

**ADAMS COUNTY, COLORADO  
SERVICE AGREEMENT**

THIS AGREEMENT ("Agreement") is made this October 17 2012, 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 **COMMUNITY COLLEGE OF AURORA** located at 9202 East Severn Place, Denver, Colorado 80230 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. SCOPE OF SERVICE OF THE CONTRACTOR:**

- 1.1. All work shall be in accordance with the attached **RFP 2012.154 as Exhibit A1** and the Contractor's responses as **Attachments A1-A3** to RFP 2012.154 attached hereto and incorporated herein by reference. Should there be any discrepancy between **Attachments A1-A3** and this Agreement the terms and conditions of this Agreement shall prevail.

**RESPONSIBILITIES OF THE COUNTY:** The County shall provide information as necessary or requested by the Contractor to enable the Contractor performance under this Agreement, as referenced in **Exhibit A1**.

**2. TERM:**

- 2.1. Term of Agreement: The initial term of this Agreement shall the date of execution by the Board of County Commissioners. This Agreement shall terminate on October 31, 2013, unless sooner terminated as specified elsewhere herein.

3. **PAYMENT AND PRICE SCHEDULE:** The County shall pay the Contractor for work furnished under this Agreement as outlined in **Attachments A1-A3** and the Contractor shall accept as full payment for those works, not to exceed amount of **three hundred ninety-four thousand, eight hundred fifty-three dollars and no cents (\$394,853.00)** for the initial term of the Agreement.

**A. Invoices**

Invoices will be submitted to the County Project Manager by the Contractor for the previous month of service. Invoices and reports will be required to be submitted at the same time. Submitted detailed monthly invoice billing statements must include the dates, and types of services performed. Payment of the invoices by the County will be made within twenty-five (25) days of the receipt thereof.

B. Fund Availability

The County has appropriated sufficient funds for this Agreement for the current fiscal year. 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 funds become unavailable, as determined by the County, the County may immediately terminate this Agreement or amend it accordingly.

4. **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.**
  
5. **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.
  
6. **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.
  
7. **INSURANCE:** The Contractor 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.

- 7.1.3. Bodily Injury/Property Damage \$1,000,000 (each accident)
- 7.1.4. Personal Injury Protection Per Colorado Statutes
- 7.2. Workers' Compensation Insurance: Per Colorado Statutes
- 7.3. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services.
- 7.3.1. Each Occurrence \$1,000,000
- 7.3.2. This insurance requirement applies only to Contractors who are performing services or work 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.
- 7.4. 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:
- 7.4.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so effected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.
- 7.4.2. 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.
- 7.4.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.
- 7.5. 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.
- 7.6. 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.

7.7. Proof of Insurance: Proof of insurance shall be provided to the County upon execution of this Agreement. Contractor shall provide the County certified copies of such policy or policies. Any payment due under this agreement shall be withheld until Contractor has provided such 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.

8. **TERMINATION:**

8.1. 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.

8.2. 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.

8.3. Termination for Default. An Agreement may be terminated for default because of the Contractor's actual or anticipated failure to perform its contractual obligations. The County will not be liable for the Contractor's costs on undelivered work and may be entitled to the repayment of progress payments. If the Contractor's failure to progress or perform endanger performance of the Agreement, the County Purchasing Department Manager will issue a written notice to the Contractor (generally called a "Cure Notice") specifying the failure and providing a period of ten (10) days in which to "cure" the failure. After the ten (10) days, the County Purchasing Department Manager may issue a notice of termination for default, unless the failure to perform has been cured.

9. **MUTUAL UNDERSTANDINGS:**

9.1. 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.

9.2. 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, and that no violation of such provisions are present. 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) when exposed to or provided with any data or records under this Agreement that are considered to be "Protected Health Information."

- 9.3. Record Retention: The Contractor shall maintain records and documentation of the services or work provided under this Agreement, including fiscal records, and shall retain the records for a period of five (5) 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.
- 9.4. 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.
- 9.5. 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.
- 9.6. 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.
- 9.7. 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 a facsimile was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

**County:**

Sally Ten Eyck, Project Manager  
 Contract Manager  
 Adams County Human Services Department  
 7190 Colorado Blvd  
 Commerce, Colorado 80601  
[STenEyck@adccgov.org](mailto:STenEyck@adccgov.org)

and Purchasing Department, Human  
 4430 South Adams County Pkwy  
 4<sup>th</sup> Floor Suite C4000A  
 Brighton, Colorado 80601  
 Office: 303.227.2116

and Adams County Attorney's Office  
 4430 South Adams County Pkwy  
 Brighton, Colorado 80601

**Contractor:**

Diane Postell  
 Director  
 Community College of Aurora  
 9202 East Severn Place  
 North Quad Building 901, Room 200  
 Denver, Colorado 80230  
 Phone: 303.340.040  
[Diane.postell@ccaaurora.edu](mailto:Diane.postell@ccaaurora.edu)

Richard Maestas  
 Vice President Administrator  
 Community College of Aurora  
 9202 East Severn Place  
 North Quad Building 901, Room 200  
 Denver, Colorado 80230  
 303.360.4751  
[Richard.maestas@ccaaurora.edu](mailto:Richard.maestas@ccaaurora.edu)

- 9.8. 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.
- 9.9. 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.
- 9.9. 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.

**10. CHANGE ORDERS OR EXTENSIONS:**

- 10.1. 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 **Exhibit A1**, or, if no provision exists, pursuant to the terms of the Change Order.

**11. 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 Contractor shall meet the following requirements prior to signing this Agreement (agreement for service or work) and for the duration thereof:

- 11.1. 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.
- 11.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this agreement for services or work.
- 11.3. 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 agreement for services or work.
- 11.4. At the time of signing this agreement for services or work, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this agreement for services or work through participation in either the E-Verify Program or the Department Program

- 11.5. 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 agreement for services or work is being performed.
- 11.6. If Contractor obtains actual knowledge that a subcontractor performing work under this agreement for services or work 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 (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 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.
- 11.7. 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).
- 11.8. 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.
12. All forms that were required for **RFP 2012.154** are reference under **Attachment A** as items 1 through 3.

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**CONTRACTOR'S CERTIFICATION OF COMPLIANCE**

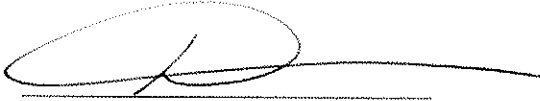
Pursuant to Colorado Revised Statute, § 8-17.5-101, *et seq.*, as amended 5/13/08, as a prerequisite to entering into an agreement for services or work with Adams County, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract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

CONTRACTOR:

**COMMUNITY COLLEGE OF AURORA**

Richard Maestri  
Authorized Name (Print or Type)

10/1/10  
Date

  
Signature

V.P. Alan Sauer  
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.

**CONTRACTOR  
COMMUNITY COLLEGE  
OF AURORA**

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

By: Richard Mast  
Name (Print or Type)

By: [Signature]  
Chair Signature

[Signature]  
Authorized Signature

Date: 10-17-12

V.P. Admin. Serv.  
Title

Date: 1-16-12

**ATTEST:**  
Karen Long  
Clerk and Recorder



[Signature]  
Deputy Clerk Signature



**APPROVED AS TO FORM:**  
Adams County Attorney's Office

By: [Signature]  
Attorney Signature

Signed and sworn to before me on this 11<sup>th</sup> day of October, 2012

by Eugenia Parham

Eugenia Parham  
Notary Public

My commission expires on: 2-12-2014

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

**Attachments:**

1. Best and Final Offer (BAFO), dated September 10, 2012
2. Addendum One, dated Tuesday, August 16, 2012
3. Proposal, dated August 29, 2012

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Center for Workforce Development  
Adams County CHOICES Program  
Community College of Aurora – Lowry Campus  
9202 East Severn Place  
North Quad/Building 901/Room 200  
Denver, CO 80230  
Direct: 303-340-7040  
Fax: 303-340-7049



September 10, 2012

Heidi Casteel, P.H.M.  
Purchasing Agent  
Adams County Department of Health and Human Services  
4430 South Adams County Parkway  
Brighton, Colorado 80601-8212

**Sub: Request for Proposal 2012.154 Case Management Services for Temporary Assistance for Needy families (TANF), Aurora Choices Program**

Dear Ms. Casteel:

Thank you for allowing Community College of Aurora (CCA) the opportunity to clarify the following questions on the Center for Workforce Development (CFWD) Request for Proposal 2012.154 Case Management Services for Temporary Assistance for Needy Families (TANF), ~~Colorado Works Program~~ for Adams County Government. 154

Questions:

- (1) Clarify if CCA have another method to pay clients without the w9 requirement, since the TANF clients payments are public assistance and considered non-taxable.
  - Community College of Aurora (CCA) will not require TANF participants to complete and submit a W9 form when receiving supportive services issued by CCA. We fully understand that the income they receive in supportive services is Federal Funding and not subject to standard tax regulations.
- (2) Please clarify your proposal budget line for tuition and books in the amount of \$322,000.00 to serve a caseload of 225 TANF clients. The RFP specifications called for a caseload of 165 TANF clients. With the two and half (2.5) case managers being assigned to this project, did you mean to propose serving a proportional caseload of 187 TANF clients?
  - Based on the number of staff allotted to perform case management duties under the proposed contract, the Center for Workforce Development will be able to serve a minimum of 187 participants. It has been our previous practice, when additional funds are available, we try and provide funding opportunities for additional participants that are eligible.

I hope this clarifies the process and the intent of the college in working with the CHOICES participants. If you have any additional questions, please do not hesitate to contact me.

Sincerely,  
Diane Postell  
Director



**ADDENDUM OF SOLICITATION**

**SOLICITATION NUMBER:** 2012- 158  
**SOLICITATION DATE:** Thursday, August 9, 2012  
**DESCRIPTION:** Case Management Training Services Temporary Assistance for Needy Families (TANF) Job Transition Program  
**ADDENDUM NUMBER:** ONE (1)  
**ADDENDUM DATE:** Thursday, August 16, 2012

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The hour and date specified for receipt of IFB 2012-158[ ] is [X] is not extended to the following new hour and date:

The above-numbered solicitation is amended as set forth below. Offeror must acknowledge receipt of this addendum prior to the hour and date specified in the solicitation or as amended by signing this form below or by acknowledging receipt of this addendum on each copy of the proposal submitted. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF PROPOSAL PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR PROPOSAL. If by virtue of this addendum you desire to change an offeror already submitted, such change may be made by letter, provided the letter makes reference to the solicitation and this addendum, and is received prior to the hour and date specified.

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**DESCRIPTION OF ADDENDUM:**

A. This Addendum is being issued to provide answers to the questions received for RFP 2012.158 before Tuesday, August 14, 2012.

**QUESTIONS AND ANSWERS:**

- Q1. On page #1 it states that the offeror must have the ability to serve an average monthly caseload of 250 BCA single parent households. Is this number a monthly average figure or an annual average figure? ?
- A1: A monthly average figure. The current caseload is less than 250; this maximum average of 250 allows for caseload growth. The Offeror for this RFP may decide to bid at the current caseload of approximately 100 per month.
- Q2. The achievement of FWPR has some discrepancies on page #1, 2, and 4. Is the FWPR a minimum of 50%, 55% or 60%.
- A2: The minimum FWPR requirement is 50% and that is acceptable as a minimum. ACHSD prefers that all providers exceed this by 5% and page 4 states "the offeror will work to achieve a 60% FWPR" the intent of the goal is to exceed the FWPR minimum.
- Q3. On page#2 it states that the offeror will be responsible for ensuring that all employees pass a CBI background check. Please define the scope of the background check (i.e. period of time) and please provide a definition of passing a background check.
- A3: The Offeror will review the employees assigned to this project CBI report for negative information, such as a criminal history, discrepancies between what an applicant claims, what is reported by schools, prior employers, and etc. The Offeror will compare the criminal history to the applicant's job qualifications in order to evaluate the applicant's ability to do the designated job, to ensure that the public, the County, fellow employees, families served in the program are safe, and protected from harm. The period for state CBI's is five years; if the applicant has lived out of state prior to five years then a nationwide CBI should be conducted.

**Q4.** On page #4 there is an outcome of placements. With the Adams County policy changes to achieve an increase in diversions and withdrawal benefit payouts the number of participants who are in the pool of candidates for employment placement will be diminished. The goal to increase employment placements is contradictory with the goal in increase diversions and WBP. Withdrawal benefit payouts and diversions have been recently defined as positive leavers by the county. Is a positive leaver outcome carry the same weight as a placement outcome?

**A4:** Yes, positive leavers are often people who are employed full time, but may include those who are employed part time, and have other supports. The goals are not contradictory, because many clients receiving the WBP will be employed. Both methods provide supports for families leaving TANF BCA. All families are provided follow up services for two (2) years as well.

**Q5.** What is the definition of full time placement – CDHS defines a place as 30 hours per week. Is this the definition for Adams County?

**A5:** Yes, the CDHS 30 Hour definition is what ACHSD will be using for this program.

**Q6.** On page #5, Section IV under reports could you please explain the monthly caseload spreadsheet and the child welfare report. We are not sure if these reports are expected of the offeror.

**A6:** The monthly caseload spreadsheet is the sample report titled “TANF Report Card”, it is the first sample report following Attachment E. This includes details on the status of the caseload, for example how many clients are on the caseload and have been on for less than 24 months, the FWPR activities and the number of clients in non-compliance.

The child welfare report is a simply report of the families who are on the TANF BCA caseload with the provider, and have a child welfare case open.

The awarded offeror will be provided more detailed assistance, and direction with the required reports.

**Q7.** On page #5 Section VI under fee schedule it states that the offeror’s fees for the options years will be used for evaluation and award consideration. On the Fee Schedule (Attachment B not Attachment A) there is no mention of the options year’s budget. Please clarify if an option year budget must be completed and if so please define what an option year budget is.

**A7:** At the time of renewal, if the county decides to proceed with the current Offeror, ACHSD will request an updated budget sheet, and will negotiate requested increases. However, approval depends on the budget, review by ACHSD, and approval by the Board of County Commissioners.

**Q8.** On page #15 question #5) may the offeror utilize the experience with Adams County TANF populations and services as an example of a similar and comparable project?

**A8.** The County would prefer the offeror to reference the same or similar services with different agencies that they have provided this type of program services too first; because the agencies names provided will be contacted as a reference point, if the offeror is shortlisted, or being considered for the award. The offeror can use the project with Adams County, if it was the most recent project that provided the same or similar services.

- Q9. On page 19 Attachment B sample budget sheet please define overhead. Please define base expenses. Are the other examples of budget items (tuition, supplies, CBI checks, mileage) not considered base expenses?
- A9. Please note, the bottom of attachment B lists sample categories of expenses, "base expenses" is the first followed by "Tuition for Training Courses" and so on. Base Expenses should include all costs that are not contained in other line items. Other line items tend to be on a reimbursement basis so they vary month to month. Base services should be the same cost each month, with the exception of when there has been a staff vacancy for more than one month. Base services should include at a minimum personnel costs and overhead. Rent, utilities, supplies, and other general costs of doing business can be part of base expenses but the respondent can also choose to have these as independent lines. Overhead refers to costs associated with doing business that are not part of direct services, such as but not limited to personnel operations (not the staff hired for the program but the expenses incurred upon your personnel office), insurance, accounting department, and the like.
- Q10. Offeror requests to use the Response Section on page 11 and 12 of RFP # 143 instead of the response section in RFP # 158. The Response section from RFP #143 is concise and comprehensive and includes information that is not asked but is required for the RFP 158 which this offeror is writing a proposal for. PLEASE SEE THE ATTACHED WORD DOCUMENT FOR THE COMPARISON.
- A10. To enable your proposal to be evaluated fairly, please provided the information in your proposal that is being asked for in the response section. Any clarifications will be follow-up on by the evaluation committee for any proposals that are shortlisted. Offeror's are allowed to include additional information that supports your responses.
- B. Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

*Heidi Casteel*  
Purchasing Agent II

**ACKNOWLEDGEMENT:**

\_\_\_\_\_  
(Signature/Date)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Address)

cc: RFP 2012.158

## PLAN HOLDERS

Company Name	City	State
Bryant Consulting Services, LLC.	Aurora	CO
Lifelong Adult Education Services, Inc.	Denver	CO
DPX	DENVER	CO
The Wright Consulting Group, LLC	Denver	CO
Flagship Help Center	Denver	CO
Project WISE	Denver	CO
Goodwill Industries of Denver	Denver	CO
Mi Casa Resource Center	Denver	CO
Center for Work Education and Employment	Denver	CO
GreMark Consultancy, Inc.	Willimantic	CO
CT Cultural Group	Washington	DC
Providence Community Services, Inc. dba Ross IES	St. Clair	MI
Rescare	Media	PA



# **Community College of Aurora**

**Go Beyond the Book**

**Case Management Training Services  
Temporary Assistance for Needy Families (TANF)  
Aurora CHOICES Program**

**Request for Proposal 2012.154**

Prepared for  
Adams County Human Services Department  
August 30, 2012  
Submitted by 4:00 p.m.

