed for each youth and family and will be modified as needed during the course of services with approval by the MDT. Length of service is 6-8 months.
4. **Day Treatment Services:** Shiloh Home, Inc. Day Treatment services are available to youth between 7 to 18 years of age who are proficient in speaking English. The program is specifically designed for those youth who demonstrate a pattern of maladaptive behaviors that interfere with their adaptive community functioning and who are not at greater risk for out-of-home removal. The program focuses on skills development where the youth recognizes his maladaptive behaviors and associated thinking errors and where the use of a greater repertoire of positive social skills and adaptive coping skills is supported. The referred youth practices these new cognitive and behavioral skills with peers and teachers in the Shiloh's program, in group therapy with their family and in the community at large. Progressions though the program is assisted by a feedback system in which the youth's behavior and quality

of work on phase projects at Shiloh and at home is tied to his program privileges. Forward movement through the program also involves successful completion of written and behavioral assignments and the development of a relapse prevention plan.

5. **Sex Abuse Individual and Family Treatment:** Therapeutic intervention designed to address issues and behaviors related to sexual abuse victimization, sexual dysfunction, sexual abuse perpetration, and to prevent further sexual abuse and victimization. Shiloh Home practices the best standards of care and emphasizes implementation of evidence-based treatment practices. Shiloh Home adheres to the SOMB Guidelines and Standards. Risk assessment will be addressed through the Juvenile Sex Offender Assessment Protocol (JSOAP), on-going team and family collaboration, treatment progress and team members input, behavioral observation within all arenas of the client's life (home, school, job, social, community). Adjunct referral for polygraphs, arousal measurement, psychological services and psychiatric services are made as deemed necessary and appropriate. Therapy adheres to the Colorado Sex Offender Management Board's Standards and Guidelines for the Evaluation, Assessment, Treatment and Supervision of Juveniles.
6. **Mental Health Services Individual and Family Therapy:** As a component of the after-care plan for youth in the residential program, Shiloh Home provides individual and family therapy services to ensure a successful transition for youth who are returning home. In addition, Shiloh Home provides clinical services to individuals and families to address clinical presenting issues which provide challenges to the individual or family with the goal of preventing out of home placements. With early intervention with complex mental health presenting areas, we believe that the individual and/or family system can be strengthened and as a component of a larger plan will be helped to successfully and safely remain in the community and within the family system. These services can be provided in the office or in the home. Evidence based services include TF-CBT, and EMDR.
7. **Family Engagement Services:** Family Team Meetings involve family and professionals to review safety issues, as well as other risks that must be managed. Identifying strengths and traditions and providing the opportunity to discuss services that can build on existing strengths and enable the family to manage risk empowers the family to make informed decisions on their own behalf. The process is designed to encourage active participation from the family with the goal of preserving and strengthening the family. Inclusion of community organizations that can provide ongoing resources for the family once Human Services agencies are no longer needed provides the family with lasting, community connections.

8. **Informed Supervision Training:** Shiloh Home offers a 10 hour parent/caregiver education during 4- 6 weeks, consistent with SOMB Informed Supervision Guidelines. The Informed supervision training is consistent with SOMB standards by a Shiloh staff who is trained in Informed Supervision and supervised by an SOMB qualified supervisor.
9. **RCCF Services:** Shiloh House offers a continuum of therapeutic, trauma informed services for males and females ages 5 to 17 years. Our residential programs are located in smaller, home-like settings and address a broad range of emotional and behavioral problems while teaching life skills, providing quality educational services, and helping youth build healthy relationships with their families and their communities. RCCF services are designed to cultivate success when youth leave our program and transition into the community. Many youth continue to receive day treatment, in-home services, outpatient therapy or other non-residential services to ensure successful transitions to less-restrictive environments.

**B. Key Personnel:**

**1. Monitored and Supervised Visitation**

This program will be supervised by the Community Outreach Services Supervisor. Qualifications for this position will include at minimum a BA in a Human Services related field and three years experience. This position will receive supervision from an MA/MSW level Therapist. The Community Outreach Services Supervisor will provide ongoing training and supervision for Community Outreach Services employees including Supervised Visitation Coaches.

Supervised Visitation Coaches will have at minimum at BA in a Human Services related field. These coaches will provide supervision and guidance to parents visiting their children in the community and at the Shiloh House Family Engagement Center. They will be responsible for documentation of visits and providing monthly reports to Caseworkers as well as sharing any pertinent information with the Caseworker between the monthly reports.

| <b>Community Outreach Services Team</b> |  |                    |                   |
|---|--|--------------------|-------------------|
| <i>Name</i>                             | <i>Position</i>                        | <i>Credentials</i> | <i>Experience</i> |
| <b>Melissa Larcom</b>                   | Clinical Director                      | MA, LPC            | 18 years          |
| <b>Bridget O'Hayre</b>                  | Community Outreach Services Supervisor |                    | 13 years          |
| <b>Lara Day</b>                         | Lead Life Skills Coach I               | BA                 | 4 years           |
| <b>Donnie Hill</b>                      | Life Skills Coach                      | BS, BA             | 10 years          |
| <b>Kevin Taylor</b>                     | Life Skills Coach                      | BS                 | 4 years           |
| <b>Amanda Francis</b>                   | Life Skills Coach                      | MA, BS             | 5 years           |

**2. Therapeutic Parenting Time**

Therapists will have at minimum a Masters degree and will be licensed in their fields of expertise, or will be supervised by a licensed clinician.

Parenting Therapists will be responsible for direct supervision of visits, directing therapeutic intervention, and documenting progress toward therapeutic visitation goals. These positions will be required to share information with Caseworkers in the form of monthly reports, and direct communication regarding relevant information between monthly reports. The Therapeutic Parenting Time program will be supervised by an MA/MSW level employee with experience working in the field of Human Services.

**Therapeutic Parenting Time Team**

| <i>Name</i>               | <i>Position</i>     | <i>Credentials</i> | <i>Experience</i> |
|---------------------------|---------------------|--------------------|-------------------|
| <b>Melissa Larcom</b>     | Clinical Director   | MA, LPC            | 18 years          |
| <b>Chelise Hopperstad</b> | Clinical Supervisor | MSW, LCSW          | 6 years           |

**3. Requirements of all personnel**

All personnel will be expected to protect confidential information pursuant to the requirements of the state and federal law, and will provide and maintain a secure environment to ensure confidentiality of all documents and information. This will include all protected health information (PHI), pursuant to the Health Insurance Portability and Accountability Act (HIPAA).

All employees will be subject to FBI and/or CBI background checks as required by law.

All employees are considered Mandated Reporters.

All employees are accountable to understand and comply with state and federal laws as they apply to services provided on behalf of Shiloh House.

**4. Hours dedicated to this project**

Supervised Visitation Coaches and therapists work up to 40 hours per week, providing visitation services based on referrals. The Program Supervisor or Project Manager is also a full time employee and will dedicate the time needed to ensure the needs of youth, families, and the Department of Human Services are met on an ongoing basis.

