

**ADAMS COUNTY  
PROFESSIONAL SERVICE AGREEMENT  
2017.270 ADOPTION SERVICES**

THIS AGREEMENT ("Agreement") is made this \_\_\_\_ day of \_\_\_\_\_ 2017, 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 Maple Star Colorado, located at 2250 S. Oneida Street, Suite 200, Denver, Colorado 80224, 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 2017.270 and the Contractor's response to the RFP 2017.270 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. Contractor will provide Adoption Services for clients referred by Adams County Human Services Department (ACHSD) pursuant to the Promoting Safe and Stable Families Grant, Catalog of Federal Domestic Assistance (CFDA) number 93.556. The Contractor agrees to the provisions of Title IV-B, Subpart 2 of the Social Security Act and the provisions of the current approved Child and Family Services State plan, including all approved amendments or revisions.

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 until September 30, 2017.

3.2. Renewal Option: The County, at its sole option, may offer to renew this Agreement as necessary for up to four, one year renewals providing satisfactory service is given and all terms and conditions of this Agreement have been fulfilled. Such renewals must be mutually agreed upon in writing by the County and the Contractor.

4. **PAYMENT AND FEE SCHEDULE:** The County shall pay the Contractor for services furnished under this Agreement, and the prices listed in exhibit A for a not to exceed cost of seventeen thousand five hundred fifty-five dollars and zero cents (\$17,555.00).

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)

8.2.2. 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, 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:

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. DAMAGES ARISING FROM BREACH OF PERFORMANCE OBLIGATIONS

9.1. Notwithstanding anything else set forth in this Agreement, if Contractor fails to comply with all terms of this contract, including but not limited to, its obligation to perform its work in a workmanlike manner in accordance with all codes, plans, specifications and industry standards, Contractor shall be liable to County for all damages arising from the breach, including but not limited to, all attorney fees, costs and other damages.

## 10. WARRANTY:

10.1. The Contractor warrants and guarantees to the County that all work, equipment, and materials furnished under the Agreement are free from defects in workmanship and materials for a period of one year after final acceptance by the County. The Contractor further warrants and guarantees that the plans and specifications incorporated herein are free of fault and defect sufficient for Contractor to warrant the finished product after completion date. Should the Contractor fail to proceed promptly in accordance with this guarantee, the County may have such work performed at the expense of the Contractor. This section does not relieve the Contractor from liability for defects that become known after one year.

## 11. TERMINATION:

11.1. 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.

- 11.2. 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.

## **12. MUTUAL UNDERSTANDINGS:**

- 12.1. 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.
- 12.2. 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, , the Clean Air Act (42 U.S.C. 7401-7671q), and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), 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).
- 12.3. 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.
- 12.4. 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.
- 12.5. 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.

12.6. 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.

12.7. 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.

12.8. 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 Human Services Department  
Contact: Nadia Barela  
Address: 7401 N Broadway  
City, State, Zip: Denver, Colorado 80221  
Phone: 303-412-5382  
E-mail: nbarela@adcogov.org

Department: Adams County Purchasing  
Contact: Bethany Bonasera  
Address: 4430 South Adams County Parkway  
City, State, Zip: Brighton, Colorado 80601  
Phone: 720-523-6056  
E-mail: bbonasera@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: Maple Star Colorado  
Contact: Heather Morris  
Address: 2250 S. Oneida Street, Suite 200  
City, State, Zip: Denver, Colorado 80224  
E-mail: heather.morris@pathways.com

- 12.9. 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.
- 12.10. 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.
- 12.11. 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.
- 12.12. Confidentiality: All documentation related to this Agreement will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act, C.R.S. 24-72-201 *et seq.* ("CORA"). The County does not guarantee the confidentiality of any records.

### **13. AMENDMENTS, CHANGE ORDERS OR EXTENSIONS:**

- 13.1. Amendments or 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 Solicitation, or, if no provision exists, pursuant to the terms of the Amendment or Change Order.
- 13.2. Extensions: The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor.

### **14. 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:

- 14.1. 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.
- 14.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

- 14.3. 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.
- 14.4. 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.
- 14.5. 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.
- 14.6. 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.
- 14.7. 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).
- 14.8. 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.

REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY



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

INTERIM COUNTY MANAGER

[Signature] 8 August 2017  
Raymond H. Gonzales Date

Maple Star Colorado

[Signature] 7/27/17  
Signature Date

Heather Morris Executive Director  
Printed Name Title

Attest:

Stan Martin, Clerk and Recorder [Signature]  
Deputy Clerk

Approved as to Form: [Signature]  
Adams County Attorney's Office

NOTARIZATION OF CONTRACTOR'S SIGNATURE:

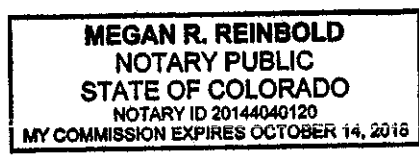
COUNTY OF Denver

STATE OF Colorado )SS.

Signed and sworn to before me this 31st day of July, 2017,

by Heather Morris,

[Signature]  
Notary Public



My commission expires on: October 14, 2018

# 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:

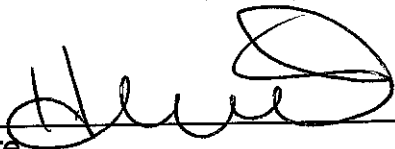
Maple Star Colorado  
2250 S. Oneida St. Suite 200  
Denver, CO 80224

7/26/17

Company Name

Date

Signature



Name (Print or Type)

Heather Morris

Title

Executive

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.



2250 S. Oneida, Ste. 200, Denver, CO 80224 | T: (303) 433-1975 F: (303) 433 1980  
1465 N. Union Blvd., Suite 102, Colorado Springs, CO 80909 | T: (719) 694-8037 F: (719) 445-0841  
807 North Greenwood Street, 1<sup>st</sup> Floor, Pueblo, CO 81003

July 7, 2017

Re: Best and final pricing: 2017.270 Adoption Services

To Whom It May Concern:

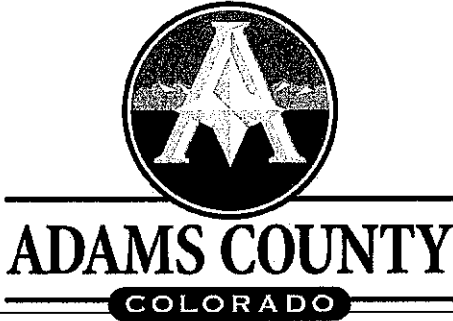
Maple Star Colorado's final and best pricing proposal for Adoption Support Services stands at \$90. This hourly rate would be billed by staff members providing services to the clients referred to the program- including face to face interventions in the home and community, groups, Family Team Meetings, attendance at court or other requested activities based on the needs of the family, case management services and professional staffings. Also considered for billing on a case by case basis would be travel time for clients who reside outside of the Adams County borders.

All staff training, program statistics and billing are covered by the hourly rate that is billed for client services and would not be billed separately under the contract.

