

**ADAMS COUNTY, COLORADO
SERVICE AGREEMENT**

THIS AGREEMENT ("Agreement") is made this February 4 2013, 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 **FRIENDS FIRST, INC.**, P. O. Box 270302, Littleton, Colorado 80127, 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 WORK OF THE CONTRACTOR:**

- 1.1. All work shall be in accordance with the attached **RFP 2012.229D as Exhibit A1** and the Contractor's responses as **Attachments A1-A7** to RFP 2012.229D attached hereto and incorporated herein by reference. Should there be any discrepancy between **Attachments A1-A7** 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 January 31, 2014, 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-A7** and the Contractor shall accept as full payment for those works, not to exceed amount of **one hundred twenty thousand dollars and no cents (\$120,000.00)** 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
 Office: 303.227.2116
STenEyck@adcogov.org

and Purchasing Department
 4430 South Adams County Pkwy
 4th Floor Suite C4000A
 Brighton, Colorado 80601

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

Contractor:

Elycia Cook
 Executive Director
 Friends First, Inc.
 P O Box 270302
 Littleton, Colorado 80127
 Phone: 720.981.9193
ecook@friendsfirst.org

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

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 2012.229D** are reference under **Attachments A** as items 1 through 7.

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CONTRACTOR'S CERTIFICATION OF COMPLIANCE

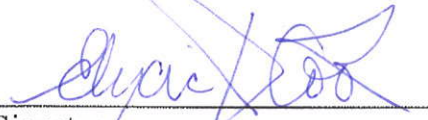
Pursuant to Colorado Revised Statute, § 8-17.5-101, *et seq.*, as amended 5/13/08, as a prerequisite to entering into an agreement for services or work with Adams County, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract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

FRIENDS FIRST, INC.

Elycia R. Cook
Authorized Name (Print or Type)

01/30/13
Date


Signature

Executive Director
Title

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

Signature Page

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

CONTRACTOR
FRIENDS FIRST, INC.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, COLORADO

By: Elycia R. Cook
Name (Print or Type)
[Signature]
Authorized Signature
Executive Director
Title

By: [Signature]
Chair Signature
Date: 2-4-13

Date: 01/30/13

ATTEST:
Karen Long
Clerk and Recorder



[Signature]
Deputy Clerk Signature

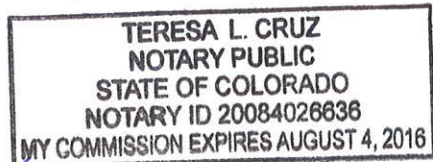
APPROVED AS TO FORM:
Adams County Attorney's Office

By: [Signature]
Attorney Signature

Signed and sworn to before me on this 30th day of January, 2012¹³

by Elycia Cook

[Signature]
Notary Public



My commission expires on: Aug. 4th 2016

ATTACHMENT A
(Documents following this page of the Agreement)

Attachments:

1. BAFO, dated January 7, 2013
2. BAFO, dated November 13, 2012
3. BAFO, dated November 5, 2012
4. Amendment One, dated October 15, 2012
5. Proposal, dated October 18, 2012
6. Contractor's Signed Certificate of Compliance for RFP 2012.229, dated October 18, 2012
7. Offeror's Statement /Signature Page for RFP 2012.229, dated October 18, 2012

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January 7, 2013

Purchasing Agent
Adams County Colorado
4430 South Adams County Parkway
Brighton, Colorado 80601-8212

Sub: **Request for Best and Final Offer for Request for Proposal 2012.229 Case Management Services for Temporary Assistance for Needy Families (TANF), Pregnancy, Prevention Health and Substance Abuse Services**

Dear Ms. Casteel:

Thank you for your letter requesting more information regarding FRIENDS FIRST application for funding through Adams County RFP #2012.229. This letter contains responses to the three questions posed.

1. *Fee for Service schedule for the remainder of the 2012-2013 fiscal year, the 2013-2014 fiscal year and the 2014-2015 fiscal year.*
2. *Annual budget for the next three years at \$120,000 per year. This includes various cuts, from the current budget.*

2012-2013 School Year

- There is a decrease in the cost and time allocated for the Adams County Grant Manager from 40 hours per week to 28 hours per week which reflects a \$17,269.00 decrease in budget.
- Additional Educator cost has been decreased to 12 hours per week which reflects a \$5612.00 decrease in budget.
- FRIENDS FIRST will significantly decrease the number of assemblies funded by Adams County, therefore the budget for this line item has decreased by \$4,334.00
- FRIENDS FIRST will to combine Quinceanera Programs offering two programs with more students as opposed to 4 programs per year. This will result in an \$8,928.00 budget decrease.
- FRIENDS FIRST will offer less funding for scholarships to the STARS National Conference requiring the individual STARS groups to do more fundraising to be able to attend this represents at \$3,520.00 reduction in the budget.

Please let us know if further information is needed.

Sincerely,

Elycia Cook
Executive Director

PO Box 270302, Littleton, CO 80127
720-981-9193 fax 720-981-9104 www.friendsfirst.org

FRIENDS FIRST - Fee Schedule
 (more detail can be found on budget sheet)

Year 1 January 2013-December 2013

January	Ongoing programming	\$ 9,750.00
February	Ongoing programming	\$ 9,750.00
March	Ongoing programming	\$ 9,750.00
April	Ongoing programming	\$ 9,750.00
May	Ongoing programming	\$ 9,750.00
June	Ongoing programming, STARS National Conference scholarships	\$ 12,750.00
July	Ongoing programming	\$ 9,750.00
August	Ongoing programming	\$ 9,750.00
September	Ongoing programming	\$ 9,750.00
October	Ongoing programming	\$ 9,750.00
November	Ongoing programming	\$ 9,750.00
December	Ongoing programming	\$ 9,750.00
TOTAL		\$ 120,000.00

Year 2 - January 2014-December 2014

January	Ongoing programming	\$ 9,750.00
February	Ongoing programming	\$ 9,750.00
March	Ongoing programming	\$ 9,750.00
April	Ongoing programming	\$ 9,750.00
May	Ongoing programming	\$ 9,750.00
June	Ongoing programming, STARS National Conference scholarships	\$ 12,750.00
July	Ongoing programming	\$ 9,750.00
August	Ongoing programming	\$ 9,750.00
September	Ongoing programming	\$ 9,750.00
October	Ongoing programming	\$ 9,750.00
November	Ongoing programming	\$ 9,750.00
December	Ongoing programming	\$ 9,750.00
TOTAL		\$ 120,000.00

Year 3 - January 2015-December 2015

January	Ongoing programming	\$ 9,750.00
February	Ongoing programming	\$ 9,750.00
March	Ongoing programming	\$ 9,750.00
April	Ongoing programming	\$ 9,750.00
May	Ongoing programming	\$ 9,750.00
June	Ongoing programming, STARS National Conference scholarships	\$ 12,750.00
July	Ongoing programming	\$ 9,750.00
August	Ongoing programming	\$ 9,750.00
September	Ongoing programming	\$ 9,750.00
October	Ongoing programming	\$ 9,750.00
November	Ongoing programming	\$ 9,750.00
December	Ongoing programming	\$ 9,750.00
TOTAL		\$ 120,000.00

Attachment A

FRIENDS FIRST - Adams County 2013 Budget Sheet

Base Expenses (fees for a 12-month period)					
Position/Base Expense	Description	(Column A) Agreement Allocation of Time/Fees	(Column B) Annual Salary and Benefit Fee	(Column C) At 100% of Overhead Salary	Total Equals Column A * (B + C)
Executive Director	Provides overall vision for grant, provides contacts for new collaborations	8.6%	\$104,550	\$17,774	\$10,520
Project Director	Oversees grant manager and all programming	8.6%	\$68,245	\$11,602	\$6,867
Grant Manager	Oversees implementation of all programming within Adams County TANF, coordinates program scheduling, completes all Adams County TANF reporting requirements	70%	\$49,200	\$8,364	\$40,295
Educator	Provides direct education for Adams County TANF	30%	\$47,970	\$8,155	\$16,838
Administration	General administrative work including accounting, communications and all other grant related administration work	8.6%	\$142,065	\$24,151	\$14,295
Rent	Office space	8.6%	\$64,919	\$0	\$5,583
Utilities	Gas & electric	8.6%	\$15,860	\$0	\$1,364
Total of Base Expenses:					\$95,762
Budget Item	Description	Amount			
Base Expenses	Equals total of Base Expenses	\$95,762			
Assemblies & Training	Provide assembly speakers for 3-4 assemblies in targeted Adams County schools during the year, Provide keynote speaker for the annual District 50 youth conference, training for teachers and community educators in The STARS Mentoring Program, The Quinceañera Program and positive youth development workshops	\$2,666			
STARS Mentoring Program	Curriculum and supplies for 2 programs; contract facilitator fees	\$7,000			
Quinceañera Program	Contract facilitator fees, curriculum, materials and childcare for 3 programs	\$8,072			
Mileage	Mileage paid to educators traveling to and from program locations - estimated 7,000 miles @ .50 /mile reimbursement	\$3,500			
SNC Scholarships	Scholarships for STARS and Quinceañera youth to attend the attend the STARS National Conference in June 2013	\$3,000			
Total :					\$120,000

Attachment B

FRIENDS FIRST - Adams County 2014 Budget Sheet

Base Expenses (fees for a 12-month period)					
Position/Base Expense	Description	(Column A) Agreement Allocation of Time/Fees	(Column B) Annual Salary and Benefit Fee	(Column C) At 100% of Overhead Salary	Total Equals Column A * (B + C)
Executive Director	Provides overall vision for grant, provides contacts for new collaborations	8.6%	\$105,596	\$17,951	\$10,625
Project Director	Oversees grant manager and all programming	8.6%	\$68,927	\$11,718	\$6,935
Grant Manager	Oversees implementation of all programming within Adams County TANF, coordinates program scheduling, completes all Adams County TANF reporting requirements	68%	\$49,692	\$8,448	\$39,535
Educator	Provides direct education for Adams County TANF	30%	\$48,450	\$8,237	\$17,006
Administration	General administrative work including accounting, communications and all other grant related administration work	8.6%	\$143,486	\$24,393	\$14,438
Rent	Office space	8.6%	\$64,919	\$0	\$5,583
Utilities	Gas & electric	8.6%	\$15,860	\$0	\$1,364
Total of Base Expenses:					\$95,486
Budget Item	Description	Amount			
Base Expenses	Equals total of Base Expenses	\$95,486			
Assemblies & Training	Provide assembly speakers for 3-4 assemblies in targeted Adams County schools during the year, Provide keynote speaker for the annual District 50 youth conference, training for teachers and community educators in The STARS Mentoring Program, The Quinceañera Program and positive youth development workshops	\$2,666			
STARS Mentoring Program	Curriculum and supplies for 2 programs; contract facilitator fees	\$7,000			
Quinceañera Program	Contract facilitator fees, curriculum, materials and childcare for 3 programs	\$8,348			
Mileage	Mileage paid to educators traveling to and from program locations - estimated 7,000 miles @ .50 /mile reimbursement	\$3,500			
SNC Scholarships	Scholarships for STARS and Quinceañera youth to attend the attend the STARS National Conference in June 2013	\$3,000			
Total :					\$120,000

