

**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 **Alternatives To Family Violence** located at P. O. Box 385, Commerce City, Colorado 80037, 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 2012.226C as Exhibit A1** and the Contractor's responses as **Attachments A1-A6** to RFP 2012.226C attached hereto and incorporated herein by reference. Should there be any discrepancy between **Attachments A1-A6** 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-A6** and the Contractor shall accept as full payment for those works, not to exceed amount of **one hundred sixty-two thousand dollars and no cents (\$162,000.00)** 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:

Yolanda S. Gotier
 Executive Director
 Alternatives To Family Violence
 P.O. Box 385
 Commerce City, Colorado 80037
 Phone: 303.428.9611
yolandag@atfv-adamsco.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 2012.226C** are reference under **Attachments A** as items 1 through 6.

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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:

ALTERNATIVES TO FAMILY VIOLENCE

Yolanda S. Gotier
Authorized Name (Print or Type)

January 27 2013
Date

Yolanda S. Gotier
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
ALTERNATIVES TO
FAMILY VIOLENCES**

By: Yolanda S. Gotier
Name (Print or Type)

Yolanda S. Gotier
Authorized Signature

Executive Director
Title

Date: January 27, 2013

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

By: [Signature]
Chair Signature

Date: 24-13

ATTEST:
Karen Long
Clerk and Recorder



[Signature]
Deputy Clerk Signature

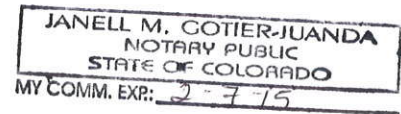
APPROVED AS TO FORM:
Adams County Attorney's Office

By: [Signature]
Attorney Signature

Signed and sworn to before me on this 27th day of January, ~~2012~~ 2013

by Janell M. Gotier-Juanda

Janell M. Gotier-Juanda
Notary Public



My commission expires on: 2-7-15

ATTACHMENT A
(Documents following this page of the Agreement)

Attachments:

1. BAFO, email dated January 8, 2013
2. BAFO, email dated November 14, 2012
3. Amendment One, dated October 15, 2012
4. Proposal, dated October 9, 2012
5. Contractor's Signed Certificate of Compliance for RFP 2012.226, dated October 9, 2012
6. Offeror's Statement /Signature Page for RFP 2012.226, dated October 9, 2012

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January 8, 2013

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

Sub: Request for Best and Final Offer for Request for Proposal 2012.226 Case Management Services for Temporary Assistance for Needy Families (TANF), Housing and Domestic Violence

Dear Ms. Casteel,

Per your request of January 4, 2013, I have included the Alternatives to Family Violence best and final offer for the 2012.226 Proposal Case Management Services for Temporary Assistance for Needy Families (TANF), Housing and Domestic Violence for Adams County Government.

At this time, I am confirming that Alternatives to Family Violence has presented a revised budget that will allow us to provide the TANF Housing and Domestic Violence services for the proposed Agreement of \$162,000.00 for each year.

Please note that the original request of January 4, 2013 was sent to an incorrect email address thus delaying my ability to respond to your time specific request for a response by 2:00pm January 7, 2013. I am including my actual ATFV email address I do want to insure that you have the correct email address for any future email correspondence: yolandag@atfv-adamsco.org.

I will send this response by fax and email.

Thank you,

Yolanda S. Gotier

Yolanda S. Gotier, MSW, F.D.C.

Executive Director

Enc: Acknowledgement Letter, Revised Budget

Position or Base Expense

DV Counselor	\$10,183.50
Program Manager	9,300.00
Program Assistant	13,545.00
Food Assistance	1,453.59
300 Nights Shelter/Women and Children	54,901.41

Individual/Group Counseling	23,250.00
Rental Assistance	11,950.00
Utility Assistance	9,516.50
Outreach Counseling	27,900.00
Total	\$162,000.00

Justification

DV Counselor is for COMADRES Groups

Program Manager provides staff supervision and oversight

Program Assistant tracks and prepares statistical and reporting data, invoices and program documents/attends meetings

Food Assistance provides clients food baskets, pantry and holiday assistance

300 nights of safe shelter provided for women and children

10,000 hours of Individual Counseling and 1,000 hours of Group Counseling at Safehouse

Rental Assistance for 100 victims

Utility Assistance for 42 victims

Outreach Counseling for 1,200 victims

2014

Position or Base Expense

DV Counselor	\$10,183.50
Program Manager	9,300.00
Program Assistant	13,545.00
Food Assistance	1,453.59
300 Nights Shelter/Women and Children	54,901.41

Individual/Group Counseling	23,250.00
Rental Assistance	11,950.00
Utility Assistance	12,756.50
Outreach Counseling	27,900.00
Total	\$165,240.00

Justification

DV Counselor is for COMADRES Groups

Program Manager provides staff supervision and oversight

Program Assistant tracks and prepares statistical and reporting data, invoices and program documents/attends meetings

Food Assistance provides clients food baskets, pantry and holiday assistance

300 nights of safe shelter provided for women and children

10,000 hours of Individual Counseling and 1,000 hours of Group Counseling at Safehouse

Rental Assistance for 100 victims

Utility Assistance for 42 victims

Outreach Counseling for 1,200 victims

2015

Position or Base Expense

DV Counselor	\$10,183.50
Program Manager	9,300.00
Program Assistant	13,545.00
Food Assistance	1,453.59
300 Nights Shelter/Women and Children	54,901.41

Individual/Group Counseling	23,250.00
Rental Assistance	15,255.00
Utility Assistance	12,756.50
Outreach Counseling	27,900.00
Total	\$168,545.00

Justification

DV Counselor is for COMADRES Groups

Program Manager provides staff supervision and oversight

Program Assistant tracks and prepares statistical and reporting data, invoices and program documents/attends meetings

Food Assistance provides clients food baskets, pantry and holiday assistance

300 nights of safe shelter provided for women and children

10,000 hours of Individual Counseling and 1,000 hours of Group Counseling at Safehouse

Rental Assistance for 125 victims

Utility Assistance for 100 victims

Outreach Counseling for 1,200 victims

ATFV Organizational Chart

Administrative

Yolanda Gotier, Executive Director

Cheryle Clarke, Development Director

Community Outreach and Support

Bilingual Women's Counselor

Bilingual Children's Counselor

Bilingual Women's/Children's Counselor

Bilingual Community Educator

INTAKE- ACDHS

ON-GOING - ACDHS

Safehouse Staff

Suraya Ismail, Safehouse Director

Women's Advocate

Bilingual Women's Advocate (2)

Women's Advocate - 2 FTE

Children's Advocate

Relief Staff



ADDENDUM OF SOLICITATION

SOLICITATION NUMBER: 2012.226
SOLICITATION DATE: Friday, September 28, 2012
DESCRIPTION: Case Management Services Temporary Assistance for Needy Families (TANF) Housing and Domestic Violence
ADDENDUM NUMBER: **One (1)**
ADDENDUM DATE: October 15, 2012