**C. Reporting, Documentation, and Accounting Systems:**

1. For services outlined in this application, RFP 2016.320, a summary of each session is documented on a Progress Note (case management note) at the time of service.

Progress Notes are used to generate the monthly report which outlines the progress toward goals along with other reporting items. Monthly reports are provided to the MDT by the 15th day of the subsequent month. Staff will complete incident reports for misconduct or criminal behavior in compliance with Adams County policy. Staff receive training on the expectations related to documentation including when and how information may be shared, the types of information that must be documented, and how documentation is stored. Shiloh House stores information digitally in a Client Records Tracking System (CRTS). This program offers the ability to query data for outcomes, patterns of behavior, and goal measurement. Information from data tracking and outcomes is shared only after procuring an appropriate release of information.

2. Included in any supervised visitation or therapeutic parenting services is the participation in staffings as needed by the Department of Human Services. If a Supervised Visitation Coach or Parenting Therapist has concerns about interactions between a parent and his or her child, that employee will notify the Caseworker immediately so that safety concerns can be identified, and a plan can be put in place to manage risks or resolve barriers to successful parenting.
3. Billing will be submitted pursuant to the "Trails" billing system, or as otherwise established by the ACHSD, and will be submitted by the twelfth (5th) day following the month in which services are rendered. Shiloh House has extensive experience managing contracts with federal funding, and upholds all reporting requirements.
4. The Shiloh House Corporate Office, located at 6588 W. Ottawa Ave, Littleton, CO 80128 has been assigned DUNS number 014300343.



# Shiloh House

Community - it's what we are, it's where we are.

## COMMUNITY OUTREACH SERVICES SUPERVISED VISITATION

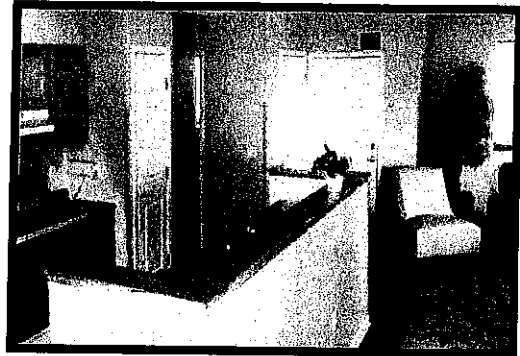
### COMMUNITY OUTREACH SERVICES

#### SUPERVISED VISITATION

During supervised visitation sessions, Life Skills Coaches demonstrate parenting techniques and responses that are age appropriate for the children within the family. This applied learning approach helps parents build skills they may not have previously had the opportunity to learn, and increases the confidence they feel in their ability to meet the needs of their children. Life Skills Coaches teach parents effective, age-appropriate discipline techniques such as limit setting, establishing natural and logical consequences, healthy boundaries, consistent structure and routine, and how to create goals that are appropriate for the age and cognitive ability of each child.

Our Community Outreach Services program offers families an opportunity to enjoy discrete and comfortable supervised visitation at the Family Engagement Center. Visitation may also take place at pre-approved community locations or even within the home. A professional Life Skills Coach will be available for any questions, as well as to ensure child safety and quality of visitation.

Meals offer a significant time for family bonding and the development of positive, healthy relationships. Our fully functional kitchens offer an opportunity for the preparation of and enjoyment of family meals, as well as the opportunity to preserve family traditions.



*The Family Engagement Center  
7400 Kearney St.  
Commerce City, CO 80022*

#### CONTACT

*Bridget O'Hayre  
Community Outreach Supervisor  
bohayre@shilohhouse.net  
720.626.2273 Referral #  
303.932.9599 x 503*



Community - it's what we are, it's where we are.



# Shiloh House

Community - it's what we are, it's where we are.

COMMUNITY OUTREACH SERVICES  
LIFE SKILLS COACHING

## COMMUNITY OUTREACH SERVICES

### LIFE SKILLS COACHING

Our life Skills Coaches provide services to clients in their homes or in other community settings. Services are based directly on the needs of the individual family. After an initial assessment, a personalized treatment plan will be created to address the specific needs identified. The treatment plan will help clients build strengths in areas such as;

- Creating and maintaining safety and stability for all family members through development of routine, structure and age appropriate supervision
- Time management techniques
- Budgeting
- Accessing community resources
- Understanding and maintaining healthy parent-child boundaries and relationships
- Household management
- Scheduling and attending appointments
- Understanding developmental expectations
- Utilizing positive and age appropriate behavior management techniques



### CONTACT

*Bridget O'Hayre*  
*Community Outreach Supervisor*  
*bohayre@shilohhouse.net*  
*720.626.2273 Referral #*  
*303.932.9599 x 503*



Community - it's what we are, it's where we are.



**ATTACHMENT A  
FEE SCHEDULE**

The offeror is responsible for all labor, supplies and materials to perform the services as identified in the scope of services. Offeror's fees shall be firm through the term of the awarded agreement.

**Offeror can submit fees for A, B and C or a combination of the options:**

- A. Submit pricing for both of the following: 1) the fixed-fee contract of 200 hours per month for supervised parenting time at the ACHSD building; and 2) the hourly rate contract of 150 hours per month for supervised, community parenting time
- B. Submit pricing for 250 hours per month (3000 annually) for a combination of supervised, community and home-based parenting time services at an hourly rate
- C. Submit pricing for 250 annual hours of therapeutic parenting time services at an hourly rate

| <u>Item Description</u>   | <u>Estimated Number Hours</u>      | <u>Hourly Rate</u>   | <u>Total</u>              |
|---|------------------------------------|----------------------|---------------------------|
| <b>Option A:</b>  |                                    |                      |                           |
| 1 Supervised Parenting Time at Adams County Human Services Bldg and | 200 hrs/month                      | <u>N/A Fixed Fee</u> | <u>\$12,000/Month</u>     |
| 2 Supervised Community Parenting Time Services                      | 150 hrs/month                      | <u>\$60.00</u>       | <u>\$9,000/Month</u>      |
| <b>Option B:</b>  |                                    |                      |                           |
| 3 Supervised Community and Home Based Parenting time services       | 400 hrs/month or 4800 hrs/annually | <u>\$60.00</u> *     | <u>\$24,000/Month</u> *** |
| <b>Option C:</b>  |                                    |                      |                           |
| 4 Therapeutic Visitation Services                                   | 250 hrs/year                       | <u>\$85.00</u>       | <u>\$21,250/Year</u>      |
| <b>Base Year Total</b>  |                                    |                      | <u>\$561,250.00</u> ***   |

\* The hourly rate is changed to read as: \$65 per hour  
 \*\* The annual amount being awarded for Option B is \$162,500.<sup>00</sup> to include transportation.