Attachment C

FRIENDS FIRST - Adams County 2015 Budget Sheet

Base Expenses (fees for a 12-month period)					
Position/Base Expense	Description	(Column A) Agreement Allocation of Time/Fees	(Column B) Annual Salary and Benefit Fee	(Column C) At 100% of Overhead Salary	Total Equals Column A * (B + C)
Executive Director	Provides overall vision for grant, provides contacts for new collaborations	8.6%	\$106,652	\$18,131	\$10,731
Project Director	Oversees grant manager and all programming	8.6%	\$69,617	\$11,835	\$7,005
Grant Manager	Oversees implementation of all programming within Adams County TANF, coordinates program scheduling, completes all Adams County TANF reporting requirements	67%	\$50,189	\$8,532	\$39,343
Educator	Provides direct education for Adams County TANF	30%	\$48,934	\$8,319	\$17,176
Administration	General administrative work including accounting, communications and all other grant related administration work	8.6%	\$144,921	\$24,637	\$14,582
Rent	Office space	8.6%	\$64,919	\$0	\$5,583
Utilities	Gas & electric	8.6%	\$15,860	\$0	\$1,364
Total of Base Expenses:					\$95,784
Budget Item	Description	Amount			
Base Expenses	Equals total of Base Expenses	\$95,784			
Assemblies & Training	Provide assembly speakers for 3-4 assemblies in targeted Adams County schools during the year, Provide keynote speaker for the annual District 50 youth conference, training for teachers and community educators in The STARS Mentoring Program, The Quinceañera Program and positive youth development workshops	\$2,666			
STARS Mentoring Program	Curriculum and supplies for 2 programs; contract facilitator fees	\$7,000			
Quinceañera Program	Contract facilitator fees, curriculum, materials and childcare for 3 programs	\$8,050			
Mileage	Mileage paid to educators traveling to and from program locations - estimated 7,000 miles @ .50 /mile reimbursement	\$3,500			
SNC Scholarships	Scholarships for STARS and Quinceañera youth to attend the attend the STARS National Conference in June 2013	\$3,000			
Total:					\$120,000



November 13, 2012

Purchasing Agent
Adams County Colorado
4430 South Adams County Parkway
Brighton, Colorado 80601-8212

Sub: Request for Additional Information for Best and Final Offer for Request for Proposal 2012.229 Case Management Services for Temporary Assistance for Needy Families (TANF), Pregnancy, Prevention Health and Substance Abuse Services

Dear Ms. Casteel:

Thank you for your letter requesting clarification and more information regarding FRIENDS FIRST application for funding through Adams County RFP #2012.229. Below please find a breakdown of how the various funding cuts would impact services and outcomes for Adams County through FRIENDS FIRST.

\$10,000 Funding Cut

Service Impact: A). School assemblies would be decreased from eight to three. FRIENDS FIRST would continue to provide the speaker for the District 50 conference. Approximately 992 less students would benefit from motivational assemblies. The remaining assemblies would need to be contracted through local speakers so the pool and the quality of speakers would not be as diverse. B). Scholarships to the STARS National Conference (SNC) for twenty Westminster and Bennett STARS Mentors would be decreased from \$300/student to \$215/student.

Outcome Impact: A). Assemblies help to open doors to high risk schools where students need to hear the impactful and relevant messages the speakers bring. Without assemblies FRIENDS FIRST would not have access to as many schools. Without FRIENDS FIRST programming, outcomes may include increased teen pregnancy rates and decreased academic achievement. B). STARS mentors from Westminster and Bennett may be unable to fund the additional monies need to attend the SNC. These mentors will not receive the valuable training disseminated at the conference. This may affect the success they have in mentoring their mentees in areas such as self-confidence, boundaries, communication skills and avoidance of high risk behaviors. The mentees could experience less school attachment and be more likely to experience negative effects from engaging in high risk behaviors. Even at the current level many

fundraisers are held to secure that portion for students. Trying to plan additional fundraisers at this point in the year would be extremely challenging.

Summary: *992 less students served, 20 students with reduced services*

\$20,000 Funding Cut

All cuts at \$10,000 level plus:

Service Impact: A). Classroom education would be reduced from 40 classes to 30 classes; reaching approximately 250 less students. B). Preparation time for Bennett STARS will be slightly cut, impacting 100 mentors/mentees.

Outcome Impact: A). Decreased classroom education could result in increased teen pregnancy rates and decreased academic achievement. B). Decreased preparation time for Bennett STARS could result in less effective programming leading to less school attachment and increased negative effects from engaging in high risk behaviors.

Summary: *1242 less students served, 120 students with reduced services*

\$30,000 Funding Cut

All cuts at \$10,000 & \$20,000 plus:

Service Impact: A). Classroom education decreased by another four classes for a total of 26; failure to reach another 100 students. B). Reduce Quinceañera Programs from six down to four. Thirty less students and parents would be reached.

Outcome Impact: A). Decreased classroom education could result in increased teen pregnancy rates and decreased academic achievement. B). Reducing Quinceañera Programs could lead to increased teen pregnancy among Hispanics and a failure to improve parent child communication.

Summary: *1372 less students served, 30 less parents served, 120 students with reduced services*

\$40,000 Funding Cut

All cuts at \$10,000, \$20,000 & \$30,000 plus:

Service Impact: A). Cut an additional Quinceañera Program. Fifteen less students and parents would be reached. B). Classroom education decreased by one more class for a total of 25; failure to reach another 25 students. C). Scholarships to the STARS National Conference (SNC) cut from twenty students to ten and amount funded reduced to \$150/student.

Outcome Impact: A). Reducing Quinceañera Programs could lead to increased teen pregnancy among Hispanics and a failure to improve parent child communication. B). STARS mentors from Westminster and Bennett may be unable to fund the additional monies need to attend the SNC. Partial scholarships will only be available to ten mentors. These mentors will not receive the valuable training disseminated at the conference. This may affect the success they have in mentoring their mentees in areas such as self-confidence, boundaries, communication skills and avoidance of high risk behaviors. The mentees could experience less school attachment and be more likely to experience negative effects from engaging in high risk behaviors.

Summary: 1412 less students served, 45 less parents served, 120 students with reduced services

\$50,000 Funding Cut

All cuts at \$10,000, \$20,000, \$30,000 & \$40,000 plus:

Service Impact: A). Cut Westminster STARS Program. 50-55 students would not be served. B). Eliminate all assemblies including speaker for District 50 conference. 1275 students would not be served.

Outcome Impact: A). Cutting Westminster STARS could result in decreased school attachment, school success and an increase in high risk behaviors for both mentors and mentees. The school does not have many sports or afterschool activities so STARS fills a much needed gap in the area. B). Assemblies help to open doors to high risk schools were students need to hear the impactful and relevant messages the speakers bring. Without assemblies FRIENDS FIRST would not have access to as many schools. Without FRIENDS FIRST programming outcomes may include increased teen pregnancy rates and decreased academic achievement.

Summary: 2742 less students served, 45 less parents served, 120 students with reduced services

Please let us know if further information is needed.

Sincerely,


Elycia Cook
Executive Director

PO Box 270302, Littleton, CO 80127
720-981-9193 fax 720-981-9104 www.friendsfirst.org



November 5, 2012

Purchasing Agent
Adams County Colorado
4430 South Adams County Parkway
Brighton, Colorado 80601-8212

Sub: Request for Best and Final Offer for Request for Proposal 2012.229 Case Management Services for Temporary Assistance for Needy Families (TANF), Pregnancy, Prevention Health and Substance Abuse Services

Dear Ms. Casteel:

Thank you for your letter requesting clarification and more information regarding FRIENDS FIRST application for funding through Adams County RFP #2012.229. This letter contains responses to the three questions posed.

1. Clarify how many students are served in each category of service.

2011-2012 School Year

- Quinceañera Program – 102 students, 106 parents (represents 6 classes)
- Classroom Education (WAIT Training) – 661 students
- STARS – 255 students (represents mentors and mentees from two programs)
- STARS National Conference – 39 students sent on scholarships
- STARS Winter Retreat – 16 students sent on scholarships
- Assemblies – 2267 students served at seven Adams County Schools: Ranum MS, Kearney MS, Niver Creek MS (now STEM Launch), Crossroads MS, Hidden Lake HS, STEM Magnet Lab School and Brighton Heritage Academy
- Provided Keynote speaker (Gabe Salazar) for District 50 Conference in March 2012. Gabe also conducted a Parent Education at the conference. 287 students, 72 parents
- Community Collaboration with NAG (Neighborhood Action Group) to provide leadership and mentoring training, 1545 students

2. Please explain what the "61" classroom education monthly average means.

To clarify – FRIENDS FIRST served 661 students in the 2011-2012 school year with classroom education (WAIT Training) in seven Adams County Schools (see q.3 for more details). Over a nine month school year that averages to 73 students per month.

3. Explain in detail the number of classes that are continual and include how many weeks the continual classes last. These appear to be in the following schools: Horizon HS, Thornton HS, Brighton HS, Hemphill MS and Overland MS.

WAIT Training is the classroom education curriculum conducted in the above named schools. Each class of WAIT Training consists of three –five hours taught over three – seven days.

FRIENDS FIRST conducted WAIT Training at the following Adams County Schools during the **2011-2012** school year:

Brighton HS – 2 classes
Hidden Lake HS – 4 classes
Horizon HS – 2 classes
Thornton HS – 4 classes
Brighton Heritage Academy – entire school, approximately 4 classes
Hemphill MS – 8 classes
Overland Trail MS – 16 classes

FRIENDS FIRST has conducted WAIT Training at the following Adams County Schools during the **2012-2013** school year so far:

Prairie View HS – 4 classes
Overland Trail MS – 4 classes

FRIENDS FIRST has confirmed WAIT Training at the following Adams County schools later in the **2012-2013** school year:


Prairie View HS – 4 classes
Hemphill MS – 8 classes

Additional WAIT Training classes will be scheduled for Spring **2013**.