Please feel free to contact me directly at 303-564-2595 if you would like to discuss this rate and billing structure in more detail.

Regards,

Heather Morris, MSW  
Executive Director  
Maple Star Colorado



**Adams County Finance Department  
Purchasing Division  
4430 S Adams County Parkway  
Brighton, Colorado 80601**

**REQUEST FOR PROPOSAL COVER SHEET**

RFP Issue Date: April 25, 2017  
 RFP Number: RFP-BB-2017-270  
 RFP Title: **ADOPTION SUPPORT PROGRAM**  
 RFP Questions Due: May 2, 2017 by 5:00 pm MT  
 RFP Amendment Out: May 5, 2017  
 Proposal will be received until: May 15, 2017 3:00 pm MT, Our Clock  
 4430 South Adams County Parkway, Front Lobby  
 Brighton, CO 80601  
 For additional information please contact: Bethany Bonasera, Contract Specialist  
 720-523-6056  
 Email Address: bbonasera@adcogov.org

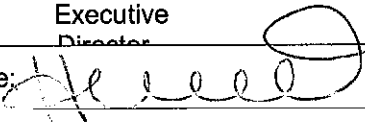
**Documents included in this package:**

- |                                     |  |
|-------------------------------------|--|
| Proposal Instructions               | Contractor's Certificate of Compliance |
| General Terms and Conditions        | Contractor's Statement                 |
| Scope of Work (SOW)/ Specifications | Reference Form                         |
| Pricing Form                        | Term of Acceptance Form                |
| Submission Form                     | Appendix A – Sample Agreement          |
| Statement of No Bid <i>N/A</i>      |  |

If any of the documents listed above are missing from this package, contact Adams County Purchasing. If you require additional information, call the Purchasing Division contact person.

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the Contractor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her Proposal, (3) the Proposal is being submitted on behalf of the Contractor in accordance with any terms and conditions set forth in this Solicitation, and (4) the Contractor will accept any awards made to it as a result of the Proposal submitted herein for a minimum of 120 calendar days following the date of submission.

**PRINT OR TYPE YOUR INFORMATION**

|  |                        |                     |
|--|------------------------|---------------------|
| Name of Contractor: Maple Star<br><i>Colorado</i>  |                        | Fax:303-433-1980    |
| Address:2250 S. Oneida St., Suite 200  | City/State: Denver, CO | Zip: 80224          |
| Contact Person: Heather Morris   | Executive Director     | Phone: 303-433-1975 |
| Authorized Representative's Signature:  |                        | Phone: 303-433-1975 |
| Printed Name: Heather Morris   | Executive Director     | Date: 05-10-17      |
| Email: Heather.Morris@Pathways.com   |                        |                     |

RFP-BB-2017-271

Adoption Support Services

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## Executive Summary/ Profile of Firm

This proposal is in response to the Request for Proposal, # RFP-BB-2017-270 Adoption Support Services. Maple Star Colorado's proposal outlines the use of specified Clinical services team members and supervisors to provide intensive support services to adoptive families working with Adams County Human Services. These services include in-home support including trauma informed parenting interventions, connection activities, as well as office based psycho-educational support groups aimed at increasing community within the adoptive provider network in Adams County.

Maple Star Colorado was incorporated in 1994 as a Colorado non-profit child placement agency by the state of Colorado Department of Human Services. Since that time Maple Star has developed multiple community services to meet the need of the children and families of many communities throughout Colorado. Services include KEEP Removal Prevention and Reunification Services, KEEP Kinship, KEEP Teen, Facilitated Visitation and Parent Coaching, Domestic Violence Reduction, Intensive Family Finding and SAFE Home Studies. Additionally, Maple Star provides Clinical Services such as the Virtual Residential Program, Family Preservation (Therapeutic and non-therapeutic level), Life Skills, STAND adoption disruption prevention program, comprehensive Trauma Assessments, Autism and in-home Family/ Child therapy.

Since the beginning of 2016, Clinical Services have partnered with Boulder and Douglas Counties using an intense in-home adoption specific service named S.T.A.N.D. The same components that contribute to S.T.A.N.D.'s success are also important variables in providing services under the Adoption Family Support Program for Adams County. Family-specific support will be provided, based upon the child's and family's individualized needs. Maple Star recognizes the unique challenges for adoptive families and is well equipped to provide education and support to adoptive parents and their children. As detailed in Maple Star's mission statement, Maple Star is also committed to providing trauma-specific services.

Maple Star provides individualized client care that is creative, flexible, adaptive, and timely. Maple Star currently employs 35 Full-Time and approximately 75 part time employees. The attached proposal includes staffing and funding of a Part time Adoption Support Services Supervisor and Part time Adoption Support Services Clinician.

### **Mission and Service Philosophy:**

Maple Star's trauma-specific approach provides individualized and holistic services that promote wellness, durability, and healing through the context of relationship.

**Service Philosophy:** Maple Star believes in enhancing the self-determination of each client through a model that encourages healing, growth, and progress through a relationship-based model. This model is developed from current research (Bruce Perry, Karyn Purvis, Heather Forbes, Bryan Post, and Daniel Siegel) and incorporates an understanding of trauma and the brain.

In 2014 Maple Star became a trauma-informed workplace participating in a yearlong process through the National Council of Behavioral Health. Through conducting organizational assessments developed with a trauma lens, Maple Star was able to evaluate agency-wide trauma competency and implement new, or improve current, practices to best meet the needs of clients, staff and community partners with a holistic trauma informed approach. Maple Star selected multiple Trauma Champions within the agency to help implement trauma specific strategies into all areas of Maple Star's operations.

Maple Star Colorado has a demonstrated ability to provide highly trauma competent and resourceful services cross discipline throughout multiple communities in Colorado. Maple Star understands the unique needs of counties served and strives to contextualize our services to best serve the related population.

Agency Directors manage the contracts. They are responsible to oversee Quality Assurance compliance, billing, and program development. In the last year, during all behavioral health as well as state audits, Maple Star passed with exceptional ratings and no significant deficiencies or safety

concerns noted.

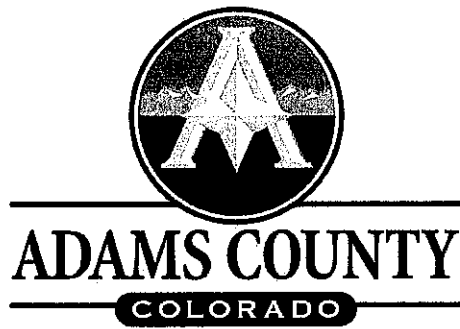
Maple Star operates along the front range of Colorado including Adams County with its main office located at:

2250 S. Oneida Street, Suite 200  
Denver, CO 80224  
303-433-1975  
[www.maplestar.net](http://www.maplestar.net)

[Kelly.Joy@Pathways.com](mailto:Kelly.Joy@Pathways.com)  
[Anne.Watson@pathways.com](mailto:Anne.Watson@pathways.com)  
[Jennifer.Winkelmann@pathways.com](mailto:Jennifer.Winkelmann@pathways.com)  
[Kim.VanAuken@pathways.com](mailto:Kim.VanAuken@pathways.com)  
[heather.morris@pathways.com](mailto:heather.morris@pathways.com)

Kelly Joy, MA is the Master's level clinician identified for this project. Anne Watson is the Clinical Supervisor that would provide supervision and support to the Adoption Support Services Program in Adams County. Maple Star's Director of Clinical Programs, Kim Van Auken, LCSW oversees all clinical programming to ensure quality assurance. Jennifer Winkelmann, MA, LPC, NCC, CHP is the Clinical Regional Director and will provide clinical oversight and adoption expertise to the Adoption Support Services Program. Heather Morris, MSW, State Director provides leadership and oversight for all programs. Their resumes can be found in Attachment 1.