\*\*\* The Base year total now reads as = \$162,500.<sup>00</sup> annually

**OFFEROR'S CERTIFICATION OF COMPLIANCE**

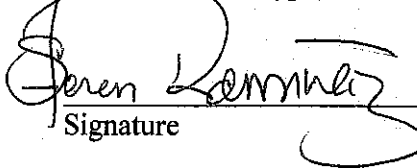
Pursuant to Colorado Revised Statute, § 8-17.5-101, *et. seq.*, as amended 5/13/08, as a prerequisite to entering into an agreement for services with Adams County, Colorado, the undersigned offeror hereby certifies that at the time of this certification, offeror does not knowingly employ or contract with an illegal alien who will perform work under the awarded agreement for services and that the offeror will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et. seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the awarded agreement.

OFFEROR:

Shiloh House  
Company Name

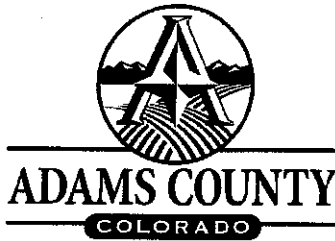
4-21-16  
Date

Steven Ramirez  
Name (Print or Type)

  
Signature

Chief Executive Officer  
Title

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering.



## REQUEST FOR PROPOSAL

### 2016.320 COMPREHENSIVE PARENTING TIME SERVICES

#### OFFEROR'S STATEMENT/SIGNATURE PAGE

I have read and fully understand all the special conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said special conditions as stated or implied. In consideration of the above statement, the following proposal is hereby submitted.

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # None through Addenda # \_\_\_\_\_  
(If None, Please write NONE)

Shiloh House  
Company Name

6588 W. Ottawa Avenue  
Address

Littleton, CO 80128  
City, State, Zip Code

Jefferson County  
County

303-933-1393  
Telephone

sramirez@shilohhouse.net  
E-mail Address

April 21, 2016  
Date

*Steven Ramirez*  
Name and Signature of Authorized Person

Steven Ramirez  
Printed Name

Chief Executive Officer  
Title

303-933-8216  
Fax

**EXHIBIT A**

(All Documents following this page of the Agreement)

Exhibit:

1. RFP 2016.320 Scope of Services

**EXHIBIT A**  
**ADAMS COUNTY FORMAL REQUEST FOR PROPOSAL**  
**2016.320**

---

**COMPREHENSIVE PARENTING TIME  
SERVICES**

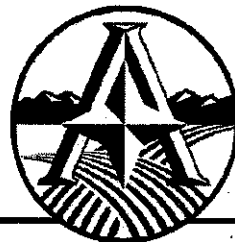
**All Documents and Addendums related to this RFP  
will be posted on the Rocky Mountain Bid System at:  
<http://www.rockymountainbidsystem.com/Bids/ViewOpenSolicitations.asp>**

**RFP Issuance Date:**  
Thursday, March 24, 2016

**Written questions regarding this RFP will be accepted through  
Tuesday, March 29, 2016  
by 2:00 p.m.**

**RFP Opening Date:**  
Thursday, April 21, 2016  
Time: 4:00 p.m.

**Location: Adams County Government Center  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, CO 80601**



**ADAMS COUNTY**  
**COLORADO**

THE RFP OPENING WILL ONLY ANNOUNCE THE NAMES OF THE OFFERORS WHO SUBMITTED A PROPOSAL. ALL OFFERORS WILL BE NOTIFIED IF THERE ARE ANY QUESTIONS WITH THEIR RESPONSE. ALL OFFERORS WILL BE NOTIFIED OF THE AWARDED OFFEROR.

## GENERAL INSTRUCTIONS

1. Adams County Board of Commissioners (BOCC) through its Purchasing Department is seeking the services of a qualified organization or individual to provide services for comprehensive parenting time service for Adams County Human Services Children and Family Services Division.
2. **All documents and addendums related to this RFP will be posted on the Rocky Mountain Bid System at:**  
**<http://www.rockymountainbidsystem.com/Bids/ViewOpenSolicitations.asp>**
  - 2.1 Offeror must register with this service to receive these documents.
  - 2.2 This service is offered free or with an annual fee for automatic notification services.
  - 2.3 Addendums may be issued at any time prior to the time set for receipt of proposals.
3. Written questions relating to RFP 2016.320 must be reduced to writing, and sent to the County's Purchasing Division of Finance to the attention of the Purchasing Agent by e-mail at [hellis@adcogov.org](mailto:hellis@adcogov.org) until the close of business on or before, Tuesday, March 29, 2016, by 2:00 p.m.
4. **Proposals**
  - 4.1. Sealed proposals for consideration will be received at the office of the Purchasing Division of Finance at the Adams County Government Center, 4430 South Adams County Parkway, Fourth Floor, Brighton Colorado 80601, up to 4:00 p.m., Thursday, April 21, 2016.
  - 4.2. The RFP opening time shall be according to the County receptionist's clock on the first floor, at this time only the names of the offerors submitting proposals will be read out loud.
  - 4.3. Proposals may be mailed or delivered in person, and **must be** in a sealed envelope clearly labeled with the submitting Company's Name, RFP number, the project name, date and time of the RFP opening.
  - 4.4. No proposal will be accepted after the time and date established, per section 4.1 above, except by written addenda.
  - 4.5. **Format.** Offeror must submit sealed proposal in **one (1) original copy, three (3) unbounded hardcopies**, and a copy on CD formatted as a single .pdf file. Proposal should not exceed **ten (10) pages**, excluding the solicitation required signed pages, the front and back cover, and appendices including the fee schedule. Submit only on single sided, single column typed 8.5" x 11" size paper. The page count limitation applies to the actual technical proposal contained in the submittal. There is a minimum twelve (12) point font requirement for the basic text of the entire proposal submittal. Any charts, graphs, table of organizations, etc., must be of readable size. Appendices can be used.