The hour and date specified for receipt of RFP 2012.226 [] 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 2012.226 on Thursday, October 3, 2012:

QUESTIONS AND ANSWERS:

- Q1. Will the contractor be required to provide treatment and/or counseling to victims and their children in addition to referrals and resources services?
A1: Yes. The offeror will be required to provide treatment and/or counseling to victims and their children in addition to referrals and resources services.
- Q2. What agency provides the treatment now?
A2: The County Human Services Department is currently contracted with Alternative to Family Violence for these services.
- Q3. If we can only provide services (safety planning, resources, referrals) unrelated to treatment would be still be considered?
A3: The County is seeking services from a qualified agency to provide all the services specified in the scope of services. Offeror can submit a proposal for the services that they can provided, please be clear as to what services you will and will not be providing. All proposals will be considered.
- Q4. What is the current rate of compensation for the provider?
A4: The offeror must submit their fees to provide the services per the solicitation scope of services.

- Q5: On page 13 number 2 Responses under Section XXII Proposal Preparation Instructions, should there be a response to this preparation instruction?
- A5: **No response is required for paragraph 2. Paragraph 2 is the instructions for paragraphs 3-5. Please provide all responses in your proposal in the format listed.**

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

Purchasing Services

ACKNOWLEDGEMENT:

Yolanda S. Gotier 10/16/2012
(Signature/Date)

Yolanda S. Gotier, Executive Director
(Name and Title)

Women's Assistance Services dba Alternatives to Family Violence
(Company Name)

P.O. Box 385 Commerce City, CO 80037
(Address)

cc: RFP 2012.226

Statement and Scope of Services

Alternatives To Family Violence, Inc. founded in **1978**, by citizens in Adams County, Colorado to address the epidemic of domestic violence impacting the community is **34** years old. After initially housing victims in their homes, a residence was purchased and opened in **1980** as an emergency safe shelter. In order to meet the needs of people who did not require emergency safe shelter, but who were subjected to domestic violence, an Outclient Support program was started for women and children in **1982**. Alternatives offers two program areas: Emergency Safehouse & 2- 24-hour crisis lines and Community Outreach & Support. In 2005, nights of shelter stay were increased from **45** to **120**, and Alternatives expanded its' mission to provide, **"H.O.P.E - Help, Options, Protection & Empowerment - to those subjected to violence and oppression while promoting nonviolence as a social value."** Alternatives is an active member of the **HB1451** Workgroup, a member of the **HB1451** Interagency Committee and a partner in the CO-Location Program at the Adams County Department of Human Services.

A victim of domestic violence and her child(ren) need medical care, food, clothing, shelter, financial assistance, and advocacy support in order to negotiate the legal and social service system. The first response of ATFV is to assess the individual needs of each victim. Those entering shelter become, effectively, homeless and it is estimated that **55%** of homeless women and children are victims fleeing domestic violence. Immediately following a trauma, almost everyone finds themselves unable to stop thinking about what happened. Many will also exhibit high levels of arousal. For most, fear, anxiety, remembering, efforts to avoid reminders, and arousal symptoms, if present, will gradually decrease over time. Recovery is an ongoing gradual process. It doesn't happen through suddenly being "cured" and it doesn't mean victims will forget what happened. But, most people will recover from trauma naturally over time, (National Center for PTSD 2007). Adding to the trauma may be language barriers, fear of the legal system, fear for the safety of other household members, and the loss of financial stability. Alternatives employs one full-time Bi-lingual Latina Women's Counselor and one full-time Bilingual Latina Women's Advocate, and employs translation services for other languages. Alternatives' experience shows that poverty puts women at added risk for sustaining physical and psychological injury. Our statistics indicate the majority of victims, **97%**, have no income and are unable to access services from any other agency. ATFV provides the basic needs of each resident, including 3 nutritious meals and 2 snacks, while integrating, coordinating, and arranging transportation to social and legal agencies, while providing individual and group counseling with on-going clinical support. Rounding out the services Safehouse provides are access to the Internet and email, and quarterly "Women's Week activities", including resume writing, job application and interviewing skills. Residents are supported in making self-identified choices that will enable them to seek independent, successful lives. Safehouse staff members work 24-hour days in order to support residents. When the batterer realizes a victim is planning to leave, lethality rates increase dramatically.

Alternatives employs 14 full-time employees and 10 part-time employees. The 2012 budget is \$910,000. All budget categories are used to provide Victim Services. Safehouse operates 24 hours per day 365/6 days per year. All residents, including children, receive group and individual counseling, 182 community referrals with advocacy provided by Safehouse Advocates, and assistance formulating a self-identified goal plan leading to self-sufficiency. A full-time Children's Counselor employs a counseling curriculum designed for children as young as three. Alternatives Safehouse currently provides **21** beds, including three cribs, 4 bathrooms, and a bedroom and bath that are equipped for residents with physical disabilities. Safehouse provides residents with financial assistance for medical care; prescription medications; clothing, and all ancillary needs. Service is provided to victims of domestic violence primarily in the **17th Judicial District**, but assists every victim who calls our organization, regardless of their location. Alternatives does not proselytize. Both Alternatives Safehouse and Community Outreach & Support Programs are located in Adams County and are accessible to its residents.

Safehouse provided **6,035** nights of housing for **317** women and children between **July 1 2011** and **June 30, 2012**; served **18,105** meals; provided **6,063** hours of individual counseling; **1,935** hours of group counseling; answered **6,676** calls on the **24 hour crisis line**, and provided **\$35,575** in financial assistance to victims. Community Outreach and Support, (COSS), counseled **2,345** women, children and men for **6,808** hours. The Co-Location Program with the Department of Human Services provided domestic violence counseling and intervention to **1,028** families. There were **1,248** families referred to another shelter due to the facility being full.

Community Outreach and Support

Alternatives' Community Outreach and Support, (COSS), is staffed by five counselors, two of whom are bilingual. Group and individual counseling is offered in both Spanish and English. Groups are held Monday through Friday, with three daytime groups, in school counseling, and eight evening groups.

COSS provides the following groups for adults:

RETHINK Anger Management- Develops anger management skills while addressing parenting issues.

Mothers Supporting Mothers, (COMADRES)

In an on-going effort to promote the safety of women, while creating self-sufficiency, Alternatives to Family Violence, (ATFV), sponsors three Latina groups designed to inform, educate, and positively impact mothers currently receiving TANF assistance in Adams County. A children's component, staffed by the Bi-lingual Children's Counselor, provides therapeutic safety and domestic violence counseling to children at the same time the adult group takes place. **Two** twenty-six week programs satisfy the following requirements: From its' inception, **79%** of COMADRES participants have found work and become gainfully employed reducing or eliminating TANF dependency.