Maple Star Colorado has no substantiated complaints against the firm in the last 3 years and no outstanding litigation.



Adams County Finance Department  
 Purchasing Division  
 4430 S Adams County Parkway  
 Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
 SCOPE OF WORK**

**Program Description:**

The Adams County Human Services Department (ACHSD) is seeking proposals from qualified interested individuals, organizations and agencies to provide supportive services to pre and post adoptive families in our community. Adams County had 762 children adopted between 2011 and 2016. There has been a great need for post adoption support, a service that is currently unavailable in Adams County. This support is needed to minimize and/or prevent disruption and or to stabilize a more challenging new adoptive placement leading to greater long term success.

At the present time, we have 87 children that are freed for adoption and seeking a permanent home. Adams County has two Adoption Teams that work tirelessly to care for these children seeking homes, participate in activities to recruit homes for waiting children and prepare children and families for adoptive homes once identified.

Additional supports for kids with special needs and for families that are interested in adopting these kids would be most beneficial.

To better support our pre and post adoptive families we are seeking a community partner with adoption competencies that have an acute awareness and understanding of the needs of adoptive families and the ability to provide thoughtful and individualized intensive short term and time limited in home support, ongoing support/case management, therapeutic and specialized intervention for the child and/or family and implement a community based psycho-educational support group.

**Adoption Family Support Program (Disruption Prevention and Intervention/Placement Stabilization Services)**

Our program model goals will include provision of specialized intervention and prevention services to protect the permanency of adoptive and kinship adoption placements. Between 2011 and 2016, of the 762 adoptions completed, 285 of them were children adopted by a relative (37.4%).

These services would be aimed at providing children, youth, and families with a resource that can help provide resources/services and prevent out-of-home placements prior to and after adoption finalization/permanent guardianship placement has occurred. In those situations in which a subsequent out-of-home placement does occur, this service will provide interventions that assist in the timely and successful return home of the child/youth to their permanent home. The program would be made available to children, youth, and families living within or outside of Adams County (for adoptions that were finalized in Adams County).



Services will need to focus on Prevention activities (Adoption/Permanent Guardianship Resource Coordination, Outreach to Adoptive Communities, Support Group Facilitation, and Training for Families) and Intervention activities (Case Management, Crisis Intervention, Attachment Focused Interventions, Family Preservation Services, Parenting Skills Development, Therapeutic and Behavioral Interventions and Trauma Focused Services). Families will be able to access this program when contacting ACHSD for resources, when families contact their subsidy specialist seeking assistance, or through ACHSD's internal kinship support team. ACHSD's goal is to work cooperatively with families and to provide services intended to keep families together. Working in collaboration with adoptive parents and permanent guardians when situations become difficult/stressful, could reduce the possibility of child maltreatment and the need for out of home placement.

An existing gap in service is our inability to consistently provide ongoing and preventative support to our large number of adoptive families and also our inability to provide more intensive support to adoptive families in crisis struggling with children in their care. Our hope is to be able to contract with a service provider/agency/individual that can provide intensive in home support when needed and ongoing support to families to prevent additional moves and to hopefully stabilize adoptive kids until they return home or support families as they move towards permanency with kin or non-relative adoptive families. In addition, adoptive families will benefit from developing increased parental competencies and behaviors that nurture the children they love.

Children will benefit from continued connection in a home environment with safe and stable caregivers that enjoy healthy parental relationships and marriages. Any services delivered by a contracted agency would be expected to provide interventions in a culturally sensitive and responsive manner that focuses on the family's strengths, beliefs and traditions and enhances their growth and ability to keep children safe and solidifies their foundation of wellbeing and permanency. Also, this agency/provider will support and encourage family driven goal setting in all service provision.

Another area of focus we will be looking at is to provide opportunities for relationship building in the adoptive community through ongoing support groups held at least monthly. We would be looking for a community agency to offer a psycho-educational based support group structure that not only served the pre and post adoptive parents, but would also support children placed in their care. The goal is to increase the support network for adoptive families where they can develop new friendships and connections with other adoptive families so that they can support one another into the indefinite future. In addition, we would be looking for families to have other educational opportunities so that they could learn more about parenting, discipline, trauma, child welfare process, nutrition, health, etc. These would be more training based in nature, along with child care for adoptive parents to be able to attend the session and have a few moments of respite as well.

With the implementation of this new adoption support intervention, our focus would be on the following outcomes: To reduce the risk of child abuse/and or neglect, to enhance caregiver protective capacity to ensure child safety, and to increase the number of formalized adoptions. In addition, adoptive parents will have enhanced capacity to provide for their children's needs and their access to and utilization of community-based supports and services will be increased.

**Scope of Work:**

The Contractor shall serve a minimum of 60 families within the contract period of one year. The Contractor will provide:

1. Preventative Case Management and Supportive Services – Mid to High Level Needs

Staff will visit adoptive family in their home a minimum of one hour per week for up to three months for mid-level needs and one hour per month for up to nine months as determined appropriate based on situation and assessment. Services to include support, crisis intervention, placement stabilization, oversight and monitoring of safety in the home, navigation of resources, community services navigation, parenting/discipline, education, outreach, resource support line, resource referrals, collaborative community information sharing and networking, etc.

2. Intervention Case Management – High Level Needs

Staff will visit adoptive family in their home a minimum of one hour a week for up to three months. Services to include case management services, crisis intervention, therapeutic intervention from an adoption competent service provider, parenting skills development, support, placement disruption support and monitoring, oversight and monitoring of safety in the home, navigation of resources/community services, etc.

3. Community Based Psycho-Educational Support Group

Contractor will provide supportive and educational groups for pre and post adoption families and children in their care, separately and/or together. One group per month will be scheduled for up to two hours per session with the opportunity for child care and or child inclusion. Option for additional training and educational opportunities is expected as well.

**Performance Measures and Program Implementation Requirements:**

ACHSD requires that Contractor utilize an evidenced based, promising practice or innovative practice program model to deliver the services indicated above. Practice proposals that implement those programs listed on The California Evidence-Based Clearinghouse for Child Welfare are strongly preferred. ([www.cebc4cw.org](http://www.cebc4cw.org))

Applicants shall plan to promote the five protective factors from the Strengthening Families Protective Factors Framework for all service activities. The five protective factors are:

1. Parental Resilience

A parent's ability to effectively cope with the various challenges of parenting and everyday life and their ability to overcome life's challenges. Examples include program activities that help caregivers manage stress and maintain hope.