In addition, a chart summarizing FRIENDS FIRST services for Adams County TANF since 2004 is attached.

Please let us know if further information is needed.

Sincerely,


Elycia Cook
Executive Director

PO Box 270302, Littleton, CO 80127
720-981-9193 fax 720-981-9104 www.friendsfirst.org

FRIENDS FIRST – Adams County TANF Grant – 2011-2012 Annual Report

July 2011 – June 2012

FRIENDS FIRST Progress Report
Mid-Year Cumulative Numbers Report

Outcomes	2004-2005 Contract Encounters	2005-2006 Contract Encounters	2006-2007 Contract Encounters	2007-2008 Contract Encounters	2008-2009 Contract Encounters	2009-2010 Contract Encounters	2010-2011 Contract Encounters	2011-2012 Contract Encounters
Students Served	22,973	22,245	20,450	12,113	19,199	17,902	9,709	8,534
Parents Served	5,986	4,151	4,296	2,154	5,193	7,417	7,882	5,071
Teachers Served	N/A	N/A	N/A	386	141	12	11	72
Board Members Served	51	46	23	12	236	0	0	105
TANF Administrators Served	0	0	6	4	0	0	0	0
Churches Served	0	0	1	2	1	0	3	1
Quinceañera Student Unduplicated	3	4	2	3	2	0	3	3
Quinceañera Student Total Encounters	Reported in student numbers	Reported in student numbers	Reported in student numbers	Reported in student numbers	Served through AFL Grant	Served through AFL Grant	40	102
Quinceañera Parent Unduplicated	Reported in student numbers	Reported in student numbers	N/A	Reported in parent numbers	Served through AFL Grant	Served through AFL Grant	226	656
Quinceañera Parent Total Encounters	N/A	N/A	N/A	Reported in parent numbers	Served through AFL Grant	Served through AFL Grant	46	106
Miscellaneous Clients Served	N/A	N/A	N/A	Reported in parent numbers	Served through AFL Grant	Served through AFL Grant	233	616
Total Unduplicated	0	0	0	0	0	0	23	0
	6,037	4,197	4,328*	2,561	5,573	7,429	8,008	5,460

*** ** Some years reflect higher numbers due to an emphasis on assemblies. FRIENDS FIRST has chosen to decrease that emphasis and focus more on direct services such as classroom instruction and peer mentoring.



November 5, 2012

Purchasing Agent
Adams County Colorado
4430 South Adams County Parkway
Brighton, Colorado 80601-8212

Sub: Request for Best and Final Offer for Request for Proposal 2012.229 Case Management Services for Temporary Assistance for Needy Families (TANF), Pregnancy, Prevention Health and Substance Abuse Services

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1. Clarify how many students are served in each category of service.

2011-2012 School Year

- Quinceañera Program – 102 students, 106 parents (represents 6 classes)
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- STARS National Conference – 39 students sent on scholarships
- STARS Winter Retreat – 16 students sent on scholarships
- Assemblies – 2267 students served at seven Adams County Schools: Ranum MS, Kearney MS, Niver Creek MS (now STEM Launch), Crossroads MS, Hidden Lake HS, STEM Magnet Lab School and Brighton Heritage Academy
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Prairie View HS – 4 classes
Hemphill MS – 8 classes

Additional WAIT Training classes will be scheduled for Spring **2013**.

In addition, a chart summarizing FRIENDS FIRST services for Adams County TANF since 2004 is attached.

Please let us know if further information is needed.

Sincerely,



Elycia Cook
Executive Director

PO Box 270302, Littleton, CO 80127
720-981-9193 fax 720-981-9104 www.friendsfirst.org

FRIENDS FIRST - Fee Schedule
 (more detail can be found on budget sheet)

Year 1

January	Ongoing programming	\$ 12,761.92
February	Ongoing programming	\$ 12,761.91
March	Ongoing programming	\$ 12,761.92
April	Ongoing programming	\$ 12,761.92
May	Ongoing programming	\$ 12,761.92
June	Ongoing programming, STARS National Conference scholarships	\$ 19,281.91
July	Ongoing programming	\$ 12,761.91
August	Ongoing programming	\$ 12,761.92
September	Ongoing programming	\$ 12,761.92
October	Ongoing programming	\$ 12,761.92
November	Ongoing programming	\$ 12,761.91
December	Ongoing programming	\$ 12,761.92
	TOTAL	\$ 159,663.00

Year 2

January	Ongoing programming	\$ 12,761.92
February	Ongoing programming	\$ 12,761.91
March	Ongoing programming	\$ 12,761.92
April	Ongoing programming	\$ 12,761.92
May	Ongoing programming	\$ 12,761.92
June	Ongoing programming, STARS National Conference scholarships	\$ 19,281.91
July	Ongoing programming	\$ 12,761.91
August	Ongoing programming	\$ 12,761.92
September	Ongoing programming	\$ 12,761.92
October	Ongoing programming	\$ 12,761.92
November	Ongoing programming	\$ 12,761.91
December	Ongoing programming	\$ 12,761.92
	TOTAL	\$ 159,663.00

Year 3

January	Ongoing programming	\$ 12,761.92
February	Ongoing programming	\$ 12,761.91
March	Ongoing programming	\$ 12,761.92
April	Ongoing programming	\$ 12,761.92
May	Ongoing programming	\$ 12,761.92

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FRIENDS FIRST – Adams County TANF Grant – 2011-2012 Annual Report

July 2011 – June 2012

FRIENDS FIRST Progress Report
Mid-Year Cumulative Numbers Report

Outcomes	2004-2005 Contract	2005-2006 Contract	2006-2007 Contract	2007-2008 Contract	2008-2009 Contract	2009-2010 Contract	2010-2011 Contract	2011-2012 Contract
Students Served	Total Encounters 22,973 Unduplicated	Total Encounters 22,245 Unduplicated	Total Encounters 20,450 Unduplicated	Total Encounters 12,113 Unduplicated	Total Encounters 19,199 Unduplicated	Total Encounters 17,902 Unduplicated	Total Encounters 9709 Unduplicated	Total Encounters 8534 Unduplicated
Parents Served	5,986 N/A	4,151 N/A	4,296 N/A	2,154 386	5,193 141	7,417 12	7,882 11	5,071 72
Teachers Served	51	46	23	12	236	0	0	105
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TANF Administrators Served	0	0	1	2	1	0	3	1
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Total Unduplicated	6,037	4,197	4,328	2,561	5,573	7,429	8,008	5,460

*** Some years reflect higher numbers due to an emphasis on assemblies. FRIENDS FIRST has chosen to decrease that emphasis and focus more on direct services such as classroom instruction and peer mentoring.

FRIENDS FIRST Quinceañera Program References

Rev. Tomasz Wikarski

Our Lady Mother of the Church

6690 E 72nd Ave

Commerce City, CO 80022

Phone: 303.289.6489

Rev. Humberto Marquez

St. Augustine Catholic Parish

178 S. 6th Ave.

Brighton, CO 80601

Phone: 303.659.1410

Email: fr.humberto@staugustinebrighton.org

Maria Mendez

Parent, St. Augustine Quinceañera Program

671 S. 34th Ave

Brighton, CO 80601

Phone: 720.685.8121

**MEMORANDUM OF UNDERSTANDING
Between Bennett Schools and FRIENDS FIRST
STARS Mentoring Program**

NOW, therefore be it mutually agreed upon by all parties to the terms set forth in this Agreement and that all parties have legal authority to enter into this Agreement.

SECTION I – SCOPE OF WORK TO BE PERFORMED BY FRIENDS FIRST

STARS MENTORING PROGRAM

- A. Provide funding and resources for the implementation of the **STARS Mentoring Program**.
- B. Provide a FRIENDS FIRST staff member to be the Primary Coordinator of the STARS Mentoring Program
- C. Provide:
 - Program curriculum/manuals to STARS participants
 - Training & equipping of school staff members or volunteers
 - Training & equipping of each STARS mentor
- D. Training to include the STARS National Conference, STARS Retreat, and regular mentor meetings.
- E. Work with the high school to identify students to be trained as mentors.
- F. Work with professional evaluator to collect evaluation data including pre and post program questionnaires
- G. Conduct a required background check for each coordinator and program volunteer.

OTHER

Present the program and description at the start to any appropriate board or group or committee in the school. Mentor program consists of high school mentors, 7th and 8th grade junior mentors and 6th grade mentees.

SECTION II – SCOPE OF WORK TO BE PERFORMED BY THE MIDDLE AND HIGH SCHOOL

STARS MENTORING PROGRAM

- A. Keep the FRIENDS FIRST STARS Coordinator informed of school schedule and opportunities to promote STARS at various school events (back-to-school nights, registration, PTA events, transition to high school from middle events, parent meetings etc.)
- B. Assist the STARS Mentoring Program Coordinator with recruitment and retention on an ongoing basis
- C. Provide a space and time for mentor meetings and mentoring.
- D. Assist FRIENDS FIRST by allocating budget funds or actively looking for other funding sources to help supplement program for sustainability.

SECTION III – Duration of Agreement

This Agreement shall take effect August 20, 2012 and continue until August 20, 2013 (updated annually with continuation agreements). In the event participants cannot participate due to extenuating circumstances, it must be submitted in writing and with 30 day notice to FRIENDS FIRST. This agreement will remain in effect as long as FRIENDS FIRST funding allows.

SECTION IV: Signatures of Agreement

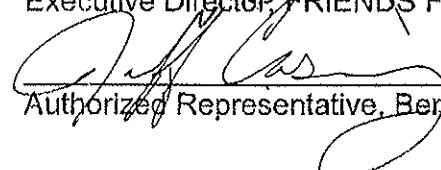
I, the undersigned agree to the School Memorandum of Understanding for the STARS Mentoring Program in partnership with FRIENDS FIRST, Inc.

For FRIENDS FIRST, Inc.:

Attn: Elycia Cook, Executive Director
P.O. Box 270362
Littleton, CO 80127



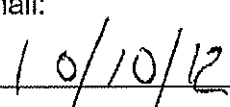
Executive Director, FRIENDS FIRST




Authorized Representative, Bennett Schools

For Contractor:

Attn:
Phone:
Email:



Date



Date

MEMORANDUM OF UNDERSTANDING
Between St. Augustine Catholic Parish and FRIENDS FIRST
The Quinceañera Program

NOW, therefore be it mutually agreed upon by all parties to the terms set forth in this Agreement and that all parties have legal authority to enter into this Agreement.