- Participants identify goals leading to economic self-sufficiency and

- Participants access necessary educational skills, such as GED, computer literacy, and continuing education information
- Participants are presented with community resources utilizing presenters from Adams County Workforce, Adams County Community Development micro-business,
- Participants receive resource and referral information on community volunteerism
- Participants receive child safety and dating and relationship safety planning information.
- Participants receive a unit on proper nutrition.

The Healing Circle – This group is consists of court-ordered and voluntary women who explore the impact of sexual and domestic violence on themselves and their children.

Mariposas- This group offers group counseling for bilingual women involved in violent relationship, but who choose not to enter shelter.

Butterflies- this group is composed of mothers whose children have been removed from the home due to failure to protect. They explore healthy relationships, parenting and mechanisms for reuniting with their children.

Co-Location- Two staff are co-located at Adams County Human Services. One staff provides crisis intervention for the Intake unit. The other staff provides domestic violence intervention and group counseling for the Ongoing unit.

Children's Counseling

Children's counseling includes adolescent victims of sexual assault. Internal agency statistics reveal another family member abused the majority of child clients both physically and emotionally, with a lower number being victims of sexual abuse.

In-school counseling is provided at six area schools: Adams City High School; Scott Carpenter Middle School, (2 groups); Ranum Middle School; New America School; Global Leadership Academy, (2 groups), and STEM Middle School.

Community Events

COSS hosts a quarterly, “Popcorn, Women and Words” event for survivors and supporters to meet together, watch films, hold discussion groups and participate in performance art. Domestic Violence information is provided at the 9News Health Fair; Derby Daze, and area nonprofits and community group meetings. COSS provides families who have been subjected to domestic violence with services that they can fit into their current life schedules. This program offers services in English and Spanish to women in individual or group advocacy settings and outreach to marginalized communities that frequently do not find traditional services accessible. COSS links directly with the community at schools, hospitals, community events, and at on-site facilities. Domestic violence information, referral, counseling and education are offered free of charge to women, children, adolescents, and

community groups. Both Safehouse and COSS provide food baskets; clothing; books; computer access, and services for Deaf/Hard of Hearing victims and translation services for languages other than Spanish.

Community Outreach is intrinsic to our work to promote non-violence as a social value. Staff works with other professionals to help create a successful continuum of care for people who seek our services, as well as educate the community about the dynamics and effects of domestic violence.

Alternatives has an ongoing contract with Adams County to facilitate one female and two male domestic violence offender peer support groups at Adams County Corrections Facility in Brighton.

Alternatives received the, "Lighting the Path Award," from Adams County Community Development in 2008 and the Partnership for Synergistic Success Award from the Adams County Department of Human Services in 2009. The Adams County Board of County Commissioners named Alternatives To Family Violence, "Sole Domestic Violence Provider in Adams County," in 2010.

Alternatives To Family Violence will be responsible for providing a safe housing, counseling, shelter on an as-space-is-available basis to TANF eligible women, and children who is threatened by, or are direct victims of family violence. Through the services provided, Alternatives To family Violence shall assist TANF clients in attaining an improved level of self-sufficiency. Additionally, they will provide group counseling and counseling for children as needed. Groups will: Identify goals leading to economic self-sufficiency, and work to reduce/eliminate reliance on government assistance.

Alternatives To Family Violence will:

Provide access necessary to educational skills; such as GED, computer literacy, and continuing education information;

Distribute resource, and referral information on community volunteerism.

Provide child safety, dating and relationship safety planning information.

Provide safety, and domestic violence counseling to their children at the same time the adult group takes place.

Alternatives To Family Violence fully operational and currently provides the service described to current TANF participants.

Managers, Supervisors and Staff

Project Supervisor: Yolanda S. Gotier, Executive Director

Ms. Gotier joined Alternatives' Management Team seven years ago as the Safehouse Director, and brings with her over 20 years of involvement in the domestic violence movement. As an activist, Ms. Gotier has focused on improving the relationships between national, state and local program responses to violence against women. She has been instrumental in facilitating dialogues between traditionally disenfranchised and marginalized communities and mainstream programs. She has focused both her professional and community service

mainstream programs. She has focused both her professional and community service activities on issues relating to ending domestic and sexual violence for all women and children. In addition to her position as Safehouse Director, Ms. Gotier is a consultant/meeting facilitator for dismantling racism/cultural considerations dialogues, organization and technical assistance services to the Office of Violence Against Women, STOP TA, the Pennsylvania Coalition Against Domestic Violence Battered Women's Justice Projects, Civil and Criminal, the Women of Color Network and Sisters of Color Ending Sexual Assault. She is a founding member of MOSAIC, a multi-disciplinary group of law enforcement, judiciary, health care, prosecutors, educators and victim service providers, who design and provide cultural considerations trainings for their organizations. She serves on various committees and task forces and Boards in her community.

Project Manager: Cheryle Clarke

Ms. Clarke became Alternatives' Development Director in April 2007. She brings more than 20 years of nonprofit experience to the agency. Prior to joining the nonprofit world, she was college instructor. She is the former Development Director for the Colorado Coalition Against Domestic Violence, and served on the Women of Color Network Advisory Board. She conducted national training for the Shelia Wellstone Institute, and served as a national consultant for HUD. Ms. Clarke was instrumental in the formation of CheckOff Colorado, a nonprofit marketing collaboration. Her lengthy background in print and electronic media enables her to maximize Alternatives communication and marketing initiatives. Her work experience focuses on ensuring the agency is responsive to funder needs. Ms. Clarke assists the Executive Director in matters of finance and administration, in addition to her role as Development Director.

Counselor: Claudia Estrada

Ms. Estrada has been employed at Alternatives for 15 years. She is bicultural and bilingual. She is the primary counselor for Co-Madres Groups and Mariposas. She was the first Latina Outreach Counselor at Alternatives and created the first relationship with the Adams 50 School District.

Co-Location Staff: Jamila Harris

Ms. Harris is in a Certified Domestic Violence Provider and is in the process of completing a Master's degree in Counseling. She works in the INTAKE unit in Child Welfare.

Co-Location Staff: Marilyn Grimmenga

Ms. Grimmenga brings twenty plus years experience in domestic violence work to her position. She is trained as a grassroots counselor and works in the ONGOING Unit in Child Welfare.