Chris Ward- Executive Director of Grants & Planning  
Diane Postell- Director

**Center for Workforce Development**

Community College of Aurora - Lowry Campus  
9202 East Severn Place  
North Quad/Building 901/Room 200  
Denver, CO 80230  
English: 303-340-7040  
Español: 303-340-7050  
Fax: 303-340-7049



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	g. <u>Letters of Reference</u>	<u>Appendix G</u>
	h. <u>W-9</u>	<u>Appendix H</u>
	i. <u>Insurance Documents</u>	<u>Appendix I</u>
	j. <u>Invoice Billing</u>	<u>Appendix J</u>

## 1) **Qualifications:**

Based on our performance over the last thirteen years, we are confident the Community College of Aurora (CCA) and its Center for Workforce Development (CFWD) can accomplish the scope of work and meet the required outcomes. We already serve and case manage up to 150 Temporary Assistance for Needy Families (TANF) eligible participants in our current TANF-Career and Household Opportunities for Income and Community Enhancement Services (CHOICES) program. We have developed a model that includes assessment of work skills, income, and employment background. Our CHOICES case managers' work with participants to develop vocational education and employment goals.

We are also experienced and qualified to meet other obligations of the contract including reporting, maintaining confidentiality, invoicing and providing monthly checks to clients in need of support services and tuition assistance. We are also qualified to serve Spanish-speaking monolingual individuals, as all three of our CHOICES case managers are bilingual. The CFWD is a structured and professional environment. Our staff provides outstanding customer service to our participants and maintains a philosophy of advocacy and mentorship. We link our participants to community services, education, and vocational opportunities that help them improve their households and the quality of their lives.

## 2) **Responses:**

- **Organization's experience and background information**

Established in 1999, the CFWD has thirteen years of experience working with the Adams County Human Services Department (ACHSD) and with the CHOICES and TANF Colorado Works programs. The CHOICES program has helped low-income working families earn more money through education and job training. In the past five years, the program served as many as 242 families in a given month, and averaged over 100 household income increases each year.

During the 2011-12 contract year, the CHOICES program provided assistance to 213 families through training and connections to community resources. Within the TANF Colorado Works program, CFWD provided case management and job transition services to 119 participants. Work-readiness training, GED preparation (both English and Spanish), and basic computer classes are also provided for TANF clients. CFWD's relationship with CCA allows us to make English as a Second Language (ESL) and Citizenship classes readily available to clients.

In September 2007, the CFWD began contracting with the Arapahoe County Department of Human Services to provide TANF Colorado Works services. During the first contractual year of working with Arapahoe County, CFWD served 97 TANF clients with a budget of \$356,544, assisting in three full-time and three part-time job placements. In 2011-12, CFWD served 309 clients with a budget of \$730,102, assisting in 59 full-time and 51 part-time job placements.

CFWD assesses 100% of its TANF participants' needs/barriers, skills, interests, and values related to employment upon entrance into the program. The Job Transition Specialist (JTS) develops an Individual Responsibility Contract (IRC) and a Job Transition Plan (JTP) with each

client, which outlines the expectations of the organization and program. The JTS makes every effort to transition job-ready clients into employment. The JTS continually updates this information into the Colorado Benefits Management System (CBMS), as well as Federal Work Participation Rate (FWPR) monitoring. Overall, working with TANF and TANF-eligible families has been the primary focal point of the work done at the CFWD.

- **Summary of organization's financial statement**

**Community College of Aurora**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

**Operating Revenues**

Student Tuition and Fees, Net of Scholarship Allowances of - \$12,052,425.96 in Current Year and -\$10,459,657.94 in Prior Year; Including Revenues Pledged for Bonds of \$2,112,172.80 in Current Year and \$2,058,197.91 in Prior Year.	\$18,146,733.9 3
Federal Grants	\$797,661.01
State Grants & Contracts	\$2,320,402.69
Local Grants & Contracts	\$0.00
Non Colo State Grants	\$0.00
Private Grants & Contracts	\$127,200.03
<b>Total Grants &amp; Contracts</b>	<b>\$3,245,263.73</b>
Fee for Service	\$736,459.00
Sales and Services Of Educational Activities	\$0.00
Auxiliary Enterprises, Net of Scholarship Allowances of -\$319.65 in Current Year and -\$320.00 in Prior Year; Including Revenues Pledged for Bonds of \$236,080.66 in Current Year and \$281,769.27 in Prior Year.	\$349,847.50
Other Operating Revenues	\$11,149.59
<b>Total Operating Revenues</b>	<b>\$22,489,453.7</b> 5

**Operating Expenses**

Instruction	\$13,927,182.77
Research	\$0.00
Public Service	\$336.59
Academic Support	\$1,918,808.09
Student Services	\$3,631,625.14
Institutional Support	\$4,666,408.27
Subtotal of Operations and Maintenance of Plant	\$3,672,693.45

Additions to Plant	\$0.00
<b>Total Operation and Maintenance of Plant</b>	<b>\$3,672,693.45</b>
Scholarships and Fellowships	\$2,280,625.53
Auxiliary Enterprises	\$70,863.60
"Expense" transactions (debit deposits in custody)	\$0.00
Depreciation	\$668,030.91
<b>Total Operating Expenses</b>	<b>\$30,836,574.35</b>
<b>Operating Income (Loss)</b>	<b>(\$8,347,120.60</b>
	)

**Nonoperating Revenues (Expenses)**

State Appropriations	\$0.00
Fiscal Stabilization Fund	\$0.00
Federal PELL Nonoperating	\$11,935,608.00
<b>Subtotal Federal Grants and Contracts Nonoperating</b>	<b>\$11,935,608.00</b>
Amendment 50	\$463,303.03
Distributions to LDC and AVS for Long Bill	\$0.00
Nonoperating Gifts	\$0.00
Investment income (net of investment expense)	\$189,945.15
Interest Exp on Capital Debt	(\$15,101.73)
<b>Total Nonoperating Revenues (Expenses)</b>	<b>\$12,573,754.45</b>

**Other Nonoperating Revenues (Expenses), Including Gain (Loss) on Disposal of Assets**

Gain/(Loss) on Disposal of Assets	(\$9,044.90)
COF stipend adjustment	(\$1,159,506.97
	)
Other Nonoperating Revenues (Expenses), including revenues pledged for bonds of \$0.00 in Current Year and \$0.00 in Prior Year.	\$108,918.00

<b>Total Other Nonoperating Revenues (Expenses), Including Gain (Loss) on Disposal of Assets</b>	<b>(\$1,059,633.87</b>
	)
<b>Net Nonoperating Revenues (expenses)</b>	<b>\$11,514,120.58</b>
<b>Income Before Other Revenues, Expenses, Gains, Losses or Transfers</b>	<b>\$3,166,999.98</b>

**Other Revenues, Expenses, Gains, Losses, or Transfers**

State Capital Contributions	\$0.00
Capital Grants	\$0.00
Capital Gifts	\$600,000.00
Internal Transfers between CCCS Colleges	(\$1,625,808.79
	)

Internal Transfers within a College	\$0.00
<b>Total Internal Transfers</b>	<b>(\$1,625,808.79</b>
	<b>)</b>
<b>Total Other Revenues, Expenses, Gains, Losses, or Transfers</b>	<b>(\$1,025,808.79</b>
	<b>)</b>
<b>Increase (decrease) in Net Assets</b>	<b>\$2,141,191.19</b>
Net Assets beginning of year	\$18,948,405.24
Adjustment Entries Directly to Fund Balance	\$0.00
<b>Net Assets End of year</b>	<b>\$21,089,596.43</b>
Unmapped	\$0.00

The summary of CCA's financial statement shows over twenty-one million dollars in assets for our organization. CCA has the ability through our Fiscal Affairs department to provide cash for supportive services payments to CHOICES participants.

- **Introduction of organization including mission statement, history and current organizational chart.**

The mission of CCA is to provide lifelong educational opportunities, prepare the current and future workforce, and promote excellence in teaching, learning, and service to its diverse community. Established in 1983, the college offers associate-level degrees in 36 program areas and certification for career and technical education programs. CCA's student population is over 50 percent minority and approximately 60 percent female.

CCA has two campuses. The CentreTech campus, the original permanent location of the college, is home to many general studies programs. The Lowry campus is home to many career and technical education programs and to the CFWD. Nearly 45% of the CCA population attends the Lowry campus. Because of this enrollment, the college has increased student services and staff support for financial aid, academic advising, and tutoring at Lowry. The college's commitment to the community and to student success is evident in the many innovative career and technical programs and the support services it offers at Lowry.

CCA established the CFWD in 1999 with the mission of assisting individuals to prepare for the workforce through career counseling, short-term training, and support services. The purpose of the CFWD is to assist families in overcoming employment barriers and in gaining financial stability through education, training, and case management services.

For the past thirteen years, CFWD has contracted with ACHSD to provide services for the TANF Colorado Works program. The CFWD began providing service to the CHOICES program in 2002. Since its inception, the program has been providing tuition assistance and career enrichment for eligible Adams County clients. It continues to collaborate with CCA to assist participants in obtaining short-term, career enrichment certificates.

The CCA/CFWD organizational chart is listed in the appendices as Appendix A. CCA's President, Mr. Alton Scales, leads the college. Reporting to the President is the Executive Director of Grants and Planning, Dr. Christopher Ward. He supervises Diane Postell, Director of the CFWD, who is responsible for the Adams County CHOICES and TANF contracts as well as for overall supervision of the CFWD. The Assistant Director, Elizabeth Nelson, supervises the JTSs for the Adams and Arapahoe County programs in the absence of the Director. The Program Assistant works on CHOICES projects and supports the CHOICES staff with phone screening, data collection, monthly reports, and billing. The CHOICES program is staffed by two full-time and one part-time Case Managers. CFWD has one full-time Employment Developer on staff, as well as three part-time Instructors. The college provides human resources, information technology, fiscal, maintenance, cleaning, and other services to the CFWD.

- **Unique organizational expertise, infrastructure and resources**

With over 10 years of experience with hundreds of Adams County CHOICES clients, CFWD has a high level of expertise in preventing clients from needing basic cash assistance by linking them with educational and training that increases their household income. Working with TANF and TANF-eligible families has been the primary focal point of the work done at CFWD. We consider ourselves an "employment first" organization.

CHOICES participants are given extensive information during their initial orientation with their case manager who informs them about program policies and procedures, and review the financial obligations of the participant and of the CHOICES program. The CFWD works through a model of thorough assessment where the CHOICES case manager assesses:

- Individual and family needs and barriers to success.
- Job skills and past work history.
- Clients' work interests and qualifications (listed in the appendices as Appendix B).
- Wage assessment and labor market information for a participant's chosen career path.
- Budget, work history, education level, income, household size, and special circumstances using the CHOICES application (listed in the appendices as Appendix B).

The various assessments lead to the identification of support services. The CHOICES case manager may refer participants to Child Support, Medicaid, Child Care, and Tuition Assistance, Housing Assistance programs, the Nurse Family Partnership Program and Planned Parenthood education. Our CHOICES case managers are also linked to many community resources and refer participants to these resources based upon their special needs. These resources include child and youth services, parenting classes, mental health and substance abuse resources to name a few. (listed in the appendices as Appendix C).

When the needs and barriers to success have been addressed through support services and community resources, the CHOICES participants begin a vocational program that will lead to employment or an increase in wages in their current employment. Participants are guided through labor market research to help them determine a career preference that will lead to

economic and household stability. The case managers assist participants in planning for future steps to take for career enhancement and are particularly adept at guiding CHOICES participants to vocational training programs that will lead to the skills they need to secure employment in their field of interest. The CHOICES program provides up to \$3000 to each participant. The case managers are expert in advising participants on federal financial aid and scholarship resources to fully fund their education.

The CFWD Employment Developer connects CHOICES participants to employers within the community. She offers participants expertise on job search techniques; resume writing, social media networking and improvement of interview skills through mock interviews. The Employment Developer has extensive employer contacts in the community and can refer participants to those employers for job placement. CFWD is equipped with a computer lab, job board, and continuous video streaming of open positions. This information is located in the Center's hallway and on a monitor in the job search room, which offers clients an easily accessible resource.

CFWD's location at the CCA Lowry campus offers unique resources for participants:

- The location facilitates enrollment into CCA for CHOICES participants who wish to attend career enhancement or short-term certification programs. CCA offers a variety of certificate and degree programs where clients can gain skills helpful for the workforce.
- CFWD has worked closely with the college's Career Services Department to assist clients in finding employment. The department offers services in resume building, job clubs, and employer presentations.
- Non-credit, English as a Second Language (ESL) classes are offered at Lowry for beginning- and intermediate-level English speakers. The ESL leadership team is a vital resource for the CHOICES case managers. It offers insight into our diverse clientele and helps case managers to maintain cultural sensitivity when meeting the needs of CHOICES participants.
- CFWD's proximity to various departments at Lowry, including the financial aid and admissions offices, is especially helpful for clients who may have transportation barriers.
- The CHOICES case managers' relationships with CCA instructors and personnel facilitate communication for the benefit of CHOICES participants. Case managers are able to receive timely updates regarding financial aid, as well as participants' progress as they work to meet the goals of the CHOICES program. Case managers also receive regularly updated information regarding new CCA programs.

In collaboration with the college's film school, the CFWD produced a marketing video for CHOICES that highlights the program's effectiveness. This video was awarded a bronze Telly Award, a national recognition of an outstanding non-broadcast film. The video is regularly televised on Brighton Channel 8 TV, Westminster Channel 8 TV, and Thornton Channel 8 TV.

CFWD also maintains a variety of vocational training partnerships helpful for recruitment. These training programs regularly refer people who may be eligible for the CHOICES program. These programs include: US Truck, Language Education Institute, Front Range Community College (FRCC), Community College of Denver and Metropolitan University on the Aurania Campus, Creative Options/Head start, CCA's Aurora Language Center, and Sage Truck Driving School. CFWD also emails CHOICES information to over 500 Adams County students per semester.

Our final point of expertise is highlighted in the fact that all three of our CHOICES case managers at CFWD are bilingual, meeting the needs of our monolingual Spanish speaking participants, who make up a large portion of the Adams County population for the area served through the contractual agreement.

- **Organization's knowledge of Adams County TANF low-income families, the community in general, employers, and other programs organizations that can benefit Adams County CHOICES participants.**

From its many years of working with Adams County TANF families, the CFWD and its staff have a clear and in-depth understanding of the community's low-income families. The CFWD CHOICES case managers have extensive experience working with a variety of organizations that serve low-income families in the community and make referrals to those organizations and agencies. Some of the organizations we refer to include, but are not limited to: Visionworks, Friends of Man, Gift of Sight, Aurora Mental Health, Educational Opportunity Center, and One Stop Career Center at CCA.

CFWD services the needs of many Adams County TANF families—37% of family households in Adams County have children under the age of 18. Almost a third of those are single-parent mothers. CFWD works closely with various agencies, including: Aurora Community Connection, Adams County Head Start, Adams County Housing Authority, Commerce City Boys & Girls Club, Bright Beginnings, and various school districts including: Adams 12, Adams 14, Mapleton Public Schools, Aurora Public Schools, and Brighton 27J.

The majority of CHOICES clients are between the ages of 25 and 34. Almost 20% of the Adams County residents in this age group are not high school graduates and need a General Equivalency Diploma (GED) to become employed. CFWD offers GED preparation and we have partnerships with GED centers including Voices, Goodwill, various county libraries, Emily Griffith, and the Learning Source.

CFWD serves a large Hispanic and Latino population in Adams County where over 38% of Adams County residents are of Hispanic or Latino descent. Almost half of the children in Adams County are eligible for free or reduced lunch. CFWD serves these residents in a variety of ways. Case managers guide Spanish speaking clients in locating resources for ESL and citizenship classes. The CFWD bilingual case managers are a translation resource for Spanish speaking clients and CCA students during registration and open-enrollment.



The Center's CHOICES staff interacts every workday with employers and programs in the community and so have an especially strong understanding of resources that benefit their clients. When participants complete a certificate or training program, case managers assist them in finding an appropriate job placement. CHOICES participants are employed by companies, such as health and wellness centers, trucking companies, utility companies, school districts, hospitals, dental practices, and nursing homes.

There are a variety of services available to CHOICES participants. The program provides information about resources available in the community that will help them save money. These resources may include a number of services for less money, including rebate offers or refunds.