- 4.6. The two (2) required signature pages at the end of this document **“OFFEROR’S CERTIFICATION OF COMPLIANCE”** Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended 5/13/08 and the **“OFFEROR’S SIGNATURE PAGE”** acknowledging the receipt of addendum(s), if applicable, must be signed and included as part of the proposal packet.
- 4.7. Proposal may not be withdrawn after date and hour set for closing. Failure to enter into an agreement or honor an issued purchase order will be cause for removal of Offeror’s name from the County’s Vendor’s List for a period of twelve (12) months from the date of this RFP opening.
- 4.8. The County reserves the right to shortlist from the submitting Offerors, conduct interviews and/or negotiations.
- 4.9. In submitting the proposal, the Offeror agrees that acceptance of any or all proposals by the Purchasing Division of Finance within a reasonable time or period constitutes an agreement. No delivery shall become due or be accepted unless a purchase order shall first have been issued by the Purchasing Division.
- 4.10. The County assumes no responsibility for late deliveries of mail on behalf of the United States Post Office or any other delivery system.
- 4.11. The County assumes no responsibility for proposals being either opened early or improperly routed if the envelope is not clearly marked on the outside with the RFP number and solicitation name.
- 4.12. In the event of a situation severe enough to cause the Adams County Board of Commissioners to close The County Offices for any reason, the Purchasing Manager has the prerogative of rescheduling the RFP opening time and date. No proposal will be considered above all other proposals by having met the RFP opening time and date requirements to the exclusion of those who were unable to present their proposal due to a situation severe enough to cause the Commissioners to close the County Offices.
- 4.13. Proposals must be furnished in the format described in Section 4.5 above. Failure to submit proposal in the format described in Section 4.5 above may be cause for rejection of the proposal. Proposals must be furnished exclusive of taxes.
- 4.14. No award will be made to any person, firm or corporation that is in arrears upon any obligation to the County.
- 4.15. If submitting a joint venture proposal or a proposal involving a partnership arrangement, articles of partnership stating each partner’s responsibilities shall be furnished and submitted with the proposal.
- 4.16. The County reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals, including but not limited to:
  - 4.16.1. Any Proposal which does not meet bonding requirements, or,
  - 4.16.2. Proposals which do not furnish the quality, or,
  - 4.16.3. Offer the availability of materials, equipment or services as required by the specifications, description or scope of services, or,

- 4.16.4. Proposal from Offerors who lack experience or financial responsibility, or,
- 4.16.5. Proposals which are not made to form.
- 4.17. The Board of County Commissioners may rescind the award of any proposal within one (1) week thereof or at its next regularly scheduled meeting; whichever is later, when the public interest will be served thereby.
- 4.18. Issuance of this solicitation does not commit the County to award any Agreement or to procure any equipment, materials or services.
- 4.19. If a formal Agreement is required, the Offeror agrees and understands a Notice of Award does not constitute an Agreement or create a property interest of any nature until an Agreement is signed by the awardee and the Board of County Commissioners and/or their authorized designee.
- 4.20. Only sealed proposals received by the Purchasing Division of Finance will be accepted; proposals submitted telephone, E-mail, or facsimile machines are not acceptable.
- 5. Adams County is an equal opportunity employer.
- 6. The County ensures that Disadvantaged Business Enterprises will be afforded full opportunity to submit a proposal in response to all invitations and will not be discriminated against on the grounds of race, color, national origin, age, gender, or disability in consideration for an award.
- 7. **INSURANCE:** The Offeror agrees to maintain insurance of the following types and amounts:
  - 7.1. Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.
    - 7.1.1. Each Occurrence \$1,000,000
    - 7.1.2. General Aggregate \$2,000,000
  - 7.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.
    - 7.2.1. Bodily Injury/Property Damage \$1,000,000 (each accident)
    - 7.2.2. Personal Injury Protection Per Colorado Statutes
  - 7.3. Workers' Compensation Insurance: Per Colorado Statutes
  - 7.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services.
    - 7.4.1. Each Occurrence \$1,000,000
    - 7.4.2. This insurance requirement applies only to Offeror who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.



- 7.5. The Offeror's commercial general liability, and comprehensive automobile liability insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured," and shall include the following provisions:
  - 7.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Offeror.
  - 7.5.2. The insurance companies issuing the policy or policies shall have no response against the County for payment of any premiums due or for any assessments under any form of any policy.
  - 7.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Offeror.
- 7.6. All insurers of the Offeror must be licensed or approved to do business in the State of Colorado. Upon failure of the Offeror to furnish, deliver and/or maintain such insurance as provided herein, the Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Offeror in obtaining and/or maintaining any required insurance shall not relieve the Offeror from any liability under the Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Offeror concerning indemnification.
- 7.7. Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30)-days prior written notice by certified mail, return receipt requested, to the County.
- 7.8. At any time during the term of the Agreement, the County may require the Offeror to provide proof of the insurance coverage's or policies required under the Agreement.
- 7.9. The Offeror shall not commence work under the agreement until they have submitted to the County and received approval thereof, certificates of insurance showing that they have complied with the foregoing insurance.
- 7.10. All referenced insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured." The name of the RFP or project must appear on the certificate of insurance.
- 7.11. Underwriters shall have no right of recovery or subrogation against the County; it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the described insurance.
- 7.12. The clause entitled "Other Insurance Provisions" contained in any policy including the County as an additional insured shall not apply to the County.
- 7.13. The insurance companies issuing the policy or policies shall have no response against the County for payment of any premiums due or for any assessments under any form of any policy.
- 7.14. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Offeror.

- 7.15. If any of the said policies shall be or at any time become unsatisfactory to the County as to form or substance, or if a company issuing any such policy shall be or at any time become unsatisfactory to the County, the Offeror shall promptly obtain a new policy, submit the same to the Purchasing Division Manager of Adams County for approval and thereafter submit a certificate of insurance as herein above provided. Upon failure of the Offeror to furnish, deliver and maintain such insurance as provided herein, the agreement, at the election of the County, may be immediately declared suspended, discontinued or terminated. Failure of the Offeror in obtaining and/or maintaining any required insurance shall not relieve the Offeror from any liability under the agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Offeror concerning indemnification.
8. Offeror shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
9. **COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08:**  
Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended 5/13/08, the Offeror shall meet the following requirements prior to signing the Agreement (purchase of service agreement) and for the duration thereof:
- 9.1. The Offeror shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.
- 9.2. The Offeror shall not knowingly employ or contract with an illegal alien to perform work under the purchase of service agreement.
- 9.3. The Offeror shall not enter into a contract with a subcontractor that fails to certify to the Offeror that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under the purchase of service agreement.
- 9.4. At the time of signing the purchase of service agreement, the Offeror has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under the purchase of service agreement through participation in either the E-Verify Program or the Department Program.
- 9.5. The Offeror shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while the purchase of service agreement is being performed.
- 9.6. If Offeror obtains actual knowledge that a subcontractor performing work under purchase of service agreement knowingly employs or contracts with an illegal alien, the Offeror shall: notify the subcontractor and the County within three (3) days that the Offeror has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the Offeror shall not terminate the contract with

the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

- 9.7. Offeror shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- 9.8. If Offeror violates this Section, of the Agreement, the County may terminate the Agreement for breach of contract. If the Agreement is so terminated, the Offeror shall be liable for actual and consequential damages to the County.
10. **COOPERATIVE PURCHASING:** Adams County encourages cooperative purchasing in an effort to assist other agencies to reduce their cost of bidding and to make better use of taxpayer dollars through volume purchasing. Contractor(s) may, at their discretion, agree to extend the prices and/or terms of the resulting award to other state or local government agencies, school districts, or political subdivisions in the event they would have a need for the same product/service. Usage by any entity shall not have a negative impact on Adams County in the current term or in any future terms.

The Contractor(s) must deal directly with any governmental agency concerning the placement of purchase orders/agreements, freight/delivery charges, contractual disputes, invoices, and payments. Adams County shall not be liable for any costs or damages incurred by any other entity.