SECTION I – FRIENDS FIRST

- A. Provide funding and resources for the implementation of The Quinceañera Program. (Through the award of the federal office of Administration for Children and Families, Department of Health and Human Services).
- B. Provide 2 program facilitators to conduct The Quinceañera Program for eight or nine three hour sessions.
- C. Provide curriculum for all participants.
- D. Conduct a required background check for each facilitator/instructor.
- E. Work with professional independent evaluator to collect evaluation curriculum fidelity, performance process and student outcome data with questionnaires and conduct focus groups.
- F. Provide yearly progress reports in meeting or narrative about the implementation.
- G. Present the program and description at the start to any appropriate board or group or committee.

SECTION II – Scope of work to be performed by St. Augustine

- A. Provide space and time for the program.
- B. Provide participants (youth and families) for two programs per year with approximately 15 youth per program.
- C. Agree to participate in FRIENDS FIRST implementation of the program with fidelity to the core curriculum elements.
- D. Agree to participate in the evaluation of The Quinceañera Program, which includes a pre-test prior to instruction and a post-test immediately following instruction for youth and parents.
- E. Understand the survey will ask about adolescent risk behaviors, including sexual behavior and parent-adolescent communication.
- F. Promote the program, recruit participants and assist FRIENDS FIRST staff in securing parent consent and student assent forms developed by an evaluation team.

SECTION III – Duration of Agreement

This Agreement shall take effect October 1, 2012 and continue until September 30, 2014. In the event participants cannot participate due to extenuating circumstances, it must be submitted in writing and with 30 day notice to FRIENDS FIRST.

SECTION IV: Signatures of Agreement

I, the undersigned agree to the Memorandum of Understanding for The Quinceañera Program in partnership with FRIENDS FIRST, Inc.

St. Augustine Catholic Parish

MARIA Sanchez SECRETARY
Printed Name Title

Maria Sanchez 10-12-12
Signature Date

FRIENDS FIRST, Inc.

Elycia Cook ~~Executive Director~~ Executive Director
Printed Name Title

Elycia Cook 10.17.12
Signature Date

MEMORANDUM OF UNDERSTANDING
Between Kearney Middle School and FRIENDS FIRST
FRIENDS FIRST Adams County TANF Grant

NOW, therefore be it mutually agreed upon by all parties to the terms set forth in this Agreement and that all parties have legal authority to enter into this Agreement.

SECTION I – Scope of work available from FRIENDS FIRST

Classroom Education, Assemblies, Teacher Training (STARS Program)

- A. Provide funding and resources for the implementation of classroom education, assemblies and teacher trainings.
- B. Provide a Program Coordinator, or train an identified facilitator and provide a stipend for said individual, to conduct classroom education and teacher trainings.
- C. Provide a speaker for each assembly.
- D. Work with the school to promote programs to students.
- E. Conduct a required background check for each coordinator and program volunteer.

OTHER

- A. Present the program and description at the start to any appropriate board or group or committee in the school.

SECTION II – Scope of work to be performed by the Kearney Middle School

- A. Provide space and time for classroom education, assemblies, and teacher trainings.
- B. Provide student participants for classroom education and assemblies
- C. Identify teachers for training.
- D. Be available to provide letters of recommendation for FRIENDS FIRST.

SECTION III – Duration of Agreement

This Agreement shall take effect January 1, 2013 and continue until December 31, 2013 (updated annually with continuation agreements). In the event participants cannot participate due to extenuating circumstances, it must be submitted in writing and with 30 day notice to FRIENDS FIRST. This agreement will only take effect if FRIENDS FIRST is awarded the Adams County TANF Grant.

SECTION IV: Signatures of Agreement

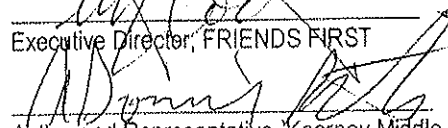
I, the undersigned agree to the High School Memorandum of Understanding for programs in partnership with FRIENDS FIRST, Inc.

For FRIENDS FIRST, Inc.:

Attn: Elycia Cook, Executive Director
P.O. Box 270302
Littleton, CO 80127



Executive Director, FRIENDS FIRST



Authorized Representative, Kearney Middle School

For Contractor:

Attn:
Phone:
Email:

10/17/12

Date

10/16/12

Date

FAK - 720/981/9104

MEMORANDUM OF UNDERSTANDING
Between Overland Trail Middle School and FRIENDS FIRST
FRIENDS FIRST Adams County TANF Grant

NOW, therefore be it mutually agreed upon by all parties to the terms set forth in this Agreement and that all parties have legal authority to enter into this Agreement.

SECTION I - Scope of work available from FRIENDS FIRST

Classroom Education, Assemblies, Teacher Training (STARS Program)

- A. Provide funding and resources for the implementation of classroom education, assemblies and teacher trainings.
- B. Provide a Program (Coordinator) or train an identified facilitator and provide a stipend for said individual, to conduct classroom education and teacher trainings.
- C. Provide a speaker for each assembly.
- D. Work with the school to promote programs to students.
- E. Conduct a required background check for each coordinator and program volunteer.

Comment [B1]: to be consistent with APP

OTHER

- A. Present the program and description at the start to any appropriate board or group or committee in the school.

SECTION II - Scope of work to be performed by the Overland Trail Middle School

- A. Provide space and time for classroom education, assemblies, and teacher trainings.
- B. Provide student participants for classroom education and assemblies
- C. Identify teachers for training.
- D. Be available to provide letters of recommendation for FRIENDS FIRST.

SECTION III - Duration of Agreement

This Agreement shall take effect January 1, 2013 and continue until December 31, 2013 (updated annually with continuation agreements). In the event participants cannot participate due to extenuating circumstances, it must be submitted in writing and with 30 day notice to FRIENDS FIRST. This agreement will only take effect if FRIENDS FIRST is awarded the Adams County TANF Grant.

Comment [B2]: CAH grant ☐

SECTION IV: Signatures of Agreement

I, the undersigned agree to the High School Memorandum of Understanding for the STARS Mentoring Program in partnership with FRIENDS FIRST, Inc.

For FRIENDS FIRST, Inc.:
Attn: Elyse [Signature]
P.O. Box 270
Littleton, CO 80127

For Contractor:
Attn:
Phone:
Email:

10.15.12

Date

Executive Director, FRIENDS FIRST

[Signature]
Authorized Representative, Overland Trail Middle School

10/10/12

Date

Donald M. Cassata, Ph.D.
Behavioral and Administrative Consultant
14700 Akron Street
Brighton, Colorado 80602
303-906-9117

October 9, 2012

To Whom It May Concern:

I am writing this letter in strong support of FRIENDS FIRST renewal of their contract with Adams County Human Services. I was fortunate to partner with FRIENDS FIRST for 15 years. Their programs are collaborative efforts between local school districts and the larger community to offer ongoing support for making healthy choices to adolescents, by promoting avoidance of high-risk behaviors with an emphasis on healthy relationship formation, goal setting, and character development.

They have been extremely successful in providing youth alternative choices for intimate relationships in a positive and educational manner. This approach has received positive responses from the students, teachers, and administration including the school boards. During the 15 years there has not been one negative response from the community or parents.

In addition to the positive impact of FRIENDS FIRST programs in Colorado, their programs have had great impact nationwide. Youth-serving programs across the country utilize their curricula, materials, and attend or host FRIENDS FIRST trainings and conferences on a regular basis.

FRIENDS FIRST offers a unique opportunity for youth to participate in a supportive program that provides an alternative to engaging in high-risk behaviors. Their program fits perfectly with one of the main purposes of the Temporary Assistance to Needy Families (TANF) to prevent and reduce out-of-wedlock pregnancies.

Through this renewal of the contract FRIENDS FIRST will continue to provide their program with the schools, churches, and community in Adams County. It is with pleasure that I provide this letter of recommendation for the continuants of this program in Adams County.

Sincerely,

Donald M. Cassata, Ph.D.

Donald M. Cassata, Ph.D.
Consultant

To Whom it May Concern,

October 11, 2012

The Friends First program has provided the STARS Club to our 6th grade students at Bennett Middle School for the past 3 years. Our STARS Club leader is Mary Edet.

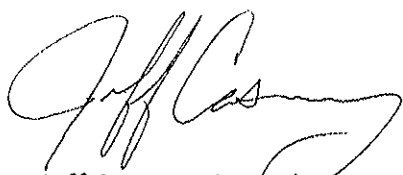
This program has supported our students in many ways, and we have seen many benefits from the weekly visits. The lessons have included such skills as goal setting, exploring personal boundaries, understanding the impact of media to one's self-image, assertiveness, refusal skills, and avoiding high risk behaviors. Positive character traits are a foundation to each lesson. Because of the structure of the lessons, students are highly engaged in the lessons.

Students get involved in enjoyable activities as they learn life-long lessons. Each weekly visit also allows time for small group discussions in which students can share their concerns, problems, and successes in a non-threatening atmosphere among their peers.

Another benefit of the STARS program is that it involves student mentors from 7th grade through the high school level. Many of the mentors are past club members who volunteer to assist because they were challenged as 6th grade STAR Club members. Now these students want to share what they have learned with younger students. Mentors learn the many benefits of being helpful role models, making positive choices, supporting others, and demonstrating empathy. Since they have been where the sixth graders are, they can relate to and encourage them. Mentors also have bi-monthly meetings where bonds are formed and character building strategies are developed. They also learn how to be a mentor to someone else.

STARS has made a difference at Bennett Middle School. We are pleased to have the Friends First volunteers visit our school. Teachers and staff view the program as both positive and rewarding to our students.

Sincerely,



Jeff Casey, Principal

Erin Davis, School Counselor





ADDENDUM OF SOLICITATION

SOLICITATION NUMBER: 2012.229
SOLICITATION DATE: Friday, September 28, 2012
DESCRIPTION: Pregnancy Prevention, Health, and Substance Abuse Services for Temporary Assistance for Needy Families (TANF)
ADDENDUM NUMBER: One (1)
ADDENDUM DATE: October 15, 2012

The hour and date specified for receipt of RFP 2012.229] 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.