- **Organization's experience with Colorado Works, provision of supportive services through checks, and knowledge of applicable state and federal laws and rules.**

The CFWD has worked with Colorado Works for over 13 years and has serviced hundreds of Adams County TANF clients during this time. We have issued checks successfully for many years. The college's Fiscal Affairs department is organized to maintain tight control of all accounting procedures. The Vice President of Administration for the college supervises all finances. Our Controller supervises the accounts payable/receivable, grants and contracts, purchasing, payroll, the cashiers office and audits. We maintain compliance with state and federal laws, and checks and balances have been implemented for audit control and compliance. The Fiscal Affairs department supports the CFWD and has implemented the following procedures for issuing supportive service checks to CHOICES participants:

- Once a week (on a specific day), the director of CFWD submits signed and approved pay requests with supporting documentation, including W-9 forms, to the head purchasing agent of fiscal affairs at CCA. The W-9 is necessary for all invoices processed in the Banner financial accounting system.
- The head-purchasing agent verifies the budget, and if successfully matched to IRS, creates a vendor in the Banner system.
- The accounts payable department of fiscal affairs verifies approvals, backup, and input into the Banner system.
- Accounts payable processes the Warrant run.
- The check is then available for release, provided the check has cleared the Colorado Financial Reporting System (COFRS).
- Imprest Checks are not issued for client checks, except for emergencies.

The Director of the CFWD is an expert on TANF policies, procedures, rules and regulations. She counsels her staff and the college on these points. The college Controller communicates with the CFWD on compliance with college rules and regulations.

- **Overall operational budget**

The overall CCA operational budget is in the summary of financial statement on pages 2 and 3.

The CFWD CHOICES overall proposed operational budget for the 2012-2013 fiscal year is listed in the appendices as Appendix D.

The proposed operational budget for personnel for screening and case management is \$200,983. Screening and case management includes salary plus 28% for benefits for two full-time case managers, one part-time case manager, one full-time program assistant, and one part-time program director. CFWD proposes a need for a 3.0% increase to the personnel screening and case management budget for the FY/13-14, as well as the FY/14-15.

The proposed budget for tuition and books is \$322,000, which includes credit and non-credit instruction, and short-term certificate programs for approximately 165 participants. The proposed budget for staff transportation, supplies, and discretionary funding is \$7,000, which includes accommodating travel expenses, marketing materials, computer replacement needs, etc. CFWD proposes a necessary increase to the staff transportation, supplies, and discretionary spending budget of \$1,000 for the FY/13-14, as well as the FY/14-15.

The proposed budget for Support Services is \$5,000. The proposed budget for utilities and operating costs is \$4,500, which includes utilities and phone. CFWD proposes a necessary increase of \$500 for utilities and operating costs for the FY/13-14, as well as the FY/14-15. The total proposed budget for the 2012-2013 fiscal year is \$539,483.

- **Key Personnel** (Resumes for all Key Personnel are listed in the appendices as Appendix E).

**Diane Postell**, Director (CFWD) 2008-present. **Education:** M.S., Educational Counseling, B.A. Social Work. **Role/Responsibility in the Project:** Directs administration of the Adams County CHOICES contract. **Hours dedicated to the project:** 10+ hrs./wk.

**Elizabeth Nelson**, Assistant Director (CFWD) 2011- present. **Education:** M.S., Human Resources and Organizational Leadership. B.A., Sociology **Role/Responsibility in the Project:** Manages the CFWD in the absence of director. Troubleshoot issues with case management and CBMS. Ensure compliance with federal, state and county welfare legislation and county contracts. Perform weekly case audits. Track and report participant attendance and compliance. **Hours dedicated to the project:** 10 hrs./wk.

**Barbara Guion**, Program Assistant (CFWD) 2009-present. **Education:** B.A., Business Administration/Communications. **Role/Responsibility in the Project:** First point of contact to clients, instructors and staff. Maintains resource information through research, utilizing community contacts. Creates and updates monthly client training reports and provides weekly updates to college information database. Provide direction to students, interns. **Hours dedicated to the project:** 40 hrs./wk.

**Christy Bernal**, CFWD (CHOICES) 2005-present. **Education:** BA +15 Curriculum and Instruction, ESL. **Role/Responsibility in the Project-** CHOICES case manager: recruitment, enrollment, managing cases, development of work readiness skills and motivation **Hours dedicated to the project-**40 hrs./wk.

**Aldo Parra**, CFWD (CHOICES) 3/09-present. **Education:** BA Modern Language & History, +20 hrs. Educational Administration. **Role/Responsibility in the Project-** CHOICES case manager: recruitment, enrollment, managing cases, development of work readiness skills and motivation. **Hours dedicated to the project** 20 hrs/wk.

**Karina Rodriguez**, CFWD (CHOICES) 12/08-present. **Education:** BA Social Work. **Role/Responsibility in the Project-** CHOICES case manager: recruitment, enrollment, managing cases, development of work readiness skills and motivation. **Hours dedicated to the project** 40 hrs./wk

- **Organization's experience managing projects with Federal funding**

For the past thirteen years, CCA's CFWD has managed Adams County Colorado Works TANF contracts and for the past ten years we have managed CHOICES contracts. The CCA Fiscal Affairs department has extensive knowledge federal, state and private grant and contract management. Their expertise is a resource for the CFWD as they manage dozens of Federal grants and millions of dollars in Federal financial aid.

- **Comparable projects**

The CHOICES program was uniquely designed by and for Adams County residents. CCA and CFWD have been very successful in administering the program as evidence by the number of years in service and the following statistics:

- Demographics for the last five years of the CHOICES program are, as follows:
  - An average of 67% of clients speak Spanish at home
  - The average age of the CHOICES client is 36 years old
  - The average age of the CHOICES client's child is 8 years old
  - The average household size is 3
  - The average percentage of households with at least one undocumented member is 22%
- Sample monthly report (listed in the appendices as Appendix F).
- Average outcomes for the CHOICES program in the past five years:
  - Clients who received income increases: over 100
  - Clients who completed training programs: 138
- **Three references** (listed in the appendices as Appendix G).
- **W-9 form** (listed in the appendices as Appendix H).

**Attachment A  
Choices Base  
Expenses-**

**First Year**

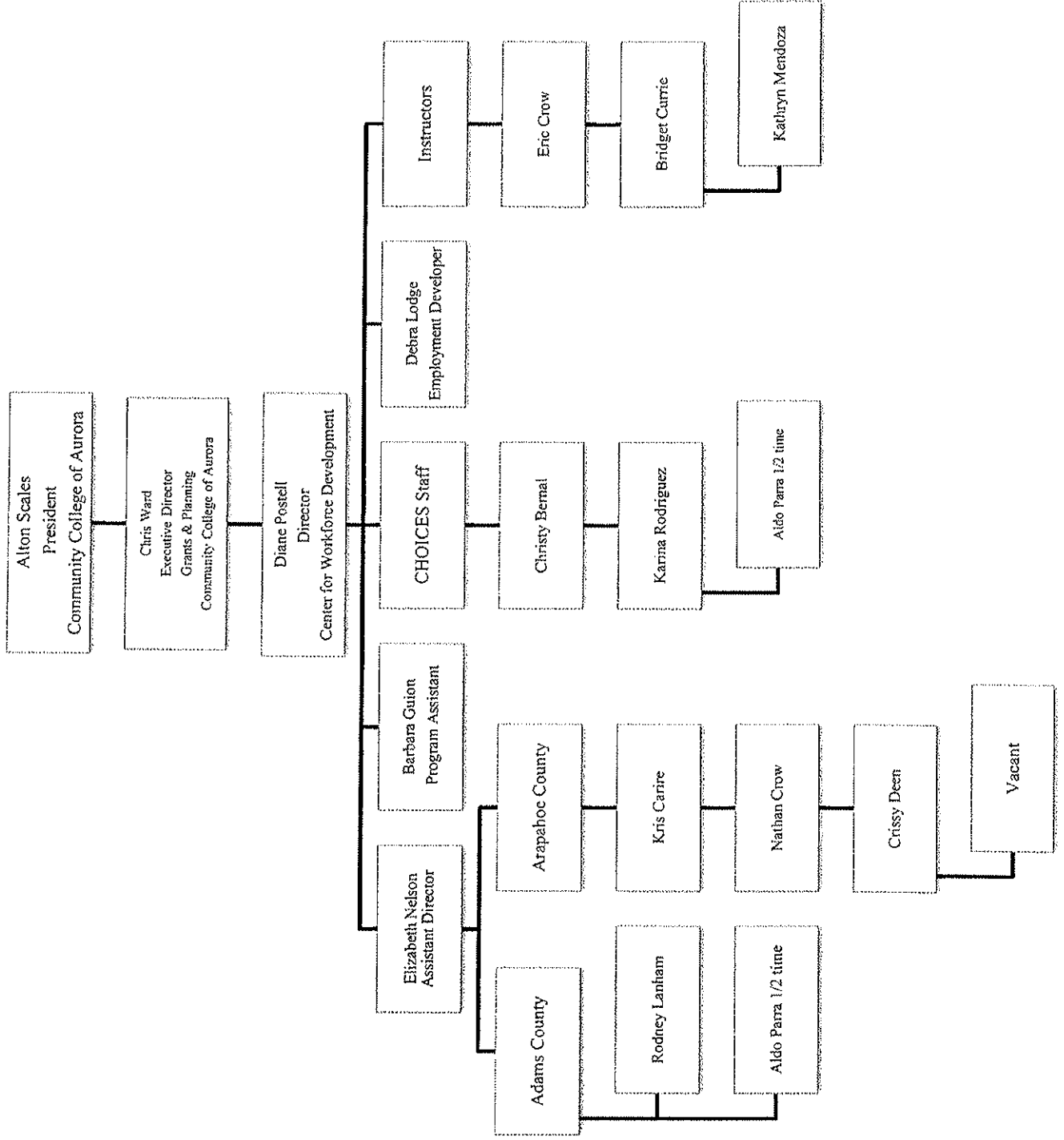
Position/Base Expense	Description	(Column A) Agreement Allocation of Time/Fees	(Column B) Annual Salary	(Column C) Benefits	Total Equals Column A * (B+C)
Director	Provides supervision for all of the CHOICES Case managers	25%	\$58,948.51	\$15,687.89	\$18,659.10
Program Assistant	administrative support to the Case managers	100%	\$36,523.93	\$12,080.81	\$48,604.74
Case Manager	Provides direct case management services to CHOICES participants	100%	\$43,651.68	\$7,996.15	\$51,647.83
Case Manager	Provides direct case management services to CHOICES participants	100%	\$39,926.65	\$12,847.45	\$52,774.10
Case Manager	Provides direct case management services to CHOICES participants	50%	\$40,006.55	\$18,589.37	\$29,297.96
		<b>Total of Base Expenses:</b>			<b>\$200,983.73</b>
<b>Budget Item</b>		<b>Description</b>			<b>Amount</b>
Base Expenses		Management			\$200,983.73
Tuition and Books		Funding includes Credit, Non-Credit, and Certificate Programs for approximately 165 participants.			\$322,000.00
Staff Transportation, Supplies, Discretionary Funds		Funding accommodates travel expenses, marketing materials, computer replacement needs, etc.			\$7,000.00
Supportive Services		Supportive service for clients' needs i.e. Rent, Utility assistance, Clothing, Travel Expenses, etc.			\$5,000.00
Utilities and Operating Costs		Utilities and Phone			\$4,500.00
		<b>Total Budget</b>			<b>\$539,483.73</b>

CCA - CHOICES Statistical Summary

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	18 Month Running Total	12 Month Running Total	Calendar Year 2010-2011	Calendar Year 2008-2009
<b>Caseload Statistics</b>																
New Applications	17	29	9	17	0	0	6	15	25	21	19	11	170	321	262	
Closed Cases	22	30	16	20	13	17	13	24	25	18	19	37	256	271	261	
Cases on Last Day of the Month*	219	221	209	207	193	176	171	154	151	153	184	131	181	202	172	
One Parent Households	92	97	85	85	77	74	64	64	66	64	65	64	76	85	49	
Two Parent Households	134	134	133	127	115	104	100	95	103	103	105	85	112	128	119	
# of Participants	226	225	219	212	199	181	174	160	167	169	170	143	187	213	193	
<b>Employment Breakdown</b>																
Employed Participants	138	132	126	122	115	113	109	99	94	93	91	70	109	122	119	
Employed Household Members, Not Including Participants	101	103	103	100	95	86	80	75	75	70	66	56	84	83	88	
Unemployed Participants Looking for Work	140	135	127	125	122	102	98	90	76	72	63	50	100	129	17	
Average Monthly HH Employment Income Upon Program Entry	\$2,281	\$1,413	\$2,828	\$2,216	N/A	N/A	\$1,050	\$2,565	\$2,322	\$2,450	\$2,059	\$1,944	2114	2061	2085	
Average Monthly Employment HH Income 12 Months After Program	N/A	N/A	\$2,102	\$2,700	N/A	\$500	\$5,092	\$1,388	\$2,953	\$1,183	\$3,010	\$2,357	2297	1915	1347	
<b>Caseload Metrics</b>																
# Completed Trainings	11	8	5	12	2	16	8	6	1	5	3	3	82	158	185	
# Of Withdrawals from Training	5	4	3	1	2	3	3	2	1	4	1	1	30	26	82	
Ongoing Training (Unique Individuals)	225	224	219	207	199	181	174	153	160	163	164	136	184	211	191	
% Of Caseload in Training	99%	100%	100%	102%	100%	100%	100%	98%	96%	97%	98%	99%	99%	99%	95%	
Avg Mos From App. Until Training Start Date (Ongoing Trng)	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0	1.0	1	1	1	
Avg Months in Program for Clients Not in Training	1	1	0	0	0	0	0	1	1	1	1	1	1	1	1	
# of Participants not in Training for Specified Period of Months	1-3 Mos	1	1	0	0	0	0	7	8	5	4	3	3	2	2	
4-6 Mos	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7-10 Mos	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Funded by Source Other Than CHOICES	20	12	10	12	7	0	24	5	16	9	7	11	11	36	5	
Avg Cost of Trainings	\$979	\$1,135	\$506	\$716	\$935	\$226	\$320	\$765	\$205	\$234	\$447	\$150	\$511	\$828	\$333	
<b>CCA Income and Resources Impact (Measurements from Baseline at 3.6.9.12 month intervals)</b>																
# Of Income Increases	8	19	4	17	8	6	4	4	2	7	3	6	88	139	45	
Average of New Income Increases	\$3,343	\$3,228	\$4,397	\$2,354	\$3,092	\$1,100	\$933	\$2,158	\$1,083	\$1,546	\$3,311	\$1,731	\$2,349	\$2,137	\$ 1,450	
18 Month Compounding of Income Increases	\$1,438	\$1,630	\$1,206	\$926	\$1,142	\$550	\$237	\$1,304	\$599	\$902	\$1,593	\$684	\$12,311	\$12,809	\$22,283	
Unique Participants with Inc. Income Connected to Training	8	18	4	14	6	5	4	4	2	6	5	5	78	117	26	
Total Monthly Income Increase for Trained Participants	\$11,498	\$2,327	\$4,832	\$11,108	\$9,136	\$5,958	\$3,393	\$5,673	\$2,166	\$6,320	\$9,934	\$4,196	\$6,623	\$11,241	\$3,254	
# Of Participants with Resource Savings Over \$100	5	4	1	5	1	2	5	1	1	13	3	3	44	113	67	
Avg Monetary Impact From Resources	\$3,308	\$2,033	\$900	\$3,494	\$200	\$1,215	\$588	\$2,600	\$2,400	\$2,797	\$2,950	\$1,528	\$1,968	\$1,902	\$12,538	
<b>Participant Demographics</b>																
% Who Speak Spanish at Home	41%	44%	41%	51%	49%	53%	53%	55%	57%	59%	58%	60%	52%	36%	73%	
Avg Client Age	34.7	35.5	34.9	35.2	35.2	35.2	35.2	35	35.5	35.5	36.9	36.6	36	35	35	
Avg Child Age	7.9	7.76	7.6	7.8	7.8	7.8	7.8	7.8	7.8	7.8	7.8	7.8	8	8	7	
Avg HH Size	3.39	3.32	3.26	3.27	3.27	3.27	3.27	3.33	3.32	3.4	3.42	3.43	3	3	4	
HH with at Least One Undocumented Member	6	4	3	3	3	5	4	4	5	7	7	7	5	10	50	
% Of HH With at Least One Undoc. Member	3.0%	2.0%	1.5%	1.5%	1.9%	2.8%	2.4%	2.5%	3.6%	3.5%	4.1%	5.0%	3%	5%	29%	

\*Cases are defined as households with at least one participant. One parent household plus two parent households should equal total number of cases. Number of participants should be equal to or greater than the number of cases/households.

# Center for Workforce Development





**C.H.O.I.C.E.S. Declaration Sheet**

To participate in the CHOICES Program, you must provide one item from each column below.  
**The Social Security Number you provide may be verified.**

Please check which **ONE** item you are providing from both Column A and Column B.