#### **End General Information**

#### **11. STATEMENT AND SCOPE OF SERVICES**

Adams County Board of Commissioners (BOCC) through its Purchasing Department is seeking the services of a qualified organization or individual to provide services for comprehensive parenting time service for Adams County Human Services Department Children and Family Services Division.

##### **Scope of Services:**

Adams County Human Services Department Children and Family Services Division provide services to abused and neglected children in foster care or in relative placement are in need of comprehensive parenting (visitation) time services. When parenting time is available to parents on a more frequent basis, the resolution of the child's situation will occur more quickly. The comprehensive parenting time services will provide for a continuum of parenting time opportunities. Parenting visitation time services will include:

- **Supervised Visitation** - Contact between a noncustodial parent and one or more children in the presence of a third person, in which the offeror is actively involved in promoting behavioral change in parent-child relationships.
- Visitation coaching is directed and educational.
- The offeror must be in the room with the family at all times and includes:
  - Intervention with inappropriate parent-child interactions and modeling of appropriate parent-child interactions.
  - The offeror sees and hears all interactions during the parenting visitation time, and is actively involved in increasing a parent's protective capacities.
  - Visitation coaching extends beyond the visit to include fifteen (15) minutes of time with the parents, both before and after each visit, to discuss the parenting visitation time goals, what went well, what needs to continue to be worked on, etc.

- Community Visitation - Parenting time in a more natural setting where the parent-child contact is overseen by a third party. It is also a term for contact between a parent and one or more children in the presence of a third person, in which the only focus is the protection and safety of the child and adult participants, and includes:
  - Intervention with inappropriate parent-child interactions and modeling of appropriate parent child interactions. The third party's interventions are focused on building the parent's protective capacities.
  
- In Home Visitation - Parenting time in a family home where the parent-child contact is overseen by a third party. It is also a term for contact between a parent and one or more children in the presence of a third person, in which the only focus is the protection and safety of the child and adult participants and includes:
  - Intervention with inappropriate parent child interactions and modeling of appropriate parent child interactions. The third party's interventions are focused on building the parent's protective capacities.
  
- Therapeutic Visitation - Parent-child therapy conducted by a master's level, mental health professional also trained to provide supervised parenting visitation time. This includes a graduate degree (or post-graduate degree) under the direct supervision of a licensed or certified mental health professional. The role of the visitation worker is similar to a family therapist and uses therapeutic modalities to address parent-child interactions with a focus on improving the relationship and bonding between the parent and child. The provider sees and hears all interactions during the parenting time and is actively involved in increasing a parent's protective capacities.
  
- The determination of the type of visitation will be based on the safety and needs of the child. The Supervised and Therapeutic Parenting Time Services will be used only until it is safe for children to be in a monitored, community, in-home, or an unsupervised visiting situation. The following factors will be considered in determining the length of time for parenting visitation time services:
  - Safety of child/children
  - Progress of parents in treatment towards resolution of abusive/neglectful behavior
  - Progress of parents in demonstrating skills necessary to keep their children safe
  - Progress of parents in demonstrating an increase in their parental protective capacities
  - Supervision is court-ordered
  - Status of court case

#### Parenting Time Environment

The environment for parenting visitation time between children and their parents will be in a safe, calm, and neutral location. Each visit is a minimum of one hour sixty (60) minutes). The offeror will also be expected to meet with the parent(s) for fifteen (15) minutes before and fifteen (15) minutes after their parenting visitation time to discuss progress and goals. The highest priority is keeping children safe. Offeror will attempt to make children feel safe and be safe while in its care. Secondly, offeror will attempt to make visiting parents feel safe and be safe while being served. Every individual will be treated in a culturally responsive manner.

The problems which required the child to be initially placed out of the home (physical abuse, emotional abuse, sexual abuse or neglect) can be dealt with in the visitation environment as the parenting visitation time supervisor models or teaches appropriate parent/child interaction. A safe environment for the visits would continue to be provided as ordered by the court.

Parenting Time Services provided at Adams County Human Services Department Building (ACHSD):  
Services must focus on working with the family toward the goal of reunification.

Hours of service:

- Mondays - Fridays from 3:30 p.m. to 8:30 p.m. with access to 3-4 visitation rooms each evening
- Saturdays from 8:30 a.m. to 6:30 p.m., with access to 5-10 visitation rooms

Offeror will have access to one (1) office in the building on the first floor near the visitation rooms after 3:30 pm during the weekdays and on approved weekends, including telephone and internet availability. All clients files will be the property of ACHSD, and maintained by ACHSD and offeror on the premises (access to files will be available to both entities by an authorized representative of the ACHSD).

In-court testimony by offeror's staff may be required. Offeror's staff shall be prepared to give testimony regarding their duties, observations and visitation documentation.

Parenting Time Services NOT provided in ACHSD building:

- Scheduling parenting time 6 days a week, between the hours of 8:30 am to 8:00 pm
  - The length and frequency of parenting time will be dependent on the needs of the case and schedules of involved parties
- In-court testimony by offeror's staff may be required. Offeror's staff shall be prepared to give testimony regarding their duties, observations and visitation documentation.

Eligible Population To Be Served- Each child must meet the following eligibility criteria:

- Program Areas 4, 5 or 6 target group defined in **Volume 7 of the Colorado Revised Statutes under Child Welfare Services**
- The child is placed out of the home and goal is reunification
- The level of risk of harm to the child is manageable with the provision of services
- There is a reasonable possibility that services can bring about sufficient improvement in child/family functioning as to allow a child to safely reside at home or return home upon completion of the service

Time Frame of The Service

Following an initial assessment period, approval for parenting visitation time services will be for ninety (90) days at which time a mandatory staffing, including the visitation worker, visitation worker's supervisor, caseworker and caseworker's supervisor will be held to determine further approval. Additional approval will be for sixty (60) days increments, not to exceed twelve (12) months total. Additional staffing with the visitation worker, visitation worker's supervisor, caseworker and caseworker's supervisor will occur before each additional sixty (60) days approval. If the service is needed beyond twelve (12) months, it must be approved by the County through an internal county department administrative review process which includes one or more administrators not providing direct services to the family. Documentation of all approvals must be in the case record.

Workload Standard For The Program

Supervised Parenting Time at ACHSD - 7401 N. Broadway, Denver CO 80221 location

- 200 hours of supervised parenting time monthly or 2,400 annually
- Supervised parenting time services will be provided Monday through Friday 3:30 p.m. to 8:30p.m., and Saturday 8:30 a.m. to 6:30 p.m.

### Community or In-Home Parenting Time Services

- Approximately 400 hours of monitored, community or in-home parenting time services monthly or 4,800 annually  
Scheduled 6 days a week, between the hours of 8:30 am to 8:00 pm. Length and frequency of the visits will be dependent on the needs of the case and schedules of involved parties
- Therapeutic Visitation- 250 hours annually. Length and frequency of the visits will be dependent on the needs of the case and schedule of involved parties

### Offerors Staff Qualifications

Offerors staff shall meet the equivalent of minimum qualifications, as defined in Volume 7. This position has obtained a high school diploma or a General Equivalency Diploma (GED) and six (6) months, full-time public contact in human services or a related field. Substitution for public contact is successful completion of a certificate program and/or college course equivalent to public contact in human services or a related field.

