

## PURCHASE OF SERVICE AGREEMENT

THIS AGREEMENT ("Agreement") is made this 9 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," acting in its capacity as the Adams County Board of Human Services, and Family Tree, Inc., located at 3805 Marshall Street, Suite 100, Wheat Ridge, CO 80033 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 2016.418 Youth Intervention Program Services and the Contractor's response to the RFP 2016.418 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. Contractor will provide youth intervention services to adjudicated or non-adjudicated youth referred by Adams County Human Services Department (ACHSD) pursuant to the Colorado Family Preservation Act §§ 26-5-101, et seq., C.R.S. and in compliance with the state rules and County Plan, policies, and procedures and CDHS Volume VII 7.303.

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.

### 3. **TERM:**

3.1. Term of Agreement: The Term of this Agreement is June 1, 2016 through May 31, 2017.

3.2. Extension Option: The County, at its sole option, may offer to extend this Agreement as necessary for up to two, one 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 total fixed fee rate for services is two hundred ninety-six thousand six hundred thirty-nine dollars (\$296,639.00) plus the fee for services calculated at forty-eight thousand dollars (\$48,000). The County shall pay the Contractor for

2016.418 Youth Intervention Program/Family Tree, Inc.

services furnished under this Agreement, and the Contractor shall accept as full payment for those services, the sum of three hundred forty-four thousand six hundred thirty-nine dollars (\$344,639.00).

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:**

6.1. **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.**

6.1.1. 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 negligent performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or negligent 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

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 the 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 or policies required under this Agreement.

## **9. WARRANTY:**

9.1. The Contractor warrants and guarantees to the County that all work, equipment, and materials 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 with 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. The Contractor 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 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 2016.418 Youth Intervention Program/Family Tree, Inc.

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:

Department: Adams County Human Services Department, Children and Family Services  
Contact: Jan James, Division Director  
Address: 7401 North Broadway  
City, State, Zip: Denver, CO 80221  
Phone: 303.412.8121  
E-mail: [jjames@adcogov.org](mailto:jjames@adcogov.org)

Department: Adams County Purchasing  
Contact: Liz Estrada, Contract Administrator  
Address: 4430 South Adams County Parkway  
City, State, Zip: Brighton, Colorado 80601  
Phone: 720-523-6052  
E-mail: [lestrada@adcogov.org](mailto:lestrada@adcogov.org)

Department: Adams County Attorney's Office  
Address: 4430 South Adams County Parkway  
City, State, Zip: Brighton, Colorado 80601  
Phone: 720.523.6116

Family Tree, Inc.  
Contact: Scott Shields, Chief Executive Office  
Address: 3805 Marshall Street, Suite 100  
City, State, Zip: Wheat Ridge, CO 80033  
Phone: 303.422.5707  
E-mail: [sshields@thefamilytree.org](mailto:sshields@thefamilytree.org)

- 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.
- 11.12. Confidentiality: All documentation related to this Agreement will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act, C.R.S. 24-72-201 *et seq.* ("CORA"). The County does not guarantee the confidentiality of any records.

## **12. CHANGE ORDERS OR EXTENSIONS:**

- 12.1. Change Orders: The County may, from time to time, 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 Invitation to Bid, or, if no provision exists, pursuant to the terms of the Change Order.
- 12.2. Extensions: The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor.

## **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 the 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 (3) 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 (3) 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.

The remainder of this page is left blank intentionally.

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

**Board of County Commissioners**

Steven F. O'Connell  
Chairperson

8/9/16  
Date

Family Tree, Inc.  
[Signature]  
Signature

08/01/16  
Date

Scott Shields  
Printed Name

Chief Executive officer  
Title

**Attest:**

Stan Martin, Clerk and Recorder

[Signature]  
Deputy Clerk

Approved as to Form:

[Signature]  
Adams County Attorney's Office

**NOTARIZATION OF CONTRACTOR'S SIGNATURE:**

COUNTY OF Jefferson

STATE OF Colorado )SS.