2. **Social Connections**  
Positive relationships with friends, family members, neighbors, and others who can provide concrete and emotional support to parents and caregivers. Examples of programming would strengthen informal and formal support mechanisms for families.
3. **Knowledge of Parenting and Child Development**  
Accurate information about raising children and appropriate expectations for their behavior. Examples would be parenting education through parent support groups, facility based education classes or home visitation.
4. **Concrete Support in Times of Need**  
Support and services within the community which can include financial, transportation, and food assistance, job training, and/or mental health services. An example of programming would be providing immediate and accessible resources or support to families in crisis.
5. **Children's Social and Emotional Development**  
A child's ability to effectively interact with others and to articulate their feelings. An example of programming would be providing children and caregivers a safe and nurturing place to "practice" normal roles and behaviors, strengthening a positive parent-child relationship.

#### **Program Monitoring and Reporting Requirements:**

For every family served through in home prevention and intervention support/case management services, ACHSD will require Contractor to utilize the standardized assessment tool, Colorado Family Support Assessment 2.0 (CFSA 2.0). This tool is helpful in assessing the self sufficiency of a family in fourteen domains. The fourteen domains considered and reviewed are: income, employment, housing, transportation, food security, child care, child education, adult education, cash savings, debt management, healthcare, physical health, mental health and substance abuse. A copy of the tool will be provided at the end of this RFP. Training in the use of the tool can be provided for the contractor selected so as to successfully implement the CFSA 2.0. Regular reporting on use of tool will be required by ACHSD on a monthly basis, and for every six month period.

The Contractor will work in close collaboration with the ACHSD Adoption/Leadership Team and the Promoting Safe and Stable Families Program Coordinator for each family assigned. This will be conducted through phone conversations or in person meetings on at least a monthly basis and/or as needed or requested. In addition, monthly reports will be submitted by Contractor to ACHSD for each family served by no later than the 10<sup>th</sup> of the following month. Six month progress reports will be due to ACHSD at intervals designated once Contractor is selected.

#### **Qualifications of Staff:**

ACHSD is seeking individuals, organizations or agencies that are (or who employ) professional level staff, with a minimum of a Bachelors Degree in a Human

Services/related area and have at least one year of experience in working with adoptive children and families for those providing non-therapeutic level case intervention.

Proposals will demonstrate the ability to provide staff that has an understanding of child welfare process/child protective services, family systems theory, trauma informed care, behavioral challenges and strategies, attachment theory, adolescence/puberty, the five protective factors, adoptive family needs, crisis resolution, conflict management, child development, mental health and substance abuse issues, out of home placement, reunification, etc.

For staff that will be providing therapeutic level intervention and counseling, the following is required:

- Master's Degree with clinical licensure that is current and valid with DORA and possess Adoption Competencies
- At least two years of experience in working with adoptive families and with training in trauma informed practices

Proposers (or their employees) must possess superior communication, written, and customer service skills and demonstrate a commitment to meeting deadlines.

**Anticipated Outcomes and Performance Measures:**

As a result of this program's implementation, children will:

- have decreased incidents of maltreatment recurrence within six months of a confirmed report of child abuse or neglect;
- experience increased safety in out-of-home care, as evidenced by a decrease of confirmed abuse or neglect reports;
- experience decreasing instances of repeated case involvement or founded abuse/neglect within 12 months of case closure;
- reach finalization of adoption within 12 months of termination of parental rights.

Other Desired Outcomes and Expectations:

- Adoptive or other legal permanent families will have a resource available to them pre and post ACHSD involvement to prevent potential disruption situations prior to out-of-home placement occurring;
- Children and youth will have services available to them from adoption competent providers to prevent disruption or expedite return home should out-of-home placement occur;
- Legal permanent kinship placement arrangements will remain stabilized;
- Children/youth will be successfully reunified in a timely manner with legal permanent families when out of home placement is necessary.

**Kinship Support Program Services Adams  
County Human Services Department  
Proposer Certification**

Proposer/Agency Name: Maple Star Colorado

Address: 2250 S. Oneida St., Suite 200

City: Denver State: Co Zip: 80224

Telephone Number: 303-433-1975 Fax Number: 303-433-1980

Website: www.maplestar.net

Contact Person regarding this Proposal: Heather Morris, MSW

Title: Executive Director Phone: 303-564-2595

Email Address: Heather.Morris@Pathways.com

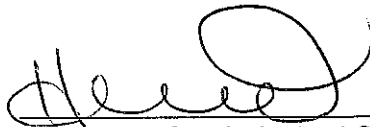
Executive Director, CEO, or Owner: Heather Morris, MSW

Title: Executive Director Phone: 303-564-2595

Email Address: Same as above

Federal Identification Number or Social Security Number: 84-1240382

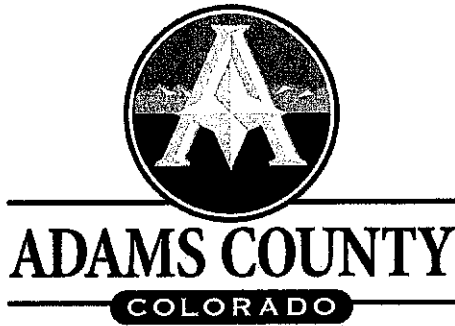
I certify that I have read the terms of this Request for Proposals and understand proposal and contracting procedures. If awarded a contract, I agree to provide services and documentation as specified in the proposal or as negotiated prior to final contact approval.

  
Signature of an Authorized Official

Executive Director 5/15/17  
Title Date

Heather Morris, MSW  
Print Name of Authorized Official

Executive Director  
Print Title



Adams County Finance Department  
 Purchasing Division  
 4430 S Adams County Parkway  
 Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
 SUBMISSION FORM**

**SUBMISSION:** It is imperative you address your submittal envelope as follows:

**Mailing Address:**

Adams County Government Center  
 Purchasing Division C4000A  
 4430 South Adams County Parkway  
 Brighton, CO 80601

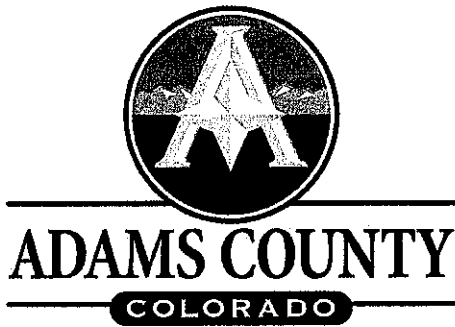
ATTN: Bethany Bonasera  
 Contract Specialist  
 RFP-BB-2017-270

**Hand Deliveries accepted:**

Adams County Government Center  
 First Floor Central Lobby Receptionist  
 4430 South Adams County Parkway  
 Brighton, CO 80601