DESCRIPTION OF ADDENDUM:

- A. This Addendum is being issued to provide answers to the questions received for RFP 2012.229 on Thursday, October 3, 2012:

QUESTIONS AND ANSWERS:

- Q1. Our company currently provides only outpatient services. Is it a requirement that a single vendor have the ability to provide inpatient and outpatient services?
A1: Yes. The offeror will be required to provide inpatient and outpatient services.
- Q2. On page three of the solicitation it states that substance abuse providers complete the fee schedule page only for the proposal. If responding to only the substance abuse section does section XXI proposal preparation instructions on page 14 need to be completed as well
A2: Yes. However, you will not need to complete the fee schedule Attachment C.
- Q3. We provide other human services to low income families in Adams County. Is it a requirement that we have 5 years experience providing specific treatment services to low income families?
A3: Yes, the Offeror must meet the requirements of the scope of services and must be able to provide references for the services for at least five (5) years.
- Q4. Who is the current Substance Treatment provider?
A4: The County Human Services Department is currently contracted with Arapahoe House for these services.
- Q5. What is the current fee rate for group and individual treatment?
A5: The offeror must submit their fees to provide the services per the solicitation specifications.

- Q6. On page 14, it states that the county will conduct a debriefing regarding this solicitation. Would this debriefing take place prior to the proposal being awarded? Please provide contact information...
- A6: Yes, the County Purchasing Department would be happy to provide a debriefing to the offerors. Once the offeror's received an unsuccessful letter with all information and Procurement contact, then an appointment to meet to discuss the offerors submitted proposal strengths, and weakness that were identified from the evaluation process; not before.**
- Q7. An RFP opening will occur October 18, 2012 at 4:00 pm. How will offerors be notified of all proposals that are submitted?
- A7: The RFP process in not formal; the opening will consist of only the name(s) of the Agencies who submitted a proposal will be announced on 10/18 at 4:00 p.m. If you are interested in getting the names of the agencies, you can call Purchasing the next day.**
- Q8. On what date will the responses to the proposal questions be posted for review?
- A8: All questions will is issued by an Addendum and uploaded to Rocky Mountain E-Procurement prior to the solicitation due date.**
- Q9. I am writing in regards to the Adams County Request for Proposal 2012.229. I have been reviewing the requirements necessary for completing the proposal and had several questions. Section XXI, sub-point 3.) states that organizations must provide information about location or service area. Do we need to provide a list of the schools and churches we serve or Memorandums of Understanding? If we must provide MOUs, are they included in the ten page limit for the proposal?
- A9: NO. The offeror will need to include the MOUs in their submitted proposal.. Offeror can list them.**
- Q10. Section XXI, sub-point 5.) states that organizations must include at least three references for similar projects. Are we required to get letters of reference from the schools or churches we serve, and if so do those letters of reference count towards the ten page limit of the proposal?
- A10: No reference letters are needed just provide three reference names you currently are providing the services identified in this RFP scope of work.**

B. Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

Purchasing Services

FRIENDS FIRST, Inc.

Proposal for Adams County Pregnancy Prevention,
Health and Substance Abuse Services for Temporary
Assistance for Needy Families (TANF)

Proposal #2012.229

October 18, 2012

FRIENDS FIRST is committed to providing education to youth, families and communities which empowers teens to develop healthy relationships and positive life choices. FRIENDS FIRST has been in operation for almost twenty years providing exceptional positive youth development programming and parent education. FRIENDS FIRST has established programs with Adams County schools and churches for over 15 years earning several awards from Adams County including an Adams County Certificate of Appreciate in 2006, Adams County Human Services Department recognition of partnerships for synergistic success 1999-2009, Adams County Department of Social Services certificate for contribution to the success of TANF 1997-2007, and Adams County TANF partner award 1998-2009. Our ongoing partnerships with Adams County schools, churches, and nonprofits have made FRIENDS FIRST a trusted service provider for teen pregnancy prevention programs including youth mentoring, Quinceañera Programs, classroom education , assemblies addressing risk behaviors, and trainings for teachers.

Summary of Organizational Budget

**FRIENDS FIRST
BUDGET 12-13**

	<u>Annual</u>
TOTAL GRANT INCOME	2,068,426
NON-GRANT INCOME	
STARS National Conference	100,000
Individual Donations	40,496
Foundation Donations	30,000
Speaking Fee Income	16,000
Book & Mdse Income	4,840
Misc Income	<u>2,520</u>
TOTAL NON-GRANT INCOME	193,856
FUNDRAISING	
Quinceañera Fair	16,000
Other Fundraising	<u>7,000</u>
TOTAL INCOME	<u>2,285,282</u>

PROGRAM EXPENSES

Misc Expenses	1,250
Book and Mdse Expense	48,876
Contract Services	285,482
Education and Training	77,141
Evaluation	129,183
Office Supplies/Printing	96,662
Salaries & PR taxes	1,165,429
Other Programs	23,000
Speaker Fees	8,000
Travel: Grant Conferences	103,442
SNC Lodging	66,000
Total Program Expense	2,004,465

GENERAL & ADMIN EXPENSES

Book and Mdse Expense	3,872
Meeting Expense	8,700
Bank Fees/Credit Card Fees	1,440
Equipment Rental	10,572
Education & Training	5,004
Insurance	6,521
Marketing	6,274
Misc. Expenses	9,932
Office Supplies/Printing/Postage	14,676
Salaries and PR taxes	110,184
Professional Fees	19,732
Rent and R/M	77,953
Telephone/Utilities	17,288
Travel	3,050
Total Gen & Admin Expense	295,198
Total expenses	2,299,663

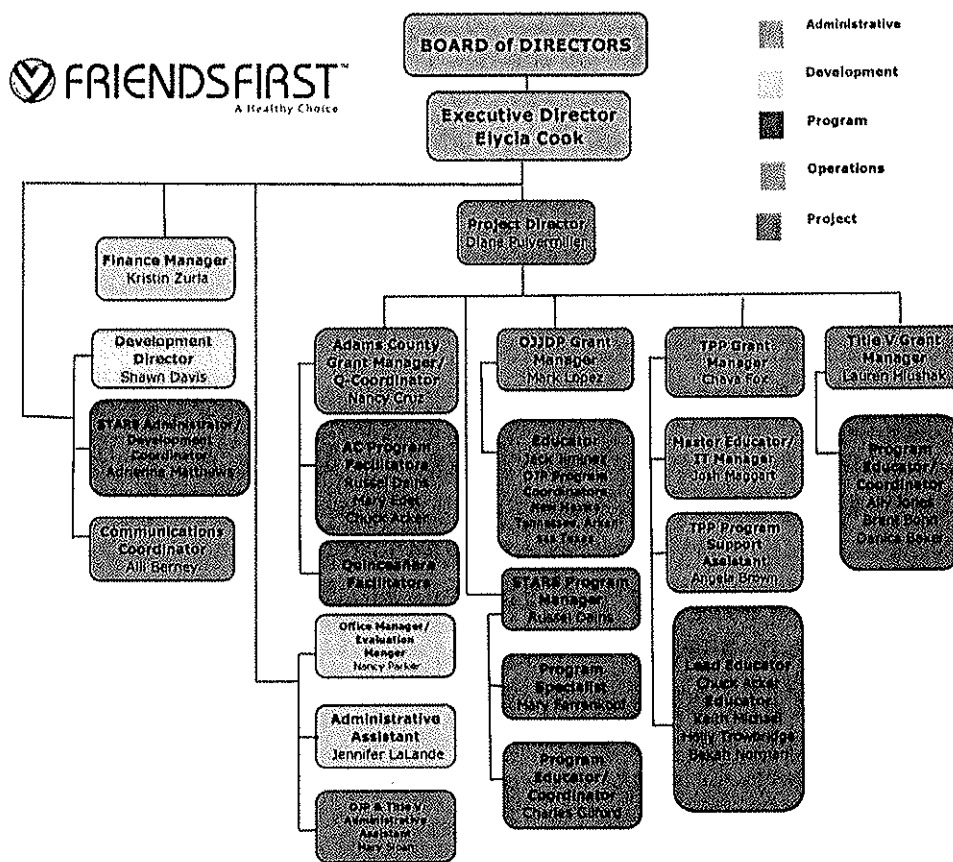
Net Income (loss) (14,381)

FRIENDS FIRST maintains an average cash balance of around \$200,000 on a consistent basis. In addition, our unrestricted reserves are \$284,000. We are fully able to fund all our grants in advance and remit reimbursement for all expenses from the grantors.

Introduction of Organization: FRIENDS FIRST equips youth, families, and communities to make positive choices by imparting relationship education and promoting the benefits of a healthy lifestyle. FRIENDS FIRST is a non-profit, non-sectarian organization serving schools

and communities with quality programming. FRIENDS FRIST was founded in 1993 by Lisa Rue, PhD, as a response to the rapidly rising levels of teen pregnancy and as a defense against the HIV/AIDS epidemic. Rue designed a program model that would promote directive, character-based education initiatives, forming FRIENDS FIRST. With almost twenty years of providing services, FRIENDS FIRST has extensive experience providing youth and parent programs and serving as a national resource for training and curricula distribution.

Organizational Chart



Organizational Chart

Unique Organizational Expertise: Other organizations run mentoring programs but few, if any, use a peer mentoring approach like The STARS Mentoring Program. The Quinceañera Program has the unique advantage of partnering with the traditional quinceañera ceremony and truly

targets the Hispanic community. It also reaches students and parents in a neutral, fun environment which promotes interaction. Both curricula were developed by FRIENDS FIRST so the organization has been able to make direct adjustments to programming based on evaluative results. Results from the past five years working in Adams County have revealed positive student increases in knowledge and behavioral intent after FRIENDS FIRST programming. A few examples of the combined data over the past five years are displayed in the chart below.

Question	Result
Any type of sexual activity can spread sexually transmitted diseases	Post instruction 43% more students agreed with this statement
I believe my chances of having a better future are stronger if I choose to abstain from sex, drugs and alcohol in my teen years	Post instruction 24% more students agreed with this statement
It is important to talk about your boundaries with a boyfriend or girlfriend	Post instruction 35% more students agreed with this statement
Abstinence until marriage is the only 100% way not to become pregnant before marriage	Post instruction 66% more students agreed with this statement

Project Location and Service Area: FRIENDS FIRST proposes to serve over 4,000 students with pregnancy prevention and positive youth development programming and train 40 teachers and community educators.

