

ADAMS COUNTY, COLORADO  
SERVICE AGREEMENT

THIS AGREEMENT ("Agreement") is made this 16<sup>th</sup> day of August, 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 Reach Center, located at 8931 North Huron Street, Thornton, CO 80260, 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:

**SECTION I - SERVICES OF THE CONTRACTOR**

Pursuant to the Colorado Family Preservation Act §§ 26-5-101, *et seq.*, C.R.S., *et seq.*, C.R.S. and in compliance with the state rules and County Plan, policies, and procedures and CDHS Volume VII 7.303, the Contractor agrees to provide Mental Health Services to families referred by Adams County Human Services Department (ACHSD).

All services shall be in accordance with the Scope of Work attached hereto as Exhibit "A", incorporated herein by reference. Services shall be performed in accordance with customary standards of professional care.

Emergency Services In the event the Adams County Board of County Commissioners declares an emergency, the County may request additional services (of the type described in this Agreement or otherwise within the expertise of Contractor) to be performed by Contractor. If County requests such additional services, Contractor shall provide such services in a timely fashion given the nature of the emergency, pursuant to the terms of this Agreement. Unless otherwise agreed to in writing by the parties, Contractor shall bill for such services at the rates provided for in this Agreement.

**SECTION II - 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 (public contract for service) and for the duration thereof:

- A. 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.
- B. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- C. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- D. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.

- E. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.
- F. If Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- G. 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).
- H. If Contractor violates this Section II 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.

### **SECTION III - RESPONSIBILITIES OF THE COUNTY**

The County shall provide information as necessary or requested by the Contractor to enable the Contractor's performance under this Agreement.

### **SECTION IV - TERM**

The term of this Agreement shall be from August 1, 2012, through June 30, 2013.

### **SECTION V - PAYMENT AND FEE SCHEDULE**

The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for these services, the sum not to exceed twenty thousand eight hundred thirty-three dollars (\$20,833.00).

#### **A. Invoices**

Invoices will be submitted to the County by the Contractor on a monthly basis for services performed under this Agreement. 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.

## **SECTION VI - 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.**

## **SECTION VII - 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.

## **SECTION VIII - 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.

## **SECTION IX – INSURANCE**

The Contractor agrees to maintain insurance of the following types and amounts:

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

|                   |             |
|-------------------|-------------|
| Each Occurrence   | \$1,000,000 |
| General Aggregate | \$2,000,000 |

**Comprehensive Automobile Liability Insurance:** to include all motor vehicles owned, hired, leased, or borrowed.

|                               |                             |
|-------------------------------|-----------------------------|
| Bodily Injury/Property Damage | \$1,000,000 (each accident) |
| Personal Injury Protection    | Per Colorado Statutes       |

**Workers' Compensation Insurance:** Per Colorado Statutes

\* **Professional Liability Insurance:** to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services.

Each Occurrence

\$1,000,000

- \* This insurance requirement applies only to Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.

The Contractor's commercial general liability, comprehensive automobile liability, and professional 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:

1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.
2. The insurance companies issuing the policy or policies shall have no response against the County for payment of any premiums due or for any assessments under any form of any policy.
3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.

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.

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.

At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverages or policies required under this Agreement.

## **SECTION X - TERMINATION**

### **A. 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.

### **B. For Convenience**

The County may terminate the 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 the 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 the Agreement, less payments previously made to the Contractor under the Agreement.

## **SECTION XI - MUTUAL UNDERSTANDINGS**

### A. 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 the 17<sup>th</sup> Judicial District, Colorado.

### B. 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. Contractor warrants that it is in compliance with the residency requirements in §§ 8-17-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), amended by the Health Information Technology for Economic and Clinical Health Act (HITECH), passed as part of the American Recovery and Reinvestment Act of 2009, effective February 17, 2010, when exposed to or provided with any data or records under this Subcontract that are considered to be "Protected Health Information."

