

**Purchase Order Number 11832**

This Number Must Appear on all Invoices, Packing Lists, and Packages

**ADAMS COUNTY PURCHASE ORDER**

Page 1 of 1  
 Order Date: 08/12/14  
 Requested Date: 08/12/14  
 Cost Center: 9418


Vendor Address	Vendor and Shipping Information	Ship To Information
JVA CONSULTING LLC 2465 SHERIDAN EDGEWATER CO 80214-2402	Phone: FAX: e-mail: Delivery: FOB DESTINATION	ADAMS COUNTY GOVERNMENT CTR 4430 SO ADAMS COUNTY PARKWAY BRIGHTON CO 80601
VENDOR NUMBER: 54962		

Ln	R	Description / Supplier Item	QTY	UOM	Unit Price	Extended Price	Account Number	Req. No.
1	1	RISK ASSESSMENT  PER ALL TERMS, CONDITIONS AND SPECIAL INSTRUCTIONS IN RFP 2014.150 AND ATTACHED AGREEMENT		EA	0.0000	13,430.00	9418.7685	00005192

Original

<b>Term</b> Net 30 Days	<b>Tax Rate</b> *NA*	<b>Sales Tax</b> 0.00	<b>Total Order</b> 13,430.00
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ACCEPTANCE OF THIS ORDER IS SUBJECT TO THE TERMS AND CONDITIONS ABOVE AND ON THE REVERSE SIDE OF THIS DOCUMENT  
 COLORADO TAX EXEMPT #98-03569

Invoice to: Adams County A/P 4430 S. Adams County Pkwy. Suite C4000A Brighton, CO 80601-8212 720-523-6050	Inquiries to: Adams County Purchasing Department 4430 S. Adams County Parkway, Suite C4000A Brighton, CO 80601-8212 720-523-6050	 112154 TIERNEY, JENNIFER D <b>ADAMS COUNTY AUTHORIZED SIGNATURE</b>
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## ADAMS COUNTY PURCHASE ORDER TERMS AND CONDITIONS

**Quality:** Vendor warrants that the goods delivered hereunder will conform to the description stated in this Order and that the goods will be merchantable, of good workmanship and materials, and free from defects. These warranties shall survive inspection, testing and/or acceptance of the goods. At County's option, and without prejudice to any other rights County may have, Vendor shall remedy any defective goods or reimburse County for its costs for remedying or replacing defective goods.

**Packing Charges:** No charges will be allowed for transportation, boxing, crating or other packaging unless set forth in writing in this Order.

**Terms of Payment:** Payment in full by County shall be made within thirty (30) days after receipt of invoice from Vendor.

**Tax Exempt:** County is a tax-exempt government entity, a body politic and corporate. No sales, use or excise taxes shall be included in or added to the prices of materials or goods on this Order. County's tax exempt number is 98-03569.

**Appropriation Clause:** The payment of County's obligation hereunder in fiscal years subsequent to the current year are contingent upon funds for this Order being appropriated and budgeted. If funds for this Order are not appropriated and budgeted in the year subsequent to the fiscal year of issuance of this Order, the County may terminate this Order. County's fiscal year is the calendar year. Termination under this provision shall not result in any penalty being imposed against County.

**Cancellation for Cause:** This Order is to be acknowledged properly, and the date of shipment shall be stated definitely in the acknowledgment by Vendor. In the event of Vendor's failure to deliver as and when specified, County reserves the right to cancel this Order, or any part thereof, without affect to its other rights, and Vendor agrees that County may return part or all of any shipment so made and may charge Vendor with any loss or expense sustained as a result of such failure to deliver.

**Risk of Loss:** If the risk of loss passes at the shipping point, and if Vendor fails to pack the goods in an appropriate manner or to ship them in the manner or route directed by County, Vendor shall reimburse County for any loss resulting from that failure.

**Compliance:** Vendor represents and warrants that it is in compliance with all applicable laws, rules and regulations that affect this Order.

**Patents and Copyrights:** Vendor shall indemnify, hold harmless, and defend County, its directors, officers, agents and employees for, from and against any suit, claim or demand alleging infringement of any patent or copyright or misappropriation of any confidential information or trade secret in the United States, in the country of source or country of destination, based on the manufacture, assembly, sale, lease or use of goods, machinery, equipment, apparatus, materials or processes supplied hereunder.

**Indemnification:** Vendor shall fully protect, indemnify, hold harmless and defend County, its directors, officers, agents and employees for, from and against any and all loss, cost, damage, injury, liability, claims, liens, demands, taxes, penalties, interest or causes of action of every nature whatsoever, including but not limited to those of Vendor's subcontractors, which in any manner arise out of, are incident to, or are in connection with Vendor's performance under this Order.

**Jurisdiction and Venue:** The laws of the State of Colorado shall govern the interpretation, validity and effect of this Order. Jurisdiction and venue for any disputes arising under this Order shall be with the District Court of Adams County, Colorado.