ATTN: Bethany Bonasera  
 Contract Specialist  
 RFP-BB-2017-270

|   |            |
|---|------------|
| Does your Proposal comply with all the terms and conditions of this Solicitation?<br>If no, indicate exceptions.              | <b>YES</b> |
| Does your Proposal provide proposed revisions to the attached Sample Agreement and identified on the Term of Acceptance Form? | <b>NO</b>  |
| Does your Proposal meet or exceed all specifications, including minimum service requirements? If no, indicate exceptions.     | <b>YES</b> |
| Requirements met and response included?   | <b>YES</b> |
| May any other governmental entity avail itself of this Agreement and purchase any and all items specified?                    | <b>YES</b> |
| Have all the addendums been acknowledged and enclosed?  | <b>YES</b> |
| Original and the number of copies specified enclosed including electronic copy?   | <b>YES</b> |
| Has a duly authorized agent of the contractor signed the cover sheet?   | <b>YES</b> |
| Is pricing form enclosed in a separate sealed envelope?   | <b>YES</b> |



Adams County Finance Department  
 Purchasing Division  
 4430 S Adams County Parkway  
 Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
 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 with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or Agreement with an illegal alien who will perform work under the attached Agreement 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 Agreement for services.

Maple Star Colorado

Contractor Name

Heather Morris, MSW

Printed or Typed Name

Signature

Executive Director

Title

8/15/17

Date

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.



Adams County Finance Department  
 Purchasing Division  
 4430 S Adams County Parkway  
 Brighton, Colorado 80601

REQUEST FOR PROPOSAL  
 CONTRACTOR'S STATEMENT


I have read and fully understand all the conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said 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 (list all): Addendum 1 dated 5-5-17 Response to Questions

Maple Star Colorado  
 Contractor Name

05-10-17  
 Date

  
 Signature

Heather Morris

Printed Name

Executive Director

Title

2250 S. Oneida St., Suite 200

Address

Denver CO 80224

City, State, Zip Code

Denver

County

303-564-2595

Telephone

303-433-1980

Fax

Heather.Morris@Pathways.com

Email





Adams County Finance Department  
 Purchasing Division  
 4430 S Adams County Parkway  
 Brighton, Colorado 80601

REQUEST FOR PROPOSAL  
 REFERENCE FORM

Contractors shall furnish the names, addresses and telephone numbers of a minimum of three (3) firms or government organizations for which the Contractor has provided similar projects:

1. Company Name: Boulder County Department of Human Services

Address: 3400 Broadway, Boulder CO 80304

Reference name: Sara Boylan

Reference Email: [SBoylan@bouldercounty.org](mailto:SBoylan@bouldercounty.org)

Telephone Number: 303-441-3140

Project Name: CORE services- including STAND, Trauma Assessments, Virtual Residential Program, Facilitated Visitation and KEEP

Value: \$400,000

2. Company Name: Jefferson County Department of Human Services

Address: 900 Jefferson County Parkway Golden, CO 80401

Reference Name: Barb Weinstein

Reference Email Address: [BWeinste@CO.Jefferson.co.us](mailto:BWeinste@CO.Jefferson.co.us)

Telephone Number: 303-271-4138

Project Name: CORE Services- including Virtual Residential Program, Trauma Assessments, KEEP, KEEP Teen, Visitation, Home Study Program, Autism

Value: \$750,000 annually

3. Company Name: Douglas County Department of Human Services

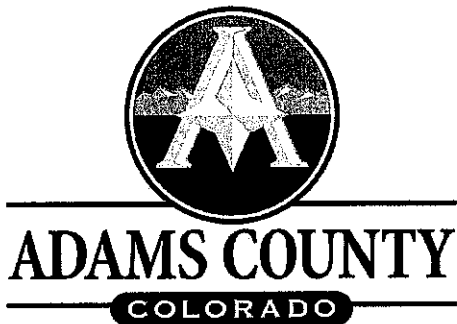
Address: 4400 Castleton Court, Castle Rock CO 80109

Reference Name: Germaine Mehann

Reference Email Address: [GMeehan@Douglas.co.us](mailto:GMeehan@Douglas.co.us)

Telephone Number: 303-814-5388

Value: \$110,000



**Adams County Finance Department  
Purchasing Division  
4430 S Adams County  
Parkway Brighton, Colorado  
80601**

**REQUEST FOR PROPOSAL  
TERM OF ACCEPTANCE FORM**

Request for Proposal # RFP-BB-2017-270

I, on behalf of the Contractor identified below, hereby certify that I have read a copy of the sample Agreement attached to the RFP and understand the terms and provisions contained in that Agreement. I further hereby certify that it is the Contractor's intent to comply with each and every term and provision contained in the sample Agreement and propose no modifications to the sample Agreement except as follows:

1) N/A \_\_\_

2) \_\_\_

3) \_\_\_

I understand that the modification stated above, if any, are offered for discussion purposes only and that Adams County reserves the right to accept, reject or further negotiate any and all proposed modification to the sample Agreement.

Maple Star Colorado

Contractor Name

Authorized Signature

Heather Morris

Printed Name

Executive Director

Title

05-10-17

Date

Maple Star Colorado  
 Adoption Support Services RFP Response  
 Adams County Department of Human Services RFP-BB-2017-270

#### **A. Agency Information:**

##### **Maple Star Colorado**

Maple Star Colorado was incorporated in 1994 as a Colorado non-profit child placement agency by the state of Colorado, Child Care Division, and the Department of Human Services. Maple Star provides individualized client care that is creative, flexible, adaptive, and timely.

**Philosophy.** Maple Star believes in enhancing the self-determination of each client through a model that encourages healing, growth, and progress through a relationship-based model. This model developed from current research (Dr. Bruce Perry, Dr. Karyn Purvis, Heather Forbes, Dr. Bryan Post, and Dr. Daniel Siegel) that incorporates an understanding of trauma and the brain.

- Maple Star strives to provide community-based interventions that support the child and family's best interests. This is evidenced by individualized treatment plans that include creative alternatives and other non-traditional interventions.
- Maple Star diligently seeks to develop transition and after care plans that create sustainability for the families and youth served whether through prevention, in-home services or foster care.
- Clear and direct communication is a hallmark of Maple Star's programs. Maple Star also advocates for services to be provided in a culturally responsive manner in an effort to support the family's spiritual and cultural needs.
- Maple Star also focuses on the other components that may be challenging for clients such as educational settings, community activities, or vocational opportunities utilizing holistic interventions to address sensory, emotional, social, physical, and intellectual needs.
- Maple Star provides foster care, clinical services, and community-based programming throughout the front range of Colorado.
- Maple Star has been providing in-home services to the children and families of Adams County since 2007. A strengths-based approach is also employed where culturally competent staff meet families in their homes at times that are convenient for the family and collaboratively, with the family, set the tone and pace of treatment/services.

**Maple Star's mission statement:** Maple Star's trauma-specific approach provides individualized and holistic services that promote wellness, durability and healing through the context of relationship.

This proposal is focused on the Adoption Family Support Program to provide thoughtful and individualized intensive short-term and time limited in-home support, ongoing support/case management, therapeutic and specialized intervention for the child and/or family, and implement a community based psycho-educational support group.