<b>A</b>	<b>B</b>
<b>Social Security Information</b>	<b>Proof of Identity</b>
<input type="checkbox"/> Your Social Security Card and Number _____ - ____ - _____ <p style="text-align: center;"><b>OR</b></p> <input type="checkbox"/> The Social Security Card and number of your U.S. -born child under the age of 18 _____ - ____ - _____	<input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Work Visa <input type="checkbox"/> Legal Resident Alien card <input type="checkbox"/> Your Birth Certificate <input type="checkbox"/> Birth Certificate of your US Born Child

- I acknowledge that:
  - ✓ I live in Adams County,
  - ✓ I am currently employed myself **OR** that another member of my household is currently employed **OR** that I am a Non-Custodial Parent applying to participate in the NCP Work PAYS program,
  - ✓ I have a dependent child under the age of 18 living with me, **OR** I am a Non-Custodial Parent applying to participate in the NCP Work PAYS program, **OR** I am in my 6<sup>th</sup> month of pregnancy,
  - ✓ My household income is less than \$75,000 a year\*,
  - ✓ I have a valid Social Security Number for myself or a U.S.-born child
  - ✓ I am not employed by the Adams County department of Social Services
    - Is a member of your household employed by Adams County? Y  N
    - their name & department* \_\_\_\_\_
  - ✓ I have not received TANF Basic Cash Assistance in the past one (1) years
  
- I understand my eligibility to participate in the CHOICES program may change if any of the above requirements are found to be inaccurate,
  
- I agree to inform my program contact within thirty (30) days if any of the above information changes,
  
- I agree to participate in both training and resource connection opportunities and understand my active involvement in both is required for my case to stay open.
  
- I agree to respond to brief CHOICES follow-up contacts at 6- and 12-months following my completion of the program.

\_\_\_\_\_  
**Participant Name**

\_\_\_\_\_  
**Participant Signature**

\_\_\_\_\_  
**Date**

## C.H.O.I.C.E.S. Application Form

**This program is designed to increase the income and serve all members of your household.  
To best serve you, please complete the following confidential "CHOICES" information.**  
Your responses will assist us to best direct your training, make necessary adaptations, and connect you to available resources.

Ms.    Mrs.    Mr.

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Gender    Female  
*Mo Day Year*       Male

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Cell Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Home Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Other Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

- What is your type of housing?       Own    Rent    Shelter    Temporary
- Are you currently employed?       Y    N
- Are you a veteran?       Y    N
- What is your ethnicity?       African-American    American Indian    Asian/Pacific Islander  
     Caucasian/White    Hispanic    Mixed Heritage    Undeclared
- What is your type of transportation?  
     Drive    Public Transport    Ride w/ someone  
     Other \_\_\_\_\_
- What is your Citizenship Status:       US Citizen  
     Legal Resident Alien  
     Other
- Are you currently looking for employment?    Y    N

If No, please state reason: \_\_\_\_\_

Current Employment	
Employer Name _____	Position _____
City/State _____	Hours per Week: _____ Medical Benefits? <input type="checkbox"/> Y <input type="checkbox"/> N
Phone Number _____	Current Pay \$ _____ Starting Pay? _____
Duties _____ _____ _____	Start Date _____
Supervisor/Contact Name _____	Shift <input type="checkbox"/> Days <input type="checkbox"/> Nights <input type="checkbox"/> Swings <input type="checkbox"/> Other

All of the information on this application form is true and accurate to the best of my knowledge,

**X** \_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**Date of Application**

Date completed: _____	<b>For Office Use Only</b>	HSP Date: _____
Case Manager: _____		



## Client Information Continued

How many jobs have you had in the past 10 years? \_\_\_\_\_

### Previous Employment (most recent)

Employer Name _____	Position _____
City/ State _____	Hours per Week: _____ Medical Benefits? <input type="checkbox"/> Y <input type="checkbox"/> N
Duties _____	Starting Pay\$ _____ End Pay? _____
_____	Start Date _____ End Date _____
_____	Reason for Leaving _____

### Previous Employment (2<sup>nd</sup> most recent)

Employer Name _____	Position _____
City/ State _____	Hours per Week: _____ Medical Benefits? <input type="checkbox"/> Y <input type="checkbox"/> N
Duties _____	Starting Pay\$ _____ End Pay? _____
_____	Start Date _____ End Date _____
_____	Reason for Leaving _____

### Other Voluntary Issues

*Your answers to these questions help our program to better serve you by making necessary adaptations and assisting with special needs & training.*

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>▪ Do you have a prior felony conviction? <input type="checkbox"/> Y <input type="checkbox"/> N<br/>What? _____</li> <li>▪ Are you currently on parole? <input type="checkbox"/> Y <input type="checkbox"/> N<br/>Officer's Name: _____<br/>Phone Number: _____ - _____ - _____</li> <li>▪ Are there any other legal issues you care to mention? _____</li> </ul> | <ul style="list-style-type: none"> <li>▪ Do you have a disability? <input type="checkbox"/> Y <input type="checkbox"/> N<br/>What? _____</li> <li>▪ Have you applied for SSI? <input type="checkbox"/> Y <input type="checkbox"/> N<br/>(Supplemental Security Income)</li> <li>▪ What is the status of your claim? _____</li> </ul> |
|---|--|

## Client Information Continued

### Educational History

<ul style="list-style-type: none"> <li>▪ What is the highest grade you've completed? <i>(Please circle)</i>    1 2 3    4 5 6 7    8 9 10 11 12</li> <li>▪ Did you earn your High School Diploma?    <input type="checkbox"/> Y <input type="checkbox"/> N    <i>When?</i>    <u>  </u>/<u>  </u>/<u>  </u></li> <li>▪ Did you earn your G.E.D?    <input type="checkbox"/> Y <input type="checkbox"/> N    <u>  </u>/<u>  </u>/<u>  </u></li> <li>▪ Have you attended a Trade School? <i>For how long?</i> _____    <input type="checkbox"/> Y <input type="checkbox"/> N    <u>  </u>/<u>  </u>/<u>  </u></li> <li>▪ Have you attended a College/ Post-Secondary School? <i>For how long?</i> _____    <input type="checkbox"/> Y <input type="checkbox"/> N    <u>  </u>/<u>  </u>/<u>  </u></li> <li>▪ Did you earn a degree? <i>In what area?</i> _____    <input type="checkbox"/> Y <input type="checkbox"/> N    <u>  </u>/<u>  </u>/<u>  </u></li> </ul> <p>Other? _____</p>	<ul style="list-style-type: none"> <li>▪ Do you have a Learning Disability?    <input type="checkbox"/> Y <input type="checkbox"/> N What _____</li> <li>▪ Have you ever been tested for a Learning Disability?    <input type="checkbox"/> Y <input type="checkbox"/> N</li> <li>▪ Do you have Special Education Needs?    <input type="checkbox"/> Y <input type="checkbox"/> N What _____</li> <li>▪ Do you need assistance with English?    <input type="checkbox"/> Y <input type="checkbox"/> N</li> <li>▪ Do you wish to complete your G.E.D.?    <input type="checkbox"/> Y <input type="checkbox"/> N</li> <li>▪ Do you need Adult Basic Education?    <input type="checkbox"/> Y <input type="checkbox"/> N <small>(Mainly applicable if you only obtained an elementary school education)</small></li> </ul>
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### Training

- Does your employer pay for you to take training/classes outside of your workplace?     Y  N

*If yes, what?* \_\_\_\_\_

\_\_\_\_\_

### Educational Interests

- What are your educational interests?

Adult Basic Education     Y  N  
(Mainly applicable if you only obtained a primary school education)

GED     Y  N

English as a Second Language     Y  N

Basic Computer Skills     Y  N

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## Household / Family Information

- Please provide the names of everyone in your household, DO NOT include yourself

#	First Name	M I	Last Name	Date of Birth	US Citizen?	Male/ Female	Employed	Has health insurance?	Relationship
1					<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y	
2					<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y	
3					<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y	
4					<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y	
5					<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y	
6					<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y	

Please continue on separate sheet

### Child Support & Household Language

Do you currently:

- Pay Child Support?  Y  N How Much? \$ \_\_\_\_\_
- Owe Child Support?  Y  N \$ \_\_\_\_\_
- Receive Child Support?  Y  N \$ \_\_\_\_\_

Primary Language Spoken at Home: \_\_\_\_\_

### Is any member of your household receiving / utilizing...

In Past	Now		In Past	Now	
<input type="checkbox"/>	<input type="checkbox"/>	Temporary Aid to Needy Families (TANF)?	<input type="checkbox"/>	<input type="checkbox"/>	Earned Income Tax Credit?
<input type="checkbox"/>	<input type="checkbox"/>	Food Assistance?	<input type="checkbox"/>	<input type="checkbox"/>	Child Care Tax Credit?
<input type="checkbox"/>	<input type="checkbox"/>	Medicaid / Medicare?	<input type="checkbox"/>	<input type="checkbox"/>	Low Income Child Care Assistance?
<input type="checkbox"/>	<input type="checkbox"/>	Low Income Energy Assistance Prog. (LEAP)	<input type="checkbox"/>	<input type="checkbox"/>	Aid to the Needy Disabled (AND)
<input type="checkbox"/>	<input type="checkbox"/>	Individual Development Account (IDA)	<input type="checkbox"/>	<input type="checkbox"/>	Housing Assistance _____ <i>what</i>
<input type="checkbox"/>	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

### What is your primary goal for this program?

Please explain what your primary goals are for being in this program and what you hope to accomplish with the training or services you receive

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Do you wish to connect your family with helpful community resources?  Y  N

Is there anything that you feel may be a barrier to attaining your educational goals?

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**We have additional resources to assist with many other issues.  
Please mark whether you would like to receive more information on the following:**

**Household, Family & Parenting**

- Identifying safe licensed child care in your area
- Receiving assistance with paying child care fees
- Establishing paternity of a child(ren)
- Establishing a Child Support Order
- Finding housing assistance
- Identifying accommodation for household members with a disability
- Finding assistance for paying utilities
- Receiving assistance / counseling for domestic violence *(24 hour assistance for Domestic Violence is available at: 303 428 9611)*
- Learning of budgeting / money management courses
- Learning about how to better communicate with your child / teen

- Finding resources to meet the needs of an aging family member
- Accessing services for expectant mothers or newborns
- Finding transportation assistance

**Health & Well-Being**

- Accessing low cost medical care for you and/or you family
- Finding dental care for yourself or family
- Finding vision care for yourself or family
- Processing claims for SSI / UCB / Workman's Comp / Medicaid
- Connecting you / your family to additional resources
- Connecting to assistance / counseling for enhanced mental health
- Treating a substance abuse issue for yourself or a family member

Are there any other urgent or ongoing issues (financial, health, education, housing, etc.) that your family is facing?

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What assistance, if any, would you like to address these issues?

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# ADAMS COUNTY CHOICES PROGRAM

## APPENDIX C

### *Resource Information Sheet*

Organization	Address	Phone	Description of Services
<b>Useful Agencies</b>			
2-1-1 Colorado	2505 18 <sup>th</sup> Street Denver 80211	211 1-866/760-6489	Health & Human Services Information & Referral
Aurora Community Connection	1646 Elmira Street, Suite 200 Aurora 80010	303-617-2582	Information & Resource Center
Catholic Charities	1300 S. Potomac St, Suite 156 Aurora 80012	303-360-9686	Emergency Assistance Center
VOICES	7300 Lowell Blvd., Westminster 80030	720-542-5360	Community Resource Center Se Habla Español
Tech for All		303-918-5338	Free Desktop Computers
<b>Adams County Services</b>			
Adams County Child Care Assistance Program	Aspen Family Services 7190 CO Blvd, Commerce City	303-604-1043 Ext. 2828	Assistance, Information and Referrals
Adams County Head Start	7111 E. 56 <sup>th</sup> Ave. Commerce City 80022	303-286-4141	School- Ready Children
Adams County Child Support Office	7190 Colorado Blvd. 6 <sup>th</sup> Floor Commerce City 80022	303-227-2233	Establishing, Enforcing & Modification
Adams County Housing Authority	7190 CO Blvd., 6 <sup>th</sup> Floor Commerce City 80022	303-227-2075	Housing counseling, Self-sufficiency & Public housing
Arapahoe House	8801 Lipan St., Thornton 80260 www.arapahoehouse.org	303-657-3700	Treatment Services for Adams County (Substance Abuse)
Child Protection Hotline Adams County		303- 412-5212	Report Abuse or Neglect 24 hours day
Low Income Energy Assist. Program (LEAP)		303-227-2378	Utilities Assistance
Food Stamp & Medicaid Application	7190 CO Blvd, Commerce City 3508 Peoria St. #C Aurora-	303-227-2350 303-363-9100	Social Services Building Aurora Service Center
<b>Child &amp; Youth Services</b>			
Aurora Family Y.M.C.A.	27151 E. Lakeview Dr.	720-870-2221	After School Programs
Big Brother, Big Sister	1391 N Speer Blvd Ste 450	303-433-6002	Mentorship Program
Commerce City Boys & Girls Club	6160 Kearney St. 80022	303-853-5570	"Helping kids succeed in life"
Girls Incorporated	1499 Julian St., Denver 80204	303-893-4363	"Inspiring all girls"
<b>Parenting Classes</b>			
Bright Beginnings		303-321-1214	www.brightbeginningsco.org
Family Success in Adams County-- (Extension)	9755 Henderson Rd. Brighton 80601	303-637-8113 Janet Benavente	Parenting & Budgeting www.adamscountyextension.org

Organization	Address	Phone	Description of Services
<b><u>Counseling</u></b>			
Aurora Mental Health	8 Different Locations	303-617-2300	www.aumhc.org 24-Hour Crisis Help
Community Reach Center	8931 Huron St, Thornton 80260	303-863-3500	www.communityreachcenter.org 24-Hour Crisis Help
<b><u>Domestic Violence</u></b>			
Alternatives to Family Violence H.O.P.E.	Women's, Adolescent & Child Crisis Line Safe Shelter	303-657-0064 303-289-4441	Counseling, Safe house, Community Outreach and Support
Gateway Battered Women's Services		303-343-1851	www.gatewayshelter.org 24-Hour Crisis Help
<b><u>Healthcare</u></b>			
Child Health Plan Plus	4500 Cherry Creek Dr. South Suite 200, Glendale 80246	1-800-359-1991	Low-cost Health Ins. --Uninsured Children & Pregnant women
Clinica Campesina	8990 N. Washington Thornton, 80229	720-929-1655	Medical & Dental Care Provider
Metro Community Provider Network	3292 Peoria Street Aurora, 80010	303-360-6276	Health Clinic & Dental Health
Salud Family Clinic	6255 North Quebec Pkwy. Commerce City, 80207	303-286-8900 303-286-6755	Medical Health Dental Health
Tri-County Health	15400 E. 14th Pl #309, Aurora, 80011	303-341-9370	Vaccines
America's Best Contacts & Eyeglasses	3545 Quebec Street Ste. 115 Denver, 80207	303-501-1122	Free Eye Exam with Eyeglasses
<b><u>Family Planning</u></b>			
Planned Parenthood	1284 S. Abilene Street Aurora, CO. 80012	303-671-7526	Women's Health Svcs & Birth Control
Tri-County Health	15400 East 14th Pl #309, Aurora, 80011	303-341-9370	Women's Health Services & Birth Control
<b><u>Housing/Rental Resources</u></b>			
Almost Home Inc.	231 North Main, Brighton	303-659-6199	Adams County Residents
Growing Home	3489 W 72nd Ave, Westminster	303-426-0430	Transitional Housing
Colfax Comm. Network	1585 Kingston Street, Aurora 80010	303-360-9175	Rental Assistance
Aurora Inner Church Taskforce	1553 Clinton Street, Aurora 80010	303-360-0260	Rental Assistance, Clothing Bank, & School Supplies
<b><u>Food Assistance</u></b>			
Women, Infants, & Children (WIC)	Colorado Toll-Free Number	1-800-688-7777	
Denver Urban Ministries	1717 E. Colfax Ave. 80220	303-355-4896	M, Tues, Thurs, Fri: 9-3:30pm Wed: 9am-- Noon
Salvation Army	802 Quari St. Aurora, 80011	303-366-7585	Tues & Thurs: 9am-- Noon

**Community College of Aurora**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

**Operating Revenues**

Student Tuition and Fees, Net of Scholarship Allowances of -\$12,052,425.96 in Current Year and -\$10,459,657.94 in Prior Year; Including Revenues Pledged for Bonds of \$2,112,172.80 in Current Year and \$2,058,197.91 in Prior Year.	\$18,146,733.93
Federal Grants	\$797,661.01
State Grants & Contracts	\$2,320,402.69
Local Grants & Contracts	\$0.00
Non Colo State Grants	\$0.00
Private Grants & Contracts	\$127,200.03
<b>Total Grants &amp; Contracts</b>	<b>\$3,245,263.73</b>
Fee for Service	\$736,459.00
Sales and Services Of Educational Activities	\$0.00
Auxiliary Enterprises, Net of Scholarship Allowances of -\$319.65 in Current Year and -\$320.00 in Prior Year; Including Revenues Pledged for Bonds of \$236,080.66 in Current Year and \$281,769.27 in Prior Year.	\$349,847.50
Other Operating Revenues	\$11,149.59
<b>Total Operating Revenues</b>	<b>\$22,489,453.75</b>