**Assignment:** This Order shall not be assigned in whole or in part without the prior written approval of County.

**No Waiver of Rights:** No actions or lack of action by County shall be deemed a waiver of any of the provisions, terms or conditions set forth herein. Any waiver by County must be in writing.

**Entire Agreement:** This Order, properly signed, constitutes the entire agreement between County and Vendor. Any alterations, changes, variations, or additional terms by Vendor are rejected unless expressly assented to in writing by County. Acceptance is expressly limited to the terms of this Order; any additional or different terms are of no force and effect and notification of objection to such additional terms is hereby given.

## PURCHASE OF SERVICE AGREEMENT

THIS AGREEMENT ("Agreement") is made this 17<sup>th</sup> day of August 2014, 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 JVA Consulting, LLC, located at 2465 Sheridan Blvd., Edgewater, Colorado 80214, 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. **SERVICES OF THE CONTRACTOR:**

- 1.1. All work shall be in accordance with the attached RFP 2014.150 and the Contractor's response to the RFP 2014.150 attached hereto as Exhibit A, and incorporated herein by reference. Should there be any discrepancy between Exhibit A and this Agreement the terms and conditions of this Agreement shall prevail.
- 1.2. Emergency Services: In the event the Adams County Board of County Commissioners declares an emergency, the County may request additional services (of the type described in this Agreement or otherwise within the expertise of the Contractor) to be performed by the Contractor. If the County requests such additional services, the Contractor shall provide such services in a timely fashion given the nature of the emergency, pursuant to the terms of this Agreement. Unless otherwise agreed to in writing by the parties, the Contractor shall bill for such services at the rates provided for in this Agreement.

### 2. **RESPONSIBILITIES OF THE COUNTY:** The County shall provide information as necessary or requested by the Contractor to enable the Contractor's performance under this Agreement.

### 3. **TERM:**

- 3.1. Term of Agreement: The Term of this Agreement shall be for one-year from the date of this Agreement.
- 3.2. Extension Option: The County, at its sole option, may offer to extend this Agreement as necessary for up to two, one year extensions providing satisfactory service is given and all terms and conditions of this Agreement have been fulfilled. Such extensions must be mutually agreed upon in writing by the County and the Contractor, and approved by the Adams County Board of County Commissioners.

### 4. **PAYMENT AND FEE SCHEDULE:** The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for those services, the sum of: thirteen thousand four hundred thirty dollars (\$13,430.00). The county will pay six thousand seven hundred fifteen dollars (\$6,715.00) as a deposit at the commencement of the project and the remainder shall be due with the deliverables.

- 4.1. 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 that funds become unavailable, as determined by the County, the County may immediately terminate this Agreement or amend it accordingly.

**5. 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.**

**6. NONDISCRIMINATION:**

**6.1. 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. Adams County is an equal opportunity employer.**

6.1.1. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

**7. 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.

**8. INSURANCE:** The Contractor agrees to maintain insurance of the following types and amounts:

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

8.1.1. Each Occurrence: \$1,000,000

8.1.2. General Aggregate: \$2,000,000

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

8.2.1. Bodily Injury/Property Damage: \$1,000,000 (each accident)

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

8.3. Workers' Compensation Insurance: Per Colorado Statutes

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

8.4.1. Each Occurrence: \$1,000,000

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

8.5. Adams County as "Additional Insured": The Contractor's commercial general liability, comprehensive automobile liability, and professional liability insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured" and shall include the following provisions:

8.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.

8.5.2. 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.

8.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.

8.6. 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.

8.7. 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.

8.8. 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 or policies required under this Agreement.

## 9. TERMINATION:

9.1. 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.

- 9.2. 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.

## **10. MUTUAL UNDERSTANDINGS:**

- 10.1. 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, Colorado.
- 10.2. 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. The Contractor warrants that it is in compliance with the residency requirements in §§ 8-17.5-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 10.3. OSHA: The Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
- 10.4. Record Retention: The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized Federal, State, or County personnel.
- 10.5. Assign Ability: 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.
- 10.6. 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.

- 10.7. 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.
- 10.8. 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 an E-mail was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

Department: Adams County Community & Neighborhood Services  
Contact: Claire Mannato  
Address: 4430 South Adams County Parkway  
City, State, Zip: Brighton, Colorado 80601  
Phone: 720-523-7033  
E-mail: [cmannato@adcogov.org](mailto:cmannato@adcogov.org)

Department: Adams County Purchasing  
Contact: Jennifer Tierney  
Address: 4430 South Adams County Parkway  
City, State, Zip: Brighton, Colorado 80601  
Phone: 720-523-6049  
E-mail: [jtierney@adcogov.org](mailto:jtierney@adcogov.org)

Department: Adams County Attorney's Office  
Address: 4430 South Adams County Parkway  
City, State, Zip: Brighton, Colorado 80601  
Phone: 720-523-6116

Contractor: JVA Consulting, LLC  
Contact: Janine Vanderburg  
Address: 2465 Sheridan Blvd  
City, State, Zip: Edgewater, Colorado 80214  
Phone: 303-477-4896  
E-mail: [Janine@jvaconsulting.com](mailto:Janine@jvaconsulting.com)

- 10.9. 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.
- 10.10. 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.
- 10.11. 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.