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

by Scott Shields

[Signature]  
Notary Public

My commission expires on: February 24<sup>th</sup>, 2019



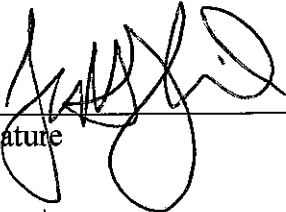
**CONTRACTOR'S CERTIFICATION OF COMPLIANCE**

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:**

Family Tree, Inc.  
Company Name

02/01/16  
Date

  
Signature

Scott Shields  
Name (Print or Type)

Chief Executive Officer  
Title

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



**Family Tree, Inc.**

**RFP: 2016.418**

**Adams County: Youth Intervention Services**

**Wednesday, April 20, 2016 at 3:00pm**

## **Family Tree: 2016 Youth Intervention Services Proposal**

- 1. Provide a brief description of your agency, and/or organization including total staff size, number of years in operations, mission, and history.*

Family Tree was founded in 1976 as a cooperative effort with local government, civic, and private agencies to coordinate existing human service resources, and to identify and develop innovative responses for youth and families in Jefferson County. Due to high-quality services provided, along with expanding community needs, we broadened our service area to include the entire seven-county Denver metro area, and operate utilizing our three programmatic pillars of Child and Youth Services, Domestic Violence Services, and Housing and Family Stabilization Services.

*Child and Youth Services:* Offers community-based education, treatment, crisis intervention, and case management to stabilize youth homes in order to prevent and help families overcome child abuse and neglect.

*Domestic Violence Services:* Keeps domestic violence survivors and their children safe through our 24-hour crisis line, emergency shelter, safety planning, legal advocacy, and linkages to community resources.

*Housing and Family Stabilization Services:* Provides individual and family stabilization services through emergency shelter, homeless prevention services, case management, education and employment guidance, along with ancillary support.

Through our integrated approach, we offer supportive services to children and their families, and empower thousands of individuals annually to discover their own strengths to create lasting, positive change.

The mission of Family Tree is to help people overcome child abuse, domestic violence, and homelessness to become safe, strong, and self-reliant. We currently employ 59 full-time, 27 part-time, and 20-30 relief staff.

- 2. Detail previous contracts with Adams County Human Services Department and/or other government agencies and describe your ability to effectively manage these programs.*

Family Tree has a long history of previous contracts with Adams County Human Services Department (ACHSD). From 1999 to the present, Family Tree has contracted with ACHSD to provide a TANF Stable Families Program to families in Adams County. From 2002-2012, Family Tree contracted with ACHSD to provide an Early Intervention and Prevention (EIPP) Program, and from 2007-2012, Family Tree contracted with ACHSD to provide a Military Assistance Program. From 2006 to the present, Family Tree has contracted with ACHSD to provide the Community Family Resource Team, which is the Youth Intervention Program Services for which this bid is written. The feedback we have received from ACHSD

during contract meetings for these programs is that they have consistently met or exceeded expectations and they are effectively managed.

3. *Provide a detailed narrative on how this service will address the five Core Services goals of:*
  - a. *Focus on the family strengths by directing intensive services that support and strengthen the family and protect the child*
  - b. *Prevent out-of-home placement*
  - c. *Return children in placement to their own home*
  - d. *Unite children with their permanent families*
  - e. *Provide services that protect the child*

Family Tree's Community Family Resource Team (CFRT) provides strengths-based, brief, intensive family services, delivered in the home, school, and community. This includes individual and family therapy, case management, and crisis intervention. Our program draws upon the evidence-based, research-driven principles of cognitive-behavioral therapy, trauma-informed treatment, and family systems theory. From this foundation, CFRT effectively supports Adams County's goal of keeping children with their permanent families by preventing out-of-home placement, and by facilitating youth's return from placement to their own homes. CFRT also partners with Adams County to help youth and families develop and use their own strengths and resources.

CFRT therapists work directly with youth and families, addressing problematic behavior patterns such as: truancy, acting out, defiance, out-of-control behaviors, substance use, running away, escalated interactions, conflict, and abuse. These patterns jeopardize youth safety and welfare, and perpetuate further family dysfunction. However, by implementing their strengths and values, families learn practical coping skills, develop and work towards their goals, and effectively problem-solve obstacles. These successes drastically improve each family's options and opportunities. Consequently, families increase their safety and self-sufficiency, and ensure their overall contribution to their community.

