

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

THIS AGREEMENT ("Agreement") is made this 23rd day of AUGUST 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 **MAPLE STAR COLORADO**, located at 2250 South Oneida Street, Suite 200, Denver, Colorado 80224, 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 **Forty-four thousand dollars and no cents (\$44,000.00)**.

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

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: Maple Star Colorado
Contact: Debi Grebenik, Executive Director
Address: 2250 South Oneida Street, Suite 200
City, State, Zip: Denver, Colorado 80224
Office Number: 303.433.1975
E-mail: debi.grebenik@pathways.com

- 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:

Maple Star
Company Name

8-19-16
Date

Debi Grebenik
Signature

Debi Grebenik
Name (Print or Type)

Executive Director
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. Morris
Chair

8/23/16
Date:

**CONTRACTOR
MAPLE STAR COLORADO**

By: Debi Grebenik
Name (Print or Type)

8-16-16
Date:

Debi Grebenik
Authorized Signature

Executive Director
Title

Attest:
Stan Martin, Clerk and Recorder

Shannas
Deputy Clerk

APPROVED AS TO FORM:
Adams County Attorney's Office

By: [Signature]
Attorney's Signature

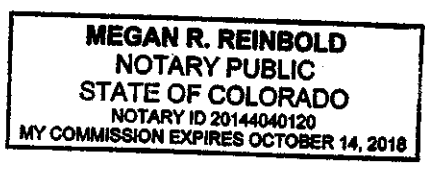
NOTARIZATION:
COUNTY OF Denver)
STATE OF CO)SS.

Signed and sworn to before me this 16th day of August, 2016,

by Debi Grebenik

Notary Public [Signature]

My commission expires on: October 14, 2018



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

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Maple Star Colorado's Response to RFP #2016.320 Comprehensive Parenting Time Services

May 19, 2016

- 1. Maple Star's submitted fees for coordination of parenting time include contacting the families, foster parents, and or kinship providers. All scheduling and reminders are included in the hourly rate. Maple Star works to efficiently and effectively contact all interested parties about scheduling and then also follows up with reminders.**
- 2. If the number of hours for Option B and Option C were less, would this impact your hourly rate?**
 - Maple Star's quoted hourly rate is the same for however many hours of service they provide. Our hourly rate would not be changed if the hours of Option B and C were less.**
- 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 their families. Include how you would keep everyone updated as to the status until they came in?**
 - Maple Star's Lead worker for Adams County is in the visitation office located at Adams Department of Human Services Tuesday-Saturday. The referral website is checked several times on each of these days.**
 - Once a referral is received, the Lead Worker notifies the Case Worker of receipt of referral generally the same day the referral is received but no more than 48 business hours from receipt of referral (ie: if a referral is received on Saturday, contact may happen on Tuesday).**
 - During the initial email the Lead Worker will notify of any needed information which was not indicated on the original referral such as names of client(s), contact information, or visitation parameters (ie: frequency/ duration of visit). A phone call will also be made to Case Worker if the initial referral is missing this information at the same time the initial email is sent.**
 - Once all necessary information has been obtained from Case Worker, the Lead Worker will contact all parties to discuss availability and coordinate visits within the programs business hours.**
 - The Lead Worker notifies the Case Worker via email of the day/ time of the visit once they are established.**
 - If the Lead Worker is unable to connect with one or all parties to schedule visits, the Case Worker is notified via email and phone call within 3 business days of receipt of all necessary referral information. The email/ phone call will request alternate methods of contacting parties and additional attempts to contact and schedule visits will be made. Lead Worker will continue to update Case Worker a minimum of every three business days of progress on establishing visitation.**
 - Should the Case Worker specify a visitation day/time on the initial referral that is not immediately available, the Case Worker and family will be notified of this during the initial contact and Maple Star will endeavor to schedule a mutually agreeable alternate time. Subsequently, as schedules change, all efforts will be made to move visits to the originally requested time as quickly as possible.**