## **11. CHANGE ORDERS OR EXTENSIONS:**

- 11.1. 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 the Invitation to Bid, or, if no provision exists, pursuant to the terms of the Change Order.
- 11.2. Extensions: The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor.

## **12. 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 May 13, 2008, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

- 12.1. 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.
- 12.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 12.3. 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 public contract for services.
- 12.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.
- 12.5. 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 public contract for services is being performed.
- 12.6. If the Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three (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 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 (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

- 12.7. 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).
- 12.8. 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.

The remainder of this page is left blank intentionally.

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

**Norman Wright**  
**Neighborhood Services Director**

*Norman Wright* \_\_\_\_\_ 8-11-14  
Date

**JVA Consulting, LLC**

*John Marshall Vanderburg* \_\_\_\_\_ 8/5/2014  
Signature Date

John Marshall Vanderburg \_\_\_\_\_ Director of Operations  
Printed Name Title

**Attest:**

Karen Long, Clerk and Recorder \_\_\_\_\_  
Deputy Clerk

Approved as to Form: *P. Cestari* \_\_\_\_\_  
Adams County Attorney's Office

**NOTARIZATION OF CONTRACTOR'S SIGNATURE:**

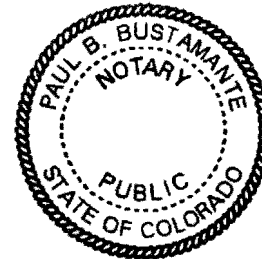
COUNTY OF DENVER )

STATE OF COLORADO )SS.

Signed and sworn to before me this 5<sup>TH</sup> day of AUGUST, 2014,

by JOHN MARSHALL VANDERBURG,

*Paul B. Bustamante*  
Notary Public



My Commission Expires: 03/13/2016

My commission expires on: 3-13-2016

**CONTRACTOR'S CERTIFICATION OF COMPLIANCE**

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et.seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et. seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

**CONTRACTOR:**

JVA CONSULTING  
Company Name

8/5/2014  
Date

Janine B Vanderburg  
Signature

JANINE B. VANDERBURG  
Name (Print or Type)

PRESIDENT / CEO  
Title

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

## EXHIBIT A

1. The Adams County Board of Commissioners by and through its Purchasing Manager is accepting proposals for Nonprofit Inventory and Risk Assessment.

**All RFP, Bid, Addendum or other documents related to this RFP will be posted on the Rocky Mountain Bid System at:**

**[http://www.govbids.com/scripts/co1/public/home1.asp?utm\\_medium=referral&utm\\_source=ADA84CO&utm\\_campaign=web\\_site](http://www.govbids.com/scripts/co1/public/home1.asp?utm_medium=referral&utm_source=ADA84CO&utm_campaign=web_site) unless otherwise noted by the Purchasing Office.**

- 1.1. Vendors must register with this service to receive these documents.
  - 1.2. This service is offered free or with an annual fee for automatic notification services.
  - 1.3. The term of the solicitation will be from one year from the date of award of the contract. The County, at its sole option, may offer to extend this Agreement as necessary for up to two, one year extensions providing satisfactory service is given and all terms and conditions of this Agreement have been fulfilled. Such extensions must be mutually agreed upon in writing by the County and the Contractor, and approved by the Adams County Board of County Commissioners
2. Written questions may be submitted through 4 p.m. June 16, 2014. All questions are to be submitted to Ms. Jennifer Tierney, Purchasing Agent by E-mail at [jtierney@adco.gov](mailto:jtierney@adco.gov).
  3. An addendum to answer all questions will be issued no later than 4 p.m. June 19, 2014.

#### **4. Proposals**

- 4.1. Sealed proposals for consideration will be received at the office of the Purchasing Manager, Adams County Administration Building, 4430 South Adams Parkway, Brighton, Colorado, 80601, up to **2:00 p.m.** June 24, 2014, Proposals may be mailed, e-mailed or delivered in person. No proposals will be accepted after the time and date established above, except by written addenda.
- 4.2. Any mailed or hand delivered proposals must be submitted on a CD in PDF Format. Brochures or other supportive documents may be included with the proposal narrative.
- 4.3. The two proposal signature pages "**CONTRACTOR'S CERTIFICATION OF COMPLIANCE**" Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et seq.*, as amended 5/13/08 and the "**PROPOSAL FORM**" acknowledging the receipt of addendum(s) must be signed and included as hard copy with the CD. These are the last two pages of the RFP.
- 4.4. Proposals may not be withdrawn after date and hour set for closing. Failure to enter contract or honor the purchase order will be cause for removal of supplier's name from the Vendor's List for a period of twelve months from the date of this opening.

