

**ADAMS COUNTY, COLORADO
SERVICE AGREEMENT**

THIS AGREEMENT ("Agreement") is made this February 20 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 **ALMOST HOME, INC.** located at 231 N. Main Street, Brighton, Colorado 80601, 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 2012.256A as Exhibit A1** and the Contractor's responses as **Attachments A1-A4** to RFP 2012.256A attached hereto and incorporated herein by reference. Should there be any discrepancy between **Attachments A1-A4** 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-A4** and the Contractor shall accept as full payment for those works, not to exceed amount of **one hundred thirty-five thousand dollars and no cents (\$135,000.00)** 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:

Terry M. Moore
 Executive Director
 Almost Home, Inc.
 231 N. Main Street
 Brighton, Colorado 80601
 Phone: 303.659.6199
terry@almosthomeonline.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 2012.256A** are reference under **Attachments A** as items 1 through 4.

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CONTRACTOR'S CERTIFICATION OF COMPLIANCE

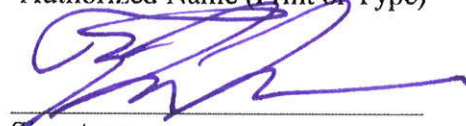
Pursuant to Colorado Revised Statute, § 8-17.5-101, *et.seq.*, as amended 5/13/08, as a prerequisite to entering into an agreement for services or work with Adams County, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract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

ALMOST HOME, INC.

Terry M. Moore
Authorized Name (Print or Type)

1/29/13
Date



Signature

Executive Director
Title

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

Signature Page

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

**CONTRACTOR
ALMOST HOME, INC.**

By: Terry M. Moore
Name (Print or Type)
[Signature]
Authorized Signature
Executive Director
Title

Date: 1/29/13

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

By: [Signature]
Chair Signature
Date: 2-20-13

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 29 day of January, 201³

by Terry M. Moore

[Signature]
Notary Public

**MICHELLE M. MILLER
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 19964019284
My Commission Expires Nov. 5, 2016**

My commission expires on: Nov. 5, 2016

ATTACHMENT A
(Documents following this page of the Agreement)

Attachments:

1. BAFO, email dated January 8, 2013
2. Proposal, dated November 19, 2012
3. Contractor's Signed Certificate of Compliance for RFP 2012.256, dated November 19, 2012
4. Offeror's Statement/Signature Page for RFP 2012.256, dated November 19, 2012

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EXHIBIT A

(Documents following this page of the Agreement)

Exhibits:

1. Adams County RFP 2012.256 Specifications and Statement of Service

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Attachment B – Budget Sheet (Rental Assistance Program) - 2013

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)
Executive Director	Provides supervision of case workers	10%	\$94,817	\$8,733	\$10,355
Office Manager	Provides support for entire program	32%	\$46,200	\$4,068	\$16,086
Case Manager	Provides direct Case Management service to TANF Clients	32%	\$53,244	\$900	\$17,326
Case Manager	Provides direct Case Management service to TANF Clients	32%	\$29,395	\$2,414	\$10,179
Rent	Office Space	32%	\$85,798	\$0	\$27,455
Utilities	Gas, electric, and water	32%	\$31,750		\$10,160
					\$0
					\$0
Total of Base Expenses					\$91,561
Budget Item	Description	Amount			
Base Expenses	Equals total of Base Expenses	\$91,561			
Supplies	Paper, toner, staples, etc.	\$6,080			
Mileage	Reimbursement of miles traveled for staff	\$955			
Total:		\$98,596.00			
In-Kind Absorption		\$18,596.00			
Total:		\$80,000.00			

Direct Assistance - \$32,000

Contingency - \$23,000

*Provided to clients at \$250/family

4/19/13

Attachment B – Budget Sheet (Rental Assistance Program) – 2014

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)
Executive Director	Provides supervision of case workers	10%	\$97,521	\$9,752	\$10,727
Office Manager	Provides support for entire program	32%	\$47,446	\$4,068	\$16,484
Case Manager	Provides direct Case Management service to TANF Clients	32%	\$54,702	\$900	\$17,793
Case Manager	Provides direct Case Management service to TANF Clients	32%	\$40,067	\$4,007	\$14,104
Rent	Office Space	32%	\$85,798	\$0	\$27,455
Utilities	Gas, electric, and water	32%	\$33,338		\$10,668
					\$0
					\$0
Total of Base Expenses					\$97,251
Budget Item	Description	Amount			
Base Expenses	Equals total of Base Expenses	\$97,251			
Supplies	Paper, toner, staples, etc.	\$6,384			
Mileage	Reimbursement of miles traveled for staff	\$1,003			
Total:		\$104,638.00			
In Kind Absorption:		\$24,638.00			
Total:		\$80,000.00			