**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>
Option A:			
1 Supervised Parenting Time at Adams County Human Services Bldg and	200 hrs/month	\$ <u>50</u>	\$ <u>120,000</u>
2 Supervised Community Parenting Time Services	150 hrs/month	\$ <u>55</u>	\$ <u>99,000</u>
Option B:			
3 Supervised Community and Home Based Parenting time services	400 hrs/month or 4800 hrs/annually	\$ <u>55</u>	\$ <u>264,000</u> *
Option C:			
4 Therapeutic Visitation Services	250 hrs/month	\$ <u>70</u>	\$ <u>210,000</u>
Base Year Total			\$ <u>693,000</u> **

* The annual amount being awarded for option "B" only at the hourly rate is \$44,000.00

** The Base year total now reads as: \$44,000.00 annually.

ADAMS COUNTY FORMAL REQUEST FOR PROPOSAL

COMPREHENSIVE PARENTING TIME SERVICES

2016.320

Submitted by Maple Star Colorado
2250 South Oneida Street, Suite 200
Denver, CO 80224

ORIGINAL

Scope of Services:

Qualifications: Offeror must provide detailed information regarding their companies' qualifications to meet the County scope of work for this project. Qualifications and experience will be primary consideration for the award of this solicitation. Provide companies experience and background information including years in business, 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.

Maple Star Colorado was incorporated in 1994 as a Colorado non-profit child placement agency by the state of Colorado, Child Care Division, and the Department of Human Services. Maple Star provides individualized client care that is creative, flexible, adaptive, and timely.

Philosophy. Maple Star believes in enhancing the self-determination of each client through a model that encourages healing, growth, and progress through a relationship-based model. This model developed from current research (Bruce Perry, Karyn Purvis, Heather Forbes, Bryan Post, and Daniel Seigel) that incorporates an understanding of trauma and the brain.

- Maple Star strives to provide community-based interventions that support the child and family's best interests. This is evidenced by individualized treatment plans that include creative alternatives such as drumming, art, music and other non-traditional interventions.
- Maple Star diligently seeks to develop transition and after care plans that create sustainability for the families and youth served whether through prevention, in-home services or foster care.
- Clear and direct communication is a hallmark of Maple Star's programs. Maple Star also advocates for services to be provided in a culturally responsive manner in an effort to support the family's spiritual and cultural needs.
- Maple Star also focuses on the other components that may be challenging for clients such as educational settings, community activities, or vocational opportunities utilizing holistic interventions to address sensory, emotional, social, physical, and intellectual needs.
- Maple Star provides foster care, clinical services, and community-based programming throughout the front range of Colorado.

Maple Star's mission statement: Maple Star's trauma-specific approach provides individualized and holistic services that promote wellness, durability and healing through the context of relationship.

Maple Star currently has 35 full and 70 part-time employees.

Maple Star currently has the following contracts with Adams County Human Services:

- KEEP Program—for imminent risk and reunification services--
\$302,120/yr; initiated in 2012

- Parenting Time Services—supervised visitation on-site at Adams; County Human Services Department--\$120,000/yr; initiated in 2012
- Domestic Violence Reduction Program—includes domestic violence case advocacy and groups--\$139,707; initiated in 2013
- ACES Program—Intensive Family Finding—\$50/hr; initiated in 2014
- Clinical programming—Virtual Residential Program and intensive, in-home therapeutic services--Fee for Service
- Foster Care--Per Diem Rates

Maple Star also provides the following visitation services:

- Denver County—Visitation—hourly rate of \$55-\$65/hour and therapeutic hourly rate of \$75/hr; initiated in June, 2015
- Jefferson County—Visitation \$50/hour, initiated in 2013
- Douglas County—Visitation & Parent Coaching \$55/hour, initiated in 2013
- Larimer County—Visitation \$50/hour, initiated in 2013
- El Paso County—Visitation \$50-75/hour; \$75/hour for therapeutic visitation, initiated in 2015

Maple Star also provides KEEP Programs, home studies, foster care, clinical programming, KEEP Teen, KEEP Kinship Support for various counties dependent on the need at various contract rate structures or other payment models such as foster care is per diem and clinical programming is fee for service.