**Operating Expenses**

Instruction	\$13,927,182.77
Research	\$0.00
Public Service	\$336.59
Academic Support	\$1,918,808.09
Student Services	\$3,631,625.14
Institutional Support	\$4,666,408.27
Subtotal of Operations and Maintenance of Plant	\$3,672,693.45
Additions to Plant	\$0.00
<b>Total Operation and Maintenance of Plant</b>	<b>\$3,672,693.45</b>
Scholarships and Fellowships	\$2,280,625.53
Auxiliary Enterprises	\$70,863.60
"Expense" transactions (debit deposits in custody)	\$0.00
Depreciation	\$668,030.91
<b>Total Operating Expenses</b>	<b>\$30,836,574.35</b>
<b>Operating Income (Loss)</b>	<b>(\$8,347,120.60)</b>

**Nonoperating Revenues (Expenses)**

State Appropriations	\$0.00
Fiscal Stabilization Fund	\$0.00
Federal PELL Nonoperating	\$11,935,608.00

<b>Subtotal Federal Grants and Contracts</b>	<b>\$11,935,608.00</b>
<b>Nonoperating</b>	
Amendment 50	\$463,303.03
Distributions to LDC and AVS for Long Bill	\$0.00
Nonoperating Gifts	\$0.00
Investment income (net of investment expense)	\$189,945.15
Interest Exp on Capital Debt	(\$15,101.73)
<b>Total Nonoperating Revenues (Expenses)</b>	<b>\$12,573,754.45</b>

**Other Nonoperating Revenues (Expenses), Including Gain (Loss) on Disposal of Assets**

Gain/(Loss) on Disposal of Assets	(\$9,044.90)
COF stipend adjustment	(\$1,159,506.97)
Other Nonoperating Revenues (Expenses), including revenues pledged for bonds of \$0.00 in Current Year and \$0.00 in Prior Year.	\$108,918.00
<b>Total Other Nonoperating Revenues (Expenses), Including Gain (Loss) on Disposal of Assets</b>	<b>(\$1,059,633.87)</b>

<b>Net Nonoperating Revenues (expenses)</b>	<b>\$11,514,120.58</b>
<b>Income Before Other Revenues, Expenses, Gains, Losses or Transfers</b>	<b>\$3,166,999.98</b>

**Other Revenues, Expenses, Gains, Losses, or Transfers**

State Capital Contributions	\$0.00
Capital Grants	\$0.00
Capital Gifts	\$600,000.00
Internal Transfers between CCCS Colleges	(\$1,625,808.79)
Internal Transfers within a College	\$0.00
<b>Total Internal Transfers</b>	<b>(\$1,625,808.79)</b>
<b>Total Other Revenues, Expenses, Gains, Losses, or Transfers</b>	<b>(\$1,025,808.79)</b>
<b>Increase (decrease) in Net Assets</b>	<b>\$2,141,191.19</b>

Net Assets beginning of year	\$18,948,405.24
Adjustment Entries Directly to Fund Balance	\$0.00
<b>Net Assets End of year</b>	<b>\$21,089,596.43</b>

Unmapped	\$0.00
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*Ms. Diane Postell*

## objective

Seeking a position that will be intellectually exhilarating and challenging

## Experience

2008-Current      *Community College of Aurora, Aurora, Colorado*

*Director of the Center for Workforce Development*

- Direct administration of three Adams County and Arapahoe County contracts
- Budget oversight and administration
- Provide supervision for all case managers (JTS), instructors, job developer, and adult education coordinator
- Taught the Business Etiquette Classes
- Prepare all monthly reports for County, Community College of Aurora, and other stakeholders
- File audits for compliance
- Intake, and monthly IRC, Job Transition Plans, and Childcare forms for clients
- Community networking for job placement, development, and CWEP positions
- Crisis intervention
- Staff evaluations and goal planning each year
- Various committees and community meetings

2003 – July 2008      *SafeHouse Denver, Denver, Co.*

*Clinical Director/Supervisor*

- Provide clinical supervision for 5 women's advocates and program managers
- Collaboration and outreach to community agencies for the purpose of providing a continuum of service provision to victims of domestic violence
- Program development and evaluation
- Monthly and quarterly statistical and narrative reports to governmental funding sources
- Monthly and quarterly financial billing for government reports
- Computation of monthly statistical data
- Crisis line scheduling
- Occasional educational speaks in community regarding domestic violence
- Individual and group counseling when necessary

2001 – 2004 *Adams County Department of Social Services*  
Denver, CO.

*Clinical Supervisor*

- Provide clinical supervision for seven therapist on treatment team
- Provide some individual, family, couples, and group therapeutic treatment
- New worker orientation, review and approval of all monthly and court reports and prepare monthly statistical data for administration
- Review and assign referrals to the treatment program
- Staffings, consultations, and community outreach
- Program development and evaluation

1999 - 2000 *Forestdale Inc.* Forest Hills, N.Y.

*Crisis Intervention Social Worker*

- Initial clinical assessments of all clients entering into foster care system
- Crisis intervention brief individual, family, and group work.
- Referral of clients to community agencies for resources and continuation of therapeutic work
- Family group conferencing

1996 - 1998 *Triad Family Services* San Leandro, CA

*Administrator*

- Administration and direct supervision of all staff employed with foster care agency
- Marketing, recruitment, training of staff
- Foster parent recruitment, initial training, and certification
- Quarterly file audits, monthly reports, and coordination of annual foster parent/foster child activities
- Monitoring compliance of state mandates
- Contract origination and compliance
- Program development and implementation

1994 – 1996

*The John Stewart Company*

Sacramento, CA

*Supervisor/Administrator*

- Administration and direct supervision of on-site staff of five residential properties
- Marketing and monthly narrative reports to board of directors
- Income and asset verification
- Monitoring of all contract services
- Staff hire, retention, and training
- Management of all operating cost

1993 - 1994 *Sacramento Job Corp* Sacramento, CA  
*Counselor*

- Individual and group counseling
- Social Skills training and group facilitator
- Crisis Intervention

Educational / Vocational counseling

1987 - 1993  
*Sutter General Hospital* Sacramento, CA  
*Unit Coordinator*

- Transcription of doctors orders
- Ordering, stock, and inventory of unit supplies
- Completion of unit coordinators schedules
- Patient liaison when necessary
- EKG monitoring

1983 - 1987  
*Northshore University Hospital* Great Neck, New York  
*Unit Clerk*

- Transcription of doctors orders
- Ordering, stock, and inventory of unit supplies
- Patient liaison when necessary

#### Education

1995 – 1997 University of LaVerne Sacramento, CA  
1988 – 1993 California State University Sacramento, CA

- Master's of Science Educational Counseling  
\* Thesis Paper – Interracial Adoptions \*
- Bachelors of Social Work

#### Interests

Community Outreach, development of resources, and Teaching

#### Skills & Special Training

Individual Educational Plans  
Social Skills Facilitator Training Specialist  
Parenting Skills Trainer  
Family Decision Making Model / Family to Family  
HIV / AIDS Risk Assessments in Adolescents  
Group Facilitation  
Sexual Abuse Intake and Investigations  
Organization and Development  
Level 1 Meth Lab Response Training

**Elizabeth Nelson**  
**720-339-7488**  
**14413 E. Arizona Ave**  
**Aurora, Colorado 80012**  
**Zalkit22@aol.com**

## **Experience**

### **Assistant Director**

#### **Community College of Aurora, Center for Workforce Development**

**August 2011 - Present**

- Support staff in developmental needs
- Manage the Center for Workforce the absence of the Director
- Ensure contractual agreements are being achieved between the CFWD and the contracting Counties
- Troubleshoot issues with case management and CBMS
- Ensure compliance with federal, state and county welfare legislation and county contacts
- Stay on top of all changes in policies and procedures
- Participate in selection of hiring of Center for Workforce Development staff.
- Provide training and weekly supervision for case managers, to ensure that the Center is in compliance with contract expectations.
- Cover case manager's caseloads during vacation and/or emergencies.
- Review all monthly reports submitted by case managers.
- Approve support service requests and monthly transportation submitted by case managers.
- Perform weekly case audits and prepare reports that describe areas of development and/or areas of deficiency.
- Track and report participant attendance and compliance.
- Attend all staff and program supervisor meetings.
- Coordinate with other Center for Workforce Development programs and Community College of Aurora departments.
- Attend county meetings and contract meetings as necessary.

### **Assessment Specialist (TANF) Supervisor**

#### **Arapahoe County Human Services**

**2009 – 2011**

- Performs all supervisory functions including planning, coaching, monitoring, evaluating to ensure the highest performance of employee
- Supervises employee performance to ensure accurate and timely processing of applications
- Complete monthly case file reviews to identify training needs and to establish error rates for performance evaluation
- Conducts interviews to fill staff vacancies and make hiring recommendations

- Interprets rules and regulations for staff and provides clarification of the rules
- Monitors staff performance and complete annual Performance Evaluations and makes pay increase recommendations
- Conducts regular unit meetings for consistency of information shared
- Responds to customer complaints and resolves issues
- Ensure that caseloads are covered in the event of absenteeism and/or staff vacancies
- Prepares written responses and exhibits and represents the Agency at the Administrative Hearings
- Represent ACDHS and CSS at local, State and federal meeting as assigned
- Responsible to enter all counties NR/MOE request and monitor monthly spending monitored through spreadsheet that is compared to finance report monthly

#### **Assessment Specialist Lead-worker**

**2007-2009**

- Prioritize workloads by emergent need and deadlines.
- Assist customers that walk in with questions and/or concerns regarding their Colorado Works, Adult Financial, and Medicaid and/or Food Assistance benefits.
- Answer incoming phone calls, clear and return voicemail and Remedy.
- File cases and mail daily.
- Complete case file reviews and sign off.
- Provide coverage for the supervisor when out of the office or unavailable.
- Attend county and state trainings.
- Train new employees, mentor and provide over the shoulder assistance.
- Provide caseload coverage during absences and vacancies.
- Prepare hearing packets and attend State and/or County Dispute Resolution hearings when a participant chooses to appeal a negative decision made on their case.
- Provided input on performance evaluations
- Provided on the job training
- Troubleshoot and handle difficult clients/cases
- Acted as supervisor in their absence
- Updated all sanction requests
- Only lead worker in the County for two supervisor

#### **Program Specialist**

**2004 – 2007**

- Maintained a caseload of 400 which contained Colorado Works, Food Assistance, and Family Medicaid.
- Interview and determine eligibility for new applicants applying for government assistance by following Federal and State rules and regulations.
- Answer incoming phone calls, clear and return voicemail.
- Assist customers that walk in with questions and/or concerns regarding their benefits.
- Prioritize the workload by emergent need and deadlines.
- Insure all required filing is completed daily.
- Attended County and State trainings and unit meetings.

- Mentor new staff.

### **Education**

**University of Northern Colorado**

**1996-2001**

**Bachelor of Art/ Sociology**

- Graduated in top 15% of class
- Member of Golden Key National Honor Society
- Received an endorsement in Elementary Education and Colorado State Teaching License

**Colorado State University**

**2012-2014**

**Masters in Human Resources with emphasis in Organizational Leadership**

- Currently taking classes on-line

### **Awards Received**

- Received an award for Outstanding Service at the Professional Development Academy from Colorado Works
- Was the Frist Community Support Services staff to be recognized in the Arapahoe County line news under Focus of Excellent Quality
- Received several Certificates of Appreciation from Deputy Director Carla Finch
- Received a letter of appreciation from Governor Bill Owens for outstanding Customer Services during CBMS rollout

### **Additional County Contributions**

- I was part of the pilot team for the roll out of CBMS
- I was asked several times to be part of the CBMS testing throughout the last 8 years.
- Worked with Colorado Works at the State level on the new Re-write of regulations
- Assisted in writing new Policies and Procedures for Arapahoe County's Colorado Works Assessment Team

**BARBARA GUION**  
**19599 Randolph Place**  
**Denver, Colorado 80249**  
**303.618.3053**  
**bguiion312@yahoo.com**

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**OBJECTIVE:**

TO OBTAIN A POSITION THAT WILL UTILIZE MY SKILLS. I HAVE EXTENSIVE ADMINISTRATIVE SUPPORT SKILLS, INCLUDING A HISTORY OF STRONG ORGANIZATIONAL SKILLS, ABILITY TO MULTI-TASK, CUSTOMER SERVICE, TRAVEL ITINERARIES, EVENT PLANNING, AND WORK WELL UNDER PRESSURE, ALL WITH EXTREME ATTENTION TO DETAIL, WITH LITTLE OR NO SUPERVISION.

**EXPERIENCE:**

11/09 – Present

**Community College of Aurora**  
**Center for Workforce Development/Program Assistant**

First point of contact to students, vendors and staff. Maintain resource information through research, utilizing community contacts. Create and update monthly client training reports and provide weekly updates to college information database. Assist in determining eligibility of all new participants through phone screening of incoming inquiry calls. Provide direction to students, interns and volunteers.

4/94 – 5/09

**Rocky Mountain PBS KRMA-TV/Channel Six, Denver, Colorado**  
**Education Project Officer and Volunteer Coordinator**

Provided program information services to Denver Public Schools, and other area school agencies; provided day-to-day customer service support to teachers and viewers that utilize daytime instructional programming. Coordinated the evaluation, selection, acquisition and scheduling of K-12 Instructional Television (ITV) programming. Managed school member services and communications. Provided and updated content on the ITV website. Worked with department and web personnel to provide current information for the Education Department's website, including on-air promotion and print materials. Wrote the monthly Education Services Newsletter. Coordinated writing contests and related events. Established K-12 program budget expectations for expense and income. Assisted with special awareness campaigns for instructional television programs, as well as outreach campaigns for civic, business and professional governmental groups. Coordinated instructional utilization for teacher training projects for K-12. Assisted and with adult education learning/teletext programs.

Site Registrar for the American Law Network teleconferences held at Rocky Mountain PBS.

*More...*

**Rocky Mountain PBS** (*Continued*)

Formulated public relations and informational programs at meetings, conferences, exhibits, and workshops. As Volunteer Coordinator, responsible for over 200 Rocky Mountain PBS volunteers, overseeing special events, and served as managing editor of the volunteer newsletter. Maintained the volunteer database. Coordinated, recruited, interviewed, hired, trained, and maintained scheduling of volunteers and interns.

3/78 - 12/93

**Delta Dental Plan of Michigan, Okemos, Michigan**  
**Executive Assistant to the President**

As the executive assistant to the president, served as liaison between Delta Dental and the corporate Board of Directors. Responsible for all logistical event planning for the Board of Directors, and Executive Committee meetings. Also provided administrative support for all facets of corporate-level activity on long range planning.

Responsible for taking minutes at DDPM Board and Executive Committee meetings. Traveled to sites for planning future meeting events. Light bookkeeping with regard tracking invoices and expenses incurred from meetings.