Direct Assistance - \$32,000

Contingency - \$23,000

*Provided to clients at \$250/family

1/08/13

Attachment B – Budget Sheet (Rental Assistance Program) – 2015

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)
Executive Director	Provides supervision of case workers	10%	\$100,490	\$10,049	\$11,054
Office Manager	Provides support for entire program	32%	\$48,913	\$4,891	\$17,217
Case Manager	Provides direct Case Management service to TANF Clients	32%	\$56,387	\$900	\$18,332
Case Manager	Provides direct Case Management service to TANF Clients	32%	\$41,364	\$4,136	\$14,560
Rent	Office Space	32%	\$85,000	\$0	\$27,200
Utilities	Gas, electric, and water	32%	\$35,005		\$11,202
					\$0
					\$0
Total of Base Expenses					\$99,565
Budget Item	Description	Amount			
Base Expenses	Equals total of Base Expenses	\$99,565			
Supplies	Paper, toner, staples, etc.	\$6,703			
Mileage	Reimbursement of miles traveled for staff	\$1,053			
Total:		\$107,321.00			
In Kind Absorption:		\$27,321.00			
Total:		\$80,000.00			

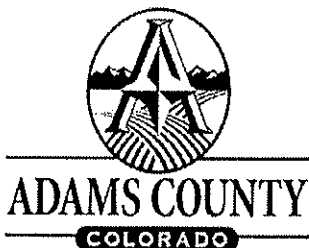
Direct Assistance - \$32,000

Contingency - \$23,000

*Provided to clients at \$250/family

1/08/13

ATTACHMENT D



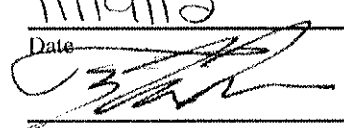
2012.256
Case Management Services Temporary Assistance for Needy
Families (TANF) Housing Services

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

<u>Almost Home, Inc.</u> Company Name	<u>11/19/12</u> Date
<u>231 N. main st.</u> Address	 Name and Signature of Authorized Person
<u>Brighton, CO 80601</u> City, State, Zip Code	<u>Terry M. Moore</u> Printed Name
<u>Adams</u> County	<u>Executive Director</u> Title
<u>303.659.6099</u> Telephone	<u>303.659.8859</u> Fax
<u>Terry@AlmostHomeOnline.org</u> E-mail Address	

Attachment C

OFFEROR'S CERTIFICATION OF COMPLIANCE

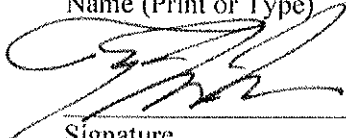
Pursuant to Colorado Revised Statute, § 8-17.5-101, *et. seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract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

Almost Home, Inc.
Company Name

11/19/12
Date

Terry M. Moore
Name (Print or Type)


Signature

Executive Director
Title

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



January 4, 2013

Mr. Terry M. Moore
Executive Director
Almost Home, Inc.
231 North Main Street
Brighton, CO 80601

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 Mr. Moore:

Thank you for submitting a proposal in response to our Request for Proposal 2012.226 Case Management Services for Temporary Assistance for Needy families (TANF), Housing and Domestic Violence for Adams County Government.

The Evaluation Committee has requested that you response to the below question as part of the evaluation and your best and final offer (BAFO) to your proposal. Please submit your response to the following question by **2:00 p.m. on Monday, January 7, 2013**; faxing to 720.523.6058, attention, Purchasing.

1. Please confirm that Almost Home, Inc. can provide TANF Housing and Domestic Violence services, if award an Agreement for \$135,000.00 base year and two option years, in amounts as listed below. If yes, please provide a new Fee Schedule reflecting the \$135,000.00 for each year:

Base Services	\$80,000.00
Direct Assistance	\$32,000.00
Contingency	\$23,000.00

Please acknowledge receipt of this letter to the undersigned by signing in the below space and faxing to 720.523.6058.