Additionally, Maple Star's expertise and collaboration are clearly seen in the design and development of the KEEP Program which was accepted in to Colorado's Compendium of Promising Practices in 2014. Maple Star expanded the KEEP Program into multiple counties. Then Maple Star was asked to create the KEEP Teen Program for Jefferson County and subsequently, other counties are now in the process of contracting with Maple Star's KEEP Teen Program. Maple Star is also part of the Seven County Resiliency Project, conducting in-depth, holistic trauma assessments for multiple counties. Maple Star is also frequently asked to consult on difficult cases due to their keen understanding and implantation of trauma specific intervention strategies. Maple Star is also involved in the movement to find and develop appropriate placements for survivors of human trafficking in Colorado. Maple Star's leadership and presence in the state is undeniable and is built upon their reputation for integrity, professionalism, and expertise.

Submit Fee Schedule in the same format as Attachment A and submit with your proposal. See APPENDIX 1.

Key Personnel. Provide a list of key personnel on the project along with their role/responsibility in the project. Indicate the number of hours each person, including the offeror's Project Manager, will be dedicated to this project and each person's role/responsibility with this project.

Current personnel include (Resumes are available upon request):

Emily Kleeman, LCSW, Director of Visitation and Parent Coaching Services	20 hours/week
Dena Lee-Albue, MSW, Supervisor	40 hours/week
Aimee Hartwell	15 hours/week*
Christy Martinez, MSW	25 hours/week*
Stefanie Raccuglia	15 hours/week*
Kiesha Howe	10 hours/week*
Liz Pierce	15 hours/week*
Eric Freidman, MSW	20 hours/week*

For employees with an *, they are available for additional hours as needed. Additional employees will be hired as needed to meet the needs of the visitation program.

Describe your organization's experience managing projects with Federal funding and reporting requirements.

Maple Star's multiple contracts include federal funding. Maple Star developed multiple tracking processes to manage their contracts. For example, several contracts are cost-based and Maple Star provides receipts and documentation of expenses for reimbursement monthly. Maple Star is timely and thorough in their documentation and requests for reimbursement. Maple Star also tracks expenditures to monitor utilization to prevent over or under-utilization of funding.

At least three (3) references shall be provided for similar projects. See APPENDIX 2.

A W-9 and Vendor Information sheet shall be completed and returned with proposal. See APPENDIX 3 and 4.

Program Description:

- The Parenting Time Program will be provided in a supportive, carefully planned and coordinated manner that takes into account the referred child(ren) and their family's level of need for supervision, structure and intervention. Based on the referral information provided by Adams County, a visitation format and plan will be discussed with the family and include a variety of possible issues including but not limited to: scheduling/duration of visits; individuals participating in visits and anyone restricted from attending visits; the level of structure/supervision to be provided by Maple Star; explanation of the reporting function the agency has as facilitator; expectations for parents in terms of preparation for visits and items they need to bring; possible learning/skill-building goals and activities to be integrated into the visitation time and some general guidelines in relation to attendance and behavior.
- The focus and goal of all Parenting Time Services is to keep the child safe. This is accomplished through the modeling of appropriate interactions as well as addressing parenting strategies that may not be beneficial to the child's well-being. All Parenting Time Services include engagement of the parents with an effort to shape and coach positive, developmentally-appropriate, and trauma-specific parenting strategies. The goal is to improve the relationship and bonding between the parent and child and should building a parent's protective capacities.