**EDUCATION:**

Randolph High School, Randolph, Massachusetts  
Hickox Business School, Boston, Massachusetts  
Lansing Community College, Lansing, Michigan  
Course: Business Communications  
Michigan State University  
Courses: B.A. Business Administration/Communications  
Metropolitan State College of Denver  
Courses: Speech Writing, Psychology  
Northeastern Junior College  
Course: Psychology  
Computer Skills: Microsoft Office  
dBase, ProTrack, Team Approach, AS400, and CRCS

**VOLUNTEER:**

Council Against Domestic Assault, Board Member  
Economic Crisis Center, Board Member  
Junior Achievement, Volunteer  
Tri-County Office on Aging, Volunteer  
Rocky Mountain PBS, Volunteer



**Christy Bernal**  
720-882-2375  
[candfbernal@juno.com](mailto:candfbernal@juno.com)

## **CHOICES Case Manager**

### **Summary of Qualifications**

- 9 years' experience providing individualized case management
- Bilingual/Bi-literate in English and Spanish
- Knowledge of federal guidelines for Temporary Assistance to Needy Families (TANF)
- Proficient in Microsoft Office and CBMS state database
- 20 years teaching experience in both English and Spanish
- Curriculum Development for GED, Adult Basic Education in English and Spanish
- Skilled at networking, and program marketing

### **Skills**

#### **Case Management**

- Managed an ongoing caseload of 50 TANF recipients and 75 CHOICES clients
- Wrote individualized responsibility contracts
- Monitored client compliance
- Engaged clients in problem solving to overcome challenges in participation
- Maintained current client files with accurate file order, paperwork and Report of Contact Notes
- Supervised student interns performing office tasks
- Participated in community, county and college activities and meetings for the purpose of marketing CHOICES Program information
- Arranged for school tuition discounts
- Managed office as Interim Assistant Director while the director was out
- Led interview committees
- Assisted clients with resume writing and job searching
- Researched market industry data through the internet and by calling employers
- Counseled adult students on education opportunities for employment or career advancement in English and Spanish
- Coordinated tuition payments, attendance, and academic progress for 75 students enrolled in outside tuition programs
- Researched extensive resource information to help stabilize families financially
- Referred participants to community agencies for services such as domestic violence counseling
- Developed relationships with college instructors and staff in order to better counsel students in college programs, and to monitor their progress in their classes
- Resolved conflicts between CHOICES clients and off site schools
- Marketed and conducted community presentations to promote our program
- Trained new staff in CHOICES procedures

- Developed written materials in English and Spanish to be used for group orientations; presented weekly new student orientations
- Designed updated CHOICES program materials in order to facilitate client understanding and data reporting
- Completed and met deadlines for monthly caseload reports

### **Adult Education**

- Taught whole group and individualized lessons in each of the 5 content areas of the GED exams, Reading, Writing, Social Studies, Science and Math in both English and Spanish
- Designed lessons using materials such as graphic organizers
- Assessed student pre and post lesson concepts using both informal and formal assessments including practice GED tests
- Instructed students on test taking strategies
- Created a curriculum for Adult Basic Education in Spanish using materials obtained from public libraries, the Mexican Consulate and other media including You Tube
- Substituted for English as a Second Language Class and developed daily lessons
- Substituted for Citizenship class
- Assisted in mock citizenship interviews

### **Elementary Education**

- Developed lessons in both English and Spanish for all content areas including Math, Social Studies and Science
- 6 years' experience developing and delivering lesson plans for English language acquisition lessons for children in grades k-5
- Instructed parents in strategies for teaching their children at home and the various academic benchmarks students were required to meet
- Assessment of students in both English and Spanish

### **Work History**

CHOICES Case Manager	Community College of Aurora	2006 to present
TANF Case Manager	Community College of Aurora	2003 to 2006
GED Instructor	Community College of Aurora	2009 to 2010
		2002 to 2003
Teacher	Denver Public Schools	1995 to 2001

### **Education**

Bachelor of Arts, Teacher Licensure  
 Masters Coursework in Curriculum and Instruction in English Language Acquisition  
 University of Colorado Denver  
 Metro State College, Denver CO

**KARINA RODRIGUEZ**  
**720-227-1110**  
**karinabr360@gmail.com**

**Profile**

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Human services professional with experience in case management, counseling, curriculum development and career advising.

**Qualifications**

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- 4 years of experience providing individualized case management and career advising
- 3 years of experience in domestic violence counseling and group facilitation
- Bilingual/Bi-literate in English and Spanish
- Proficient in Microsoft Windows and Office
- Skilled at developing policies and procedures
- Effective communicator excelling in customer service

**Skills**

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**Case Management**

- Managed an ongoing caseload of 75 CHOICES clients
- Counseled adult students on education opportunities for employment or career advancement
- Wrote Household Success Plans and monitored client compliance
- Assessed client goals and barriers to training and employment
- Researched extensive resource information to help stabilize families financially
- Referred participants to community agencies for services such as domestic violence counseling
- Engaged clients in problem solving to overcome challenges in participation
- Assisted clients with resume writing and job searching
- Coordinated tuition payments, attendance, and academic progress
- Maintained client files with accurate file order, paperwork and Report of Contact notes
- Completed and met deadlines for monthly caseload reports
- Developed relationships with college instructors and staff in order to better counsel students in college programs, and to monitor their progress in their classes
- Researched market industry data through the internet and by calling employers
- Arranged for school tuition discounts
- Evaluated schools based on their success rate
- Resolved conflicts between CHOICES clients and off-site schools
- Led interview committees
- Supervised student interns performing office tasks
- Participated in community, county and college activities and meetings for the purpose of marketing CHOICES Program information
- Engaged cultural organization in the community in order to increase program diversity

- Created marketing material in English and Spanish
- Developed written materials in English and Spanish to be used for group orientations and to facilitate client understanding and data reporting
- Presented weekly new student orientations

### **Counseling**

- Counseled and case managed domestic violence (DV) survivors
- Created safety plans with DV clients
- Guided DV clients through the process of filing legal documents such as restraining orders, police reports, victim's compensation and visa petitions
- Facilitated teen healthy relationships groups in the community
- Participated in the multidisciplinary DV Triage committee in the City and County of Denver
- Developed, implemented and directed court-ordered John education groups
- Maintained a relationship with the City Attorney's office regarding court-ordered John groups
- Collaborated with community organization to provide clients with related program information

### **Career Experience**

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**Case Manager** ▪ Dec 2008 - Present

**CHOICES Program, Center for Workforce Development** ▪ Community College of Aurora  
▪ Aurora, CO

**Program Director/Group Facilitator** ▪ Aug 2008 - Present

**Amend/CPOP Program** ▪ Denver, CO

**Client Advocate** ▪ Mar 2007 – Nov 2008

SafeHouse Denver, Inc ▪ Denver, CO

**Client Advocate** ▪ Jan 2003 – Jun 2004

Alternatives to Domestic Violence ▪ Riverside, CA

### **Internship Experience**

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**Rosa Parks Elementary School** ▪ San Diego, CA ▪ Jun 2005 – Jun 2006

Social Work Internship - case management and parent involvement

**Naz Foundation Trust, HIV/AIDS & Sexual Health NGO** ▪ New Delhi, India ▪ Jan 2005 – May 2005

Designed innovative fund development strategies and work on NGO website.

**City Heights Community Development Corporation** ▪ San Diego, CA ▪ 2006

Researched and wrote grant proposals

### **Education**

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**B.A. Social Work** with a minor in Women's Studies ▪ June 2006 ▪ San Diego State University, San Diego, California

**Aldo Parra**  
**1541 Solana Drive**  
**Thornton, CO 80229**  
**(H) 720-230-7079**  
**Email: aldo353@yahoo.com**

**Objective: To pursue new challenge with Community College of Aurora as a Case Manager.**

**Employment History:**

**03/09 – Present**

**Aurora Community College**

Position: Case Manager

Responsibilities: Promote the CHOICES program and recruit participants through community outreach and marketing events. Maintain an active caseload of 75 participants. Assess all participants in the areas of needs, goals, values, and abilities. Develop and update career and training plans with participants as needed. Provide career and educational counseling. Follow disciplinary procedures when a participant fails to comply with program requirements. Provide personalized case management enabling students to overcome barriers. Communicate with participants on a monthly basis. Provide information to participants about resources and referrals, classes, or employment opportunities in a timely manner. Complete initial data entry into CHOICES database on all participants. Maintain accurate and current information in database. Interpret database information and utilize information for completing monthly reports.

**08/05 – 01/09**

**Jefferson County Public Schools**

Position: Director

Responsibilities: Assume management and leadership responsibilities for all services and activities of the Denver Metro Region I Migrant Education Program (DMRIMEP). Implement the DMRIMEP in 11 school districts, which includes: staff development, fiscal management for a \$1,000,000 budget, and ensure that family and student academic and health needs are met within strict district, state, and federal guidelines. Manage and participate in the development of the strategic plan, goals, policies, and priorities for assigned programs and program operations. Recommend, within departmental policy, appropriate service and staffing levels. Recommend and administer policies and procedures. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. Assess and monitor workload, administrative, support systems, and internal reporting

relationships. Identify opportunities for improvements and review with the Executive Director implementation of improvements. Select, train, motivate and evaluate the DMRIMEP personnel. Provide or coordinate staff training. Work with employees to correct deficiencies, implement discipline and termination procedures. Plan, direct, coordinate, and review the work plan for all assigned programs. Assign work activities, projects and programs. Monitor work flow review and evaluate work products, methods and procedures. Manage and participate in the development and administration of the assigned programs annual budget. Direct the projections of additional funds needed for staffing, equipment, materials, and vendors. Direct the monitoring of and approve expenditures. Serve as a liaison for the DMRIMEP with other school district departments, schools, and community organizations. Serve as liaison between DMRIMEP and Federal, State, and Local funding sources. Negotiate and resolve significant and controversial issues. Prepare, maintain, and disseminate reports as required by national, state and district offices. Review literature related to educational trends, issues, research, to maintain the integrity of the program and ensure quality services for families. Interpreter/translate (English/Spanish) for program families school, medical, and legal documents.

**07/03 - 08/05**

**Community College of Denver**

**Position:**

Coordinator of Recruitment (High School Equivalency Program)

**Responsibilities:**

Recruit participants through school based, community, and marketing events. Maintain an active caseload of 100 participants. Assess all participants in the areas of needs, goals, values, and abilities. Provide career and post-secondary educational counseling. Track attendance and follow disciplinary procedures when a participant fails to comply with program requirements. Provide personalized case management facilitating the ability for students to overcome educational barriers and set goals for obtaining employment, education and/or training. Communicate with participants on a weekly basis. Provide information to participants about resources and referrals, classes, or employment opportunities in a timely manner. Communicate with instructors concerning participant progress, class changes, program updates, testing schedules, and post program progress. Complete initial application and program eligibility. Assist in the search for financial aid. Maintain confidential records and communicate with federal, state and college staff on participant activities.

**07/02 – 08/03**

**Metropolitan State College of Denver (MSCD)**

Position: Recruiter  
Responsibilities: Recruit statewide prospective migrant and seasonal farm working students for MSCD. Ensure proper placement of all admissions, financial aid, and academic application material from MSCD students. Assist CAMP coordinator with counseling, tutoring, and student progress. Disseminate information and train interested students, parents, teachers, high school counselors, and adult education programs program requirements.

**09/02-08/03 Adams County School District 14**

Position: Outreach Coordinator  
Responsibilities: Plan, develop and implement early outreach, vocational and post-secondary activities and programs for 14-21 year olds who are not enrolled in secondary educational programs, as well as intervention programs for at-risk high school age students. Provide case management, needs assessment, and facilitate appropriate interventions and referrals. Work with schools, community agencies and institutions of higher education to marshal resources and/ or provide services to youth. Facilitate and/ or provide workshops and mini conferences for students, parents, teachers and counselors in a bilingual/multicultural setting.

**Education**

09/2006 – 05/2007 Graduate Program - University of Colorado  
Administrative Leadership and Policy Studies  
05/1995 -05/2001 Bachelor of Arts, Modern Languages & History  
Metropolitan State College of Denver  
01/2000 – 05/2000 University of Guadalajara  
Extensive Spanish Language and Culture Studies

**Award and Skills** Bilingual-Spa/Eng (Fluency in reading, writing, and oral skills)  
U.S Department of Education Customer Service Awards (2)  
Migrant Youth Organizer  
Former Board Member for Rights for All People  
3 year substitute teacher authorization  
Office 2010 Proficiency

**References available upon request**

Arapahoe County Report Card

CCA TANF REPORT CARD		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD Totals	10-11	09-10	08-09	07-08
New Referrals	New Referrals	53	54	45	20	27	29	38	36	35	42	39	26	455	692	326	259	51
	Kept Initial IRC	36	54	37	11	24	17	23	24	14	26	26	17	309	450	215	133	28
Core Activities	Missed Initial IRC	17	8	9	6	3	11	13	11	8	16	12	9	123	237	99	123	23
	Cases Closed	46	45	20	28	35	32	19	21	15	23	36	19	340	426	209	104	42
Non-Core	Total Case Count	235	240	224	224	196	187	183	181	185	199	198	155	20225	21575	13083333	8883	97
	Pending Initial IRC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FWRP / CBMS Components	Unsubsidized Employment (JE, FI, TI)	24	25	29	28	26	25	20	15	24	38	49	43	345	242	125	46	1
	Sub. Private or Public Employment (WO)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sanction/De	On-The-Job Training (OT)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Job Search & Job Readiness (5 weeks max) (JS)	5	7	5	8	6	3	6	2	2	7	10	8	75	85	59	22	0
Error	CWEP/Work Experience (CP, PW)	3	6	3	1	4	2	2	2	4	2	5	2	36	26	1	5	0
	Community Service (CS, CX)	35	44	35	36	24	24	19	26	35	55	23	22	378	376	225	166	19
TANF	Vocational Education (VT, VS)	13	21	26	20	19	25	20	21	17	18	12	15	229	288	57	12	0
	Child Care for a Participant in Com. Serv. (CC)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Placement	Job Skills Related to Employment (JT)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Ed. Related to Employ. (JT, FS)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stats	GED Program (FS, GS)	33	39	51	39	30	33	46	37	30	28	17	10	389	370	395	197	25
	TOTAL FWRP COUNTABLE ACTIVITIES	113	142	151	132	111	112	113	107	112	147	115	100	42125	11558	715	3709	45
Sanction/De	(Non-Countable)	19	13	13	16	12	9	9	15	8	8	2	2	126	261	204	103	12
	No IRC (CM)	63	59	54	65	64	36	43	38	33	22	52	36	565	521	225	187	18
Error	Sanction: Child Support / Immunization	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Denials	12	9	2	1	2	4	5	6	5	7	7	15	75	95	40	14	3
Sanction/De	Conciliation (CM)	29	17	13	10	7	26	2	15	27	15	21	12	194	325	283	249	20
	Case Manager Error Cases	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stats	Technician Error Cases	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	System Error Cases	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TANF	Participants at a Worksite Any Time In The Month	17	25	29	26	22	17	18	17	17	26	26	24	273	169	76	59	5
	1st Sanction	5	8	7	9	3	3	5	1	13	15	19	15	103	147	35	23	1
Stats	2nd Sanction	9	0	3	5	4	7	4	7	4	7	15	13	87	81	15	10	1
	3rd Sanction	1	3	1	10	7	10	2	4	4	8	13	6	69	58	30	19	1
Stats	Demonstrable Evidence	3	3	5	14	0	1	4	2	7	5	3	4	51	47	33	26	1
	FWRP Percentage	30%	49%	50%	65%	43%	62%	62%	57%	60%	54%	54%	55%	55%	47%	56%	40%	0
TANF	FWRP Numerator	80	78	90	81	59	62	83	68	76	79	75	75	756	676	366	191	16
	FWRP Denominator	160	159	180	125	138	100	133	119	126	145	1385	1486	653	1486	653	505	35
Stats	Help Desk Tickets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0 - 24 months	193	200	196	183	154	145	149	145	147	158	153	131	1955	2194	1196	698	79
Stats	25 - 29 months	8	8	9	15	19	17	12	14	13	13	9	9	146	100	53	26	1
	30 - 59 months	35	32	27	25	23	24	23	21	24	28	36	25	323	353	126	108	9
Stats	60+ months	0	0	1	1	0	0	1	1	1	0	0	0	4	4	12	8	1
	FT Placements	4	1	2	2	3	2	3	5	6	11	11	9	59	41	53	26	3
Stats	PT Placements	3	3	5	2	7	0	6	4	3	5	4	9	51	42	29	21	3
	Avg. FT Placement Wage	\$9.50	\$9.50	\$7.95	\$8.50	\$9.34	\$10.13	\$7.15	\$11.00	\$9.88	\$10.96	\$11.07	\$10.26	\$ 9.52	\$ 3.15	44166667	\$9.02	\$ -11.00
Stats	Avg. Months Until FT Plmmt.	16.5	1.0	3.0	7.0	3.8	6.5	5.8	11.1	3.1	6.1	3.9	5.7	6.12	3.45	40133333	3.48	2
	Child Welfare Cases	0	0	0	0	0	0	1	1	1	1	2	2	8	5	0	0	0
Stats	Teen Parents*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Pregnant Mothers	15	5	14	15	15	10	10	4	5	4	2	2	101	222	66	37	3
Stats	Maternity Leave Mothers	9	8	5	5	4	6	3	7	5	1	0	0	53	84	26	25	2
	Recidivism	24	18	23	31	23	13	132	0	0	0	0	0	132	0	0	0	0

Full-time placements / caseload 2% 0% 1% 1% 1% 2% 2% 1% 2% 3% 3% 3% 6% 6% 5% 29%





2330 Broadway, STE # 107  
Denver, CO 80205

August 28, 2012

To Whom It May Concern:

It is a pleasure to write a letter of reference for the Center for Workforce Development (CFWD) as part of their proposal to serve Temporary Assistance to Needy Families (TANF) participants in Adams County.

Summit Staffing is a boutique staffing agency that has been serving the Denver Metro market since 1986. We staff in a manner that acknowledges individual characteristics and how employees apply their skills and experience in work groups. We see beyond "the placement of a temporary employee" and staff to build strength and productivity within an existing work team. We respect our client's unique cultures and values as a critical component in identifying the right candidates. Embracing diversity and different perspectives has demonstrated the best results for all parties in our staffing approach.

Summit Staffing is an active participant in the Colorado community and serves on several boards and associations locally and nationally. Our participation is to offer not only jobs but our talent and skills in helping to foster a sense of "giving" and "community" to those we serve. An example of our community support can be found in the partnership we have created with CFWD. We support their mission to provide case management services to low income single parents, as they transition from welfare to work. Our relationship with CFWD started in September of 2009 when we selected them as a contract partner. We have provided placements in support of their goals to include professional services as well as opened up our office for internship opportunities for TANF recipients looking to engage in meaningful work.