- 4.5. In submitting the proposal, the vendor agrees that acceptance of any or all proposals by the Purchasing Manager within a reasonable time or period constitutes a contract. No delivery shall become due or be accepted unless a purchase order shall first have been issued by the Purchasing Department.
- 4.6. The County assumes no responsibility for late deliveries of mail on behalf of the United States Post Office or any other delivery system.
- 4.7. The County assumes no responsibility for failure of any telephone equipment, either within its facilities or from outside causes.
- 4.8. The County assumes no responsibility for quotations being either opened early or improperly routed if the envelope is not clearly marked on the outside: **Nonprofit Inventory and Risk Assessment.**
- 4.9. Issuance of this invitation does not commit Adams County to award any contract or to procure or contract for any equipment, materials or services.
- 4.10. If a formal contract is required, the Proposer agrees and understands a Notice of Award does not constitute a contract or otherwise create a property interest of any nature until an Agreement is signed by the awardee and the Board of County Commissioners.

5. Adams County is an Equal Opportunity Employer.

6. **INSURANCE:** The Contractor agrees to maintain insurance of the following types and amounts:

- 6.1. Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.
  - 6.1.1. Each Occurrence \$1,000,000
  - 6.1.2. General Aggregate \$2,000,000
- 6.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.
  - 6.2.1. Bodily Injury/Property Damage \$1,000,000 (each accident)
  - 6.2.2. Personal Injury Protection Per Colorado Statutes
- 6.3. Workers' Compensation Insurance: Per Colorado Statutes
- 6.4. 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:
  - 6.4.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.

- 6.4.2. The insurance companies issuing the policy or policies shall have no response against the County for payment of any premiums due or for any assessments under any form of any policy.
- 6.4.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.
- 6.5. 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.
- 6.6. 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.
- 6.7. 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.
- 6.8. The Contractor shall not commence work under this contract until they have submitted to the County and received approval thereof, certificates of insurance showing that they have complied with the foregoing insurance.
- 6.9. 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.
- 6.10. 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.
- 6.11. The clause entitled "Other Insurance Provisions" contained in any policy including Adams County as an additional insured shall not apply to Adams County.
- 6.12. 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.
- 6.13. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.
- 6.14. 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 Contractor shall promptly obtain a new policy,

submit the same to the Purchasing Manager of Adams County for approval and thereafter submit a certificate of insurance as herein above provided. Upon failure of the Contractor 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 Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

7. Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
8. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08: Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended 5/13/08, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:
  - 8.1. 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.
  - 8.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
  - 8.3. 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 public contract for services.
  - 8.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.
  - 8.5. 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 public contract for services is being performed.
  - 8.6. If Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within

three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

- 8.7. 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).
- 8.8. 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

## 9. SCOPE OF WORK

9.1. **Introduction:** Adams County is requesting proposals from professional planning and research consultants to assist the County in performing an inventory and risk assessment of non-profit organizations serving clients residing within the County boundaries.

9.2. **Background:** Adams County's current population of over 441,000 people is spread out over 1,182 square miles with the majority of the population concentrated in the western portion of the county. An estimated 13.1% of residents live below the poverty line.

### 9.3. Purpose of the Inventory

9.4. The purpose of the Adams County Non-Profit Organization Inventory is to assist the County in linking customers in need, specifically extremely low, low- and moderate income residents with services available. Under the direction of the Adams County Community & Neighborhood Resources Division (ACCNR), the selected consultant will conduct an overall inventory of all non-profit agencies and will examine available services along with clientele served.

9.5. ACCNR will select 5 to 7 nonprofit agencies from the completed inventory to complete an organization wide capacity analysis. The purpose of the Capacity Analysis will be to determine the strengths and weaknesses of the agency for further technical assistance, training and capacity building opportunities.

### 9.6. Services to Include

9.7. The purpose of this RFP is to obtain consultant services to include, but are not limited to, the following information services:



9.8. Development of a survey

9.9. Distribution and collection of survey

9.10. Compilation of survey results into:

9.10.1.1. Comprehensive list of agencies

9.10.1.2. Comprehensive list of services provided

9.10.1.3. Map detailing agency locations

9.11. Risk Assessment of all agencies in the following areas:

9.11.1.1. Administrative Oversight

9.11.1.2. Staffing capacity

9.11.1.3. Fiscal health

9.11.1.4. Program delivery

9.11.1.5. Client satisfaction

9.12. **Timeline**

9.12.1. Completion of services with all material submitted to ACCNR by August 4, 2014.

9.13. **Request for Proposal Cost Submittals:**

9.13.1. Estimates of hours to be worked and hourly rates for each staff or classification of staff to be assigned to the project.

9.13.2. Estimates of direct (mileage, printing, etc.) and additional project costs.

9.13.3. Project total

9.13.4. Adams County is looking for a Cost Proposal that best reflects the county's schedule to complete tasks described herein. The fee for planning services as set forth in this Request for Proposals will be negotiated with the selected Consultant for the services. If the county is unable to negotiate an acceptable fee with the selected highest-ranked preferred consultant, the county reserves the right to enter into negotiations with the next highest-ranked consultant.