Proposed Programs and Service Areas									
Program(s)	Location	School District	City	% Female	% Male	% White	% Black	% Hispanic	% Other
Classroom Education, Assemblies	Hidden Lake HS	Adams 50	Westminster	68	32	5	5	90	
Classroom Education	Horizon HS	Adams 12	Thornton	50	50	69	2	23	6
Classroom Education	Thornton HS	Adams 12	Thornton	49	51	32	4	56	8
Classroom Education	Brighton HS	Adams 27j	Brighton	48	52	51	1	46	3
Classroom Education, Assemblies	Brighton Heritage Academy	Adams 27j	Brighton	45	55	45	5	50	

Classroom Education	Hemphill MS	Adams 31j	Strasburg	44	56	83	3	11	3
Classroom Education	Overland Trail MS	Adams 27j	Brighton	48	52	45	1	50	4
Assemblies, STARS	Ranum MS	Adams 50	Denver	55	45	10	15	75	
Assemblies	Kearney MS	Adams 14	Commerce City	40	60	3	7	90	
Assemblies	STEM Magnet Lab	Adams 12	Northglenn	48	52	85		14	1
Assemblies	STEM Launch	Adams 12	Thornton	55	45	15	10	75	
Assemblies	Crossroads Alternative MS	Adams 12	Northglenn	25	75	60	7	28	5
STARS	Bennett MS	Adams 29j	Bennett	44	56	77	1	19	4
Quinceañera Program	St. Augustine Catholic Parish	Adams 27j	Brighton	80	20	1		99	
Quinceañera Program	Our Lady Mother of the Church	Adams 14	Commerce City	90	10			100	
Community Collaboration	District 50 Youth Conference	Adams 50	Westminster						
Community Collaboration	Yellow Ribbon Suicide Prevention Program	Adams 50	Westminster						
Teacher Training	Adams County Schools								
Assembly Average:		324							
Classroom Ed Monthly Averages;		61							
Collaboration Monthly Averages:		248							
Quinceañera Total served in '11-'12		171							

Organizational Experience to Provide Scope of Work: FRIENDS FIRST currently serves, and has for 15 years, Adams County with school based pregnancy prevention programs and is equipped with the experienced staff and relationships to continue services provided funding. FRIENDS FIRST proposes to meet the Adams County need of school-based pregnancy prevention programs using the STARS Mentoring Program, The Quinceañera Program, Classroom Education, and Assemblies. FRIENDS FIRST is also prepared to train and equip 40 teachers and community educators with pregnancy prevention tools. Since 1999 FRIENDS FIRST has provided services, in conjunction with Adams County TANF, to more than 50,000 students, parents and teachers; 28,000 over the past five years.

STARS Mentoring Program: The STARS Mentoring Program, created in 1996, is a yearlong program in which high school students are trained by a FRIENDS FIRST Coordinator to mentor middle school students. The curriculum covers topics such as goal setting, healthy relationships, communication, boundaries, the benefits of sexual risk avoidance (abstinence) and avoiding high risk activities. This interactive program provides a safe environment to learn and discuss important adolescent topics. During the summer, mentors and mentees are invited to participate in the STARS National Conference, a four day youth driven event that provides additional leadership training, healthy relationship education, and support.

The Quinceañera Program: The Quinceañera Program, created in 2007, targets Hispanic youth and their parents and honors the traditional values of the Hispanic quinceañera rite of passage. This eight week long curriculum is run by two trained bi-lingual facilitators once a week for three hours for youth ages 11-16 and their parents. The Quinceañera Program participants use this opportunity to explore a variety of topics including the benefits of sexual risk avoidance (abstinence) and positive youth development strategies such as character

development, refusal skills, boundaries, love, relationships, peer pressure, and communication with their parents and peers. In addition to the weekly lessons, the program includes a community service project and a graduation ceremony with family, food, music, and dancing.

Classroom Education: FRIENDS FIRST provides classroom education through highly skilled educators using WAIT Training. WAIT Training is an interactive, culturally sensitive, and research-based curriculum for middle school and high school students. Participants learn leadership, decision-making, and communication skills as well as consequences of high risk behaviors, the science of healthy relationships, and boundary setting.

Assemblies: FRIENDS FIRST brings inspiring national youth speakers to present engaging, educational, and empowering assemblies to schools and communities. Assemblies address important topics for adolescents including character, sexual risk avoidance, academic performance, bullying, and success.

Training: FRIENDS FIRST provides sexual risk avoidance and positive youth development training for teachers and community educators. These trainings include STARS Mentor Program trainings for the purpose of expanding mentoring programs across Adams County, and positive youth development workshops to increase skills and tools for working with youth.

Program Expertise and Personnel: FRIENDS FIRST ensures qualified staff with the credentials and experience to deliver exceptional programs. Staff undergo criminal background checks and are rigorously trained in programs, curricula, policy, and child welfare reporting requirements. Each staff member received mandatory child welfare reporting training in the fall of 2011 performed by the Denver Department of Health and Human Services and receives ongoing training each year through the FRIENDS FIRST Executive Director. Staff working directly with Adams County schools and communities are specifically trained in the ACHSD

child welfare reporting requirements. FRIENDS FIRST is fully operational and will be able to provide program implementation by/before January 1, 2013.

FRIENDS FIRST KEY STAFF for ADAMS COUNTY			
Name	Qualifications	Experience	Adams County Work
Nancy Cruz	BA in Spanish Language from Coe College; Fluent in Spanish; Certified to teach WAIT Training and Project AIM	1.5 years direct youth work experience (HS). Researched, wrote and edited articles for a Washington DC Council	Grant Manager; full time; 40 hours per week; works directly with participants
Russel Dains	BA in Biblical Studies from Colorado Christian University; pending completion in High Risk Youth Studies from Metropolitan State College of Denver; Certified to teach WAIT Training and Project AIM, Certified to lead STARS groups and train coordinators.	Over 8years direct youth work; Lead Program Educator at FRIENDS FIRST for 2 years; WAIT Training presenter for 6 years; Worked with at-risk teens teaching Teach One Lead One for two years.	Program Coordinator; Trainer; 5 hours per week; works directly with participants
Mary Edet	BA in Language Arts with a focus on Elementary Education from University of Northern Colorado; Certified to teach Project AIM; Certified to lead STARS groups and train coordinators.	Three years direct youth work experience; three years' experience teaching at the preschool and elementary school level.	Program Coordinator; 6 hours per week; works directly with participants
Chuck Acker	BA in Communications from New Mexico Highlands University, Certified to teach WAIT Training and Project AIM.	Over nine years direct youth work experience; Lead Educator with FRIENDS FIRST since 2010; four years direct experience working with at-risk youth	Program Educator; 5hours per week; works directly with participants
Elycia Cook	BS in Business Administration with an emphasis in marketing from Wayne State University; Executive Director Academy 2012	6 years of experience in the nonprofits; managed a tutoring and mentoring program for at risk students in a Latino community for two years; manages 4 upper management staff and oversees 24 employees	Executive Director; 3 hours per week
Diane Pulver miller	BA in Psychology from College of Mt. St. Vincent; MS in Psychology, emphasis on development, from Grand Canyon University	7 years of experience in the nonprofit sector; 12 years experience with high risk youth; oversees all FRIENDS FIRST grant related programs and administrators	Project Director; 3 hours per week
Kristin Zurla	BBA in Accounting from the University of Wisconsin- Madison	20 years experience in the accounting field, most of it in the nonprofit sector.	Finance Manager; 3hours per week
Alli Berney	BA in Advertising from University of Oklahoma	8 years in communications, marketing and administration	Communication Coordinator; 7 hours per week

FRIENDS FIRST Comparable Project: References listed in addendums. FRIENDS FIRST

currently serves several churches in Adams County with teen pregnancy prevention

programming through The Quinceañera Program. On average, 15 students and 15 parents attend

the weekly sessions. At least one parent is required to attend each session to offer support and learn how to better communicate with their teen. Twenty percent of the students who attend are male. Approximately 90% of the families who participate in the program are Hispanic and live in bilingual households, where at least one of the parents speaks Spanish.

In the fall of 2012, 18 Hispanic youth (13 female, 5 male) and 18 Hispanic parents received The Quinceañera Program at St. Augustine Catholic Parish in Brighton. This eight week program, at a cost of \$3,247, provided a resource to help parents communicate to their children about high risk behaviors and early sexual activity, and helped youth develop critical skills to help them navigate relationships and their futures.

Experience: Topics explored throughout the course of the program included character development, love, dating, relationships, peer pressure and refusal skills, goal setting; development of communication skills, consequences of early sexual involvement and benefits of sexual risk avoidance (abstinence) until marriage.

The sessions were filled with interactive activities, games, skits, demonstrations, panel discussions, stories/scenarios, and thought-provoking discussion topics. The Quinceañera Program also included a service project to encourage the students to begin thinking about their adult role in their community. The work being performed by the Quinceañera Program is important, given the Latino birth rate is the highest in the nation.

Sample of Monthly Report from Facilitator

Quinceañera Lesson Notes: Describe the lesson topic and any activities. How did your class respond?

We encouraged families to bring fathers to this class. Several dads attended the class. Some of them were unable to attend due to work schedule or because they work outside of Denver area.

Since we had several dads for the class, we asked them to help with the panel of discussion (from class 3). We had a great conversation with this topic and fathers were very helpful to understand the way of thinking from a boy's perspective. Teen girls and moms were able to ask questions.

We also covered the 4 types of human love (from class 4) and the activity of "do you know real love?" Teens

distinguished real love vs. fake love.

From class 5, we covered the “5 stages of life” activity and “legacy, what I am leaving behind”.

Also, we had to take few minutes to talk about the graduation ceremony change of date. The Knights of Columbus Hall is available for Nov. 11th and we will move the date for this day.

Due to the size of this group (a few friends are attending the class with parents, so we had a large gathering for this class), it took longer time to have our break and food gathering.

We were unable to cover the additional material of class. We left as homework the 40 stages of development and we will cover the diamond activity and the crown of wisdom next session.