### C. Record Retention

The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized federal, state, or county personnel.

### D. 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.

### E. 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.

### F. 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.

### G. 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:

For the County:

Adams County Purchasing and  
4430 South Adams County Parkway  
Brighton, CO 80601  
Contact: Liz Estrada  
Phone: 720.523.6052  
Fax: 720.523.6058

Adams County Attorney's Office  
4430 South Adams County Parkway  
Brighton, Colorado 80601  
Phone: 720. 523-6116  
Fax: 720. 523.6114

Human Services Department  
7401 North Broadway  
Denver, Colorado 80221  
Attn: Darwin Cox, Division Director  
Phone: 303.412.5080  
Fax: 303.412.5335

For the Contractor:  
Community Reach Center  
8931 North Huron Street  
Thornton, CO 80269  
Contact: Rick Doucet  
Phone: 303.433.1975  
Fax: 303.433.1980

H. 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.

I. 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.

J. 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.

**SECTION XII - CHANGE ORDERS OR EXTENSIONS**

A. 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. Such changes, including any increases or decreases in the amount of the

Contractor's compensation, must be mutually agreed upon in writing by the County and the Contractor. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Invitation to Bid, or, if no provision exists, pursuant to the terms of the Change Order.

B. The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor.

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

BOARD OF COUNTY COMMISSIONERS  
ADAMS COUNTY, COLORADO

[Signature]  
Chair

8-22-12  
Date

ATTEST:  
KAREN LONG  
CLERK AND RECORDER



[Signature]  
Deputy Clerk

APPROVED AS TO FORM:

[Signature]  
Adams County Attorney's Office

COMMUNITY REACH CENTER

[Signature]  
Rick Doucet

8-16-12  
Date

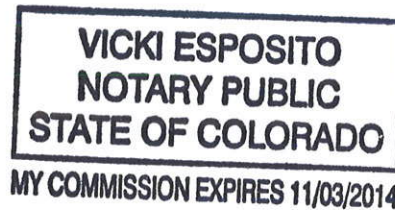
Chief Executive Officer

Signed and sworn to before me on this 16th day of August, 2012 by

[Signature]

[Signature]  
Notary Public

My commission expires on: 11/03/2014



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:

COMMUNITY REACH CENTER

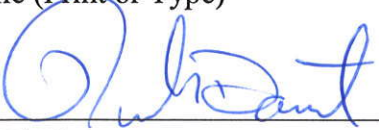
Company Name

8-16-12

Date

Rick Doucet

Name (Print or Type)



Signature

CEO

Title

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





Community

REACH CENTER

supportive mental health

exhibit "A"

### JOB DESCRIPTION

|              |  |
|--------------|--|
| Name         | Title: Foster and Kinship Care-Mental Health Coordinator |
| Reports To:  | Title: Division 1  |
|              | Prepared: 9/2005<br>Updated: 6/30/10                     |
| FLSA: Exempt | Date:  |

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Summary:**

Under direct supervision, provides mental health assessments utilizing evidence based best practice models. Position is housed primarily at Adams County Human Services Department (ACHSD) but may assessments may take place in a residential environment, an outreach environment, such as in homes, schools, and/or outpatient clinic. This position is a .5 FTE.

Under manager supervision, assures that medically necessary mental health services are provided to children who reside in foster care and kinship care settings. Provides assessment and/or coordination with Community Reach Center (CRC), and external providers and Adams County Human Services Department (ACHSD) caseworkers.

**Duties and Responsibilities:**

- ◆ Receives referrals from ACHSD when children are placed in foster care; coordinates with caseworker to assure timely assessment for mental health treatment needs.
- ◆ Provides linkage/referral to Community Reach Center (CRC) and/or external providers to meet assessed mental health treatment needs of the child. This includes the completion of intake paperwork packets, distribution of paperwork to the appropriate agencies, and any needed follow up coordination to improve access of mental health services.
- ◆ Communicates frequently with caseworker to assure coordination of care. This includes coordinating necessary paperwork between CRC and ACSSD for needed reviews and signatures.
- ◆ Provides excellent customer service to internal and external customers, including care to consumers in a manner that promotes safety, comfort, and

the therapeutic environment and respects the confidentiality of consumer records.