CFRT takes an active and collaborative role in helping youth and families cultivate their strengths, improve their relationships, develop their communication skills, and implement structure and accountability. Our goal is to provide all family members with appropriate and effective tools to understand and address the current issues, as well as to prevent or work through future problems. Specifically, our families consistently demonstrate the following outcomes (see Attachment A: Outcome Statistics Report): youth diversion from out-of-home placement (>85%); improved education, employment, and probation compliance; and reduced substance use. After working with CFRT, our client families report (via Client Satisfaction Surveys) overall improved family functioning, including: effective communication, more satisfying relationships, reduced conflict or escalation, increased problem-solving, and more appropriate structure and accountability. Through our flexible, strengths-based, researched and proven program, CFRT effectively partners with Adams County to support and empower youth and families by improving safety, accountability, and self-sufficiency, and most importantly, by keeping youth with their

families. Data collected at 3, 6, 9, and 12 months post-close indicates that youth successfully discharged from CFRT remain in their homes at a rate of 95 percent or greater.

- 4. Provide your experience working in the Child Welfare System, particularly with traumatized children and families and describe your agency's approach to trauma informed care within your practice.*

Family Tree has been working in the child welfare system since 1976 through Gemini, our residential care and treatment facility for adolescents placed by county departments of human services; this program closed in January 2014. The Community Family Resource Team (CFRT) has been providing youth intervention services to families in Adams County, and in partnership with the Adams County Human Services Department since 2006. Our agency and program use a trauma-informed approach when working with our families as we recognize the vast majority of our youth and families have trauma exposure, and their behaviors and interactions must be viewed in this context. We utilize interventions designed to establish safety, build trust, collaborate with client goals, and empower youth and families.

- 5. Describe how you will be multi-culturally responsive and how you plan to provide services that meet the social, cultural and language needs of clients involved in the Child Welfare System.*

Family Tree is committed to providing services that are inclusive of all clients. This is evidenced not only by the agency's mission and vision, but also by Family Tree's internal and external efforts to increase the respect, understanding, and sensitivity of our staff, clients and community. Internally, representatives from numerous Family Tree programs participate in an agency-wide inclusiveness committee known as Kaleidoscope, which meets monthly to identify strategies to achieve this purpose. Externally, Family Tree partners with other community agencies to support inclusiveness initiatives. Our programs provide all clients with a welcome letter explaining our commitment to providing the client "an environment where you feel accepted and respected" and inviting their input on how we can best serve their needs.

CFRT staff are trained and equipped to effectively address clients' social, cultural, and language needs. During the intake process, our program seeks to obtain social and cultural information from each youth and participating family members in order to assess how CFRT can provide services in a sensitive way. Specifically, during the intake, the question is asked: "What is helpful for me to know about you and your family's cultural background, such as religious or spiritual beliefs or ethnic considerations?" Such considerations are factored into treatment planning. Client language needs are also assessed immediately upon referral. If a client prefers a language other than English or Spanish, CFRT coordinates to have an interpreter available for all therapy sessions and for community meetings, as needed. CFRT has developed working relationships over the past several years with interpreter agencies in the community in order to facilitate timely and reliable interpreter collaboration. For clients whose primary language is Spanish, CFRT currently employs one full-time staff who is bilingual and able to provide therapeutic services in both English and Spanish.

6. *Describe how you plan to coordinate services and reporting with Child Welfare Social Case Workers.*

CFRT staff currently coordinate services and reporting with Child Welfare Social Case Workers in a number of ways and continue to partner effectively with case workers. Upon referral, a CFRT staff member contacts the referring case worker to discuss the case plan, including the services needed, goals to be addressed, and other County expectations.