- It is anticipated, due to the clinical orientation and staff composition of Maple Star Colorado, some of the families referred for Parenting Time Services would benefit from a structured, trauma-informed, and therapeutic approach identified as Therapeutic Visitation to be supervised by Masters level staff.
- Bachelors and Masters level staff will facilitate visits and employ a variety of interventions including: coaching and teaching skills; behavioral shaping/modification through positive reinforcement; role-playing and modeling of desired behaviors; identifying and reinforcing strengths and providing practical information and guidance. Whenever possible the visitation plan will be coordinated with any existing treatment plan in place.
- Maple Star Colorado employs a family systems and strength-based approach in all programs and services, which includes facilitated visitation. Maple Star Colorado currently has the staffing resources in place to provide this service in a flexible and responsive manner with an individualized approach to setting and format. Visitation coordinators are experienced in guiding and supporting the visitation process and are able to provide varying levels of structure either within the office setting or in an appropriate community-based location. Maple Star's established track record is evident in their ability to provide accurate, detailed and timely written reports for referral sources as well as maintaining productive working relationships with Adams County Department of Social Services. This service and required reporting will be carried out in an efficient manner.
- Maple Star exhibits significant experience working with children, youth, and families within the child welfare system, particularly those with trauma histories or in placement. This experience lays the foundation for Maple Star's ability to provide safe and family-centered Parenting Time Services.
- Maple Star's twenty-two years of experience in working with foster care children includes understanding the needs of abused and neglected children while also working sensitively with children's biological families. Maple Star also provided multiple years of casework and casework supervision in El Paso County which included planning and supervising visitation services. Additionally, Maple Star provides Parenting Time Services on-site at Adams County as well as community-based visitation for Douglas, Denver, El Paso, and Larimer Counties. Maple Star also provides visitation services for Denver County in their Family Services Center. This rich experience creates a knowledge base from which Maple Star will build. Maple Star's Parenting Time Services includes a Maple Star staff member in the room with the family at all times at Adams County DSS Family Visitation Center as well as during community visitation and at Maple Star's Family Services Center.
- The Parenting Time Services will be based on safety and needs of the child and the family's visitation plan. This setting will prioritize family engagement in an effort to insure the visiting parents feel safe and respected. Both children and families will be served in a culturally responsive manner which highlights the family's strengths.
- 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. Maple Star's visitation coordinators will provide the additional coaching when referred and

authorized. Maple Star can also provide In-Home Parenting Time as part of their community-based Parenting Time Services.

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

Maple Star utilizes an assessment tool, combined with the factors listed above, to determine the needs and concerns to be addressed during the visitations.

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).

- Maple Star is proposing to provide visitation at Adams County, in the community, and if needed, at Maple Star's Family Services Center for 60 minutes duration, unless otherwise requested.
- The first meeting with the parent, prior to and on the same day as their visit with their children. At this meeting, the expectations of visitation times will be explained including cancellation and no show policies as well as logistics of the visitation times. This first step is a key in developing a relationship with the parent(s) in a culturally responsive manner. An assessment will be administered to begin developing goals and strategies for parenting. Child safety will be discussed and emphasized.
- To assist with the awkwardness that some families encounter during a parenting session, Maple Star will provide baskets of activity ideas where families can draw an idea that prompts interactions such as playing a game, coloring together, building something, or creating a discussion. The activity basket can be utilized; however, it is not required for any of the parenting sessions. Maple Star's Family Services Center offers a variety of toys, games and activities, including sensory and connection activities.
- Maple Star will also take the first session to explain Maple Star's, the courts', the parents' and the county's roles with an emphasis on the importance of child safety. Ample time will be given to respond to any questions posed.
- For those referred to the visitation coaching service, the time will begin 15 minutes prior to the designated visitation hour. During the initial 15 minutes, a review of the previous visitation will be discussed with the parent(s) with their participating in self-evaluation. The goals and progress will be identified and plans for growth and improvement charted in specific terms. The 15 minutes after will provide a time to recap the visitation, give behavioral observations and feedback as well as plan for

subsequent parenting time. The content of the parent coaching prior to and after the parenting time will be included in the documentation of the sessions. Samples of these forms are in APPENDIX 5.