## CONTRACTOR'S CERTIFICATION OF COMPLIANCE

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et. seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et. seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
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



**VENDOR'S STATEMENT**

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 proposal is hereby submitted.

WE THE UNDERSIGNED HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # \_\_\_\_\_ Addenda # \_\_\_\_\_  
 If None, Please write NONE.

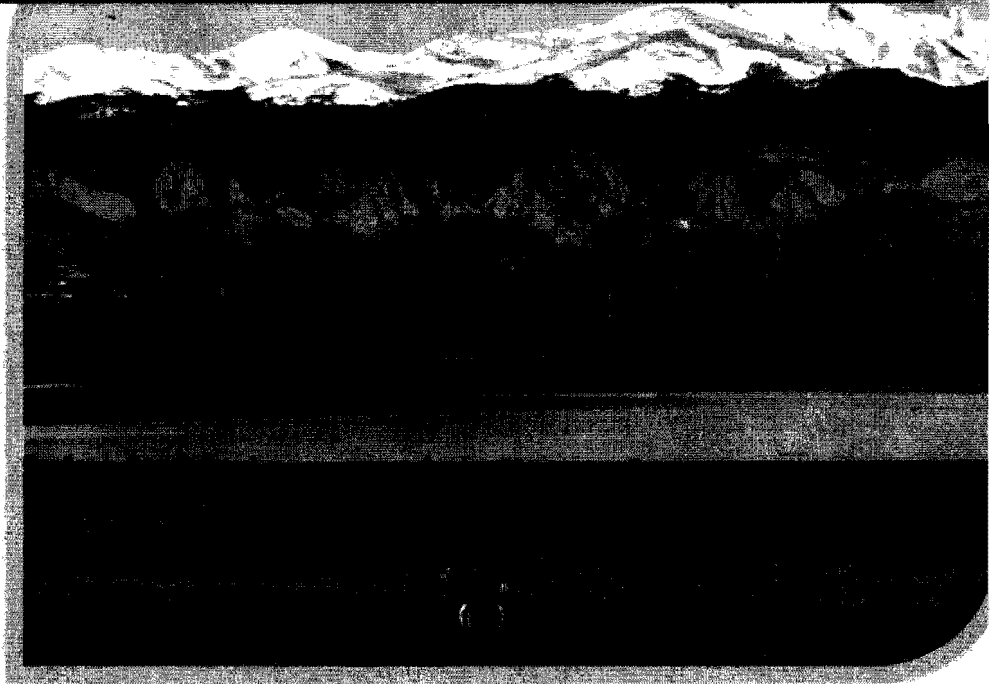
_____	_____
Company Name	Date
_____	_____
Address	Signature
_____	_____
City, State, Zip Code	Printed Name
_____	_____
County	Title
_____	_____
Telephone	Fax
_____	_____
E-mail Address	_____





**JVA CONSULTING, LLC**  
*partners in community and social change*

# Nonprofit Inventory and Risk Assessment



**Prepared for: Jennifer Tierney, Purchasing Agent, Adams County**

**Prepared by: Scot Kersgaard, JVA Consulting**

**June 24, 2014**

JVA Consulting to Adams County Board of Commissioners

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## Cover Letter

Ms. Jennifer Tierney and  
The Adams County Board of Commissioners  
4430 S. Adams Parkway  
Brighton, CO 80601

Ms. Tierney and Commissioners,

JVA is pleased to submit a proposal to conduct a nonprofit inventory and risk assessment for Adams County. JVA applauds the County for having the vision and foresight to undertake such a project, the results of which will enable both the County and the nonprofits involved to serve residents better.

JVA and Adams County have a long history of working together to further the County's goal of ensuring that Adams County remains a great place to live. Like County officials, JVA understands that the only way to stay great is to continually strive to improve. The County's continued emphasis on neighborhood improvement is fundamental to this vision, and this project will enhance that.

Also, like the County, JVA is 100 percent committed to transparency and will conduct all of its work with the County in a way that is open and accountable.

JVA not only has a long history of working successfully with Adams County, but JVA has also worked with dozens of other Adams County agencies and nonprofits, including the Adams County Housing Authority and several school districts. JVA's work with local nonprofits has included training nonprofits in financial management and transparency, among many other projects.

**We know nonprofits**—JVA is the leading research and planning firm in the intermountain West—we work with more than 100 nonprofits every year and train more than 1,000 people every year in various aspects of nonprofit management.

**JVA commits to getting the job done on time and within budget.** JVA meets all insurance requirements as detailed in the RFP.

We hope the following proposal hits the mark. However, nearly every project ends up varying somewhat from both the RFP and the initial proposal, so JVA is eager to sit down and discuss the project in more detail with the County so that we can create and execute a project that completely meets the County's needs.


Thank you for this opportunity. We look forward to working with Adams County on this project.

Sincerely,

Janine Vanderburg  
President and CEO







**ADAMS COUNTY**  
COLORADO  
**VENDOR'S STATEMENT**

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 proposal is hereby submitted.