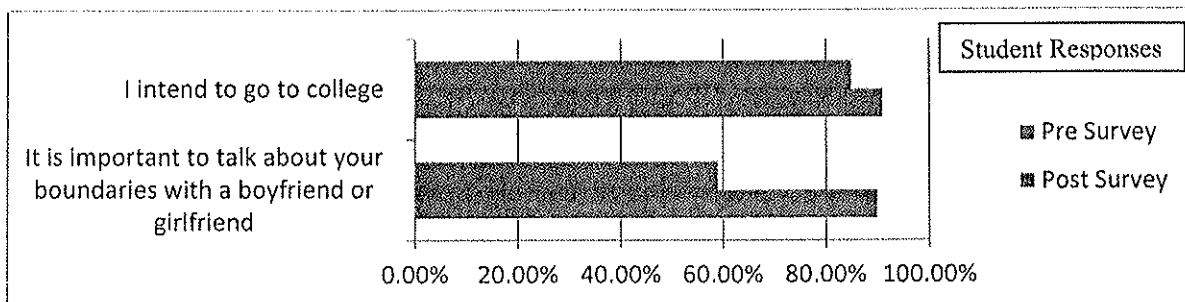
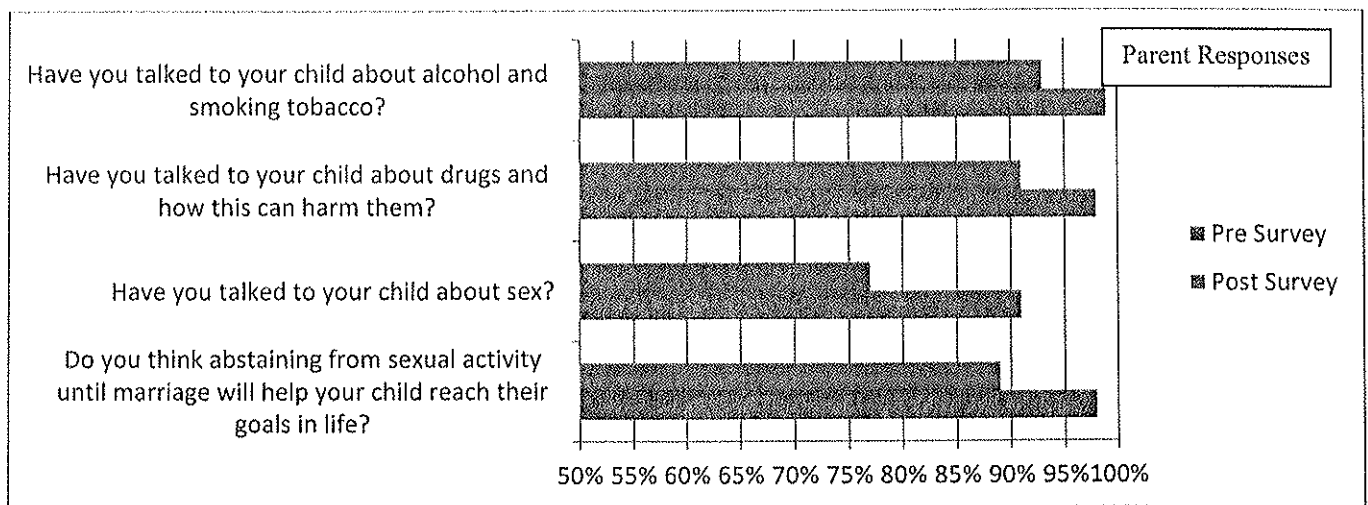
We encouraged dads to return for next class if their work schedule allows them to do so.

Quotes/Comments: Quotes or comments from students and parents who participated in the lesson/activity.

Carlos C (dad): “We like that St. Augustine had a youth group in Spanish so that teenagers may continue getting together and help them be good leaders.”

Fathers’ comment (general comment): “I liked this class, thank you!”

Annual Outcomes: Parents and students were surveyed pre and post program.



Appendices

Budget Sheet

Fee Schedule

Certificate of Compliance

Statement/Signature Page

W-9

Program References

Memorandum's of Understanding

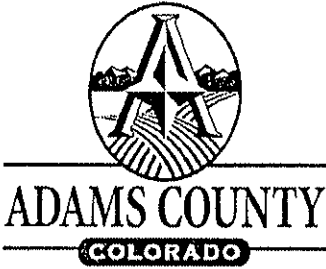
Letters of Recommendation

Attachment C

FRIENDS FIRST - Adams County 12-13 Budget Sheet

Base Expenses (fees for a 12-month period)					
Position/Base Expense	Description	(Column A) Agreement Allocation of Time/Fees	(Column B) Annual Salary and Benefit Fee	(Column C) At 100% of Overhead Salary	Total Equals Column A * (B + C)
Executive Director	Provides overall vision for grant, provides contacts for new collaborations	8.6%	\$104,550	\$17,774	\$10,520
Project Director	Oversees grant manager and all programming	8.6%	\$68,245	\$11,602	\$6,867
Grant Manager	Oversees implementation of all programming within Adams County TANF, coordinates program scheduling, completes all Adams County TANF reporting requirements	100%	\$49,200	\$8,364	\$57,564
Educator	Provides direct education for Adams County TANF	40%	\$47,970	\$8,155	\$22,450
Administration	General administrative work including accounting, communications and all other grant related administration work	8.6%	\$142,065	\$24,151	\$14,295
Rent	Office space	8.6%	\$64,919	\$0	\$5,583
Utilities	Gas & electric	8.6%	\$15,860	\$0	\$1,364
Total of Base Expenses:					\$118,643
Budget Item	Description	Amount			
Base Expenses	Equals total of Base Expenses	\$118,643			
Assemblies & Training	Provide assembly speakers for 6-8 assemblies in targeted Adams County schools during the year, Provide keynote speaker for the annual District 50 youth conference, training for teachers and community educators in The STARS Mentoring Program, The Quinceañera Program and positive youth development workshops	\$7,000			
STARS Mentoring Program	Curriculum and supplies for 2 programs; contract facilitator fees	\$7,000			
Quinceañera Program	Contract facilitator fees, curriculum, materials and childcare for 6 programs	\$17,000			
Mileage	Mileage paid to educators traveling to and from program locations - estimated 7,000 miles @ .50 /mile reimbursement	\$3,500			
SNC Scholarships	Scholarships for STARS and Quinceañera youth to attend the attend the STARS National Conference in June 2013	\$6,520			
Total (example):					\$159,663

ATTACHMENT E



2012.229

Pregnancy, Prevention Health, and Substance Abuse Services for
Temporary Assistance for Needy Families (TANF)

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

FRIENDS FIRST, Inc.
Company Name

PO Box 270302
Address

Littleton, CO 80127
City, State, Zip Code

Jefferson
County

720-981-9193
Telephone

ecook@friendsfirst.org
E-mail Address

10.18.12
Date

Elycia Cook
Name and Signature of Authorized Person

Elycia Cook
Printed Name

Executive Director
Title

720-981-9104
Fax

Attachment D

OFFEROR'S CERTIFICATION OF COMPLIANCE


Pursuant to Colorado Revised Statute, § 8-17.5-101, *et seq.*, as amended 5/13/08, as a prerequisite to entering into 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.

OFFEROR:

FRIENDS FIRST, Inc.
Company Name

10.18.12
Date

Elucia Cook
Name (Print or Type)


Signature

Executive Director
Title

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

EXHIBITA

(Documents following this page of the Agreement)

Exhibits:

1. Adams County RFP 2012.229 Specifications and Statement of Service

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EXHIBIT A1

REQUEST FOR PROPOSAL
2012.229

**Pregnancy Prevention, Health, and Substance
Abuse Services for
Temporary Assistance for Needy Families
(TANF)**

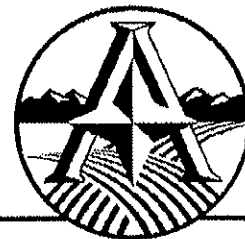
RFP Issuance Date: Friday, September 28, 2012

RFP Questions Due: Thursday, October 4, 2012
at 4:00 p.m.

RFP Opening Date: Thursday, October 18, 2012

RFP Opening Time: 4:00 p.m.

RFP Opening Place: Adams County Administration Bldg.
4430 South Adams County Parkway,
4th Floor, Purchasing Department
Brighton, Colorado 80601



ADAMS COUNTY
COLORADO

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

STATEMENT AND SCOPE OF SERVICE

I. STATEMENT OF SERVICES:

Adams County Board of Commissioners (BOCC) through its Purchasing Department is seeking the services of qualified organizations to assist Adams County Government in serving TANF, who are low-income and in need of services in accordance with the Colorado Works Program Act §§ 26-2-701, et seq., C.R.S. for Adams County Human Services Department (ACHSD). ACHSD is looking for providers who will deliver an array of health and education programs to TANF eligible families including substance abuse prevention and treatment services (which includes inpatient drug treatment), pregnancy prevention services through nurse home visitation programs, and in-school health education and youth character development programs aimed at pregnancy prevention.

Offerors may respond to one or more of the goals:

1. **Nurse Home Visit Program:** To improve the health and life-course of low-income mothers and their children, through nurse home visit consultation and support to mothers who are clients of ACHSD (either TANF Basic Cash Assistance clients and/or Child Welfare clients), or who are low-income and may benefit from nurse home visitation program services.
 - To improve pregnancy outcomes by helping women practice sound health-related behaviors
 - To improve child health and development by helping parents improve parenting skills.
2. **School based Pregnancy Prevention:** To reduce high-risk behaviors among teenagers, such as drug and alcohol use and sexual activity, through school based curriculum conducted at multiple school sites throughout the county.
3. **School Based Clinics:** To provide education by health care professionals concerning adolescent high-risk behaviors, teenage pregnancy prevention (including making positive choices and abstinence), building self-esteem, and prenatal education including the importance of immunizations. The Offeror may also educate families on other preventative health topics such as the use of car seats and seat belts, the value of proper diet and exercise, and the dangers of smoking.
4. **Substance Abuse Treatment Services:** Inpatient and outpatient drug rehabilitation services.

II. SCOPE OF SERVICES:

All qualified offerors' programs will be required to be fully operational by January 1, 2013 and address one or more of the following:

- Provide prenatal and postnatal counseling, including emphasis in family planning and early childhood development.
- Provide school-based pregnancy prevention education, including addressing related high-risk behaviors such as drug and alcohol use.
- Provide pregnancy education and referrals at a school-based clinic or in schools.
- Provide inpatient and outpatient drug rehabilitation services and demonstrate expertise in substance abuse treatment.

STATEMENT AND SCOPE OF WORK continued

Option 1. Nurse Home Visit Program

The Offeror must have at least five years experience providing nurse visitation programs. The nurse home visit intervention services will focus on prenatal and postnatal care, parenting education and support for TANF participants referred to the Offeror by ACHSD staff or contractors. Through the program, participating clients will:

1. Increase participation in preventive health care services, including family planning services
2. Increase participation in prenatal clinic visits and compliance with core provider recommendations
3. Increase participation in school or work, as appropriate
4. Reduce incidence of having child abuse/neglect reports filed against them
5. Increase attachment with their new baby
6. Strengthen their parenting skills
7. Receive education and support while moving toward self-sufficiency.

The Offeror will perform and provide the following services to clients referred into the program. The Offeror will serve individual clients for a minimum period of three months and up to a maximum of two years. Pregnancy prevention services will be delivered to an average of 70 low-income mothers per month through a nurse home visitation program that provides information on prenatal and postnatal care as well as early childhood education. Nurse home visits will be conducted weekly for individual participants during the first month of the program and bi-weekly thereafter.