CFWD has consistently demonstrated achievement of contractual goals. Because of their leadership, CFWD participants have benefited from the opportunity to pursue job training, career counseling, knowledge of area school successes, and industry knowledge.

Our relationship with CFWD's management and staff has always been very professional and thorough as their reporting and data have been accurate and timely.

In conclusion, we support CFWD's proposal as we know that they are experts in serving the TANF population and can help those single parent individuals, in Adams County, who are working to become self-supporting families for themselves and their children.

Sincerely,

Jasmin T. Espy  
President – Summit Staffing, Inc.

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# Language Education Institute

August 28, 2012

To Whom It May Concern:

I am writing this letter on behalf of Language Education Institute to convey our utmost regard for the CHOICES program. We have recently heard that Adams County funding is low and as a result the contract for this particular program may be cut as early as November. I would like to take this opportunity to talk about the benefits that this program provides for individuals in hopes that it may change your course of action.

We began working with the CHOICES program in August of 2010 and since then have had the pleasure of working alongside Christy Bernal, Aldo Parra, and Karina Rodriguez; three individuals who understand the importance of education. The CHOICES program provides so many essential tools in a plethora of fields by showing individuals the necessary skills that they need to work and integrate in our community. From training to certification to language acquisition, the CHOICES program has helped thousands to achieve financial independence and stability through its arduous work.

Language Education Institute is most familiar with the CHOICES program because of our in depth understanding that language and communication are the first steps to acquiring any knowledge. Our clients are all non-English speaking immigrants that unfortunately have been immobilized by their inability to speak English. This in turn has had a profound effect on their quality of life. Many our clients have not had the chance to advance in their workplace because of their limited English skills. In the past couple of years we have seen students that have gotten promotions, raises, and travel opportunities in the workplace. In addition, to these labor benefits our clients have also achieved personal goals such as: being granted citizenship, communicating with their children, and simply attaining the freedom of being an active member of our community.

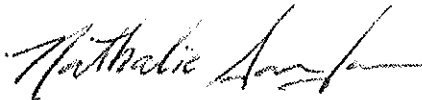
If not for CHOICES many of our clients would not have come as far as they have. CHOICES does more than just finance training, it also offers clients social knowledge and know-how. Tasks like leaving messages, keeping appointments, reporting progress, and researching the best facilities for their needs are just a few added bonuses. In conjunction with CHOICES we have been able to demonstrate to our clients how to work better in our society.

In my eight years in the ESL field of I have yet to meet any individuals who are as passionate about their work as the case managers in CHOICES. They are constantly calling and writing e-mails in order to check their clients' development. In addition, we get together and talk about

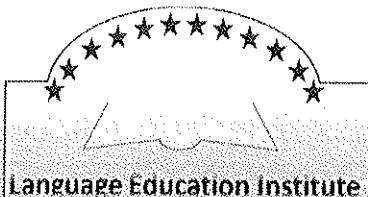
our clients every six weeks. We try and come up with innovative ways to help our clients and better ways to make them accountable; a necessity in today's world. Christy Bernal in particular has given us a wealth of information concerning the Gifts of Sight program, immigration news, volunteer work, real estate fraud, tax aid, and the list continues. She goes out of her way to make sure that her clients are getting everything they can out of their experience with CHOICES.

As an educational facility, one of the most important and essential assets we see in education, is the conviction and determination that parents pass on to their children. It has been said that we teach through example. What better way than to continue providing this service to Coloradans who are willing to take action and better their lives?

I would like to take this opportunity to thank you for your time concerning this matter. If I can be of any additional help please do not hesitate to call to 303.657.6244.



Nathalie San Juan  
Academic Coordinator



8720 Grant St.  
Thornton, CO 80229  
USA

Phone: 303. 657.6244  
E-mail: [languageeducation@live.com](mailto:languageeducation@live.com)



Department of Human Services

Community Support Services

14980 East Alameda Drive, Suite 007  
Aurora, Colorado 80012  
Phone: 303-636-1130  
FAX: 303-636-1426  
TDD: 303-636-1522  
[www.co.arapahoe.co.us](http://www.co.arapahoe.co.us)  
[humanservices@co.arapahoe.co.us](mailto:humanservices@co.arapahoe.co.us)

CHERYL TERNES  
Director

To whom it may concern:

It is a pleasure to write a letter of reference for the Center for Workforce Development (CWFD) as part of their proposal to serve Temporary Assistance to Needy Families (TANF) participants and TANF-eligible participants in Adams County.

CFWD enjoys a unique partnership with the Community College of Aurora (CCA), on the Lowry Campus. The CFWD location inside the college allows participants to mingle with other mainstream college students. Furthermore, participants are exposed to a number of higher education programs. CFWD's primary focus is to positively impact its participants, to assist them in achieving a level of self-sufficiency.

Since 2007, the Center for Workforce Development has served 1,135 Arapahoe County participants. Services such as individualized instruction in GED and adult basic education, job readiness, and computers are highlights of the CFWD program. Furthermore, a number of participants have taken certificate programs at CCA for college credit.

The CHOICES program, for TANF-eligible participants, offers students an opportunity to pursue job training and education after they have been off of TANF for one year. Case managers provide career counseling, knowledge of area school successes, and industry knowledge.

The decision to award CWFD a contract to provide case management services to Aurora area Arapahoe County clients over the years was based on the successes CWFD achieved with the Adams County TANF program.

In conclusion, we support the Center for Workforce Development's proposal to continue serving Adams County participants in their pursuit of a better future and self-sufficiency for themselves and their families.

Sincerely,

Cheryl Ternes, Director  
Arapahoe County Dept. of Human Services

MISSION

Enhancing your quality of life through exceptional delivery of services and efficient use of public funds.

Center for Workforce Development  
**CHOICES Program**  
 Community College of Aurora - Lowry Campus  
 9202 East Severn Place  
 North Quad Building 901, Room 201B  
 Denver, CO 80230  
 Direct: 303.340.7043  
 Fax: 303.340.7049



**SAMPLE INVOICE**  
**CHOICES Program**

**TO:** Sally TenEyck  
 Adams County Social Services

**FROM:** Diane Postell  
 Community College of Aurora

**RE:** Billing for FY 2012-13 **CHOICES**

**DATE:** September 1, 2012

The expenses for \_\_\_\_\_ are as follows:

**I. Screening and Case Management**

**Total Personnel Expenses** \$

**II. Tuition for Training Courses**

<i>Name</i>	<i>SS#</i>	<i>Program</i>	<i>Cost</i>
<i>Sub Total</i>			\$ -

**III. Books**

<i>Name</i>	<i>Social Security</i>	<i>Program</i>	<i>Cost</i>

Total Books for Training Courses Expenses \$ -

**IV. Discretionary & Supplies**

<i>Description</i>	<i>Payable to</i>	<i>Amount</i>

Total Discretionary & Supplies \$0.00

**V. Transportation Costs**

<i>Name</i>	<i>Purpose</i>	<i>Amount</i>

Total Transportation Expenses \$ -

**VI. Direct Assistance (Supportive Services)**

*Supportive Services for*

<i>Name</i>	<i>SSN</i>	<i>Amount</i>	<i>Purpose</i>

Total Direct Assistance (Supportive Services) \$ -

Total Expenses: \$ -

Please remit a total of \$ \_\_\_\_\_ to:

Community College of Aurora  
**Attention: Diane Postell**  
 9202 East Severn Place  
 North Quad Building 901, Room 201B  
 Denver, CO 80230  
 Direct: 303.340.7043  
[Diane.Postell@CCAurora.edu](mailto:Diane.Postell@CCAurora.edu)

ATTACHMENT D



2012.154

Case Management Services for Temporary Assistance  
for Needy Families (TANF), ~~Colorado Works Program~~  
Aurora Choices Program

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 bid is hereby submitted.

WE THE UNDERSIGNED HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # Sec Table 9, Art-11 Section II and Sec III  
(If None, Please write NONE)

Center for Workforce Development  
Company Name CCA

5/20/11  
Date

9202 E. Seven Place  
Address

Name and Signature of Authorized Person

Denver, CO 80230  
City, State, Zip Code

Richard Maestas  
Printed Name

Denver  
County

V.P. Administrator  
Title

303-360-4751  
Telephone

303-360-4761  
Fax

Richard.Maestas@CCADenver.edu  
E-mail Address

**Attachment C**

**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:

Colorado College of Arts  
Company Name

8/1/08  
Date

Richard Maesh  
Name (Print or Type)

[Signature]  
Signature

V.P. Administrator  
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.



**EXHIBIT A**

(Documents following this page of the Agreement)

**Exhibits:**

1. Adams County RFP 2012.154 Specifications and Statement of Service

The remainder of this page left blank intentionally

**Exhibit A1**  
**STATEMENT AND SCOPE OF SERVICE**

**I. STATEMENT OF SERVICES:**

Adams County Board of Commissioners (BOCC) through its Purchasing Department is seeking the services of a qualified organization to assist Adams County Government in providing services for Temporary Assistance For Needy Families (TANF) program in accordance with the Colorado Works Program Act §§ 26-2-701, et seq., C.R.S for Adams County Human Services Department (ACHSD).

The organization will be responsible for providing services in Adams County for the CHOICES Program in Aurora for TANF eligible families by increasing income through connections to short-term vocational training offered by schools, and other training institutes. The intent of the program is to provide case management, and connect participants to the vocational training. Each program participant will be eligible for up to a maximum of \$3,000 for tuition, in order to increase income, resources, and improve family stability. The program shall include additional resources that will help households by connecting them to benefits the household is eligible for. ACHSD program objectives include promoting a second income in the household, improving household income, resources, and family stability. Program training fees up to a maximum of \$322,000, over a twelve (12) period.

**II. SCOPE OF SERVICES:**

Adams County CHOICES. The qualified offeror program will be required to:

- Be fully operational by November 1, 2012 with minimal disruption in the service to current TANF participants.
- Have the ability to serve an average monthly caseload of one hundred and fifty (150) TANF - eligible low-income participants, who are not receiving basic cash assistance in Adams County, who volunteer to participate, and with a special emphasis on serving non-custodial parents. Program will serve approximately three hundred (300) participants through the program year.
- Provide checks to clients in need of supportive services, and tuition for training and have the ability to process checks to assist clients for a minimum of \$80,000 monthly, as a reimbursable expense through ACHSD.
- Conduct criminal background investigations for participants (with their permission) to
- assist them in employment training and placement.
- Offeror will be responsible for ensuring that all employees pass a Colorado Bureaus
- Investigation (CBI) background, prior to working with participants in the programs.
- Provide assessment of participants to assist them in obtaining a better job, or training that is appropriately matched to their needs, skills, interests, and values.
- Provide seamless approach, and delivery of services that are not laden with the stigma of past welfare-to-work, or social service initiatives.
- Conduct outreach, as needed, to maintain caseload size.
- Maintain up to date case management files.
- Maintain up to date monthly reporting system.

STATEMENT AND SCOPE OF WORK continued

- Report on program activities.
- Submit monthly invoices and reports to ACHSD.
- Work in partnership with other CHOICES partners in order to best serve low-income, eligible residents of Adams County.
- Offeror shall assess participants' household income a minimum of four (4) times: at enrollment, at program completion, six (6) months after the program, twelve (12) months after the program, or as coordinated by the County Project Manager. This may be done through client contact or Department of Labor records. Details collected shall include, but are not limited to, wage level, job position, medical benefit package, dependence on government assistance, utilization of tax credits, childcare assistance, and child support.
- Ability to serve Spanish speaking monolingual individuals.
- Be housed in Aurora.
- The offeror shall comply with Colorado Department of Human Services Volume III regarding the Colorado Works Program, ACHSD Administrative Policies, and Procedures including the Ethics Statement.
- The offeror will be responsible to for providing outstanding customer service to the participants and ACHSD staff. The offeror shall treat participants from an advocate perspective and philosophy.

The purpose of the CHOICES Program is to assist TANF-eligible workers reduce potential reliance on government assistance by increasing overall household income through:

Promoting a second income in the household

- Providing short term training, and education that lead to better employment within one(1) year of program entrance
- Improve job skills that will allow for career advancement
- Improving economic, and family stability
- Number of unemployed household members who become employed.
- Connect participants to training in their desired field including work skills, basic life skills, college and vocational training.
- Develop a Household Success Plan (HSP) between the case manager, and the participant. The HSP shall include the educational plan, training plan, a holistic family plan; which encompasses supports, and services with the major focus on the primary participant, and their increasing the income into the household.
- Meet face to face with clients at least once every month.
- Linking families to services that they are eligible for and not receiving such as, but not limited to, Child Support, Medicaid, Child Care, Tuition Assistance that is not funded through this agreement, Child Care and Earned Income Tax Credit, Nurse Family Partnership Program, and Planned Parenthood education.

## STATEMENT AND SCOPE OF WORK continued

The program shall provide outreach and services through, but not limited to, the following organizations to identify and recruit low-income working individuals:

- Community partners
- Non-profit agencies
- Housing assistance programs
- Public schools
- Employers (Aurora)
- Participation in mailings to families receiving Medicaid, Child Care and other programs through ACHSD

Anticipated Outcomes and Performance Measurements:

- 80% of participants/families shall report an improvement in employment(1) and/or enhanced day to day living at program exit.
- 60% of participants/families shall report an improvement in employment, or household income during the course of the program.
- 100% of families/participants served shall be introduced to classes, certificate programs, degree programs, financial aid opportunities, and non-traditional class hours (as necessary).
- 100% of program participant's employers shall be contacted to determine employment improvement, salary increases, advancement and promotions, and overall progress.
- 100% of participants/families shall be informed of Child Support Services, the Earned Income Tax Credit, Child Care Tax Credit, and related application procedures.
- 100% of participants' families shall receive resource outreach (including, but not limited to, additional program information, education, job training opportunities, financial aid information, job referrals, job search techniques, and available community ESL classes.)
- 100% of participants shall be provided with information on parenting skills and family planning options; references shall be provided when appropriate to the Nurse Family Partnership Program.
- Lowered percentage of caseload in an unemployed status for more than thirty (30) days.  
(I) Improved employment is defined as having one or more of the following: increased income, better benefits including health insurance and/or better hours that are more suitable to individual participant/family needs and/or a position that has more potential for career advancement, and includes reemployment after a period of unemployment for recidivism cases.

### **III. REPORTS**

The offeror will be responsible for providing monthly reports summarizing case activity and participant's status. The report must include, but is not limited to; a monthly statistical report card, monthly caseload spreadsheet, child only caseload demographics, supportive services summary. All reporting formats and content shall be designated by the County Human Services Project Manager. **Reference sample reports at the end of this solicitation.**

### **IV. 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.

### **V. FEE SCHEDULE**

The offeror must submit fees for the line items identified on the **Fee Schedule (Attachment A)**. Offeror must provide fees for the initial year of the award and the two (2) option years. The offeror's fees for the options years will be used for evaluation and award consideration.

### **VI. INVOICE BILLING**

Offeror must submit detailed invoices to the Project Manager for the previous month of service. 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.

### **VII. BASIS OF AWARD**

Award will be made to the single responsive, responsible, and qualified offeror who submits the most technically acceptable proposal. Adams County Board of Commissioners reserves the right not to award proposals to the most responsive and responsible offeror and may require new proposals, or to interview the shortlisted firms.

### **VIII. HOURS OF WORK**

The Adams County Government normal work hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

### **IX. TERM OF AGREEMENT**

Award of this solicitation will result in the establishment of a County agreement for a period from the date of issuance of the notice to proceed (NTP) with two (2) additional one-year renewal periods, not to exceed three (3) years, at the sole option of the Adams County Board of Commissioners.

**X. INTELLECTUAL PROPERTY**

If, offeror infringes on a patent, copyright, trademark, trade secret or other intellectual property right while performing its obligations under the Agreement, Offeror shall, at the County's option (a) obtain for the County or Offeror the right to use such products and services; (b) replace any Goods, Services, or other product involved with non-infringing products or modify them so that they become non-infringing; or, (c) if neither of the foregoing alternatives are reasonably available, remove any infringing Goods, Services, or products and refund the price paid therefore to the County.

**XI. 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.

**Confidentiality**

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 principal representative.

**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.

**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 authorized by this Offeror 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.

**Disclosure-Liability**

Disclosure of County records or other confidential information by Offeror for any reason may because 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.

**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.

**XII. RIGHTS IN DATA, DOCUMENTS, AND COMPUTER SOFTWARE**

Any software, research, reports, studies, data, photographs, negatives or other documents, drawings, models, materials, or Work Product of any type, including drafts, prepared by Offeror in the performance of its obligations under the Agreement shall be the exclusive property of the County and, all Work Product shall be delivered to the County by Offeror completion or termination of the Agreement. The County's exclusive rights in such Work Product shall include, but not be limited to, the right to copy, publish, display, transfer, and prepare derivative works. Offeror shall not use, willingly allow, cause or permit such Work Product to be used for any purpose other than the performance of Offeror's obligations hereunder without the prior written consent of the County.