Program Coordinator shall meet the equivalent of the minimum qualifications, as defined Volume 7:

A Bachelor's degree with a major in a human behavioral sciences field (no substitution) and three (3) years professional casework experience

or

A Master's degree or higher in social work or human behavioral sciences field and two (2) years professional casework experience at the journey level obtained before or after the advanced degree

The provider Program Coordinator's duties include:

- Supervision of the parenting time program and workers
- Assignment of cases to parenting time staff
- Problem solve with ACHSD workers and supervisors
- Provision of quarterly statistics and reports to ACHSD. These will include, but not be limited to: number of families and children served, hours of parenting time provided, length of stay in program, number of extensions granted, and discharge status.
- Provide detailed case-specific billing to ACHSD, as requested
- Act as a liaison to the designated ACHSD COR Administrator to coordinate and modify services as needed
- Data entry into Trails within five (5) business days for parenting visitation time services held at the ACHSD building

## 12. PRECAUTIONS AND SAFETY PRACTICES

Building Security:

1. During work activities Offeror agrees to abide by County's policies and procedures.
2. Offeror's employees should be conscious of security, integrity and be alert and responsible for the proper locking of all entrances and closures of windows, especially after the close of the business day. Faulty or broken doors and windows (including locks) should be reported immediately to contact the onsite security guard.
3. Access to County's buildings shall be provided to the Offeror for work activities only.

Access Keys: Offeror agrees that it shall not duplicate any County's keys and it shall return all County keys and identification badges to the County representative immediately upon termination of the service agreement. If the Offeror fails to return any keys within five (5) days after termination, the County may withhold any payment due Offeror until all keys are returned to the County.

13. **GENERAL RULES AND REGULATIONS FOR OFFEROR EMPLOYEES**

Offerors employees must read, sign and conform to a code of good business conduct. Therefore, we feel any person who has access to County buildings and other private material should also be required to read, sign and conform to such a code as follows:

1. The County expects absolute honesty from each employee while working on our premises.
2. No employee shall loan, give, sell, take or destroy any equipment, supplies or tools, including personal items that are left in sight or otherwise detected while working in the buildings.
3. No employee shall open any drawers, doors, cases or any container not necessary for the completion of the work.
4. No employee is to roam through the building, but will remain in those areas where the work is to be done.
5. No employee shall give, sell or otherwise make available any records of the County. This includes any papers or information left in wastebaskets or containers.
6. Employees shall not make personal calls or other calls from any telephone (other than a pay phone) located in the building except in the case of emergency.
7. Employees must turn in any items of jewelry or other items of value found while working in our buildings.
8. No employees shall report to work while under the influence of any alcoholic beverage or narcotic, nor shall any alcoholic beverage or narcotic be used during working periods.
9. Employees are expected to conduct themselves in a businesslike manner at all times. Loud talk, profanity, or other activities which prove distracting shall not be tolerated.
10. Employees are expected to respect the property of the County, being sure work equipment does not damage the building, equipment and furnishings.
11. **Employees shall not turn on, or cause to turn on, any computers, equipment or electrical device** such as a copy machine, radio, television set, calculator, adding machine, typewriter, or any other electrical equipment.

14. **COMPLIANCE WITH APPLICABLE LAW**

FEDERAL AND STATE LAW: The Offer shall at all times during the execution of the agreement strictly adhere to, and comply with, all applicable Federal and Colorado State laws and their implementing regulations as they currently exist and may hereafter be amended, which laws and regulations are incorporated herein by this reference as terms and conditions of the agreement. The Offeror also shall require compliance with such laws and regulations by subcontractors under subcontracts permitted under the agreement.

15. **INVOICE BILLING**

Offeror must submit detailed invoices to the Project COR Administrator for the previous month of service by the 5<sup>th</sup> of each. Invoices and reports will be required to be submitted at the same time. Offeror must submit detailed monthly invoice billing statements, to include, the dates and types of services.

16. The supervised parenting visitation time component of the services is a fixed rate for two-hundred (200) hours of visits monthly or twenty-four (2,400) hours annually at ACHSD.

Community parenting time up to one-hundred-fifty (150) hours must also be included at an hourly rate basis in order to allow for a smooth transition and continuity of care. Only one offeror will be selected for these services.

Therapeutic Visitation, community and in-home parenting time not provided at ACHSD will be based on an hourly rate for approximately 250 hours of visits monthly or 3000 hours annually. Adams County reserves the right to select more than one offeror for these services.

**17. TERM:**

The term of the awarded agreement will be is one (1) year from date of the fully executed date. The County reserves the right to extend the term of the services for the period specified in Statement of Services. The County may extend the term of the agreement, in two (2), one (1) year increments, by written notice to the Offeror by the expiration date of the agreement or within 30 days after funds are made available for exercising the option, whichever is later.

**18. INCIDENT REPORT REQUIREMENT**

The Offeror shall report all incidents of suspected theft, fraud, or other employee misconduct to County Purchasing Manager and the County Project Manager immediately upon discovery, of each incident. This applies to employees and contracted employees for the Offeror who will be providing services or who will be handling confidential materials, supplies, or monies, for the County under the awarded agreement. The Offeror, employee and contracted employees must comply and cooperate with the County on requests for information and assistance relevant to each incident reported and any ensuing investigation.

**19. CONFIDENTIAL INFORMATION-COUNTY RECORDS**

Offeror, its employees and contracted employees shall comply with the County's terms if it becomes privy to confidential information in connection with its performance hereunder. Confidential information includes, but is not necessarily limited to, any county records, personnel records, and information concerning individuals. Such information shall not include information required to be disclosed pursuant to the Colorado Open Records Act, CRS §24-72-101, et seq.

- Both parties acknowledge that information obtained and exchanged about clients in the performance of this request services is confidential. Both parties will protect all confidential information pursuant to the requirements of state and federal law. Both parties acknowledge that release of this information is subject to the requirements of federal and state law.
- Offeror, its employees and contracted employees shall keep all County records and information confidential at all times and comply with all laws and regulations concerning confidentiality of information. Any request or demand by a third party for County records and information in the possession of Offeror shall be immediately forwarded to County's Purchasing Division Manager.

**20. NOTIFICATION**

Offeror shall notify its agent, employees, subcontractors and assignees who may come into contact with County records and confidential information that each is subject to the confidentiality requirements set forth herein, and shall provide each with a written explanation of such requirements before permitting them to access such records and information.