CFRT staff communicate weekly with case workers by phone, email, or face-to-face contact. Weekly communication focuses on but is not limited to the following areas:

- Identifying family and client needs and strengths
- Update on crisis interventions that occurred and referrals to community resources
- Attendance and participation level of the youth and family at family and individual sessions
- Concerns or potential safety risks to the client or family
- Meetings or communications that occurred with the client's school, law enforcement, or other outside agencies
- Monthly treatment planning

CFRT staff formally provide each case worker with a written treatment plan for each family served every 30 days to communicate dates of treatment and clinical progress on therapy goals. CFRT staff also attend and participate in professional treatment reviews or staffing, as scheduled by case workers. Similar communication is provided to GAL's, probation officers, and other collateral professionals involved in each case.

7. *Define other supportive services you provide through collaborative agreements with other programs/providers if applicable.*

Through our 40 years of experience, we understand there is a great need for our services, and demand continues to increase. No one service provider in the Metro area is able to assist all individuals and families in need, therefore we continue to seek collaborative opportunities with other, local service providers and community partners to move clients closer to self-sufficiency.

*Child and Youth Services:* In collaboration with Adams County Human Services as well as with Douglas County Human Services, Family Tree provides SafeCare Colorado services to vulnerable families with children 0-5 years of age. Additionally, Family Tree partners with Adams County Human Services to administer the Temporary Assistance for Needy Families (TANF) program, providing financial supportive services and referrals for kinship families struggling to maintain stability and housing for children in their care. In Douglas County, Family Tree administers the Colorado Child Care Assistance Program (CCCAP).

*Domestic Violence Services:* Within this division, our residential facility for survivors of domestic violence and their children coordinates with other service providers to house clients when one facility is full or if a client needs to move to another location

for his/her safety. We also have an active MOU with Latina Safehouse to provide shelter and wrap-around advocacy to Latina clients.

*Housing and Family Stabilization Services:* One of our significant partnerships is through a program called Housing for Educational Stability and Success (HESS). HESS utilizes the strengths and talents of Family Tree, a local housing authority, department of human services, and one of the largest public school districts in Colorado. The aim of this program is to place homeless families with school-age student(s) in affordable housing, while also providing Family Tree's supportive services to help them achieve self-sufficiency. Additionally, with leadership from The Denver Foundation, we are partnering with other service providers on the Close to Home Public Will Building Campaign, to educate citizens of the metro Denver area on the issue of homelessness, working to change the public's perception of this societal challenge.

Through internal data, we have determined 95% of clients are in need of additional, wrap-around support in order to move toward self-sufficiency. In order to provide the best continuum of care for clients, we established the Client Connections Initiative (CCI), which is unique to Family Tree, and helps clients easily shift between the programs and services they need to become safe, strong, and self-reliant. The CCI is unique in many ways as it provides a continuum of care across our programmatic pillars of Child and Youth Services, Domestic Violence Services, and Housing and Family Stabilization Services.

We continue to look for additional ways to engage with the community to remain relevant to our client's needs, and help end child abuse, domestic violence, and homelessness.

*8. Briefly describe your (their) experience and the qualifications that would qualify you as experts in the child welfare or other fields in the event they are called to testify.*

Each CFRT staff member has earned a Master's Degree in Counseling, Social Work or a related field from an accredited college or university. Licensure is preferred and all therapists are required to be registered with the Department of Regulatory Agencies (DORA). CFRT staff are knowledgeable in the areas of child development (infancy through adolescence), family systems, mental illness, crisis intervention, substance use disorders, and the dynamics of trauma exposure, divorce, domestic violence, and emotional, physical, verbal, and/or sexual abuse. One of our therapists is certified in Dialectical Behavior Therapy. CFRT staff attend trainings on an ongoing and consistent basis to enhance skills and remain current in the field.

*9. Briefly describe your methodology and ability to track data and provide monthly reports on client progress.*

Family Tree CFRT utilizes a Microsoft Access database stored on an Adams County server to track client demographic, service, progress information, and outcomes. The database software has reporting capabilities in order to be able to generate queries or statistical reports of client services. The CFRT program has been using this database to track client data for several years and, therefore, has the capability to report on and analyze historical

data as well as current data. At the present time, the CFRT monthly program statistics report that is generated monthly and for contract meetings with ACHSD includes the following information: referrals received and reason for referral, number of youth served, type of services received, demographics, reason for discharge or closure, youth education, employment, and probation status at discharge, youth progress with drug and alcohol problems, and percentage of youth remaining in the home at 3, 6, 9, and 12 months after successful discharge. \*See Attachment B for example of a CFRT monthly report.