Base Expenses	Description	Allocation of Fees	Salaries	Overhead	Total
Provide 300 women and children with 5000 nights of Safe Housing	200/nights of safe shelter, 3 meals 2 snacks	Cost associated with Safehouse exceeds \$400,000 annually		\$440,000	\$50,000
Provide 10,000 hours of Individual Counseling and 1,000 hours of Group Counseling at Safehouse	Counseling is valued at \$75.00 for individual and \$35.00 for group	10,000 hours of Individual Counseling = \$75,000; 1,000 hours of Group Counseling = \$35,000	N/A	N/A	\$25,000
Provide Rental Assistance to 125 individuals	Provide a Maximum of \$300 per 125 individuals	75%	N/A	N/A	\$21,250
Provide Utility Assistance to 50 individuals	Provide a Maximum of \$225 Per Individual	100 individuals @\$225 or \$11,250	N/A	N/A	\$11,250
Provide Outreach Counseling to 1,200 individuals attending Community Outreach and Support Counseling	Counseling is valued at \$75.00 for individual and \$35.00 for group				\$50,000

Position/Base Expense	Description	Allocation of Time/Fees	Annual Salary and Benefit	Overhead	Total
Domestic Violence Counselor	Works in INTAKE @ Child Welfare	100%	\$45,000		\$45,000
Domestic Violence Counselor	Works in ONGOING @ Child Welfare	100%	\$45,000		\$45,000
Domestic Violence Counselor	Provides Co-Madres Groups	25%	\$40,000	\$3,800	\$10,095
Program Manger	Provides staff supervision and oversight	20%	\$74,009	N/A	\$14,802
Program Assistant	Tracks and prepares statistical and reporting data Invoices, and program documents, attends meetings	35%	\$55,000	N/A	\$19,250
Base Expenses					\$291,647

Total of Base Expenses	Equals Base Expense Total	\$291,647
Mileage for Co-Located Staff	Reimbursement of miles traveled for staff @.55/mile	5,940
Supplies	Office Supplies for Co-Located Staff	2,500
Staff Training	3 Day Diversity Training for 2 Child Welfare Staff and 2 ATFV Staff with Lee Mun Wah, in Berkley, CA Total includes 3 day training; airfare, hotel and meals	10,350
	Total	\$310,437

Alternatives to Family Violence

SFY 07/2010 - 06/2011

Total TANF Contract Amount: \$200,000.00

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Expenditure To Date	Budget Cap	Remaining Cap	Average Monthly Exp of Cap	Cap / mo. Left in Contract
Base Services																	
TOTAL CONTRACT EXP.																	

#21101

Alternatives To Family Violence / Children and Family Services Collaboration, Adams County
Contract Year 2011-2012

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL 08/09	ANNUAL AVG/MO	Goal	Total 08/09
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Cases Referred to ATFV

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL 08/09	ANNUAL AVG/MO	Goal	Total 08/09	
From Intake													0	#DIV/0!	#DIV/0!	248	
From Ongoing													0	#DIV/0!	#DIV/0!	93	
Total Intakes													0	#DIV/0!	#DIV/0!	140	341
Ongoing Cases													0	#DIV/0!	#DIV/0!	5	
Cases Closed by ATFV													0	#DIV/0!	#DIV/0!	320	
Total Cases (Families) At End of Month													0	#DIV/0!	#DIV/0!	34	
Number of Children Served													0	#DIV/0!	#DIV/0!	248	
Family Meetings													0	#DIV/0!	#DIV/0!	45	
Risk Estimate for Victims*													0	#DIV/0!	#DIV/0!	32	
Risk Estimate for Perpetrators*													0	#DIV/0!	#DIV/0!	63	
Court Reports													0	#DIV/0!	#DIV/0!	64	
Cases Rereferred to ATFV													0	#DIV/0!	#DIV/0!	64	
Cases Rereferred to ACHSD													0	#DIV/0!	#DIV/0!	64	
Client Contacts, Ongoing													0	#DIV/0!	#DIV/0!	64	
Client Contacts, Intake													0	#DIV/0!	#DIV/0!	64	
# of Fams That Engage within 90 Days of CW Contact													0	#DIV/0!	#DIV/0!	>50%	64
# of Fams That Do Not Engage within 90 Days of CW Contact													0	#DIV/0!	#DIV/0!	<50%	64

Commerce City Location

New Participants													0	#DIV/0!	#DIV/0!	9
Ongoing Participants													0	#DIV/0!	#DIV/0!	2
Closed Before End of Program													0	#DIV/0!	#DIV/0!	185
Successful Completion														#DIV/0!	#DIV/0!	6

Mothers Supporting Mothers

ATFV Admin Office

New Participants													0	#DIV/0!	#DIV/0!	9
Ongoing Participants													0	#DIV/0!	#DIV/0!	2
Closed Before End of Program													0	#DIV/0!	#DIV/0!	185
Successful Completion														#DIV/0!	#DIV/0!	6

Classes

Name of Class (times offered in Mo.)													0	#DIV/0!	#DIV/0!	9
Number Attending													0	#DIV/0!	#DIV/0!	9
Name of Class (times offered in Mo.)													0	#DIV/0!	#DIV/0!	9
Number Attending													0	#DIV/0!	#DIV/0!	9

Community Trainings

Name of Training (times offered)													0	#DIV/0!	#DIV/0!	9
Number Attending													0	#DIV/0!	#DIV/0!	9
Name of Training (times offered)													0	#DIV/0!	#DIV/0!	9
Number Attending													0	#DIV/0!	#DIV/0!	9

Internal Trainings

Name of Training (times offered)													0	#DIV/0!	#DIV/0!	9
Number Attending													0	#DIV/0!	#DIV/0!	9
Name of Training (times offered)													0	#DIV/0!	#DIV/0!	9
Number Attending													0	#DIV/0!	#DIV/0!	9

Alternatives To Family Violence / Children and Family Services Collaboration, Adams County
Contract Year 2011-2012

Exiting Families

Family Demographics (referred by Intake or Ongoing)

	TOTAL												2011-12	AVG/MO	ANNUAL -IZED	Total 08/09	
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN					
# fams-1 caretaker														0	#DIV/0!	#DIV/0!	248
# fams-2 caretakers														0	#DIV/0!	#DIV/0!	93
# w/ extended family														0	#DIV/0!	#DIV/0!	248
Avg. age of caretaker														0	#DIV/0!	#DIV/0!	93
Avg. family size														0	#DIV/0!	#DIV/0!	3.8
Avg. # child per househd														0	#DIV/0!	#DIV/0!	2.3
# fams-data unknown														0	#DIV/0!	#DIV/0!	15

Children

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL	2011-12	AVG/MO	ANNUAL -IZED	Total 08/09
Under 1 year														0	#DIV/0!	#DIV/0!	25
1 - 4 Years														0	#DIV/0!	#DIV/0!	66
5 - 11 Years														0	#DIV/0!	#DIV/0!	128
12 - 14 Years														0	#DIV/0!	#DIV/0!	50
15 - 18 Years														0	#DIV/0!	#DIV/0!	30
19+ Years														0	#DIV/0!	#DIV/0!	3
Total						0	0	0	0	0	0	0	0				302

School (for children served by both ATFV and Children and Family Services)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL	2011-12	AVG/MO	ANNUAL -IZED	Total 08/09
Declared Acceptable Perf.														0	#DIV/0!	#DIV/0!	25
Declared Unacceptable Perf.														0	#DIV/0!	#DIV/0!	66