Sincerely,
Purchasing Department

Organizational Budget

See Appendix I

Mission

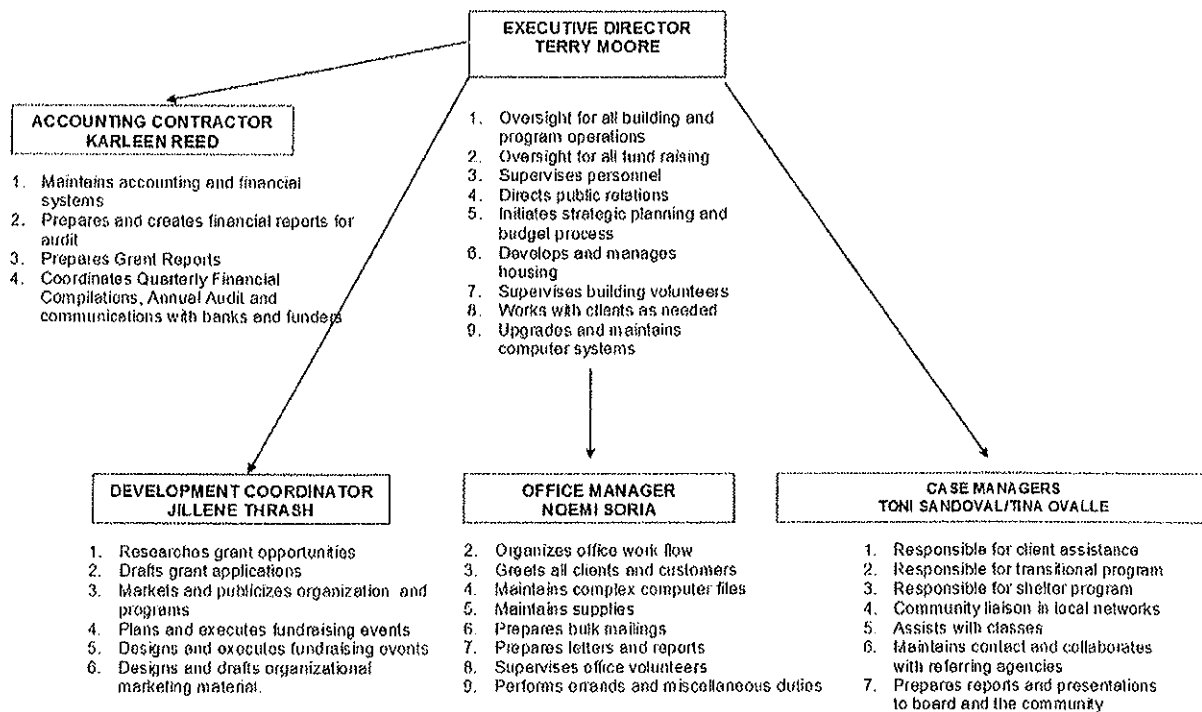
Almost Home, Inc.'s Mission is to promote self-sufficiency and provide housing assistance for the homeless and those in need.

History

Almost Home, Inc. grew out of a community effort to house the homeless in the Greater Brighton Area. From 1986 to 1992 a homeless shelter operated in the basement of St. Augustine's Catholic Church here in Brighton. Every night for those 6 years members from local churches brought food and volunteered for related duties. In 1992 that original shelter closed. In 1993, through community and church collaboration a newly incorporated Almost Home, Inc. began operating in a small house owned by the Episcopal Church. We relocated to our 14-bed shelter space in 1998. Since that time, we have been providing services as a private, non-religious, 501 (C) 3 corporation. In mid-2003 we moved to our new 4,300 square foot Office/Community Center at Hughes Station.

Organizational Chart

ALMOST HOME, INC. ORGANIZATIONAL CHART



Service Location

Almost Home's office is located on Main Street in Brighton. All of our case management support is located in this office. Our 4,300 square foot Office/Community Center provides ample space for our staff members, clients, and our programs. The Community Center is available to residents at Hughes Station as well as anyone in Adams County and also provides the setting for our monthly board meetings.

Almost Home's family emergency shelter is located on 6th and Bridge Street in Brighton. It is easily accessible and off of a main road. It is convenient for families that live there as it is 6 blocks from the Almost Home office so they can receive case management support. It is also conveniently located in downtown Brighton and close to schools, restaurants, and shopping.