**21. USE, SECURITY, AND RETENTION**

Confidential information of any kind shall not be distributed or sold to any third party or used by Offeror or its agents in anyway, except as approved in writing by the County. Offeror shall provide and maintain a secure environment that ensures confidentiality of all County records and other confidential information wherever located. Confidential information shall not be retained in any files or otherwise by Offeror or its agents, except as permitted in the Agreement or approved in writing by County.

**22. DISCLOSURE-LIABILITY**

Disclosure of County records or other confidential information by Offeror for any reason may be cause for legal action by third parties against Offeror, County or their respective agents. Offeror shall indemnify, save, and hold harmless County its employees and agents, against any and all



claims, damages, liability and court awards including costs, expenses, and attorney fees and related costs, incurred as a result of any act or omission by Offeror, or its employees, agents, subcontractors, or assignees.

**23. STANDARD AND MANNER OF PERFORMANCE**

Offeror shall perform its obligations in accordance with the highest standards of care, skill and diligence in Offeror's industry, trade, or profession and in the sequence and manner set forth in the scope of work.

**24. FEE SCHEDULE**

The Offeror must submit fees in the format of the **Fee Schedule (Attachment A)** for the initial year of the award.

**25. CONFLICT OF INTEREST:**

The Offeror warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services being required under the solicitation.

**26. INDEPENDENT OFFEROR:**

Offeror shall perform its duties hereunder as an independent contractor and not as an employee. Neither Offeror nor any agent or employee of Offeror shall be deemed to be an agent or employee of the County. Offeror and its employees and agents are not entitled to unemployment insurance or workers compensation benefits through the County and the County shall not pay for or otherwise provide such coverage for Offeror or any of its agents or employees. Unemployment insurance benefits will be available to Offeror and its employees and agents only if such coverage is made available by Offeror or a third party. Offeror shall pay when due all applicable employment taxes and income taxes and local head taxes incurred pursuant to the Agreement.

Offeror shall not have authorization, express or implied, to bind the County to any agreement, liability or understanding, except as expressly set forth in the agreement. Offeror shall (a) provide and keep in force workers' compensation and unemployment compensation insurance in the amounts required by law, (b) provide proof thereof when requested by the County, and (c) be solely responsible for its acts and those of its employees and agents.

**27. NONDISCRIMINATION:**

The Offeror shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause. The County is an equal opportunity employer.

The Offeror will cause the foregoing provisions to be inserted in all subcontracts for any work covered by the Agreement, so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

**28. COMPLIANCE WITH LAWS:**

During the performance of the scope of services under the awarded Agreement, the Offeror agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The Offeror hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of

Public Office), as amended, and that no violation of such provisions are present. The Offeror warrants that it is in compliance with the residency requirements in §§ 8-17.5-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Offeror expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) when exposed to or provided with any data or records under the awarded agreement that are considered to be "Protected Health Information."

**29. SUPPLEMENTAL FEDERAL PROVISIONS- (FFATA) - Section following this page**  
State of Colorado Supplemental Provisions for Federally Funded Contracts, Grants, and Purchase Orders Subject to The Federal Funding Accountability and Transparency Act of 2006 (FFATA), As Amended Revised as of 3-20-13

The contract, grant, or purchase order to which these Supplemental Provisions are attached has been funded, in whole or in part, with an Award of Federal funds. In the event of a conflict between the provisions of these Supplemental Provisions, the Special Provisions, the contract or any attachments or exhibits incorporated into and made a part of the contract, the provisions of these Supplemental Provisions shall control.

**1. Definitions.** For the purposes of these Supplemental Provisions, the following terms shall have the meanings ascribed to them below.

- 1.1.1. Grants;
- 1.1.2. Contracts;
- 1.1.3. Cooperative agreements, which does not include cooperative research and development agreements (CRDA) pursuant to the Federal Technology Transfer Act of 1986, as amended (15 U.S.C. 3710);
- 1.1.4. Loans;
- 1.1.5. Loan Guarantees;
- 1.1.6. Subsidies;
- 1.1.7. Insurance;
- 1.1.8. Food commodities;
- 1.1.9. Direct appropriations;
- 1.1.10. Assessed and voluntary contributions; and
- 1.1.11. Other financial assistance transactions that authorize the expenditure of Federal funds by non-Federal Entities.

Award **does not** include:

- 1.1.12. Technical assistance, which provides services in lieu of money;
- 1.1.13. A transfer of title to Federally-owned property provided in lieu of money; even if the award is called a grant;
- 1.1.14. Any award classified for security purposes; or
- 1.1.15. Any award funded in whole or in part with Recovery funds, as defined in section 1512 of the American Recovery and Reinvestment Act (ARRA) of 2009 (Public Law 111-5).

**1.2. "Contract"** means the contract to which these Supplemental Provisions are attached and includes all Award types in §1.1.1 through 1.1.11 above.

- 1.3. Contractor” means the party or parties to a Contract funded, in whole or in part, with Federal financial assistance, other than the Prime Recipient, and includes grantees, subgrantees, subrecipients, and borrowers. For purposes of Transparency Act reporting, Contractor does not include Vendors.
- 1.4. **Data Universal Numbering System (DUNS) Number**” means the nine-digit number established and assigned by Dun and Bradstreet, Inc. to uniquely identify a business entity. Dun and Bradstreet’ website may be found at:  
<http://fedgov.dnb.com/webform>.
- 1.5. **“Entity”** means all of the following as defined at 2 CFR part 25, subpart C;
  - 1.5.1. A governmental organization, which is a State, local government, or Indian Tribe;
  - 1.5.2. A foreign public entity;
  - 1.5.3. A domestic or foreign non-profit organization;
  - 1.5.4. A domestic or foreign for-profit organization; and
  - 1.5.5. A Federal agency, but only a Subrecipient under an Award or Subaward to a non-Federal entity.
- 1.6. **“Executive”** means an officer, managing partner or any other employee in a management position.
- 1.7. **“Federal Award Identification Number (FAIN)”** means an Award number assigned by a Federal agency to a Prime Recipient.
- 1.8. **“FFATA”** means the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), as amended by §6202 of Public Law 110-252. FFATA, as amended, also is referred to as the “Transparency Act.”
- 1.9. **“Prime Recipient”** means a Colorado State agency or institution of higher education that receives an Award.
- 1.10. **“Subaward”** means a legal instrument pursuant to which a Prime Recipient of Award funds awards all or a portion of such funds to a Subrecipient, in exchange for the Subrecipient’s performance of all or any portion of the substantive project or program for which the Award was granted.
- 1.11. **Subrecipient”** means a non-Federal Entity (or a Federal agency under an Award or Subaward to a non-Federal Entity) receiving Federal funds through a Prime Recipient to support the performance of the Federal project or program for which the Federal funds were awarded. A Subrecipient is subject to the terms and conditions of the Federal Award to the Prime Recipient, including program compliance requirements. The term “Subrecipient” includes and may be referred to as Subgrantee.
- 1.12. **“Subrecipient Parent DUNS Number”** means the subrecipient parent organization’s 9-digit Data Universal Numbering System (DUNS) number that appears in the subrecipient’s System for Award Management (SAM) profile, if applicable.
- 1.13. **“Supplemental Provisions”** means these Supplemental Provisions for Federally Funded Contracts, Grants, and Purchase Orders subject to the Federal Funding Accountability and Transparency Act 2006, As Amended, as may be revised pursuant to ongoing guidance from the relevant Federal or State of Colorado agency or institution of higher education.
- 1.14. **“System for Award Management (SAM)”** means the Federal repository into which an Entity must enter the information required under the Transparency Act, which may be found at <http://www.sam.gov>.