- Maple Star utilizes a Parent Coaching curriculum based on Daniel Siegel's Whole Brain Child (2012), Karyn Purvis's The Connected Child (2007), and John Medina's Brain Rules (2014). The curriculum includes questions and answers, homework exercises and is updated regularly to include new and relevant information on brain science, child development, and behavioral intervention strategies.
- Transitions are difficult for children with trauma histories to manage. With this knowledge in the forefront of our interactions, Maple Star will provide calendar pages for each child to take with them at the end of the parenting time. The child and parents will place a sticker on the day of the next parenting time session so the child can monitor and predict when they will see their parents next. This strategy helps to alleviate anxiety and create predictability, both strategies are crucial in working with children with trauma histories. Maple Star, in conjunction with the case worker, will develop visitation contracts with specific families if the visitors' attendance is not consistent, which may include the visitor calling ahead to confirm or arrive early to check in. This minimizes the children being re-traumatized should a parent fail to attend a visit.
- The focus and goal of all visitation services is safe reunification. Toward that goal, Maple Star builds up the existing strengths of the parents and guides them in their parenting abilities. Together with the parents, Maple Star's parent coaches identify areas that need to be reinforced or improved.
- Maple Star is able to answer questions that parents may be reluctant to discuss with other professionals due to their fear of the system.

Maple Star will provide visitation at Adams County during the hours of :

Mondays - Fridays from 3:30 p.m. to 8:30 p.m.

Saturdays from 8:30 a.m. to 6:30 p.m.

Maple Star currently provides and would be able to continue to meet the capacity of 200 hours/month or 2,400 hours/year on-site at Adams County. This includes Visitation Coaching. Holidays will be taken into account and attempts will be made to help families schedule their parenting time even when holidays may interrupt their scheduled times.

For community based Parenting Time Services, Maple Star provides a wide range of options which includes 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 the parents and children. Every attempt will be made to provide timely and flexible scheduling the child's home community.

- Maple Star currently has the capacity to provide 400 hours of community-based visitation per month
- On occasion, Maple Star will utilize its Family Services Center located at 2250 South Oneida Street, Suite 100, Denver, Colorado. Maple Star's Family Services Center includes private visitation rooms with separate entrances for family members and foster parents. The rooms include soft chairs, art tables, and toys, books, puzzles and games are provided for a variety of age and ability levels.

For therapeutic Parenting Time Services, Maple Star provides flexible scheduling options within the community or at their Family Services Center. Maple Star's current capacity will accommodate 250 hours/month of therapeutic visitation.

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.

Maple Star will provide an initial assessment, see APPENDIX 5. Parenting Time Services will be provided at the level approved. If Visitation Coaching is approved, the duration of the services is anticipated to be 60- 90 days after which the family can graduate to a lower level of Parenting Time which may include community or in-home visits. Offering the continuum of Parenting Time Services allows a smooth and supervised transition to lower levels with the targeted goal of reunification. Conversely, if a family is struggling at a lower level of Parenting Time Services, Visitation Coaching may be indicated and can be accessed immediately upon authorization.

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.

- Maple Star understands the role of court orders in the service provision and will work to empower all clients as they progress toward successful completion of the court's requirements while communicating progress and challenges to the caseworker on at least a weekly basis. Maple Star's visitation workers are briefed on how to give testimony in court should the need arise. They will be prepared to discuss their duties, observations, and visitation documentation. This information will be supported by accompanying documentation.
- Documentation of the approval for visitation will be in the case record. Services will be provided for the length of the visitation agreement.
- The schedule will include the needs of the case of the involved parties. The hours that visits are provided will be aligned with what is currently in place and will support the families and children being served.
- The Program Supervisor also will track statistics and report to Adams County monthly.
- Maple Star will monitor visitation plan adherence and completion of individualized service goals developed collaboratively with client families.
- Visitation plans are based on court orders, children's safety, parents' progress, and status of the court case. Consistent communication between caseworkers and Maple

Star's visitation workers will insure compliance to the family's visitation plans. Additionally, visitation workers are trained in issues related to working with families, crisis, abuse, reunification, and observation. The visitation workers' documentation will reflect their observations in multiple domains that include interpersonal dynamics, parenting techniques, behavioral appropriateness, and logistical responsibility (arriving on time and consistently or notifying Maple Star when delays or cancellations occur).