Maple Star's Clinical Services can meet the needs of this program because of our expertise working with adoptive families. Since the beginning of 2016, Clinical Services have partnered with Boulder and Douglas Counties using an intense in-home adoption specific service named S.T.A.N.D. The same components that contribute to S.T.A.N.D.'s success are also important variables in providing services under the Adoption Family Support Program for Adams County. Family-specific support will be provided, based upon the child's and family's individualized needs. Maple Star recognizes the unique challenges for adoptive families and is well equipped to provide education and support to adoptive parents and their children. As detailed in Maple Star's mission statement, Maple Star is also committed to providing trauma-specific services.

To understand the scope of Maple Star's services, here is a list of Maple Star's history of contracts:

- Adams County  
ACES Program (Diligent Search), KEEP- Removal Prevention and Reunification, Facilitated Visitation Services, Domestic Violence Reduction Program, Core services to include autism and Virtual Residential Program, Foster Care and Parent Coaching
- Denver County  
Foster Care, Virtual Residential Program and outpatient services, Visitation, KEEP Kinship
- Jefferson County  
KEEP, KEEP Teen, Trauma Assessments, Autism Services, Therapy-outpatient, Virtual Residential Program, Foster Care, Home Studies
- El Paso County  
KEEP, KEEP Kinship, Foster Care, Therapy- Family Preservation therapeutic and non-therapeutic, and Life Skills
- Boulder, Arapahoe, Douglas, Weld, Larimer Counties  
Foster Care, Virtual Residential Program, Facilitated visitation, S.T.A.N.D. (adoption support services), Autism Assessments and services, Parent Coaching, Home Studies, Trauma Assessments (Boulder and Douglas Counties only)
- Broomfield County  
KEEP Program, DVR classes, Facilitated Visitation, ACES Program
- Pueblo County  
KEEP Program, KEEP Teen Program, Foster Care, Therapy- Virtual Residential Program, and Family Coaching
- Division of Youth Corrections  
Therapy, foster care and Autism Services
- BHOs: BHI, Colorado Access, Beacon Health Options  
Therapy and Family Coaching

Maple Star makes every effort to provide services to our clients in the least restrictive, most comfortable setting available. In many cases, the client's home represents the ideal location. Obvious benefits of home-based counseling include convenience and comfort for the client, which can overcome many barriers to traditional office-based care. Advantages include the potential for the Maple Star staff member to view the family in a natural environment and to direct services from the standpoint of the family. Cultural differences can also be surmounted when visiting clients in their own home, as this influences clinicians to adjust their thinking to that of their clients.

Maple Star works to ensure cultural and spiritual activities to meet individual youth and family needs through a variety of means that can include services outlined below:

- Through the connection of families to churches and other faith-based organizations
- Staff are trained to be culturally sensitive
- Maple Star staff help support the families in their celebration of cultural events
- Staff providing these opportunities include trained clinicians and family coaches that understand cultural and spiritual sensitivity and will provide enriching activities for them.
- Maple Star hires diverse staff to reflect the clients for whom we provide services which includes bi-lingual staff.

Agency Directors manage the contracts. They are responsible to oversee Quality Assurance compliance, billing, and program development. In the last year, during all behavioral health as well as state audits, Maple Star passed with exceptional ratings and no significant deficiencies or safety

concerns noted.

Maple Star has 35 Full-Time employees and about 75 Part-Time employees.

Supervision of the staff in this program will be provided by Clinical Supervisors and/or program Directors. Should this contract be awarded, staff will be identified to meet the census needs within 30-45 days of the contract's beginning.

**B. Services to be provided, in the context of this RFP:**

This proposal is for Maple Star's Clinical Services to facilitate the Adoption Family Support Program for Adams County to protect permanency for adoptive placements. Maple Star will assign adoption-competent clinicians to provide necessary support, crisis intervention, placement stabilization, oversight and monitoring of safety in the home, navigation of resources, guidance toward community resources, psycho-education, parenting skills development, placement disruption support and monitoring, etc. The response time for Clinical Services once a referral has been accepted is usually within one working day to set the date of intake.

Clinical Services is able to provide in-home support services to families seven days a week, generally between the hours of 8:00 a.m. and 8:00 p.m., as the clinician's schedule allows. For this program, generally service hours would be provided one day each week and for higher level families, up to two days each week (i.e., a family approved for six hours may receive three hours of service twice a week).

At their discretion, Clinical Services is able to respond to reasonable requests for transportation to clients as long as there are no safety concerns associated with provision of transportation and proper consents have been completed with Maple Star.

There are no Spanish-speaking employees for Clinical Services at this time. However, Clinical Services has welcomed collaboration with One World and Adams County in the past. Clinical Services has an on-going search for Spanish-speaking clinicians. For any referrals where there may be cognitive, language, or dialect concerns, if Maple Star is unable to successfully match the family with a therapist competent to meet the needs of the family/individual, we will collaborate in the search for a better-matched service/practitioner.

Maple Star does not have an online referral/reporting system that is currently functional; all referrals will be directed to the Division Director or Clinical Director. Monthly updates/reports will be provided to the child's caseworker by encrypted email. Any critical information or updates will be reported to the County immediately by phone or email.

Under this contract, the number of service hours allocated to an individual family identified by Adams County should be collaboratively determined after intake with Maple Star's Clinical Services; additionally, after intake, the County and Clinical Services may co-determine whether the family's needs fall into the monthly Community-Based Psycho-Educational Support Group, Mid-Level (providing services up to three months, a minimum of one hour per month), or High Level (providing services up to nine months, a minimum of one hour per week). Clinical Services would like the discretion to provide service hours to families identified by Adams County anywhere between one and six service hours per week, depending upon the family's needs, assessed in an ongoing fashion until the completion of the family's allocation of service.

Regarding the psycho-educational group, these will be provided once per month for up to two hours. If the County were able to provide childcare for children under the age of five during such support groups, Clinical Services would be able to facilitate a multi-family group during support group time, or offer a concurrent children's group during the caregivers' group. The structure of this group has been developed to begin the evening with a family-style meal. This creates community for caregivers and gives them the experience of

someone else meeting their needs and those of the children in their care. Maple Star would be open to discussion with Adams County of how to support this element of the program should we be awarded the contract. The details for these psycho-educational groups would be determined by the facilitator, once identified, in conjunction with the facilitator's assessment of the referred families' needs.

Clinical Services are viewed through a trauma-sensitive and comprehensive lens that strives to meet the needs of all members of a family. Specialized training in family systems theory allows for clinicians to assess family functioning and address areas of need. Further training to help reinforce competence with adoption-specific challenges makes Maple Star clinicians uniquely equipped as providers for adoptive families. If the case presents with greater clinical need, through discussion and agreement with the department, referrals will be made for the appropriate level of care. Maple Star, if capacity is available, would be able to provide additional or more intensive services under other contract agreements.

Should they be required, Maple Star's Clinical Services is able to be reimbursed by Medicaid for therapy services. Adoption Family Support Program Services may transition to Medicaid-eligible services with a proper referral (to therapy from case management) and adherence to medical necessity criteria.