Monolingual Head-Household

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL	2011-12	AVG/MO	ANNUAL -IZED	Total 08/09
Spanish														0	#DIV/0!	#DIV/0!	
Other														0	#DIV/0!	#DIV/0!	0
TOTAL						0	0	0	0	0	0	0	0				

Declared Service at Intake

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL	2011-12	AVG/MO	ANNUAL -IZED	Total 08/09
CCAP by individual														0	#DIV/0!	#DIV/0!	12
Medicaid by individual														0	#DIV/0!	#DIV/0!	195
SSI/SSDI by individual														0	#DIV/0!	#DIV/0!	16
TANF by individual														0	#DIV/0!	#DIV/0!	16
Child Support by individual														0	#DIV/0!	#DIV/0!	57
Families w/undoc member														0	#DIV/0!	#DIV/0!	2
# indivs employed (known)^A														0	#DIV/0!	#DIV/0!	113
Food Stamps														0	#DIV/0!	#DIV/0!	57
Childcare issues														0	#DIV/0!	#DIV/0!	39
Childm enrolled/HeadStart^A														0	#DIV/0!	#DIV/0!	1
Family planning in place														0	#DIV/0!	#DIV/0!	111
Mental health issues														0	#DIV/0!	#DIV/0!	88
Drug and/or alcohol issues														0	#DIV/0!	#DIV/0!	15
Fed Poverty Level or Below														0	#DIV/0!	#DIV/0!	75
Above Fed Poverty Level														0	#DIV/0!	#DIV/0!	52
Sanctioned														0	#DIV/0!	#DIV/0!	5
# fams data unknown														0	#DIV/0!	#DIV/0!	15

Ethnicity

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL	2011-12	AVG/MO	ANNUAL -IZED	Total 08/09
Caucasian														0	#DIV/0!	#DIV/0!	15
Hispanic														0	#DIV/0!	#DIV/0!	15
African American														0	#DIV/0!	#DIV/0!	15
Native American														0	#DIV/0!	#DIV/0!	15
Asian														0	#DIV/0!	#DIV/0!	15
Other/multi-ethnic														0	#DIV/0!	#DIV/0!	15
Total														0	#DIV/0!	#DIV/0!	15

2008 HHS POVERTY GUIDELINES

Family Size	2	3	4	5	6	7	8
	\$14,004	\$17,604	\$21,204	\$24,804	\$28,404	\$32,004	\$35,604

Specific Service Referrals	YTD Total	% of Referrals	2011-12	% 07-08 Totals
Alcohol/Substance Abuse		0.0%		1.1%
Alcohol/Subst Abuse-Child		0.0%		0.3%
Child Care		4.1%		3.9%
Child Protection		0.0%		0.8%
Child Support		1.4%		0.9%
Clothing		0.0%		1.8%
Criminal (Other)		0.0%		0.6%
Criminal (traffic)		0.0%		0.0%
Custody		4.1%		1.5%
Dental-Adult		0.0%		0.3%
Dental-Child		1.4%		0.2%
Diapers		0.0%		0.9%
Divorce		2.7%		0.5%
Domestic Violence		4.1%		1.7%
Education-Adult		4.1%		3.2%
Education-Child		0.0%		2.4%
Emergency shelter		1.4%		2.0%
Employment		2.7%		4.5%
Enrichment		4.1%		1.7%
Family Planning		0.0%		0.9%
Financial Management		0.0%		0.8%
Food/Nutrition		12.3%		8.9%
Furniture/Household		0.0%		1.1%
Holiday Assistance Prog., In-house		1.4%		0.6%
Holiday Assistance Prog., External		1.4%		0.6%
Housing-excpt shelter		5.5%		5.0%
Hygiene (Personal)		0.0%		0.2%
Hygiene (Residence)		0.0%		0.0%
Immigration		0.0%		0.2%
Income (not emplymt related)		1.4%		5.1%
Medical-Adult		4.1%		2.4%
Medical-Child		5.5%		4.4%
Mental Health-Adult		9.6%		4.2%
Mental Health-Child		8.2%		5.0%
Mental Health-Family		0.0%		1.5%
Mentoring		0.0%		0.8%
Optical-Adult		1.4%		1.1%
Optical-Child		0.0%		0.2%
Parenting		13.7%		18.1%
Identification		0.0%		2.1%
Rental/Mortgage Assistance		0.0%		2.3%
Respite Care		0.0%		0.2%
Safety (Community)		0.0%		0.3%
Safety (Household)		0.0%		0.6%
Special Needs-Adult/Disability		2.7%		0.9%
Special Needs-Child/Disability		1.4%		0.8%
Special Needs-Adult		0.0%		0.0%
Special Needs-Child		0.0%		0.2%
Tenant Rights		0.0%		0.2%
Transportation		1.4%		1.5%
Utilities		1.4%		2.7%
Total # of referrals		100.0%		100.0%

ACSSD TANF Contract 2006-2007 Outcomes

Alternatives to Family Violence

Provides safe haven and counseling for domestic violence victims and their families.

Contact Person:	Yolanda Gotier 303-428-9611 PO Box 385 Commerce City, CO 80022	Contract Manager:	Sally Ten Eyck 303-227-2116
		Contract Specialist:	Cathi Smith 303-227-2220

Contract Outcomes	10/01-3/02	7/02-6/03	7/03-6/04	7/04-6/05	7/05-6/06	7/06-6/07	7/07-6/08	Total
Nights of safe housing per individual (whole year)	3,412	6,055	6,466	5,596	5,469	5,555	5,590	38,143
Number of individuals served with safe housing	230	411	358	380	305	293	300	2,277
Hours of individual counseling at Safehouse	4,623	8,435	9,273	8,847	11,130	12,947	15,148	70,403
Hours of group counseling At Safehouse	368	964	856	830	1,063	793	2,227	7,101
Number of 24 hour crisis line calls answered	2,605	4,919	3,723*	5,213	4,538	3,956	5,520	30,474
Number of families referred to another shelter	161	330	334	303	331	556	912	2,927
Dollar amount of rental and financial assistance	\$2,416	\$8,831	\$10,597	\$5,817	\$7,500	\$7,500	11,921	\$54,582
Number of individuals receiving rental and financial assistance	30	73	67	161	82	100	105	618
Number of People attending Outreach individual or group counseling	391	321	418	447	402	600	864	3,443
Hours of counseling through Outreach Program	1,685	1,770	1,991	2,590	2,160	2,500	3,316	16,012

06-07 projections based on year end estimates.

On the original outcomes:

- SFY 02-03 only reflected July 2002- March 2003
- SFY 03-04 only reflected July 03 – May 04
- SFY 04-05 only reflected July 04 May 05
- SFY 05-06 is a conservative projection

On the outcomes:

During FY 07/08, we were able to assist clients significantly with increased amounts for rental and financial assistance. We are projecting an increased number of requests in 2008, due to the number of clients losing jobs, facing eviction, and the recessionary nature of the economy.