Organizational Expertise

Almost Home is very fortunate to have unique organizational expertise. Toni Sandoval, one of our Case Managers, has been with Almost Home since we began operation in December of 1994. She has over 33 years of experience in a variety of social service positions. She manages the client assistance program by providing case management and financial assistance to low-income families. Additionally, she is a long time Brighton resident who understands the needs of the community and the families who live here. She brings an invaluable network of contacts to her position and has an intuitive sense of how to assist the families. She is also bi-lingual and able to assist all families that come to Almost Home.

Terry Moore has been the Executive Director for Almost Home, Inc. since January 1999. He oversees all programs, supervises staff, initiates fundraising and coordinates the development and administration of new buildings and programs. He has over 14 years of senior management experience in the non-profit sector and 15 years senior management experience in the for-profit sector working both domestically and internationally. He serves on numerous non-profit housing boards including: The Metro Denver Housing Initiative, CASA of Adams County, and APC of Denver.

Noemi Soria has been the Office Manager for Almost Home, Inc. since June of 1998. She has over 17 years of experience in a variety of office and accounting positions. She is responsible for all correspondence, bulk mailings, volunteer coordination, computer and phone systems management and assists with all local, state and federal grant reporting requirements. Her advanced computer knowledge has helped create an efficient database and computerize many new and valuable reports. She is also bi-lingual and is able to communicate effectively with all clients on the phone and in-person.

Karleen Reed has been the Accounting Manager for Almost Home, Inc. since April of 2001. She has over 23 years of bookkeeping and accounting experience along with a great understanding of non-profit organizations and accounting systems. She is responsible for all of the accounting, payroll, government reports and monthly financial reports and works with the auditors to produce the annual audit. Almost Home has a long standing organizational staff that has knowledge of all of our programs and services and understands the clients' needs.

Tina Ovalle is the Shelter Case Manager and has been at Almost Home since July 2012. She has many years of case management experience and knows the Brighton community well. She is able to provide many resources and referrals to our shelter clients.

Jillene Thrash has been with Almost Home since August 2012 and is the Development Coordinator. She has previously worked in the non-profit sector and has a background in fundraising, event management and marketing.

Geographic Location Served

Almost Home serves Brighton and the cities and communities within Adams County CO, including unincorporated Adams County. We also provide one of three family emergency shelters in Adams County and we are the only shelter located within the City of Brighton. We serve the low-income community and approximately 50% of those we serve are Hispanic. We also provide services to seniors, to individuals and families who live with a disability, and to all other ethnic groups who live in the area.

Housing Programs:

- Almost Home has been providing housing, rental and utility assistance to low-income families for over 15 years. Most of our staff lives in Adams County and has been with Almost Home for 10 or more years. We have great relationships with ACCESS Housing, Growing Home and the Adams County Housing Authority. We work with each of these organizations to support the low-income families in Adams County. We also have excellent relationships with other resources that provide assistance to low-income families in and around the county.
- Almost Home provides one of three family emergency shelters in Adams County and is the only shelter located within the City of Brighton. In FY2012 we provided over 2,184 nights of shelter and have provided a total of 41,500 nights of shelter to 2,600 people since we began operation. We have provided case management support to all of these individuals. We have also provided rental and utility assistance to families to help keep them from being evicted or having their utilities turned off.

Services and Outcomes:

The \$170,000 in funding that Almost Home has requested will support our rental assistance program, our family emergency shelter and our general operating fund. In 2012, we received a total of \$145,000 from Adams County and \$55,000 of that was for our rental assistance program. With this program we provide up to \$100 of rental assistance to individuals and up to \$250 of rental assistance to families residing in Adams County. This can be used for a deposit on a rental unit or assistance to cover one month's rent. The client must come up with the additional money on their own. As of October, we have been able to provide 192 families including 290 adults and 308 children with assistance from the Adams County funding in 2012. We carefully track those families who receive our assistance and follow-up with their landlord 90 days after assistance. We find out if the family is still in the unit, moved voluntarily, or was evicted. We have found that over 80% of the families are still in the unit or have moved on their own. Our program is effective in getting families out of their housing crisis and re-stabilizing them. The family is kept together and the children are continuously enrolled in the 27J Brighton school district. We hope to increase the number of families and individuals we assist in 2013 and obtain an even higher success rate of 85%.