- Maple Star's longevity in the Child Welfare field provides a context for their experience and ability to provide expert testimony. This extensive experience, combined with training and education provide the basis for their ability to qualify as experts.

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.

Maple Star will adhere to the required timeframe of service as well as also utilize the appropriate authorization processes.

Offerors Staff Qualifications

- Maple Star's staff meet the following regulation:
 - *Visitation workers* shall meet the equivalent of minimum qualifications, as defined in Section 7.000.6, Q, 3. Maple Star's visitation workers all have Bachelor's Degrees; however, a worker may have obtained a high school diploma or a General Equivalency Diploma (GED) and six months full time public contact in human services or a related field in some instances; however, the majority of the staff in this position will be Bachelor's level with experience. 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.
- The current Program Coordinator meets the equivalent of the minimum qualifications, as defined Volume 7, with a Master's Degree in Social Work.
- All visitation workers providing therapeutic visitation hold master's degrees in the human services field.
- All visitation workers will enter their data into the state Trails system.
- All Maple Star employees, including visitation workers, are background-searched to include finger prints and child welfare checks.
- Mandatory training for all employees includes:
 - Crisis management
 - CPR/First Aid
 - HIPPA Requirements

- Confidentiality
- Ethics
- Mandatory Reporting
- Child and Adolescent Development
- Trauma and the Brain
- Beyond Consequences
- Family dynamics
- Strengths-Based Family Theory
- Parenting which includes signs of abuse and neglect
- Awareness related to alcohol and substance abuse issues
- Safety protocols
- Additional trainings for Parenting Time workers includes:
 - Intervention to promote change
 - Parenting skills
 - Behaviors that facilitate positive attachment, separation and reconnection
- Training for therapeutic visitation includes:
 - Any person providing therapeutic supervised visitation services must be a licensed mental health professional or supervised by a licensed mental health professional
 - The use of therapeutic modalities to address parent-child interactions with a focus on improving the relationship and bonding between the parent and child.

12. PRECAUTIONS AND SAFETY PRACTICES

Maple Star agrees to abide by County's policies and procedures which includes safety concerns, building protocols and keys.

13. GENERAL RULES AND REGULATIONS FOR OFFEROR EMPLOYEES

Maple Star employees will read, sign and conform to a code of good business conduct.



**MAPLE STAR COLORADO
FACILITATED VISITATION SUMMARY**

CHILD/CHILDREN'S NAME: **DATE/TIME:**
MONITOR'S NAME
VISITOR'S NAME: **RELATIONSHIP:**

INITIAL RESPONSE (Please be as factual as possible in stating observations; avoid opinions or conclusions)
Watch to see if the child goes freely to the parents, waits or resists until encouraged to go to the parent.

INTERACTION (include biological parents interaction with all the children present)
Physical- Watch to see who initiates physical contact does the child sit in the parents lap, next to them, or away from them. Is there eye contact between the child and the parent and the child and siblings?

VERBAL- Listen to hear if there is open reciprocal conversation between the biological parent and the child. Does the parent interrogate the child or attempt to pry information from the child? Does the parent make promises to the child? Are there any sexual innuendoes in any of the child's or parents comments?

ACTIVITIES- How does the parent invest the time they have with the child? (list specific activities) How does the parent respond to role- modeling and suggestions?

CLOSE OF VISIT
How does the child respond? What does the parent say or do to help the child with this separation? Does the parent prolong the good- bye? How does the child act after the parent has gone?

PARENT COACHING OPPORTUNITIES:
What situation required intervention by the facilitator? How did the parent respond to the intervention?

Progress in Parenting Time Sessions:

SUMMARY
Give a general description of the feel of the visit, areas of concern, or questions you have. Indicate whether the parent arrived on time and/or left early.