During December 2007, we were overwhelmed with requests for assistance. Many clients are requesting assistance with school clothing for children, gas in order to go to work, and utilities. Many others request food and assistance with infant formulas and health care.

ACSSD TANF Contract 2005-2006 Outcomes Alternatives to Family Violence

Contact Person: Yolanda Gotier 303-428-9611 PO Box 385 Commerce City, CO 80022	Contract Manager: Sally Ten Eyck 303-227-2116 Contract Specialist: Cathi Smith 303-227-2220
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Contract Outcomes	7/05-6/06
Nights of safe housing per individual (whole year)	5,469
Number of individuals served with safe housing	305
Contact Hours of individual counseling at Safehouse	11,130
Hours of group counseling At Safehouse	1063
Number of 24 hour crisis line calls answered	4,538
Number of families referred to another shelter	331
Dollar amount of rental and financial assistance	\$7,500
Number of individuals receiving rental and financial assistance	82
Number of People attending Outreach individual or group counseling	402
Hours of counseling through Outreach Program	2,160

ACSSD TANF Contract 2006-2007 Outcomes Alternatives to Family Violence

Contact Person: Yolanda Gotier 303-428-9611 PO Box 385 Commerce City, CO 80022	Contract Manager: Sally Ten Eyck 303-227-2116 Contract Specialist: Cathi Smith 303-227-2220
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Contract Outcomes	7/07-11/07
Nights of safe housing per individual (5 months)	2,149
Number of individuals served with safe housing	125
Contact Hours of individual counseling at Safehouse	5046
Hours of group counseling At Safehouse	193
Number of 24 hour crisis line calls answered	1936
Number of families referred to another shelter	345
Dollar amount of rental and financial assistance	\$8,579
Number of individuals receiving rental and financial assistance	98
Number of People attending Outreach individual or group counseling	256
Hours of counseling through Outreach Program	1711

ACSSD TANF Contract 2008-2009 Outcomes

Alternatives to Family Violence

Provides safe haven and counseling for domestic violence victims and their families.

Contact Person:	Yolanda Gotier 303-428-9611 PO Box 385 Commerce City, CO 80022	Contract Manager:	Sally Ten Eyck 303-227-2116
		Contract Specialist:	Cathi Smith 303-227-2220

Contract Outcomes	10/01-3/02	7/02-6/03	7/03-6/04	7/04-6/05	7/05-6/06	7/06-6/07	7/07-6/08	7/08-6/09	Total
Nights of safe housing per individual (whole year)	3,412	6,055	6,466	5,596	5,469	5,555	5,694	5,500	43,747
Number of individuals served with safe housing	230	411	358	380	305	293	506	450	2,933
Hours of individual counseling at Safehouse	4,623	8,435	9,273	8,847	11,130	12,947	11,718	10,000	76,973
Hours of group counseling At Safehouse	368	964	856	830	1,063	793	676	700	6,250
Number of 24 hour crisis line calls answered	2,605	4,919	3,723*	5,213	4,538	3,956	3,350	3,500	31,804
Number of families referred to another shelter	161	330	334	303	331	556	2,021	1,500	5,536
Dollar amount of rental and financial assistance	\$2,416	\$8,831	\$10,597	\$5,817	\$7,500	\$7,500	\$4,066	\$8,000	54,727
Number of individuals receiving rental and financial assistance	30	73	67	161	82	100	93	90	696
Number of People attending Outreach individual or group counseling	391	321	418	447	402	600	876	900	4,355
Hours of counseling through Outreach Program	1,685	1,770	1,991	2,590	2,160	2,500	3,792	4,000	20,488

08-09 projections based on year end estimates.

The Bilingual Women's Advocate Human Service Liaison performs duties that include assisting Human Services Intake and Fast with Domestic Violence Cases in crisis situations. She goes with the Caseworker and assesses the situation, after which she provides the victim with resources and options so she can obtain further help. She also refers the victim to Alternatives to Family Violence for counseling and/or group for themselves and their families. She provides the Caseworker with client assessment notes.

She sees mono-lingual clients and non mono-lingual clients as follow-up in non-crisis situations. She provides follow-up, resources and options. In a more confidential setting, victims are able to give more detailed information about their situation.

She assist any Caseworker, whether it is in the ongoing or intake department with any questions concerning victims of domestic violence. She also facilitate Brown Bag Trainings every Friday, with Speakers who talk about their services in the Domestic Violence area. The trainings are provided to give Caseworkers a broader view of all the Domestic Violence services that offered in the Denver Metro Area and also a better understanding of Domestic Violence dynamics.

She attends MRT, which is a group that gets together to talk about and review cases. The group decides whether the case is founded or unfounded, and if the case needs further investigation. She attends Team Meeting with Intake Human Service co-workers every Wednesday morning and provides them with Domestic Violence updates and trainings. She has supervision and team meetings with Alternatives to Family Violence co-workers every Monday morning; and attend the All Staff the first 1st Wednesday of the month.

ACHSD TANF Contract 2009-2010 Outcomes

Alternatives to Family Violence

Provides safe haven and counseling for domestic violence victims and their families.

Contact Person:	Yolanda Gotier 303-428-9611 PO Box 385 Commerce City, CO 80022	Contract Manager:	Sally Ten Eyck 303-227-2116
		Contract Specialist:	Cathi Smith 303-227-2220

Outcomes	10/01-3/02	7/02-6/03	7/03-6/04	7/04-6/05	7/05-6/06	7/06-6/07	7/07-6/08	7/08-6/09	7/09-6/10	10/01-6/10
Nights of safe housing per individual (whole year)	3,412	6,055	6,466	5,596	5,469	5,555	5,694	4,881	5,000	4,100
Number of individuals served with safe housing	230	411	358	380	305	293	506	238	300	175
Hours of individual counseling at Safehouse	4,623	8,435	9,273	8,847	11,130	12,947	11,718	12,203	11,000	6,500
Hours of group counseling At Safehouse	368	964	856	830	1,063	793	676	1,207	1,000	750
Number of 24 hour crisis line calls answered	2,605	4,919	3,723*	5,213	4,538	3,956	3,350	7,669	7,000	3,000
Number of families referred to another shelter	161	330	334	303	331	556	2,021	1,792	2,000	900
Dollar amount of rental and financial assistance	\$2,416	\$8,831	\$10,597	\$5,817	\$7,500	\$7,500	\$4,066	\$9,663	15,000	7,500
Number of individuals receiving rental and financial assistance	30	73	67	161	82	100	93	123	225	150
Number of People attending Outreach individual or group counseling	391	321	418	447	402	600	876	1,570	1,500	650
Hours of counseling through Outreach Program	1,685	1,770	1,991	2,590	2,160	2,500	3,792	6,301	6,500	4,000
Number of Individuals Served by Child Welfare Directly Assisted by ATFV Staff Housed at Child Welfare (starting on 1/1/09)								521	350	175

09-10 projections based on year end estimates.