Almost Home owns and operates a three sleeping room, 14-bed family emergency shelter. We are only one of three shelters in Adams County. In FY2012 we were able to provide 2,184 nights of shelter to 22 families of which included 69 people staying an average of 30 days. Since 1996 we have provided over 41,500 nights of shelter to 2,600 individuals. In 2013, we will be doubling the capacity of our shelter to six sleeping rooms. This will provide 28-beds a night and over 10,000 nights of shelter to families. All families in the shelter receive intense case management support to help them transition to self-sufficiency. They are provided resources and referrals for employment and housing. We also require that the children are enrolled in school and attend daily. Our goal is to transition families from shelter and back into permanent housing within 30 to 45 days. We will frequently assist those families with their rent deposit and/or first month's rent to help make this possible. Almost Home will also provide funds for families that are in need of transportation in order to maintain employment. Because the risks associated with homelessness is great, we try to be as flexible as possible in getting families into shelter. As Almost Home also operates Hughes Station, a 120 unit low-income property, our families are able to transition from the shelter to this community after they sustain self-sufficiency.

The remaining funds of our request will be used for Almost Home's general operating support. As you will see in Attachment B, the expense to run the rental assistance program for Almost Home is over \$98,000. This includes the time of four staff members, office space rental, utilities, supplies and mileage. This will be used to keep the program running and provide assistance to the families in need in Adams County so they maintain self-sufficiency and not become homeless. We have also included the expense to run our family emergency shelter. With four staff members, office space, utilities and supplies, the general operating amount is \$36,049.

Program Expertise and Personnel:

TERRY M. MOORE - EXECUTIVE DIRECTOR

HIRED 1/99

Mr. Moore oversees all of the programs, supervises staff, initiates the fund raising and coordinates the development and administration of new buildings and programs. His experience includes 14 years in a senior non-profit role including Director of Operations and Executive Director. Prior to managing non-profit organizations, Mr. Moore had 15 years of senior management experience in the for-profit sector working both domestically and internationally. In addition to his role as Executive Director, he also serves as a board member to Almost Home, Inc., The Metro Denver Housing Initiative, CASA of Adams County, and APC of Denver. Mr. Moore will spend approximately 10% of his time dedicated to the Adams County program.

ANTONIA SANDOVAL - CASE MANAGER

HIRED 12/94

Ms. Sandoval is one of two bi-lingual case managers who manage (but is not limited to) the Rental and Financial Assistance programs. She interviews, verifies, assesses and makes a determination of services that will be provided to each client. Ms. Sandoval has 30 years of experience in a variety of positions that have assisted local families. She has lived in Brighton most of her life and understands the community and the families. She brings an invaluable network of contacts to her position and she has an intuitive sense of how to assist the families. Ms. Sandoval will spend approximately 32% of her time dedicated to the Adams County program.

TINA OVALLE – CASE MANAGER

HIRED 7/12

Ms. Ovalle is the current bi-lingual Family Shelter Case Manager. She has returned to the Brighton community to continue her dedication and passion to serve. She left Brighton in the early 90's but continued to enhance her professional and academic career. Ms. Ovalle is a lifetime advocate and has extensive knowledge in case management and shelter operations as well as knowledge about resources available in the county. Ms. Ovalle will spend approximately 32% of her time dedicated to the rental assistance program and 55% of her time dedicated to the shelter.

NOEMI SORIA – OFFICE MANAGER

HIRED 6/98

Ms. Soria is bi-lingual and has over seventeen years of experience in a variety of office and accounting positions. She is responsible for all correspondence, bulk mailings, volunteer coordination, computer systems management and all of the items under the heading of additional duties as required. Ms. Soria's advanced computer skills have helped create and computerize many new and useful reports. Ms. Soria will spend approximately 32% of her time dedicated to the Adams County program.

Comparable Projects

Name, Location and Budget

A comparable project would be our Utility Assistance Program through Energy Outreach Colorado. This is run out of the Almost Home office at 231 N. Main St. Brighton, CO 80601. The budget of this program is \$110,000.

Experience providing services described in Scope of Service

The Utility Assistance Program through Energy Outreach Colorado provides funding to families who are at risk of having their utilities shut-off. Almost Home pays the utility service provider directly to assist the families up to \$1,000.00. Along with the financial assistance, Almost Home provides counseling and case management support to these families. We provide bi-lingual case management for those clients who do not speak English. We have assisted low-income families for over 15 years.

Average Monthly Information

Through the EOC program, Almost Home assists an average of 64 families a month. We provide approximately \$10,000 a month in utility assistance.

Demographics

Almost Home serves all of Adams County. For the Utility Assistance Program through Energy Outreach Colorado we assist any low-income families and individuals within the county.