**XIII. SOFTWARE PIRACY PROHIBITION.** Governor's Executive Order D 002 00. County, State or other public funds payable under the agreement shall not be used for the acquisition, operation, or maintenance of computer software in violation of federal copyright laws or applicable licensing restrictions. Offeror certifies and warrants that, during the term of the Agreement and any extensions, Offeror has and shall maintain in place appropriate systems and controls to prevent such improper use of public funds. If the County determines that Offeror is in violation of this provision, the County may exercise any remedy available at law or in equity or under the agreement, including, without limitation, immediate termination of the agreement and any remedy consistent with federal copyright laws or applicable licensing restrictions.

**XIV. INDEPENDENT CONTRACTOR.** 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 contract, liability or understanding, except as expressly set forth in the agreement. Contractor 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.

**XV. INSURANCE**

Offeror shall not commence work under this solicitation until they have submitted to the County and received approval thereof, certificates of insurance showing that they have complied with the foregoing insurance.

- 1) The offeror will be required to procure and maintain, at his own expense and without cost to the County, the kinds and minimum amounts of insurance as follows:
- 2) Comprehensive General Liability, in the amount of not less than \$1,000,000 per person and \$2,000,000 general aggregate. Coverage to include,

- Premises
  - Products/Completed Operations
  - Broad Form Comprehensive, General Liability
  - Adams County shall be named as Additional Insured
- 3) Comprehensive Automobile Liability, in the amount not less than \$1,000,000 dollars minimum combined coverage.
  - 4) Employers Liability and Workers' Compensation. The offeror shall secure and maintain employer's liability and Workers' Compensation Insurance in compliance with the laws of the State of Colorado to protect them against any and all claims resulting from injuries to and death of workers engaged in work.
  - 5) Professional Liability, offeror shall maintain Professional Liability (sometimes referred to as errors and omissions insurance) in amounts not less than \$500,000 dollars.
  - 6) All referenced insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured." The name of the proposal or project must appear on the certificate of insurance.
  - 7) Underwriters shall have no right of recovery or subrogation against Adams 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.
  - 8) The clause entitled "Other Insurance Provisions" contained in any policy including Adams County as an additional insured shall not apply to Adams County.
  - 9) The insurance companies issuing the policy or policies shall have no response against Adams County for payment of any premiums due or for any assessments under any form of any policy. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the offeror.
  - 10) 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 Department 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, this contract, 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.



**XVI. 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 this Agreement (public contract for service) and for the duration thereof:

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

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 this public agreement for services.

At the time of signing this public agreement for services, the Offeror has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public agreement for services through participation in either the E-Verify Program or the Department Program.

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 public agreement for services is being performed.

If the offeror obtains actual knowledge that a subcontractor performing work under the public agreement for services knowingly employs or contracts with an illegal alien, the offeror shall: notify the subcontractor and the County within three days that the bidder 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 agreement 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.

The 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).

If offeror violates this section, of the Agreement, the County may terminate this agreement for breach of agreement. If the agreement is so terminated, the offeror shall be liable for actual and consequential damages to the County.

## **XVII. SUPPLEMENTAL FEDERAL PROVISIONS**

Supplemental Provisions for Contracts, Grants, and Purchase Orders for Federal Funds received pursuant to the Federal Funding Accountability and Transparency Act (FFATA) of 2006 and 2008. Amendments as of October 1, 2010.

The contract, grant, or purchase order to which these Supplemental Provisions are attached has been funded, in whole or in part, with 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. **“Award”** means an award of Federal Financial assistance that a non-Federal Entity receives or administers in the form of:
- 1.1.2. Grants,
- 1.1.3. Contracts,
- 1.1.4. 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. 3710a)),
- 1.1.5. Loans,
- 1.1.6. Loan Guarantees,
- 1.1.7. Subsidies,
- 1.1.8. Insurance,
- 1.1.9. Food commodities,
- 1.1.10. Direct appropriations, or
- 1.1.11. Other financial assistance transactions that authorize the non-Federal Entities' expenditure of Federal Funds.

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 classified award; 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 (Pub. L. 111-5).
- 1.2. **“Central Contractor Registration (CCR)”** means the Federal repository into which an Entity must provide information required for the conduct of business as a recipient.
- 1.3. **“Data Universal Numbering System (DUNS) Number”** means the nine-digit number established and assigned by Dun and Bradstreet, Inc. to uniquely identify business entities.
- 1.4. **“Entity”** means all of the following as defined at 2 CFR part 25, subpart C;

- 1.4.1. A governmental organization, which is a State, local government, or Indian Tribe,
  - 1.4.2. A foreign public entity,
  - 1.4.3. A domestic or foreign non-profit organization,
  - 1.4.4. A domestic or foreign for-profit organization, and
  - 1.4.5. A Federal Agency, but only a subrecipient under an award or subaward to a non-Federal entity.
- 1.5. **“Subaward”** means a legal instrument to provide support for the performance of any portion of the substantive project or program funded by federal funds to a Prime Recipient that a Prime Recipient awards to a Subrecipient.
- 1.6. **“Contract”** means the contract to which these Supplemental Provisions are attached and includes all award types in §1.1.
- 1.7. **“Contractor”** means the party or parties to the Contract other than the Prime Recipient and includes a grantee, subgrantee, Subrecipient, or a borrower. For purposes of FFATA reporting, Contractor is either a Subrecipient or a Vendor under this Contract.
- 1.8. **“FFATA”** means the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282). Also referred to as the “Transparency Act.”
- 1.9. **“Prime Recipient”** means a Colorado State Agency or Institution of Higher Education that receives federal funds directly from a Federal Agency in the form of an award in §1.1.
- 1.10. **Subrecipient”** means 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.
- 1.11. **“Supplemental Provisions”** means these Supplemental Provisions for Contracts, Grants, and Purchase Orders using Federal funds except those funds provided under the American Recovery and Reinvestment Act of 2009, as may be revised pursuant to ongoing guidance from the relevant Federal or State of Colorado Agency or Institution of Higher Education.
- 1.12. **“Total Compensation”** means the cash and noncash dollar value earned by the executive during the Prime Recipient’s or Subrecipient’s preceding fiscal year and includes the following,
- 1.12.1. Salary and bonus,
  - 1.12.2. Awards of stock, stock options, and stock appreciation rights. This amount shall equal the dollar amount 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,

- 1.12.3. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives and are available generally to all salaried employees,
- 1.12.4. Change in pension value, this amount shall equal the change in present value of defined benefit and actuarial pension plans,
- 1.12.5. **Above-market earnings on deferred compensation which is not tax-qualified, and**
- 1.12.6. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

“Vendor” means a dealer, distributor, merchant or other seller providing goods or services required for a project or program funded by Federal funds. A Vendor is not subject to all the terms and conditions of the Federal award, and all program compliance requirements do not pass through to a Vendor.

**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.

**2. Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Requirements.**

**2.1. CCR** - Contractor shall maintain the currency of its information in the CCR until the Contractor submits the final financial report required under this award or receives final payment, whichever is later. Contractor shall review and update the CCR information at least annually after the initial registration, and more frequently if required by changes in its information.

**2.2. DUNS** – Contractor shall provide its DUNS number to its Prime Recipient, and shall update its information in Dun & Bradstreet at least annually after the initial registration, and more frequently if required by changes in its information.

**3. Total Compensation** – Contractor shall include total compensation in CCR for each of its five most highly compensated executives for the preceding completed fiscal year if:

**3.1.** the total Federal funding authorized to date under this award is \$25,000 or more, and in the preceding fiscal year, Contractor received:

**3.1.1.** 80 percent or more of its annual gross revenues from Federal procurement contracts and subcontracts and Federal financial assistance subject to the Transparency Act, and

3.1.2. \$25,000,000 or more in annual gross revenues from Federal procurement contracts and subcontracts and Federal financial assistance subject to the Transparency Act, and

3.2. 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.

4. Reporting. Contractor shall include data elements in its CCR and report to its Prime Recipient Entity the data elements required in §7 if Contractor is a Subrecipient for the award types of grants, contracts, and 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. 3710a).

No direct payment shall be made to Contractor for providing any reports required under these Supplemental Provisions, as the cost of producing such reports shall be deemed included in the Contract price. The reporting requirements in §7 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.

Adams County may provide written notice to Contractor of any such change in accordance with §2 above, but such notice shall not be a condition precedent to Contractor's duty to comply with revised OMB reporting requirements.

5. **Effective Date and Dollar Threshold for Reporting** – The reporting requirements in §7 apply for new Federal grants, contracts, and cooperative agreements (except CRDA) 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 continues to be subject to the reporting requirements.

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

**6.1 To CCR.** A Subrecipient shall register in CCR and report the following data elements in CCR:

- 6.1.1 Subrecipient DUNS Number
- 6.1.2 Subrecipient DUNS Number + 4 if more than one electronic funds transfer (EFT) account
- 6.1.3 Subrecipient Parent DUNS Number
- 6.1.4 Subrecipient's address, including: Street Address, City, State, Country, Zip + 4, and Congressional District

6.1.5 Subrecipient Officers' Names of top 5 highly compensated officials if the criteria in §4 are met.

6.1.6 Subrecipient Officers' Total Compensation of top 5 highly compensated officials if criteria in §4 met.

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

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

8. **Vendor** – 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 Agreement and Adams County Government; Board of Commissioners may terminate the Agreement upon 30 days prior written notice if the default remains uncured five (5) calendar days following the notice period. This remedy will be in addition to any other remedy available to Adams County Government, Board of Commissioners under the Agreement, at law or in equity.

**XVIII. All proposals shall be enclosed in an envelope, sealed, and clearly labeled as follows:**

**PROPOSAL DOCUMENTS**

Name of Firm

RFP Number and Name of Project

RFP Date and Time Due

**XIX. Format**

Offeror must submit sealed proposal in **one (1) original** and three (3) copies to the office of the Purchasing Agent, Adams County Administration Building, 4430 South Adams County Parkway, First Floor Reception Desk, Brighton, Colorado, 80601, up to 4:00 p.m., Thursday, August 30, 2012. Proposals may be mailed or delivered in person, but must be in a sealed envelope, labeled with Company name, RFP number with name of project and time of proposal opening. No proposals will be accepted after the time and date established for the solicitation, except by written addendum.

**Submittal of Proposal Questions**

All questions relating to RFP 2012.154 must be reduced to writing and sent to the County's Purchasing Department for the attention of Heidi Casteel, Purchasing Agent. Questions can be faxed, emailed or sent by U.S. Mail until the close of business on or before Tuesday, August 14, 2012.

**Debriefing**

Should your firm desire to come in for a debriefing, we will be happy to debrief you and help you become more competitive on future solicitations.

**XX. PROPOSAL PREPARATION INSTRUCTIONS**

Proposal should not exceed ten (10) pages, excluding the solicitation required signed pages. Submit only on single sided, single column typed 8.5" x 11" size. The page count limitation applies to the actual technical proposal contained in the submittal. The only exceptions to the page count are the front and back cover and appendices. 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.

- 1) **Qualifications:** All proposals to this solicitation must provide detailed information regarding the offeror's organization's qualifications to meet the County scope of services for this project.
  
- 2) **Responses:** Qualifications and experience will be primary consideration for the award of this solicitation. Please provide responses in the below order and make sure your agency addresses each of the following in your proposal:
  - Provide Organization's experience and background information on your organization including years in business, similar projects completed that demonstrates 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.
  
  - Provide a summary of organization financial statement that demonstrates the organization's ability to provide cash for supportive services payments to clients for a minimum of \$80,000 monthly, with a 45-day reimbursement pattern following the month of provision of such cash payments to clients.
  
  - An introduction of your organization including mission statement, history and current organizational chart.
  
  - Unique organizational expertise, infrastructure and resources that will add value to the program.
  
  - Your organization's experience with Colorado Works, provision of supportive services through checks, and knowledge of applicable state and federal laws and rules.
  
  - Submit Fee Schedule in the same format as Attachment C and submit with your proposal.
  
  - Provide overall operational budget for your entire organization.
  
  - **Key Personnel.** Provide a list of key personnel on the project along with their education, professional experience (project and dates) and 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.

- Describe your organization experience managing projects with Federal funding and reporting requirements.
- Comparable Projects: A detailed description of at least one similar program providing case management services to low-income families that the organization has provided. The description should include: Name, location and budget of program. Experience with processing checks for participants on a reimbursement basis; Average monthly caseload size; Demographics and other descriptors of the population served; A sample of monthly reports created for the project; Annual outcomes produced from the program (five (5) years of outcomes is strongly suggested), which should include: increase in wages or benefits; Number of enhanced household incomes (assistance with gaining a one-time resource such as EITC or other public benefits); Number of resource connections achieved; wage increase for employment increases.
- At least three (3) references shall be provided for similar projects.
- A W-9 form shall be completed and returned with proposal.

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**XXI. EVALUATION FACTORS FOR AWARD**

Award will be made to the single responsive, responsible offeror who submits the most technically acceptable proposal.

A review committee consisting of members, appointed by the County, will make recommendation to the County management, and the County Board of Commissioners. The evaluation is based on the firm's qualifications. The committee may request additional information from offerors or request personal interviews with offerors.

The evaluation criteria are listed below in descending order of importance. Based on the responses of the offerors, the panel may award zero points for no response to the criteria or up to the maximum specified if the offeror demonstrates in their proposal exceptional responses or abilities.

<u>CRITERIA</u>	<u>POINTS</u>
1. Offeror's ability to provide all services as defined in the scope of work, including but not limited to: experience with training programs for the low-income TANF population, experience with case management and community resource connections, and supportive service payments. Experience of key program personnel. Experience with TANF, and Colorado Works statutes, regulations, and federal reporting requirements. Ability to achieve favorable outcomes.	0-50
2. Offeror's fee structure for performing the services.	0-25
3. Organizational budget including the ability to provide services in the scope of services on a reimbursement basis; infrastructure for delivery of services, and organizational leadership.	0-25
<b>Total</b>	<b>100</b>

**ATTACHMENT A  
FEE SCHEDULE**

Please present the fees associated with your proposal in the following format following this page being referenced as **Attachment C**. Submitted Fee Schedule must be for a twelve (12) month period. Offeror's fees shall be firm through the entire term of the Agreement.

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**Attachment B**  
**SAMPLE Budget Sheet**

Please present the costs associated with your proposal in the following format (without the examples). Please note in the "2012-2013 Base Expenses" section how the row totals are calculated for Cost to Contract in column D. For instance, the supervisor's salary and benefits is \$45,000 and overhead is \$2,500, however, since the supervisor would only works 50% of the time in the program, the Cost to Contract is only \$23,750 (50% \* (\$45,000 + \$2,500) = \$23,750). The sum of the rows in the Base Expenses section should equal the line item amount of Base Expenses in your proposal. The total of Base Expenses is added to the other line items in your proposal in the last section of the sheet the total of these line items is the total amount of the contract. Please note the County will only reimburse for actual expenses, thus some line items may not be exhausted by the end of the agreement term.

<b>Base Expenses</b> (show fees for a 12 month period)					
<b>Position/Base Expense</b>	<b>Description</b>	<b>(Column A) Agreement Allocation of Time/Fees</b>	<b>(Column B) Annual Salary and Benefit Fee</b>	<b>(Column C) Overhead</b>	<b>Total Equals Column A * (B + C)</b>
i.e. Supervisor (example)	Provides supervision of case workers	50%	\$45,000	\$2,500	\$23,750
i.e. Manager (example)	Provides supervision for entire program	35%	\$55,000	\$2,900	\$20,265
i.e. Case Worker (example)	Provides direct case mgt. service to TANF clients	75%	\$40,000	\$2,100	\$31,575
i.e. Case Worker (example)	Provides direct case mgt. service to TANF clients	80%	\$40,000	\$2,100	\$33,680
i.e. Case Worker (example)	Provides direct case mgt. service to TANF clients	100%	\$40,000	\$2,100	\$42,100
i.e. Job Developer (example)	Develops internships, job placements, and builds business relationships	50%	\$45,000	\$2,500	\$23,750
i.e. Rent (example)	Office space	30%	\$30,000	\$0	\$9,000
i.e. Utilities (example)	Gas, electric and water	30%	\$7,000	\$0	\$2,100
					\$0
					\$0
<b>Total of Base Expenses:</b>					<b>\$186,220</b>
<b>Budget Item</b>	<b>Description</b>	<b>Amount</b>			
Base Expenses (example)	Equals total of Base Expenses	\$186,220			
Tuition for Training Courses (example)	Amount in contract for training courses for clients	\$20,000			
Criminal Background Funding (example)	Amount in contract for criminal background checks	\$2,000			
Supplies (example)	Paper, toner, staples etc.	\$3,000			
Mileage (example)	Reimbursement of miles traveled for staff	\$4,000			
GED Materials (example)	Books, tests, etc.	\$2,000			
<b>Total (example):</b>					<b>\$233,220</b>