Contract was amended in January of 2009 to provide two Alternatives to Family Violence staff to work with Child Welfare who provide proactive supports to families dealing with the co-occurrence of domestic violence and child maltreatment to minimize their system involvement, promote increased safety for abused children and adults and decrease re-victimization.

Changes for SFY 2010/2011 Contract:

Alternatives to Family Violence

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Year to Date
Nights of safe housing	684	552	468	390	552	494	408	442	505	513	492	535	6035
Number of individuals served with safe housing	22	21	22	20	21	28	34	43	29	31	21	25	317
Hours of individual counseling at Safehouse	366	505	354	341	507	405	325	468	1044	1067	361	320	6063
Hours of group counseling At Safehouse	57	91	80	99	89	145	110	160	336	485	125	158	1935
Number of 24 hour crisis line calls answered	644	482	515	594	514	507	654	559	633	741	494	339	6676
Number of families referred to another shelter	94	80	87	121	46	93	120	73	60	109	167	199	1249
Dollar amount of rental and financial assistance	4,200	6,224	11,899	2,731	3,274	2,761	1,063	841	321	678	1,008	575	35575
Number of individuals receiving rental and financial assistance	10	7	8	6	12	23	6	8	5	10	7	3	105
Number of People attending Outreach individual or group counseling	121	162	167	161	174	168	195	179	222	256	381	159	2345
Hours of counseling through Outreach Program	419	536	304	343	359	627	480	687	880	910	898	365	6808
Number of individuals Served by Child Welfare Directly Assisted by ATFV Staff Housed at Child Welfare	58	154	126	115	91	131	40	63	71	95	36	46	1026

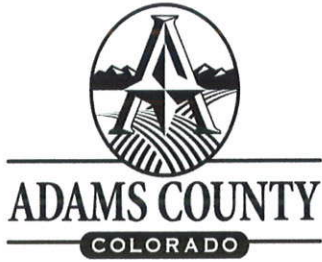
Project References

1. Sally Teneyck TANF Contract Manager
Adams County Human Services
7190 Colorado Blvd.
Commerce City, CO 80022
303-227-2116

2. Kent Gregory
Contract Administrator
Adams County Human Services
7190 Colorado Blvd.
Commerce City, CO 80022
303-227-2215

3. Honorable Sean Ford
Mayor
City of Commerce City
303-720-9106
Email: sford@c3gov.co

ATTACHMENT D



2012.226

Case Management Services Temporary Assistance for Needy Families (TANF) Housing and Domestic Violence

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 # 1 through Addenda # 1
(If None, Please write NONE)

Alternatives to Family Violence
Company Name

P.O. Box 385
Address

Commerce City CO 80037
City, State, Zip Code

Adams
County

303-428-9611
Telephone

yolandag@atfv-adamsco.org
E-mail Address

10/09/2012
Date

Yolanda S. Gotier
Name and Signature of Authorized Person

Yolanda S. Gotier
Printed Name

Executive Director
Title

303-657-4754
Fax

Attachment C

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:

Alternatives to Family Violence
Company Name

10/09/2012
Date

Yolanda S. Gotier
Name (Print or Type)

Yolanda S. Gotier
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.

EXHIBIT A
(Documents following this page of the Agreement)

Exhibits:

1. Adams County RFP 2012.226 Specifications and Statement of Service

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EXHIBIT A1

REQUEST FOR PROPOSAL 2012.226

Case Management Services Temporary Assistance for Needy Families (TANF) Housing and Domestic Violence

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 a qualified organization to assist Adams County Government in providing services for Temporary Assistance For Needy Families (TANF), Colorado Works Program in accordance with §§ 26-2-701, et seq., C.R.S through Adams County Human Services Department (ACHSD).

The organization services for families should include services that provide safety, and potential for client growth:

Domestic Violence Services for women, and children; including counseling, emergency shelter, crisis line, case management, clothing, food bank assistance, or other supportive services such as connection to resources to relocate, referrals for legal assistance, including assistance in gaining restraining orders etc.; and mental health assistance. Include whether child care, GED classes, financial education or job placement services will be provided.

Housing and Domestic Violence Services: Offeror must provide a list of categories of services, the average number of families, children expected to receive, and service in the program for a twelve (12) month period in proposal.

II. SCOPE OF SERVICES:

Adams County Human Services for the Housing and Domestic Violence Program. The qualified offeror program will be required to:

- Be fully operational by January 1, 2013 with minimal disruption in the service to current TANF participants.
- Provide counseling, expertise in domestic violence, or housing issues.
- Have the ability to process up to twenty-five (25) checks per month, within two (2) days from receipt of the County Human Services form and check request date.
- Have the ability to provide funds to families within a forty-five (45) day reimbursement period of \$20,000 monthly; this amount includes direct assistance provided through the offeror's organization with the offeror's criteria that serves TANF eligible families, and includes monies directed by the County Project Manager. To be reimbursed monthly by Adams County Human Services Department.

Note: If this amount exceeds what Offeror agency can do, then Offeror must provide the amount the agency can distribute monthly within a forty-five (45) day reimbursement period in proposal.

- Ability to serve Spanish speaking monolingual individuals.

Housing

- The Offeror is responsible for providing assistant for emergency shelter, housing, homeless prevention, or transitional housing services for low-income TANF/TANF eligible Adams County families who are homeless, or in danger of homelessness.
- The Offeror is responsible for evaluating the refer families that they cannot assist to other community agencies, and to the County Project Manager for other services such as LEAP, Food Assistance, and TANF.