WE THE UNDERSIGNED HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # 1 \_\_\_\_\_ Addenda # \_\_\_\_\_

If None, Please write NONE.

<u>JVA Consulting, LLC</u>	<u>June 24, 2014</u>
Company Name	Date
<u>2465 Sheridan Blvd.</u>	_____
Address	Signature
<u>Edgewater, CO 80214</u>	<u>Janine Vanderburg</u>
City, State, Zip Code	Printed Name
<u>Jefferson</u>	<u>President/CEO</u>
County	Title
<u>(303) 477-4896</u>	<u>(303) 477-7524</u>
Telephone	Fax
E-mail Address <u>Janine@jvaconsulting.com</u>	

JVA Consulting to Adams County Board of Commissioners

## Need for Project and Desired Outcomes

JVA understands that Adams County would like to create an inventory of all nonprofit organizations providing services to Adams County residents, and would like to create a map of where organizations are located, and what services are provided at each location. We also understand that Adams County would like a risk assessment done on some of these agencies. At the conclusion of the project, Adams County will conduct organization-wide capacity analyses of 5–7 of these agencies.

At the successful conclusion of the project, Adams County will have the information it needs to direct residents to appropriate service providers, and to better support nonprofits serving vulnerable County residents.

JVA thinks this is important work that will position the County to continue providing the best possible services and support to residents.

## Delivering Results

JVA will develop an inventory of all 501(c)(3) nonprofit agencies, with an emphasis on those providing services to low- and moderate-income residents of Adams County.

JVA will map these agencies and the services they provide.

JVA will conduct a risk assessment of those agencies identified by Adams County as having received funding from the County. The risk assessment will include the following areas:

- Administrative Oversight
- Staffing capacity
- Fiscal health
- Program delivery
- Client satisfaction

## Scope of Work

### 9.8 Development of a survey

JVA is proposing the following approach to your requested scope of work; however, we are happy to adjust to better meet your needs.

JVA will compile a list of all 501(c)(3) nonprofit agencies providing services to Adams County residents, and will develop an electronic survey, in SurveyMonkey, to determine the services provided by each agency at each agency location.

### 9.9 Distribution and collection of a survey

JVA will administer the survey to every 501(c)(3) nonprofit providing services in Adams County. We will send out and provide two reminders. Additionally, survey responders will be entered into a drawing for one of three gift cards to increase the response rate. JVA will follow up with telephone calls to the primary organizations providing services to low- and moderate-income individuals if they have not responded to the electronic survey.

### 9.10 Compilation of survey results into:

- **9.10.1.1 Comprehensive list of agencies**  
JVA will create a list of all nonprofit agencies providing services in Adams County. We will work with the County to determine the format of the list. Our recommendation is to create the list in an Excel workbook, which can easily be uploaded into a variety of databases and formats that may be useful to the County.
- **9.10.1.2 Comprehensive list of services provided**  
JVA will create a comprehensive list of services provided by each agency in each agency location.
- **9.10.1.3 Map detailing agency locations**  
JVA will create a map showing the locations of every 501(c)(3) nonprofit service agency in Adams County.

### 9.11 Risk assessment of all agencies in the following areas:

As part of the survey, JVA will add an additional set of questions to be administered to the County's grantees that serve low- and moderate-income residents. These questions will assess the capacity and risk factors of grantees in the following areas: administrative oversight, staffing capacity, fiscal health, program delivery and client satisfaction.

Questions will address:

- **9.11.1.1 Administrative Oversight**  
The involvement of leadership staff with program managers and fiscal staff, as well as an assessment of the organizational structure/well-being.

- **9.11.1.2 Staffing capacity**  
The ability of each agency to serve clients through its number of FTEs and its expertise in its field.
- **9.11.1.3 Fiscal health**  
The ability of agencies to manage funding appropriately, their ability to pay vendors and staff and fulfill contracts. JVA will assess the availability of ongoing program funding.
- **9.11.1.4 Program delivery**  
The ability of agencies to provide services in a timely fashion, public accessibility to services provided, and the number of clients served compared with the number in need of services.
- **9.11.1.5 Client satisfaction**  
The agency's current policies/procedures for client follow-up on quality of service, client participation in program improvement, and the agencies' methods of client satisfaction measurement.

### **Timeline**

JVA will complete the project, with all material submitted to Adams County Community and Neighborhood Resources Division by August 4, 2014.