- ◆ Coordinates and adheres to appropriate utilization management authorization processes for Behavioral Healthcare Inc. / Community Reach Center's external provider network, CORE funding procedures, and other outside funding sources as needed.
- ◆ Prepares monthly reports as agreed upon in Reach Center's contract with ACSSD and distributes to ACSSD manager and CRC manager. Works with both managers to address any barriers to referrals and access to services.
- ◆ Documents intervention and program activity according to Community Reach Center policy and procedure. Maintains accurate and timely clinical records consistent with Corporation standards (Community Reach Center and ACHSD). Enters clinical data in a timely manner (progress notes are entered within one day of providing the service).
- ◆
- ◆ Participates in the review of clinical issues and program policies and procedures.
- ◆ Consults with other therapists and related professional and paraprofessional staff, as appropriate, in the performance of therapeutic and/or casework; refers clients to appropriate service agencies as required.
- ◆ Works closely with and coordinates care with the ACHSD staff as well as other community members who may be part of the treatment team.

◆  
**Other Functions**

- ◆ Performs other such duties as assigned within the scope of the position and program description, as well as those reflective of their experience, education and ability.

**EMPLOYMENT STANDARDS**

**Education/Experience:** *Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Typical qualification would be equivalent to:*

Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- Minimum of a Bachelor's degree in Psychology, Social Work, Sociology or directly related field.
- Minimum of three years direct clinical experience

**Skills at:** Communication, working independently, organization, time management, interpersonal, and child/family clinical skills. Knowledge and understanding of clinical social work and mental health counseling principles,

methods, procedures, and standards. familiarity with DSM IV and diagnostic techniques.

**Desirable Qualifications:** Experience working with children in the foster care system. Creative, future thinking, team player, organizational skills, committed, ability to work independently and good conflict resolution skills

**Required Licenses/Certifications:** Professional license preferred (LCSW, LPC, LMFT, LP).

**Required Training:**

**Material and Equipment Directly used:** At CRC and ACHSD: Personal Computer with word processing, database, and e-mail capabilities, and an office-based telephone.

**Work Environment/Physical Activities:** General office setting. Office noise is moderate. There is no exposure to extreme heat or cold. Must be able to negotiate stairs. Must possess own transportation, have a good driving record, valid driver's license and proof of auto insurance.

**Corporate Compliance Responsibility:** As an essential function, this position is responsible for complying with Community Reach Center's Corporate Compliance Program as it applies to the individual job duties, the department, and the company.

This position will exercise due diligence to prevent, detect, and report unlawful and/or unethical conduct by fellow co-workers, professional affiliates, and/or agents.

**Note:** This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Approved Division Director: \_\_\_\_\_ date \_\_\_\_\_

Program Manager (as required) \_\_\_\_\_ date \_\_\_\_\_

Employee Acknowledgement \_\_\_\_\_ date \_\_\_\_\_

## Community Reach Foster Care Liaison position

### Scope of Service:

CRC is the designated provider for anyone eligible for Medicaid who resides in Adams County, Colorado. The children who are in foster care through ACHSD receive Medicaid coverage. A foster care liaison position was created to facilitate timely assessments and referrals for mental health services to Adams County foster children.

This half time, co- located position at ACHSD or location determined necessary to provide the service. Adams County is paying for half the salary of the position and Community Reach Center pays for the other half.

This position will provide:

Mental Health Assessments for children in foster care who reside in the Community Reach Center catchment area.

or

Timely referrals for assessments and treatment for children in foster care who live outside of the Community Reach Center catchment area.

Payments will be made in even monthly installments.