STATEMENT AND SCOPE OF WORK continued

- The Offeror must provide "Direct Assistance" to clients for emergency rent, mortgage needs, initial month's rent, deposits, application fees, credit check, background check fees, or other housing related needs. Offeror will be responsible for coordination services with the County Project Manager on an individual case basis.
- The Offeror shall distribution of funds out of a "Contingency Fund" to families referred by Adams County and the County Project Manager.
- Offeror is responsible for coordinating all services with the County Project Manager for a written authorization prior to any distributions. For the purpose of this funding source: contingency funds are for the purpose of housing stability, family stability, and self-sufficiency needs. Families being referred may or may not meet the program requirements, but are TANF eligible. The County Humans Services Department and Project Manager will be responsible for maintaining the verification files for the cases, and will submit a written contingency form with all pertinent information to the offeror, (such as: amount of payment, type of payment, for rent, deposit, utilities, payments for family stabilizing needs, family identification information, and demographic data, as well).
- The Offeror will be responsible for providing funds to families in a timely manner, usually within two business days as a reimbursable expense through ACHSD.
- Have the ability to process up to ten (10) emergency checks per month within four (4) to twenty-four (24) hours for eligible family needs. These funds often go to child welfare families or families in jeopardy of losing housing, or in need of family stability resources such as keeping a car running in order to maintain employment. Offeror will be responsible for coordinating the distribution of these funds with the County Project Manager for housing, utilities, and a myriad of general family supports services.
- Having at least five (5) years history and experience serving Adams County low-income families with similar services, understand Adams County community resources, and how to access them.
- Offeror must be knowledgeable of TANF federal statutes and regulations, Colorado Works statutes and regulations, and abide by Adams County and the County Human Services policies, procedures, and ethics policy.
- Offeror will be responsible for being familiar with Colorado Child Welfare Report requirements.
- Offeror must work in with Adams County staff, the County contracted agencies programs, other community programs to help families receive needed, and timely services.
- The Offeror will be responsible for providing industry standard customer service to the participants and to the County staff. The Offeror shall treat participants from an advocate perspective, and philosophy.
- Offeror will be responsible for ensuring that all employees pass a Colorado Bureaus Investigation (CBI) background prior to working with participants in the programs.
- The Offeror will be responsible for requesting a criminal background inquiry (CBI) report for employees assigned to this project and reviewing for negative information, such as a criminal history, discrepancies between what an applicant claims, what is reported by schools, prior employers, and etc. The Offeror will compare the criminal

history to the applicant's job qualifications in order to evaluate the applicant's ability to do the designated job, to ensure that the TANF participants, the County Staff are served in the program are safe, and protected from harm. The period for state CBI's is five (5) years; if the applicant has lived out of state prior to five (5) years then a nationwide CBI should be conducted.

- The offeror will be responsible for providing office space, meeting space, computers, printers, access to copying documents, file cabinets, land lines for telephones or fax machines, postage, and electronic mail access

Domestic Violence Services

Offeror will be responsible for providing a safe housing, counseling, shelter on an as-space-is-available basis to TANF eligible women, and children who is threatened by, or are direct victims of family violence. Through the services provided, the offeror shall assist TANF clients in attaining an improved level of self-sufficiency. Additionally, they will provide group counseling and counseling for children as needed. Groups will:

- Identify goals leading to economic self-sufficiency, and work to reduce/eliminate reliance on government assistance.
- Provide access necessary to educational skills; such as GED, computer literacy, and continuing education information.
- Distribute resource, and referral information on community volunteerism.
- Provide child safety, dating and relationship safety planning information.
- Provide safety, and domestic violence counseling to their children at the same time the adult group takes place, if possible.

IV. RESPONSIBILITIES OF THE COUNTY:

The County shall refer families for the use of contingency funds to housing contractors. The County may also refer families/individuals for services detailed in the Offeror's proposal.

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V. 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 with safe housing, number of nights of safe housing, hours of individual counseling provided, hours of group counseling provided, and rental assistance provided and client names, and Social Security numbers and dates of service or assistance provided. All reporting formats and content shall be designated by the County Human Services Project Manager.

VI. 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.

VII. 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.

VIII. 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.

IX. FEE SCHEDULE

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

X. 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.

XI. 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.

XII. 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.

XIII. 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.

XIV. 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.

XV. 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.

XVI. 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.

XVII. 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.

XVIII . 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.

XIX. 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.

XX. 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

XXI. 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 2012.226 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.

XXII. PROPOSAL PREPARATION INSTRUCTIONS

Proposal should not exceed ten (10) pages, excluding the solicitation required signed pages. Submit only on single sided, single column typed 8.5" x 11" size. The page count limitation applies to the actual technical proposal contained in the submittal. The only exceptions to the page count are the front and back cover and appendices. There is a minimum twelve (12) point font requirement for the basic text of the entire proposal submittal. Any charts, graphs, table of organizations, etc., must be of readable size. Appendices can be used.

- 1) Qualifications: All proposals to this solicitation must provide detailed information regarding the offeror's organization's qualifications to meet the County scope of services for this project.
- 2) Responses: Qualifications and experience will be primary consideration for the award of this solicitation. Please provide responses in the below order and make sure your agency addresses each of the following in your proposal:
- 3) Organizational Experience:
 - Summary of organizational budget
 - An introduction of your organization including mission statement, history and current organizational chart.
 - Ability to provide services in a location that is easily accessible for participants and has sufficient capacity for staff and the program.
 - Unique organizational expertise, infrastructure and resources that will add value to the program.

- Geographical location served. Location (s) where services/emergency housing is provided. Do not disclose the location of domestic violence shelter.

Housing Programs:

- Your organization's experience and knowledge of Adams County BCA participants, low income families, the community in general, housing and other programs and organizations that can benefit Adams County BCA participants and low income families.
- Your organization's experience with housing and financial counseling, providing financial assistance including the accounting of financial assistance to other agencies, providing emergency shelter, and other services that assist families in housing and financial stability, and other services described in offerors' proposals and in the Scope of Service.

Domestic Violence Programs:

- Your organization's experience and capacity to provide a domestic violence shelter, domestic violence counseling including counseling for children, and other services described in offerors' proposals and in the Scope of Service.

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 case management staff, and other staff such as trainers, job developers, and others who will work directly with participants.

If a subcontractor is to be used for mental health services or any other services, describe the expertise of the sub-contracting organization in the same way that your organization is described.

Confirmation that 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 organization does not employ or contract with an illegal alien who will perform work for the program. Applicant organization must confirm that the organization 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 proposed program

5) Comparable Projects:

A detailed description of at least one similar program providing case management services to TANF BCA participants that the organization has provided. The description should include:

- Name, location and budget of the program.
- Experience providing services described in the Scope of Service.
- Average monthly caseload size, individuals and/or families counseled, financial assistance given, and other services given, 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.

XXIII. 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, including, but not limited to: Housing agencies: Experience and knowledge of low income families, housing and other programs and organizations that can benefit low income families; experience with housing and financial counseling; providing financial assistance including the accounting of financial assistance to other agencies; and providing emergency shelter, and other services that assist families in housing and financial stability. Domestic Violence Programs: Capacity to provide a domestic violence shelter, domestic violence counseling including counseling for children, and other services described in the statement of work for domestic violence providers.	0-50 0-50
2. Offeror’s fee structure for performing the services.	0-25
3. Organizational budget including the ability to provide services in the scope of services on a reimbursement basis; infrastructure for delivery of services, and organizational leadership.	0-25
Total	100

**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.

The remainder of this page left blank intentionally

**Attachment B
SAMPLE Budget Sheet**

Please present the costs associated with your proposal in the following format (without the examples). Please note in the "2012-2013 Base Expenses" section how the row totals are calculated for Cost to Contract in column D. For instance, the supervisor's salary and benefits is \$45,000 and overhead is \$2,500, however, since the supervisor would only 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