*10. Describe the accounting system you utilize to provide fiduciary accountability.*

Family Tree uses Dynamics SL accounting software and its report writer, Report Manager. Family Tree utilizes the accounts payable, accounts receivable, and general ledger modules in Dynamics SL. Only personnel on the finance team have access to Dynamics software on their PC. Transactions are controlled by assigning users rights to only those functions necessary to perform their job responsibilities, which are assigned by the CFO. Family Tree's chart of account structure includes functional accounts and sub-accounts for departments and grants. Budgets are uploaded to the software, allowing for actual-to-budget comparison reports. Reports are reviewed monthly by management and encapsulated in finance committee and board reporting.

*11. Indicate the availability of staff to provide the service (i.e. Days of the week, time of day services are able to be provided, in home, office, etc.)*

CFRT staff maintain flexible schedules with daytime and evening hours to accommodate family schedules, to be responsive to the therapeutic and case management needs of families as they arise, and to be accessible to collateral professionals. CFRT staff work diligently to allocate adequate time in the office to ensure accurate and timely documentation and reporting, to respond to phone calls, emails, and other requests, to be available for face-to-face communication with case workers, and to consult with other CFRT staff in the interest of optimal service provision. Each staff member is also accessible via mobile phone and utilizes remote access to email, enabling increased responsiveness to County professionals and families. In addition to providing home based therapy, CFRT staff are regularly available for and participate in school meetings, court proceedings, mental health meetings, and other pertinent meetings at the County's or the family's request. Our staff typically work schedules varying in times from 7am to 9pm Monday through Friday. CFRT staff occasionally schedules sessions on the weekend to accommodate families with limited or no availability during the week.

*12. Indicate if you are able to provide transportation for clients.*

CFRT provides assistance to overcome transportation barriers faced by our families in the form of RTD tickets and passes and Metro Taxi vouchers. Our staff maintain reliable transportation and adequate insurance so that we may transport clients if the need arises, as determined in partnership with client caseworkers and CFRT staff.



**Appendices**  
**Attachment A - Sample of Monthly Report**



Community Family Resource Team - Adams County  
 Contract Year 2015-2016

Month of: March 2015

**Youth Successfully Discharged and Remaining In the Home - Re-Integration Service**

Month/Yr of Discharge	3 Months Post		6 Months Post		9 Months Post		12 Months Post		Outcome Unknown	
	#Home	Total# %	#Home	Total# %	#Home	Total# %	#Home	Total# %	#Home	Total# %
TOTAL 2005	2	2 100%	2	2 100%	2	2 100%	1	2 50%	0	0 0%
TOTAL 2006	14	15 93%	12	14 86%	12	12 100%	10	12 83%	0	0 0%
TOTAL 2007	8	9 89%	5	8 63%	5	5 100%	5	5 100%	0	0 0%
TOTAL 2008	4	4 100%	4	4 100%	4	4 100%	1	4 100%	0	0 0%
TOTAL 2009	10	10 100%	10	10 100%	10	10 100%	10	10 100%	0	0 0%
TOTAL 2010	9	10 90%	9	9 100%	8	9 89%	8	8 100%	0	0 0%
TOTAL 2011	7	7 100%	7	7 100%	7	7 100%	8	8 88%	0	0 0%
TOTAL 2012	10	11 91%	9	10 90%	8	9 89%	8	8 100%	0	0 0%
TOTAL 2013	9	9 100%	9	9 100%	8	9 89%	8	8 100%	0	0 0%
TOTAL 2014	11	11 100%	11	11 100%	9	11 82%	8	9 89%	0	0 0%
January 15	1	1 100%	1	1 100%	1	1 100%	1	1 100%		
February 15	0	0 -	0	0 -	0	0 -	0	0 -		
March 15	1	1 100%	1	1 100%	0	1 0%	0	0 -		
April 15	0	0 -	0	0 -	0	0 -	0	0 -		
May 15	2	2 100%	2	2 100%	2	2 100%				
June 15	0	0 -	0	0 -	0	0 -	0	0 -		
July 15	4	4 100%	4	4 100%						
August 15	0	0 -	0	0 -	0	0 -	0	0 -		
September 15	5	5 100%	5	5 100%						
October 15	0	0 -	0	0 -	0	0 -	0	0 -		
November 15	1	1 100%								
December 15	1	1 100%								
<b>TOTAL TO DATE</b>	<b>99</b>	<b>103 96%</b>	<b>78</b>	<b>84 93%</b>	<b>72</b>	<b>78 92%</b>	<b>68</b>	<b>72 94%</b>	<b>0</b>	<b>0 0%</b>