- 1.15. **“Total Compensation”** means the cash and noncash dollar value earned by an Executive during the Prime Recipient’s or Subrecipient’s preceding fiscal year and includes the following:
- 1.15.1. Salary and bonus;
  - 1.15.2. Awards of stock, stock options, and stock appreciation rights, using the dollar recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2005) (FAS 123R), Shared Based Payments;
  - 1.15.3. Earnings for services under non-equity incentive plans, not including group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of Executives and are available generally to all salaried employees;
  - 1.15.4. Change in present value of defined benefit and actuarial pension plans;
  - 1.15.5. Above-market earnings on deferred compensation which is not tax-qualified;
- 1.16. **“Transparency Act”** means the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), as amended by §6202 of Public Law 110-252. The Transparency Act also is referred to as FFATA.
- 1.17. **“Vendor”** means a dealer, distributor, merchant or other seller providing property or services required for a project or program funded by an Award. A Vendor is not a Prime Recipient or a Subrecipient and is not subject to the terms and conditions of the Federal award. Program compliance requirements do not pass through to a Vendor.

2. **Compliance.** Contractor shall comply with all applicable provisions of the Transparency Act and the regulations issued pursuant thereto, including but not limited to these Supplemental Provisions. Any revisions to such provisions or regulations shall automatically become a part of these Supplemental Provisions, without the necessity of either party executing any further instrument. Adams County may provide written notification to Contractor of such revisions, but such notice shall not be a condition precedent to the effectiveness of such revisions.

3. **System for Award Management (SAM) and Data Universal Numbering System (DUNS) Requirements.**

- 3.1. **SAM.** Contractor shall maintain the currency of its information in SAM until the Contractor submits the final financial report required under the Award or receives final payment, whichever is later. Contractor shall review and update SAM information at least annually after the initial registration, and more frequently if required by changes in its information.
- 3.2. **DUNS.** – Contractor shall provide its DUNS number to its Prime Recipient, and shall update Contractor’s information in Dun & Bradstreet, Inc. at least annually after the initial registration, and more frequently if required by changes in Contractor’s information.

4. **Total Compensation.** Contractor shall include Total Compensation in SAM for each of its five most highly compensated Executives for the preceding fiscal year if:

- 4.1. The total Federal funding authorized to date under this award is \$25,000 or more; and
- 4.2. In the preceding fiscal year, Contractor received:

4.2.1. 80% or more of its annual gross revenues from Federal procurement contracts and subcontracts and/or Federal financial assistance Awards or Subawards subject to the Transparency Act; and

4.2.2. \$25,000,000 or more in annual gross revenues from Federal procurement contracts and subcontracts and/or Federal financial assistance Awards or Subawards subject to the Transparency Act; and

4.3. The public does not have access to information about the compensation of the Executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986.

**5. Reporting.** Contractor shall report data elements to SAM and to the Prime Recipient as required in §7 below if Contractor is a Subrecipient for the Award pursuant to the Transparency Act. No direct payment shall be made to Contractor for providing any reports required under these Supplemental Provisions and the cost of producing such reports shall be included in the Contract price. The reporting requirements in §7 below are based on guidance from the US Office of Management and Budget (OMB), and as such are subject to change at any time by OMB. Any such changes shall be automatically incorporated into this Contract and shall become part of Contractor's obligations under this Contract, as provided in §2 above. The Colorado Office of the State Controller will provide summaries of revised OMB reporting requirements at <http://www.colorado.gov/dpa/dfp/sco/FFATA.htm>.

**6. Effective Date and Dollar Threshold for Reporting.** The effective date of these Supplemental Provisions apply to new Awards as of October 1, 2010. Reporting requirements in §7 below apply to new Awards as of October 1, 2010, if the initial award is \$25,000 or more. If the initial Award is below \$25,000 but subsequent Award modifications result in a total Award of \$25,000 or more, the Award is subject to the reporting requirements as of the date the Award exceeds \$25,000. If the initial Award is \$25,000 or more, but funding is subsequently de-obligated such that the total award amount falls below \$25,000, the Award shall continue to be subject to the reporting requirements.

**7. Subrecipient Reporting Requirements.** If Contractor is a Subrecipient, Contractor shall report as set forth below.

7.1 **To SAM.** A Subrecipient shall register in SAM and report the following data elements in SAM *for each* Federal Award Identification Number no later than the end of the month following the month in which the Subaward was made:

7.1.1 Subrecipient DUNS Number;

7.1.2 Subrecipient DUNS Number + 4 if more than one electronic funds transfer (EFT) Account;

7.1.3 Subrecipient Parent DUNS Number;

7.1.4 Subrecipient's address, including: Street Address, City, State, Country, Zip + 4, and Congressional District;

7.1.5 Subrecipient top 5 highly compensated Executives if the criteria in §4 above are met;

and

7.1.6 Subrecipient Total Compensation of top 5 highly compensated Executives if criteria in §4 met.

7.2 **To Prime Recipient.** A Subrecipient shall report to its Prime Recipient, upon the effective date of the Contract, the following data elements:

7.2.1 Subrecipient's DUNS Number as registered in SAM.

7.2.2 Primary Place of Performance Information, including: Street Address, City, State, Country, Zip code + 4, and Congressional District.

**8. Exemptions.**

8.1 These Supplemental Provisions do not apply to an individual who receives an Award as a natural person, unrelated to any business or non-profit organization he or she may own or operate in his or her name.

8.2 A Contractor with gross income from all sources of less than \$300,000 in the previous tax year is exempt from the requirements to report Subawards and the Total Compensation of its most highly compensated Executives.

8.3 Effective October 1, 2010, "Award" currently means a grant, cooperative agreement, or other arrangement as defined in Section 1.1 of these Special Provisions. On future dates "Award" may include other items to be specified by OMB in policy memoranda available at the OMB Web site; Award also will include other types of Awards subject to the Transparency Act.

8.4 There are no Transparency Act reporting requirements for Vendors.

**9. Event of Default.** Failure to comply with these Supplemental Provisions shall constitute an event of default under the Contract and Adams County may terminate the Contract upon 30 days prior written notice if the default remains uncured five calendar days following the termination of the 30 day notice period. This remedy will be in addition to any other remedy available to the Adams County under the Contract, at law or in equity.