### **C. Expertise and Experience**

All employees assigned to the Adoption Family Support Program would have specialized adoption-specific training or a minimum of two years' experience working in adoption. The Division's Directors have over thirty years of experience in various clinical settings, specializing in adoption. The Directors co-created S.T.A.N.D., a program specific to addressing needs in the adoption community and gaps in current available services. The current Clinical Director is a member of the American Counseling Association and used to be an endorsed clinician with ATTACH. The current Director of Clinical Programs is a member of Motivational Interviewing Network of Trainers.

Since 1994 Maple Star has been providing Foster Care Services to Colorado. In 2007, we began offering Virtual Residential and other Clinical Services to the Denver metro and Colorado Springs areas. Beginning in 2012, Maple Star began providing a variety of community services throughout the Front Range. A listing and description of current Maple Star programs may be found in Attachment #2.

MSC will recruit employees to serve the community to enhance a sense of community and remove barriers and resistance to service provision. We will strive to actively recruit and hire employees who are culturally similar to the families they serve. Regardless of an employee's ethnic or cultural background, they must interact with and provide services to all others without regard to race, ethnicity, gender, sexual identity, religion, language ability, level of education, or socioeconomic status. It is essential for culturally appropriate clinicians to establish a foundation of respect, trust and empowerment as families are more successful and responsive to interventions when they feel respected. MSC requires all staff to attend and participate annually in Cultural Diversity training.

Prior to an offer of employment, 3 telephone references checks are completed, Social Security number screen, a criminal history search by SSN in States where the applicant has lived in the last 10 years is completed, and a Driving Records Check is conducted. All of the following are searched for exclusionary criteria:

- General Service Administration- Excluded Parties List System, Office of Inspector General- List of Excluded Individuals/ Entities, Office of Inspector General- Most Wanted Fugitives, Office of Foreign Asset Control- Specially Designated Nationals, Department of Health Care Services

Once Maple Star applicants are offered a position, the following background checks occur: Fingerprinting for Colorado Bureau of Investigation, Federal Bureau of Investigation, and signed forms to complete Background Investigation Unit checks and E-Verify is completed within 3 days of employment.

Mandatory training for all employees includes: Crisis management, HIPAA Requirements, Confidentiality, Ethics, Mandatory Reporting, Child and Adolescent Development, Trauma and the Brain, Family dynamics, Strengths-Based Family Theory, Parenting, which includes signs of abuse and neglect, Awareness related to alcohol and substance abuse issues, Safety protocols.

Maple Star Colorado provides a new hire orientation to all new employees. This full day of training begins with an orientation to Maple Star Colorado, its programs and our mission and values. The first part of the day also includes an introduction to trauma informed principles to ensure a foundation and shared understanding by all Maple Star staff of trauma informed principles. The second part of the day includes discussion of child abuse definitions and prevalence and continued discussion of trauma informed approaches and interventions with children and families involved in the child welfare system. Staff are then trained by their respective program supervisors in program specific requirements including office training, shadowing and field supervision.

Ratio of staff to supervisor does not exceed 10:1. Supervision is generally bi-monthly but may be more or less frequently based on staff case load and client need, equivalent of two hours of supervision per month per employee; however, additional supervision may be provided during times of crises or when employees are new or experiencing a difficult case. Staff are provided quarterly performance evaluations on Key Performance Indicators specific to their position.

Supervisors receive additional training on how to be a supervisor through regular group supervision with cross Program Directors. Maple Star strives to sustain consistency across counties in the services we provide. In alignment with this goal, the agency conducts monthly supervisor meetings across the agency as well as monthly program supervisors meetings.

The S.T.A.N.D. Program was created by the current program Directors, in the Spring of 2015. This intervention was born of our passion for adoption and a desire to see more preventative work being done to support the long-term success of adoptions. Even with required training, many families are ill-equipped for the challenges they face when welcoming a child with a trauma history into their family. S.T.A.N.D. is a 90-day intervention designed to better prepare parents for the "long haul" once the work of parenting a traumatized child has begun. (It is important to note that the program was designed to support parents through the process of matching and placement. When circumstances do not allow for this partnership, the S.T.A.N.D. curriculum must be adjusted for adoptive families already intact. We believe this intervention is most successful when employed as early as possible in the adoption process. However, we have seen it be useful even for families who have been together for years.) Some components of this attachment and trauma-focused program are: helping parents understand their own blueprints for relationship and how this impacts the adoptive family as a whole, psycho-education about the impact of trauma on the developing brain, integration of this information with a child's specific story, and coaching around behavior interventions with a trauma-specific lens.

In partnership with Metropolitan State University, S.T.A.N.D. is being researched by way of longitudinal study. Pre and post-intervention questionnaires will be administered to the family; results will be compiled over time by our research partner, Dr. Dawn Matera.

At the completion of the program, a 90-day staffing (At this time, a S.T.A.N.D. Report will be shared with the family and other members of the treatment team to highlight successes and areas of growth. If appropriate, further treatment recommendations will also be included. Should additional services be required, the family's goals would transition to a traditional treatment plan and other funding streams could be identified.)

Since 2007, the Virtual Residential Program (VRP) has been serving adoptive families in their post-placement needs. VRP was developed by Dr. Allison Sampson-Jackson in order to help prevent out-of-home placement and to provide a service intermediary to home and hospitals/residential treatment centers. As an intensive program, VRP provides anywhere from 6-40 hours of service to families per week, including individual therapy for the child, family therapy, and therapy for parents without the child present.

Maple Star consistently exudes transparency, communication, and follow-through. When this is provided to all parties involved, plans flow smoothly and confusion or miscommunication is minimized. We attend court dates and county meetings to ensure families understand and adhere to what is discussed as well as to empower them to use their voice. We provide prompt, detailed notes of any client interaction to the assigned caseworker so they may have the most current and thorough information available with which to make decisions and provide services.

Because of our emphasis on relationship-building and trauma-informed care, our clients have this to say about Clinical Services:

*"I often refer others to Maple Star."*

*"Erin is fabulous, she is great! The kids look forward to seeing her."*

*"I think Rachelle works well with our family. Very good at adjusting plan depending upon the situation. Comes in with a focus and target. We need help focusing. Rapport has been amazing with [husband], [self] and children. Always clear with the desired outcome of the session."*

*"We have been pleased working with Whitney. She has tried to help us be comfortable with the stuff we are working on."*

*"I really like Leslie...she is helping us a lot. Would absolutely come back to MS. Leslie is kind, considerate and has been a great help to us! Has helped me to learn different techniques and help the kids get along."*

*"I am seeing they did a really good job getting to know [child]. Work is now kind of messy. I am hoping I get more time to get through the hard stuff. I am learning kind of bit. Likes blend of trauma based behavior with ADHD diagnosis. Most therapists look at one thing. Chris looks at everything!"*

*"David is doing a good job listening to my concerns and requests. Flexible with schedule. Respects personal life."*

*"If I could give Stephanie a 10, I would. I have been fostering 13 or 14 years and I have always had a lot of professionals. I have learned a lot over time but Stephanie is able to point out things we can't see. She brings this to our attention in a constructive way. I just love her to death. 1 1/2 years ago, I worked with another BCBA. She has re-lightened my vision of these people. She works with all of us as a family, not just child. She is one of a kind."*



*"She is really good with [client]....building trust and relating to her, getting down on her level. It has been a very good experience!"*

Maple Star Colorado is a trauma-informed workplace through participation in the National Council of Behavioral Health's trainings and assessments. Maple Star is also a member of the Foster Family Treatment Association.