RECOMMENDATIONS:

MAPLE STAR COLORADO
VISITATION COACHING SESSIONS:

Goal 1: _____

- _____ 5 (significant progress—able to internalize content from coaching sessions)
- _____ 4 (positive progress—demonstrates an understanding of content from coaching sessions)
- _____ 3 (neutral progress—unable to determine if progress is occurring)
- _____ 2 (minimal progress—inability to apply content from coaching sessions is minimally apparent)
- _____ 1 (no progress—inability to apply content from coaching sessions is not apparent)

Goal 2: _____

- _____ 5 (significant progress—able to internalize content from coaching sessions)
- _____ 4 (positive progress—demonstrates an understanding of content from coaching sessions)
- _____ 3 (neutral progress—unable to determine if progress is occurring)
- _____ 2 (minimal progress—inability to apply content from coaching sessions is minimally apparent)
- _____ 1 (no progress—inability to apply content from coaching sessions is not apparent)

Goal 3: _____

- _____ 5 (significant progress—able to internalize content from coaching sessions)
- _____ 4 (positive progress—demonstrates an understanding of content from coaching sessions)
- _____ 3 (neutral progress—unable to determine if progress is occurring)
- _____ 2 (minimal progress—inability to apply content from coaching sessions is minimally apparent)
- _____ 1 (no progress—inability to apply content from coaching sessions is not apparent)



Maple Star Facilitated Visitation Services

MS Office Number: 303-433-1975 (press 0 for office manager)

MS Facilitated Visitation Supervisor: 720-616-2856

Children Name: _____

Visitor Name: _____

Visitor Contact (email or phone): _____

Facilitator Name: _____

Facilitator Email: _____

During your visit a facilitator will be present in the visiting room but will not participate in the visit. The facilitator, will however, intervene if there is a question as to the child's comfort level and/ or the safety of the child or the visit facilitator. If parent coaching is a part of the treatment plan designated by the Caseworker, Facilitator will adhere. Factual documentation of the visit will be recorded during the visit, and upon request, sent to attorneys, caseworker, and Guardian ad litem.

The visitation program is closed on the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas. The visitation program is open on all other holidays. If your visitation falls on a closed holiday a make-up visit will be arranged.

Arrival:

- **Be on time.** Please arrive 15 minutes before your visit start time. If you have Visitation/Parent Coaching, you will need to arrive 30 minutes prior to the scheduled session. If a parent arrives 15 minutes after their scheduled visit time, the visit will not take place. Please call your Facilitator as soon as possible to notify if you are running late. By arriving early this allows your facilitator to bring your child(ren) down right at the start of your scheduled visitation time and your family has the benefit of visiting your entire scheduled time.
- If a visit must be missed, please contact Maple Star Denver Office at phone numbers listed above or your facilitator directly and communicate reasons for missed visits at least 24 hours in advance. In the event of an emergency cancellation we ask that you contact Maple Star immediately so that we can contact all parties to cancel your visit.

- Missed visits without any notification are recorded as a “no call/ no show”. If you have three consecutive no call/ no show visits, your visit time will be given to another family and you will need to contact your case worker.
- If the child or parent is ill, the visit will be cancelled. This ensures the families are not exposed to illness. The parties must call to cancel as soon as possible. An effort will be made to notify all parties of the cancellation. A make up visit may be requested. If only one parent is sick, the other parent will still be expected to make the visit.
- When/If a Maple Star Facilitator is ill, Maple Star will make every effort to locate an available facilitator to cover your visit. In the event that this is not possible, Maple Star will make efforts to make up any missed visit within 30 days.
- Parents of children will be required to Park on the South Side Parking Lot located right past the building on the left hand side, when visits are held at the Maple Star Denver Office.
- Parents will enter building **15 minutes prior to their scheduled visit**. Once they have checked in, Parents must remain seated in the waiting room until Facilitator comes to take them to their visit.