Fee Schedule

See Appendix II – Attachment A – Fee Schedule for Energy Outreach Colorado Program

(3) References

Energy Outreach Colorado: Jennie Miller – jmiller@energyoutreach.org, 303.825.8750 ext. 222

Brighton Legacy Foundation – Wilma Rose – Wrose@Brightonco.gov, 303.655.2269

City of Thornton – Lane Smyth – Lane.smyth@cityofthornton.net, 303.538.7296

Almost Home, Inc.
Budget
July 2012 - June 2013

		Budget
		Jul 2012- June 2013
Ordinary Income/Expense		
Income		
41000	Unrestricted Revenue	
	Total 41200 · Shelter Assistance Summary	1,000.00
41700	Fundraising, Unrestricted	
	41701 · General Fundraising	6,500.00
	41710 - Events - Other	23,000.00
	41720 · Sponsorship Fundraising	60,000.00
	Total 41700 · Fundraising, Unrestricted	89,500.00
	41800 · Rental Income	27,600.00
	Total 41000 · Unrestricted Revenue	118,100.00
42000	Temporary Restricted Revenue	
	Total 42101 · Govt. Grants	145,750.00
	Total 42102 - Foundation Grants	229,000.00
	Total 42100 - Temp. Res. - Rental Assistance	374,750.00
	Total 42201 - Govt. Grants - Shelter	25,000.00
	Total 42250 - G & A Operations Grant	110,000.00
	42400 - General Operations Revenue	4,000.00
	42510 - Total Income from Leased Space	1,296.00
	42520 - Total Income from Community Center	5,000.00
	Transfer from Net Assets	54,500.00
	Total Income	692,646.00
Expense		
60000	Expense Total - All Projects	
	Total 60100 · Client Assistance Expense	362,574.00
	Total 60200 · Shelter Activity Total Expense	51,541.00
	Total 60400 - General Operations Expense	89,188.00
	Total 60500 - Hughes Station Development Expense	16,691.00
	Total 60700 · Fund Raising Expense	94,796.00
	Total 60800 · Transitional Housing Expense	24,434.00
	Total 61000 - Community Center	42,996.00
	Total 61200 - Community Room	3,566.00
	Total 61300 - Laundry Room Expense	3,940.00
	Total 60000 · Expense Total - All Projects	689,726.00
	Total Expense	389,726.00
	Net Ordinary Income	2,920.00

Almost Home, Inc.
Budget
July 2012 - June 2013

						Budget
						Jul 2012- June 2013
Other Income/Expense						
Other Income						
Total 70000 - Other Income						1,500.00
Total 71400 - Interest Income - all sources						19,800.00
Total 71900 - Interest Income - N/R Access						2,404.00
Total Other Income						23,704.00
Other Expense						
Total 71000 - Other Expense						46,596.00
Total Other Expense						46,485.00
Net Other Income						-22,892.00
Net Income Almost Home						-25,812.00
Other Income						
Total 42700 - Income from Hughes Station LLLP						40,000.00
Total 61400 - Land & Community Center Expense						85,798.00
Total Other Expense						85,798.00
Net Income from Hughes Station						-45,798.00
Net Income Almost Home & Hughes Station						-71,610.00

Attachment B – Budget Sheet (Rental Assistance Program)

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)
Executive Director	Provides supervision of case workers	10%	\$94,817	\$8,733	\$10,355
Office Manager	Provides support for entire program	32%	\$46,200	\$4,068	\$16,086
Case Manager	Provides direct Case Management service to TANF Clients	32%	\$53,244	\$900	\$17,326
Case Manager	Provides direct Case Management service to TANF Clients	32%	\$29,395	\$2,414	\$10,179
Rent	Office Space	32%	\$85,798	\$0	\$27,455
Utilities	Gas, electric, and water	32%	\$31,750		\$10,160
					\$0
					\$0
Total of Base Expenses					\$91,561
Budget Item	Description	Amount			
Base Expenses	Equals total of Base Expenses	\$91,561			
Supplies	Paper, toner, staples, etc.	\$6,080			
Mileage	Reimbursement of miles traveled for staff	\$955			
Total:		\$98,596.00			

*This information is based on our FY2013 budget which began on July 1, 2012 and will end on June 30, 2013. At this time we do not have numbers for the FY2014 budget which may change the fees for the 12-month period. Almost Home will provide updated numbers once the FY2014 budget has been completed.