**Proposal Cost**

**9.13.1 Estimate of hours to be worked and hourly rates for each staff or classification of staff to be assigned to the project**

<b>Task</b>	<b>Estimate of hours</b>	<b>Hourly rate</b>	<b>Total</b>
Compiling lists	12	\$50	\$600
Survey and risk assessment design, administration, follow-up, analysis	106	\$50-\$125	\$5945
Create inventories and map	30	\$50-\$125	\$2,010
Project design, communication and management	24	\$50-\$125	\$2,425
<b>Total</b>			<b>\$10,980</b>

**9.13.2 Estimates of direct (mileage, printing, etc.) and additional project costs**

<b>Direct project costs</b>	<b>Estimate</b>
List purchase and cleaning	\$2,000
Incentives (gift cards)	\$300
Mileage	\$150
<b>Total</b>	<b>\$2,450</b>

**9.13.3 Project total**

**\$13,430**

## Why Choose JVA Consulting?

### Qualifications

**History.** Founded in 1987 and based in the Intermountain West, JVA Consulting (JVA) is a woman-owned training, planning, fundraising, capacity building and evaluation firm working with organizations and individuals across the country on community and social change.

**Mission and method.** JVA's mission is to help social innovators across sectors become more successful, scalable and sustainable. Since its inception, JVA has grown from a solo practice to a team of 26 associates and additional regular subcontractors with specific subject matter expertise, serving hundreds of organizations each year.

**What JVA does.** In the last year, JVA's team members—each with specific areas of expertise in the practice areas listed below—completed 263 projects for 113 clients (nonprofit organizations, foundations and socially responsible businesses, government agencies, etc.) in the following areas: strategic and business planning; development assessments and fund development planning with a focus on sustainable business models; training; facilitation and capacity building; grantwriting and funding research; support in organizational development, including management consulting, and hands-on technical assistance and operational support; board recruitment and development; community needs assessments, evaluation and market research; systems development; organizational assessment; and research and program evaluation.

JVA experts in each of the areas listed above trained thousands of individuals, both in Colorado and across the country, through JVA's own workshops, conference presentations and customized trainings. These engagements ranged from individual board development sessions designed to revitalize and re-engage board members to multiple-year, long-range capacity building, planning and evaluation engagements to bring stakeholders together and to increase sustainability and social impact.

Descriptions and results of JVA's work have been published in the *Chronicle of Philanthropy*, *Research on Social Work Practice*, *the Philanthropy Digest*, *American Indian Report*, *Denver Business Journal*, *Cause Planet*, the Charity Channel, several federal government evaluation reports, and newspapers and online media across the country. JVA staff also routinely present their work at the national conferences of the Social Enterprise Alliance, American Evaluation Association, American Educational Researchers Association, the Alliance for Nonprofit Management, grantmaker conferences, and many local and regional conferences.

Additionally, JVA has more than 26 years of experience working in the Intermountain West with nonprofit organizations, community organizations, governmental agencies and businesses, which provides it unparalleled insight into the social and political landscape of the nonprofit and social change sectors.

## **Evaluation approach**

JVA values a collaborative approach to its evaluation work and utilizes the insight and experience of partners and stakeholders during the process. JVA will host a kickoff meeting with staff members from the Adams County Community and Neighborhood Resources Division (ACCNR) to understand its goals and priorities as well as provide a detailed overview of the Nonprofit Inventory and Risk Assessment project. Clear communication between all parties is an important element in the creation and implementation of a thorough assessment, which will be used to guide future decisions. JVA will assign a project director who will oversee all elements of the assessment and coordinate efforts between ACCNR and JVA.

JVA has rigorous internal quality controls to ensure evaluation methods are reasonable, relevant and appropriate. Evaluation tools and methods are vetted by the evaluation team and go through an in-depth content review. Additionally, all tools are reviewed by staff members trained in cultural competency to ensure that they are appropriate for diverse audiences. The methods and tools proposed for this project will not only go through the rigorous internal quality controls, but will also be provided to ACCNR for review and feedback. This will add an additional element to ensure they include information/questions deemed relevant by ACCNR. Additionally, all project deliverables go through a quality assurance program, including a content review by a senior associate at JVA and a copy edit.

JVA employs a team approach to its work, and through in-house expertise, we field the right team for each project. The JVA team is comprised of 26 practitioners who have the capacity and expertise to provide all of the services and key deliverables ACCNR is seeking; our education and years of hands-on experience ensure that our work is grounded in practice, not just theory. The project team is well versed in qualitative data collection and analysis. The JVA team will work with your staff to help develop your ideas fully and ensure that the project addresses all issues of concern. JVA consultants will be available by phone and email throughout the project and will speak regularly with ACCNR to update it on progress and discuss ways of strengthening its collaborative partnership on this project.

## **JVA History with Adams County**

JVA is proud to have worked extensively and successfully with Adams County on many different projects over many years. Many of these projects involved surveys and other work similar in nature to what is currently desired. These projects include, but are not limited to:

- Creation of a business plan for the Office of Community Development in 2004
- Creation of a strategic plan for the Human Development Department in 2005
- Creation of a community needs assessment in 2009
- Grantwriting
- Training

Additionally, JVA has conducted numerous projects for:

- The Adams County Housing Authority

- Adams County School District 14
- Adams County School District 50
- Numerous Adams County nonprofits

JVA knows Adams County well and is committed to its ongoing partnership with Adams County and its residents.