The goal is 80% remaining in home at each interval.

Time Printed

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# Attachment B - Sample of Monthly Report

Community Family Resource Team - Adams County																				
Summary of Cases - Prevention, Intervention and Re-Integration Services																				
CASH#	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	Total YTD	Avg Mo.	Annualized	% Total	Previous Fiscal Yr.	Previous %		
																			Prevention	Intervention
Delinquency	0	0	1	0	0	0	0	0	0	0	0	0	0	3	0	3	6%	1	100%	
Parent/Child Conflict	0	2	3	4	7	2	3	4	7	4	3	5	44	4	44	88%	0	0%		
Truancy	0	0	0	0	0	0	1	1	1	0	0	0	3	0	3	6%	0	0%		
<b>Total # Referred</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>7</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>8</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>50</b>	<b>4</b>	<b>50</b>	<b>100%</b>	<b>1</b>	<b>100%</b>		
<b>Intervention</b>																				
Delinquency	1	1	0	1	0	1	0	2	0	0	0	3	9	1	9	24%	3	9%		
Parent/Child Conflict	1	2	2	2	0	4	0	3	4	2	1	0	21	2	21	57%	22	65%		
Truancy	0	0	0	0	3	0	0	0	0	3	0	0	6	1	6	16%	5	15%		
Transition	0	0	0	1	0	0	0	0	0	0	0	0	1	0	1	3%	2	7%		
<b>Total # Referred</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>37</b>	<b>3</b>	<b>37</b>	<b>100%</b>	<b>32</b>	<b>100%</b>		
<b>Re-Integration</b>																				
Delinquency	2	2	2	0	1	2	2	1	2	2	8	4	28	2	28	72%	15	60%		
Parent/Child Conflict	1	0	2	0	1	0	0	1	0	1	2	2	10	1	10	26%	9	36%		
Truancy	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1	3%	1	4%		
<b>Total # Referred</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>10</b>	<b>6</b>	<b>39</b>	<b>3</b>	<b>39</b>	<b>100%</b>	<b>25</b>	<b>100%</b>		
<b>Outcomes</b>																				
Prevention	0	1	1	4	3	4	4	4	2	7	3	1	4	4	34	3	34	55%	1	4%
Intervention	0	1	0	4	0	8	0	5	4	1	3	3	29	2	29	30%	26	85%		
Re-Integration	4	0	5	0	1	1	3	2	3	3	6	5	33	3	33	34%	21	45%		
<b>Total # Youth</b>	<b>4</b>	<b>2</b>	<b>6</b>	<b>8</b>	<b>4</b>	<b>13</b>	<b>7</b>	<b>9</b>	<b>14</b>	<b>7</b>	<b>10</b>	<b>12</b>	<b>96</b>	<b>8</b>	<b>96</b>	<b>100%</b>	<b>47</b>	<b>100%</b>		
<b>Outcomes</b>																				
Prevention	0	0	0	6	2	2	8	5	4	3	7	8	45	4	45	40%	1	3%		
Intervention	3	2	1	1	5	6	0	1	3	4	2	3	31	3	31	28%	34	81%		
Re-Integration	4	5	5	1	4	1	2	1	3	3	4	3	36	3	36	32%	22	33%		
<b>Total # Youth</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>8</b>	<b>11</b>	<b>15</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>14</b>	<b>14</b>	<b>9</b>	<b>112</b>	<b>9</b>	<b>112</b>	<b>100%</b>	<b>56</b>	<b>100%</b>		
<b>Outcomes</b>																				
Prevention	0	0	0	0	1	1	1	0	0	0	1	2	5	0	5	21%	0	0%		
Intervention	0	0	0	0	1	2	0	0	1	0	0	0	4	0	4	24%	0	0%		
Re-Integration	0	0	1	0	1	0	1	0	1	0	0	0	4	0	4	25%	8	50%		
<b>Total # Youth</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>13</b>	<b>0</b>	<b>13</b>	<b>100%</b>	<b>8</b>	<b>100%</b>		
<b>Outcomes</b>																				
Prevention	0	1	2	8	7	10	6	6	11	12	9	6	7	0	7	0%	0	0%		
Intervention	8	8	7	10	9	13	7	9	15	13	9	11	10	0	10	0%	0	0%		
Re-Integration	13	12	13	8	9	6	8	8	10	10	17	20	28	0	28	0%	0	0%		
<b>Total # Youth</b>	<b>21</b>	<b>21</b>	<b>22</b>	<b>26</b>	<b>25</b>	<b>29</b>	<b>21</b>	<b>23</b>	<b>36</b>	<b>35</b>	<b>35</b>	<b>37</b>	<b>43</b>	<b>0</b>	<b>43</b>	<b>100%</b>	<b>0</b>	<b>0%</b>		