The clients served through this program will include:

Women who have had a child/children placed in custody of ACHSD through the child welfare system and are now pregnant again.

- Pregnant Teens.
- Non-pregnant, parenting teens.
- Pregnant teens who have an active case in the ACHSD child welfare system or mothers referred by the ACHSD Child Welfare Division.
- Low-income women who are over 28 weeks pregnant with or without other children.

The following are additional expectations of the program:

When providing parenting education during a nurse home visit, teaching module-training materials shall be provided to families including but not limited to, books for the mother and child as well as educational toys.

1. Interpreters shall be provided to assist in serving monolingual Spanish speaking clients and families.
2. Appropriate consultation will occur between the nurse, ACHSD and partner agencies staff.
3. Nurses will provide clients with referrals to community resources as appropriate.
4. The offeror will provide at least 75 health education classes per year to ACHSD contractors who serve TANF eligible clients, and other community agencies. Topics will be related to birth control, STD, and parenting.

STATEMENT AND SCOPE OF WORK continued

Option 2. School-based Pregnancy Prevention

The Offeror will provide education for students in multiple Adams County school districts and other community agencies to reduce high risk behaviors such as premarital sexual activity, tobacco use and other drug abuse. The educational program should include character building education and a mentoring component. The Offeror shall provide curriculum materials that promote abstinence as well as address topics such as high-risk behaviors, communication skills, conflict resolution, goal setting, critical thinking about life choices, healthy relationships and assertiveness.

The Offeror should have relationships with at least five Adams County schools in two or more districts and have at least five years experience serving Adams County youth. The Offeror will provide training to the following groups of people who interact with teens, so that these individuals can increase their effectiveness in delivering pregnancy prevention messages to teens:

- Teachers, so that they can train teens in classroom settings or to community professionals such as doctors, nurses, youth pastors who will use the training materials in school assemblies, religious organizations, and community settings such but not limited to Quinceañera programs, Teen mentors who work with younger teens, and parents.
- The offeror is expected to serve approximately 4,000 students and 40 teachers and at least three churches or other community organizations.

Option 3. School Based Health Clinics

The Offeror must have at least five years of experience offering health services to teens in a school based setting. The Offeror shall have relationships within the Adams County school system. The Offeror's program shall be aimed at preventing negative health outcomes among teens through education provided by health care professionals in schools. Topics included in the health education program should address adolescent high-risk behaviors, teenage pregnancy prevention, positive choices including abstinence, and building self-esteem. For teens who are pregnant or who already have a child, the program shall deliver prenatal education including the importance of immunizations. The Offeror may also provide education on the importance of using car seats and seat belts, the value of proper diet and exercise, and the dangers of smoking.

The offeror is expected to serve approximately 4,000 individuals largely comprised of students which includes physical health and mental health appointments.

Option 4. Substance Abuse Services Provision

Substance Abuse Providers COMPLETE Fee Schedule Page ONLY for proposal

The purpose of the substance abuse provider program will be to assist up to 12 TANF participants with substance abuse problems to:

- Eliminate and recover from substance abuse;
- Improve family functioning and parenting skills;
- Improve mental health;
- Arrange for safe housing; and
- Provide drug screening.

STATEMENT AND SCOPE OF WORK continued

All substance abuse services shall be delivered to TANF participants upon referrals from ACHSD TANF Contract staff or contractors. Substance Abuse Treatment services are to be provided in outpatient and residential settings. These services will focus on enhancing personal responsibility and self-sufficiency along with developing support systems for ongoing recovery. The duration of services may extend up to four (4) months of treatment for New Directions and an additional eight (8) weeks continuing care.

The Offeror is also expected to offer Family Functioning Mental Health services to TANF participants that address parenting skills and provide family therapy. These services should be designed to address the issues for families exposed to substance abuse. Education on the effects of maternal substance abuse and the interaction of violence and substance abuse are to be addressed in these sessions.

Other Services shall be offered to TANF participants based on their individual needs such as: Social Detoxification, Emergency Treatment Unit, Adult and Adolescent Rehabilitation, Day Treatment, Physician Services, Psychiatric Exams, Medications, Laboratory Services, Room and Board for TANF participants and their children while the mother is undergoing substance abuse treatment, Individual or Family Evaluation, Group Therapy and Education, Individual or Family Therapy, Urine Screening, Antabuse Physicals and Monitoring, and Breathalyzer Screenings.

The Offeror must have at least five years of experience providing substance abuse prevention and treatment services. The Offeror shall provide an available CACII counselor for evaluation and referrals for treatment, as authorized by ACHSD in the timeline coordinated by ACHSD and the offeror.

All qualified offerors' programs will be required to:

- Have at least five years experience serving Adams County low-income families.
- Understand the TANF federal statutes and regulations, Colorado Works statutes and regulations and abide by Adams County policies and procedures and ethics policy.
- Understand ACHSD child welfare reporting requirements.
- Have at least five years history serving low-income families with similar services
- Understand Adams County community resources and how to access them.
- Cooperate with Adams County staff and contracted programs to help families receive needed and timely services.
- Be responsible to for providing outstanding customer service to the participants and ACHSD staff.
- Treat participants from an advocate perspective and philosophy.
- Review for the employees assigned to this project the criminal background investigation (CBI) report for negative information, such as a criminal history, discrepancies between what an applicant claims and what is reported by schools, prior employers, 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, and to ensure that the public, the County, fellow employees, and 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.

STATEMENT AND SCOPE OF WORK continued

- Provide adequate office space, meeting space, computer, printer, access to copying, file cabinets, direct telephone lines and telephones, direct fax line and fax machine, postage, and electronic mail access. These costs are to be included in the total cost of this program.

III. REPORTS:

The offeror will be responsible for submitting and coordinating with the County Project Manager monthly reports summarizing the results of intervention and services provided to families. The format and content areas of the report will be provided by ACHSD. Reports shall include, but not be limited to, the number of families served and types of services provided including number of individuals served and types of services provided. All reporting formats, due dates, and content shall be designated by the County Project Manager.

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.

VI. CONFIDENTIALITY

Both parties acknowledge that information obtained and exchanged about clients in the performance of this contract is confidential. Both parties will protect all confidential information pursuant to the requirements of state and federal law. Both parties acknowledge that release of this information is subject to the requirements of federal and state law.

VII. 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.

VIII. FEE SCHEDULE

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

IX. 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.

X. 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.

XI. 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.

XII. 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.

XIII. 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.

XIV. 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.

XV. 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.

XVI. 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.

XVII. 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.

XVIII. 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.

XIX. 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

XX. Format

Offeror must submit sealed proposal in **one (1) original** and four (4) 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, October 18 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 2012.229 must be reduced to writing and sent to the County's Purchasing Department for the attention of the Purchasing Agent. Questions can be faxed to 720.523.6058, or sent by U.S. Mail until the close of business on or before Thursday, October 4, 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.

XXI. 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 offeror's to this solicitation must provide detailed information regarding their organization's qualifications to meet the County scope of work 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.
- 3) **Organizational Experience:**
 - Summary of organizational budget.
 - 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.
 - Project location or service area
 - Your organization's experience and capacity to provide the services that are described in the proposal and in the Scope of Work.

4) Program Expertise and Personnel:

Provide a list of all managers, supervisors and staff who are being proposed for working in the Adams County program, even if only a portion of their time will be dedicated to the program. Include name, qualifications, experience working on any comparable project and proposed portion of time dedicated to the Adams County program for each. Include current or future counseling and key staff, and others who will work directly with participants.

5) Comparable Projects:

A detailed description of at least one similar program providing services described in the Scope of Work. The description should include:

- Name, location and budget of the program
- Experience providing services described in the Scope of Work
- Average monthly caseload size, individuals and/or families counseled, or served, types of services provided and other metrics which describe the breadth of the program
- Demographics and other descriptors of the population served
- A sample of monthly reports created for the project
- Annual outcomes produced from the program (five years of outcomes is strongly suggested)
- Submit Fee Schedule in the same format as Attachment B and submit with your proposal.
- 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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XXII. 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 Service, Experience and knowledge of working with low-income mothers or youth. Experience and education of key staff. Understanding of child welfare reporting requirements.	0-50
2. Offeror's fee structure for performing the services.	0-25
3. Organizational budget including ability to provide services on a reimbursement basis as described in the scope of service, infrastructure for delivery of services, and organizational leadership.	0-25
Total	100

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**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 C
FEE SCHEDULE FOR SUBSTANCE ABUSE PROVIDERS ONLY**

Residential Treatment (including detoxification)		
Social Detox	Including room, board, and routine services	
Emergency Treatment Unit		
Adult Rehab		
Adolescent Rehab		
Day Treatment Half day		
Day Treatment Full Day		
History and Physical		
Physician Services		
Psychiatric Exam		
Medications (Rx)		
Laboratory Services (Each)		
Adult Rehab with children staying with parent in facility		
Transitional Residential Treatment		
Outpatient Treatment		
Evaluation (Individual or Family)		
Intake		
Group Session		
Group Education		
Individual Therapy		
Family Therapy		
Urine Screen (Negative)		
Urine Screen (Positive)		
Antabuse Monitoring		
Breathalyzer		
Antabuse Physical		
Drug Screen		
GCMS (re-test for positive urine screen)		
Bad Check		
Adolescent Residential Deposit		
Adult Residential Deposit		
Residential Treatment (including detoxification)		
Social Detox	Including room, board, and routine services	
Emergency Treatment Unit		
Adult Rehab		
Adolescent Rehab		
Day Treatment Half day		
Day Treatment Full Day		
History and Physical		
Physician Services		
Psychiatric Exam		
Medications (Rx)		
Laboratory Services (Each)		
Adult Rehab with children staying with parent in facility		
Transitional Residential Treatment		
Outpatient Treatment		
Evaluation (Individual or Family)		
Intake		
Group Session		
Group Education		

Individual Therapy	
Family Therapy	
Urine Screen (Negative)	
Urine Screen (Positive)	
Antabuse Monitoring	
Breathalyzer	
Antabuse Physical	
Drug Screen	
GCMS (re-test for positive urine screen)	
Bad Check	
Adolescent Residential Deposit	
Adult Residential Deposit	

Attachment C 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 work 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.

Base Expenses (show fees for a 12 month period)					
Position/Base Expense	Description	(Column A) Agreement Allocation of Time/Fees	(Column B) Annual Salary and Benefit Fee	(Column C) Overhead	Total Equals Column A * (B + C)
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
Total of Base Expenses:					\$186,220
Budget Item	Description	Amount			
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			
Total (example):					\$233,220