Attachment B – Budget Sheet (Shelter Program)

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)
Executive Director	Provides supervision of case workers	7%	\$94,817	\$8,733	\$7,248
Office Manager	Provides support for entire program	5%	\$46,200	\$4,068	\$2,513
Case Manager	Provides direct Case Management service to TANF Clients	5%	\$53,244	\$900	\$2,707
Case Manager	Provides direct Case Management service to TANF Clients	55%	\$29,395	\$2,414	\$17,495
Rent	Office Space	2%	\$85,798	\$0	\$1,716
Utilities	Gas, electric, and water	4%	\$31,750		\$1,270
					\$0
					\$0
Total of Base Expenses					\$32,949
Budget Item	Description	Amount			
Base Expenses	Equals total of Base Expenses	\$32,949			
Supplies	Shelter Supplies	\$2,500			
Mileage	Reimbursement of miles traveled for staff	\$600			
Total:		\$36,049.00			

*This information is based on our FY2013 budget which began on July 1, 2012 and will end on June 30, 2013. At this time we do not have numbers for the FY2014 budget which may change the fees for the 12-month period. Almost Home will provide updated numbers once the FY2014 budget has been completed.

**Appendix II - Attachment A – Fee Schedule
Energy Outreach Colorado Program**

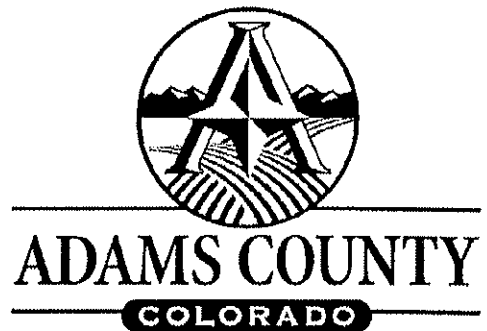
Base Expenses (Show fees for a 12 month period)					
Position/Base Expense	Description	(Column A) Agreement Allocation of Time/Fees	(Column B) Annual Salary and Benefit Fee	(Column C) Overhead	Total Equals Column A* (B+C)
Executive Director	Provides supervision of case workers	10%	\$94,817	\$8,733	\$10,355
Office Manager	Provides support for entire program	68%	\$46,200	\$4,068	\$34,182
Case Manager	Provides direct Case Management service to TANF Clients	68%	\$53,244	\$900	\$36,818
Case Manager	Provides direct Case Management service to TANF Clients	68%	\$29,395	\$2,414	\$21,630
Rent	Office Space	68%	\$85,798	\$0	\$58,343
Utilities	Gas, electric, and water	68%	\$31,750		\$21,590
					\$0
					\$0
Total of Base Expenses					\$182,918
Budget Item	Description	Amount			
Base Expenses	Equals total of Base Expenses	\$182,918			
Supplies	Paper, toner, staples, etc.	\$10,880			
Mileage	Reimbursement of miles traveled for staff	\$			
	Total:	\$193,798			

EXHIBIT A1

REQUEST FOR PROPOSAL 2012.256

Shelter and Homeless Prevention Services Temporary Assistance for Needy Families (TANF)

- RFP Issuance Date:** Friday, November 16, 2012
- RFP Questions Due:** Tuesday, November 20, 2012
at 10:00 a.m.
- RFP Opening Date:** Thursday, November 29, 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



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:

Housing 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 Shelter and Homeless Prevention Services for Westminster and Brighton, Colorado 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.

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 services for housing related 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 assistance for emergency shelter, homeless prevention, or transitional housing services for low-income TANF/TANF eligible Adams County families in Westminster and Brighton who are homeless, or in danger of homelessness.
- The Offeror is responsible for evaluating the referring 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 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

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.

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, November 29, 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 2012.256 must be reduced to writing and sent to the County's Purchasing Department. Questions can be faxed to 720.523.6058, or sent by U.S. Mail until the close of business on or before 10:00 a.m. on Tuesday, November 20, 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:** Proposal must provide detailed information regarding the offeror's organization's qualifications to meet the County scope of services for this project. 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:

2) 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.

3). Services and Outcomes: Please describe the types of services that will be provided with the funding that you requested and the outcomes that you expect to achieve.

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.
- Describe the volume of each type of service you expect to deliver with the funding requested (eg. Monthly number of clients served):
- Demographics and other descriptors of the population served.
- 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 the services as defined in the Scope of Service, including, but not limited to: 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.	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				
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