Confirming Your Appointment:

- ❖ It is the responsibility of the visiting Parent, to **confirm visits by 6pm the day before** their scheduled visit with their Facilitator, as outlined in this agreement. Failure of parent to confirm visit will result in a *No Call/No SHOW* visit and your Case Worker will be notified.
- ❖ If Parent is unable to make a scheduled visit due to illness or outside circumstance, they must notify their facilitator **24 hours prior** to their scheduled visit

General:

- Parents may not take the children to the bathroom unsupervised. If the parent accompanies a young child to the bathroom, they are to leave the door partially ajar, and the Facilitator will stand outside of the door. Older children must go into the bathroom by themselves.
- There will be no note passing from parent to child permitted during the visit.
- There will be no whispering or speaking other languages unknown to Facilitator. The Facilitator will remain within sight and hearing distance of the family during the entire visit.
- There are no secrets allowed. If your child attempts to tell you a secret please inform him or her this is against the rules and let your child know it is ok to be said aloud.
- There are to be no promises made. This includes, but is not limited to, when the children will be coming home and details regarding your case or future activities.
- There will be no hitting, kicking, spitting, spanking, threatening, or biting.

- Parents are to be respectful of the child's personal space, i.e., no rough housing or excessive tackling during play.
- Do not attend the visit if you have recently used drugs or alcohol. If this is suspected during a visit the visit will be terminated and the caseworker will be notified.
- To keep visits safe, no threatening and/or angry remarks by the parent will be allowed nor will any physical altercations or damage to property by parent or child be tolerated. Parents are expected to demonstrate positive and age appropriate behavior and language.
- Your children need your full attention during your time together. Please turn off your cell phone. Phone calls will not be allowed unless you have permission from your Caseworker. Phone calls, apps, and electronic games are strictly prohibited during your visitation time.

Scheduled:

- Extra visitors should not attend visitation unless it was arranged with the Caseworker and Maple Star is notified in advance of your scheduled visit. If a visitor has not been authorized by the Caseworker to attend visits he or she will be asked to leave the premises or wait in the lobby.
- Please plan your parenting time. You are expected to bring items to properly care for your child (ren) such as diapers, bottles, formula. You may also bring activities, games toys and healthy snacks and meals that have been prepared prior to your visit. Maple Star does provide a microwave for family use during visits. Knives or sharp tools are strictly prohibited during visits, as this can be a hazard to the safety of your children, you, and your facilitator.
- The visit is a time to focus on your child (ren). If you have questions that concern the visitation please contact your Caseworker or Attorney.
- Parents are responsible for cleaning up the room 5-10 minutes prior to the end of visitation. This includes wiping down tables, picking up trash and food from the floors, and disposing of trash in the receptacles provided by the department.
- If either Parent does not adhere to the safety plan, future visits will be suspended for that parent until a new plan can be developed and approved by all parties.

Community Visits:

- ❖ Same rules as above apply.
- ❖ Parent must always maintain supervision of their child(ren) during a community visit, to maintain safety of the child.
- ❖ Parent may not leave the designated Community Visit area once the visit has started, until the visit ends.
- ❖ If parent is running late or confused about time or location, parent needs to contact their Facilitator as soon as possible.

- ❖ Parent must make a safety plan with Facilitator prior to starting visits in the community to outline specific rules for a safe visit in the community.
- ❖ If either Parent does not adhere to the safety plan, future visits will be suspended for that parent until a new plan can be developed and approved by all parties.

Parent

Date

Parent

Date

Maple Star Facilitator

Date

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:

Maple Star Colorado
Company Name

4-21-16
Date

Debi Grebenik
Name (Print or Type)

Debi Grebenik
Signature

Executive Director
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)

Maple Star Colorado
Company Name

4-21-16
Date

2250 S. Oneida St Ste 200
Address

Debi Grebenik
Name and Signature of Authorized Person

Denver CO 80224
City, State, Zip Code

Debi Grebenik
Printed Name

Denver
County

Executive Director
Title

303-433-1975
Telephone

303-433-1980
Fax

debi.grebenik@pathways.com
E-mail Address

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**



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 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 5th 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.