\*Began tracking referral reason 1/2009  
 \*\* changed formula for extension percentage Jan 2011

Number of extensions  
 7  
 10  
 11  
 28

Update Monthly  
 22  
 28

## **Attachment C - Community Family Resource Team Cost**

### **Fixed Fee -*Serving 120 clients with 3.6 FTE***

Fixed Fee: \$296,639

Cost per client: \$2,472

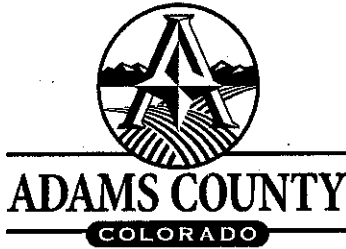
Cost per month, per client: \$206

*This amount is based on Family Tree cost with no markup, and includes salaries/benefits, staff recruitment/development, mileage and parking, contract services, client assistance, occupancy, and office costs.*

### **Fee for Service - *Serving 60 clients, an average of 5 cases per month***

Flat Rate: \$800/month

*This amount is based on Family Tree cost with no markup, and includes salaries/benefits, staff recruitment/development, mileage and parking, contract services, client assistance, occupancy, and office costs.*



**PROPOSAL FORM  
2016.418 YOUTH INTERVENTION PROGRAM**

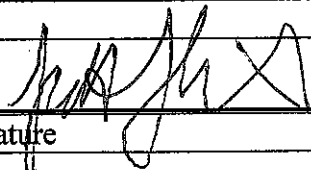
**CONTRACTOR'S STATEMENT**

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.

Two hundred ninety-six thousand, six hundred thirty nine dollars \$296,639  
 Written Amount Fix Fee Amount

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # None Addenda # None  
 If None, Please write NONE.

<u>Family Tree, Inc</u>	<u>April 20, 2016</u>
Company Name	Date
<u>3805 Marshall Street, Suite 100</u>	
Address	Signature
<u>Wheat Ridge, CO 80033</u>	<u>Scott Shields</u>
City, State, Zip Code	Printed Name
<u>Jefferson</u>	<u>Chief Executive Officer</u>
County	Title
<u>303-403-5888</u>	<u>303-422-5707</u>
Telephone	Fax
<u>sshields@thefamilytree.org</u>	
Email Address	

## CONTRACTOR'S CERTIFICATION OF COMPLIANCE

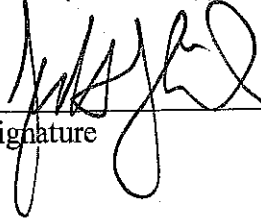
Pursuant to Colorado Revised Statute, § 8-17.5-101, *et. seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract 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:

Family Tree, Inc.  
Company Name

04/20/2016  
Date

Scott Shields  
Name (Print or Type)

  
Signature

Chief Executive Officer  
Title

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