### Completing projects in a highly deadline driven environment

JVA knows that Adams County is on a tight timeline for this project, and JVA is committed to completing this project successfully within that timeframe. JVA is known for its ability to produce results under tight timelines; JVA regularly has project timelines that run three months or less. The combination of a large number of team members from which to draw and JVA's project management system allows it to regularly meet tight project timelines while conducting robust data collection and maintaining high project integrity.

A few examples of projects that JVA has completed on very tight deadlines include:

- **Connect for Health Colorado and Colorado Health Care Policy and Financing.** In 2014, JVA solicited stakeholder input, analyzed the data and provided recommendations to improve the application process for Colorado's health benefit exchange within four months. Stakeholders included direct consumers of the exchange, health navigators, insurance brokers, agency staff and others. The data collection included surveys, key informant interviews, focus groups and facilitated meetings. At the request of the clients—and after the contract was signed—JVA agreed to accelerate the survey process to accommodate the clients' need to deliver recommendations to its technology vendor. *JVA's team members designed, administered and analyzed a survey of over 700 stakeholders and delivered a 60-page report with detailed recommendations on how to improve the technology interface within two weeks.*

It has been great working with your team. You have been a great partner and allowed us to gather robust feedback from partners in a short amount of time and helped us think strategically about our messaging and training plans going forward. I think the "fruits" of your labor will be long lasting. I would highly recommend you to other partners.

Jessica Dunbar, MSPH  
Director of Eligibility  
Connect for Health Colorado

- **Colorado Department of Public Health and Environment (CDPHE).** JVA was hired by CDPHE to evaluate a series of community health messages. The three-month project involved focus groups conducted in rural locations across the state and key informant interviews. Not only did JVA facilitate the focus groups and conduct interviews, but it also developed all evaluation tools and was responsible for all recruitment activities. The deliverables for this project included a written report and presentation of results.



- **Denver Department of Human Services (DDHS).** In 2012, JVA worked with DDHS to assess and evaluate how well DDHS's systems were meeting community needs. DDHS contracted with JVA to facilitate a comprehensive community needs assessment to better understand and identify existing resources and gaps in services related to Denver's low-income community members. JVA used a mixed-methods research design to conduct a gap analysis using data gathered from diverse community samples, including: conducting eight focus groups and 350 surveys with low-income community members; administering surveys to service providers; and conducting 20 interviews with community leaders and stakeholders regarding key issues and challenges facing the community—all in three months. The findings resulted in a mapping of available services and anticipated barriers in relation to nine federal objectives (i.e., education, emergency services, employment, health, housing, income management, linkages, nutrition and self-sufficiency) and three additional areas that were uncovered during data collection (i.e., transportation, childcare, and particularly marginalized populations). This needs assessment provided county government agencies with written recommendations to improve provider collaborations and offer better and more efficient services to low-income Denver community members.

## Closing

JVA would be delighted to work on this important project with Adams County. Thank you for the opportunity to present this proposal.

If you have questions about this proposal, feel free to contact us at any time.

Scot Kersgaard

[scot@jvaconsulting.com](mailto:scot@jvaconsulting.com)



**ADAMS COUNTY**  
COLORADO

**VENDOR'S STATEMENT**

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 proposal is hereby submitted.

WE THE UNDERSIGNED HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # 1 Addenda # \_\_\_\_\_

If None, Please write NONE.

<u>JVA Consulting, LLC</u>	<u>June 24, 2014</u>
Company Name	Date
<u>2465 Sheridan Blvd.</u>	<u>Janine Vanderburg</u>
Address	Signature
<u>Edgewater, CO, 80214</u>	<u>Janine Vanderburg</u>
City, State, Zip Code	Printed Name
<u>Jefferson County</u>	<u>President/CEO</u>
County	Title
<u>(303) 477-4896</u>	<u>(303) 477-7524</u>
Telephone	Fax
E-mail Address	
<u>Janine@jvaconsulting.com</u>	

**CONTRACTOR'S CERTIFICATION OF COMPLIANCE**

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et. seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et. seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

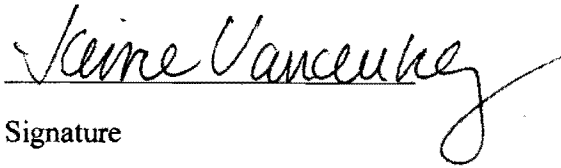
\_\_\_\_ JVA Consulting, LLC \_\_\_\_\_      \_\_\_\_ June 24, 2014 \_\_\_\_\_

Company Name

Date

\_\_\_\_ Janine Vanderburg \_\_\_\_\_

Name (Print or Type)

\_\_\_\_  \_\_\_\_\_

Signature

\_\_\_\_ President/CEO \_\_\_\_\_

Title

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

**Contract Control Number:** SOCSV-201415535-01

**Contractor Name:** JVA Consulting LLC

**By:** \_\_\_\_\_

**Name:** Janine Vanderburg  
(please print)

**Title:** President/CEO  
(please print)

**ATTEST: [if required]**

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
(please print)

**Title:** \_\_\_\_\_  
(please print)