Attachment #1

# KELLY D. JOY

1265 MOORE STREET • LAKEWOOD, COLORADO 80215 • EMAIL: KJOY5116@YAHOO.COM  
PHONE: 618-319-0365

## EDUCATION

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**M.A. Clinical Counseling, *Summa Cum Laude*** **Conferred, 2015**  
University of Northern Colorado, Greeley, CO **Emphasis: Couples and Family Therapy**  
CACREP Accredited

**B.S. Psychology and Sociology; Philosophy minor, *Cum Laude*** **Conferred, 2007**  
Northern Illinois University, De Kalb, Illinois **Emphasis: Criminology**

**Licensed Professional Counselor Candidate** **Expected, 2015**  
National Counselor Examination & Jurisprudence Exam **Successfully Completed**

## CLINICAL COUNSELING EXPERIENCE

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**Mountain Crest Behavioral Health Center, Fort Collins, Colorado** **02/2015 to 05/2015**  
*Co-facilitator for Mood Disorders Group, Adult Outpatient Clinic*

- Assisted in the creation of a new psycho-education adult outpatient group for clients suffering from varying mood disorders
- Co-facilitated an eight-week group for five clients on various topics related to mental health and wellness
- Utilized Dialectical Behavior Therapy and Cognitive Behavioral Therapy skills and discussion
- Attended weekly treatment planning to conceptualize clients' progress, group programming and completed full group notes via EPIC clinical systems software

**Mountain Crest Behavioral Health Center, Fort Collins, Colorado** **08/2014 to 05/2015**  
*Crisis Counseling Intern, Adult Inpatient Unit*

- Provided individual, family and group therapy and case management to adults, families, and adolescents in acute crisis
- Engaged with clients, their families, and multidisciplinary treatment teams to generate an individualized, holistic plan of care for crisis stabilization, safety planning, and follow up care
- Assessed suicidal ideation, self-harm, and abuse for prevention, intervention, and reporting
- Improved proficiency in a variety of brief, therapeutic modalities and techniques
- Observed Emergency Room intake sessions, the Chemical Dependency Intensive Outpatient Program, adult and adolescent process groups, and the adolescent crisis inpatient unit

**UNC Psychological Services Clinic, Greeley, Colorado** **01/2014 to 05/2014**  
*Masters Practicum in Couples and Family Therapy*

- Worked systemically with clients managing relationship issues in communication, debilitating illness, emotional support, attachment injuries, relational trust, and blended family issues
- Utilized Emotionally Focused Couples Therapy and Solution Focused Therapy
- Completed initial intakes, SOAP notes, treatment plans, and case conceptualizations
- Participated in individual, group, and live supervision to ensure proficiency and growth in foundational counseling skills and furthered knowledge of evidence based family therapies

# KELLY D. JOY

1265 MOORE STREET • LAKEWOOD, COLORADO 80215 • EMAIL: KJOY5116@YAHOO.COM  
PHONE: 618-319-0365

## CLINICAL COUNSELING EXPERIENCE CONT.

**UNC Psychological Services Clinic, Greeley, Colorado** 01/2013 to 05/2013  
*Masters Individual Practicum*

- Provided supervised, individual counseling services to adults and school-aged youth for depression, stress and anxiety management, interpersonal and relationship issues, ethnic identity issues, ADHD, and behavioral management
- Utilized Interpersonal/Psychodynamic and Person-Centered approaches
- Demonstrated a strong ability to cultivate therapeutic relationships with diverse clientele
- Gained experience using empty chair, sand tray, confrontations, and play therapy interventions

## PROFESSIONAL HISTORY

**Alternative Homes for Youth, Greeley, Colorado** 09/2012 to 12/2014  
*Youth Counselor and Assistant Teacher at Secured Residential Treatment Center*

- Supervised up to twenty-four adolescent boys, ages 14-21, in a two-unit facility and school
- Mentored transitions program youth with outings, volunteer work, and community gardening
- Maintained a summer school class teaching students with learning disabilities and GED prep
- Facilitated pro-social, life-skills through mentoring and therapeutic behavioral interventions
- Utilized therapeutic crisis intervention strategies to ensure youth were heard and respected

**Murphysboro Youth and Recreation Center, Murphysboro, Illinois** 09/2008 to 06/2009  
*Teen Reach Program Counselor*

- Supervised 20-35 at-risk adolescents by facilitating life-skills development programs
- Acted as a tutor and mentor by directing creative, recreational, educational, and 4-H activities

## PROFESSIONAL TRAININGS

|  |         |
|--|---------|
| Substance Use Disorders: Assessment and Diagnosis training course            | 04/2015 |
| First Aid and CPR training course, renewed                                   | 10/2014 |
| Therapeutic Crisis Intervention 24-hour training course, renewed             | 7/2014  |
| Informed Supervision training course for working with Offense Specific Youth | 6/2013  |
| Trauma-Focused Cognitive-Behavioral Therapy training course                  | 5/2013  |
| Gottman Method Couples Therapy Level 1: Bridging the Couple Chasm            | 3/2013  |
| Safe Zone training Course in GLBTA information on becoming an Ally           | 2/2013  |
| Gateway Domestic Violence Volunteer training course                          | 11/2010 |

## PROFESSIONAL MEMBERSHIPS AND HONORS

|   |                           |
|---|---------------------------|
| <b>Member, AAMFT, American Association of Marriage and Family Therapy</b> | <b>04/2013 to present</b> |
| <b>Member, CCA, Colorado Counseling Association</b>                       | <b>04/2013 to present</b> |
| <b>Member, CSI, Chi Sigma Iota, Counseling Honor Society</b>              | <b>11/2012 to present</b> |
| <b>Member, ACA, American Counseling Association</b>                       | <b>10/2012 to present</b> |
| <b>Volunteer, Gateway Battered Women's Services, Denver, CO</b>           | <b>10/2010 to 02/2011</b> |

# Anne Watson, LSW

787 Corona Street Denver, CO 80218

952-201-6606

[annewatson21@gmail.com](mailto:annewatson21@gmail.com)

## LICENSURE/EDUCATION

**Colorado Licensed Social Worker**

**March 2012**

**University of Minnesota - Minneapolis, MN**  
Master of Social Work

**May 2011**

**Creighton University - Omaha, NE**  
Bachelor of Arts in Psychology, Cum Laude

**May 2007**

## EXPERIENCE

**Maple Star** Denver, CO  
**Therapist**

**April 2013 - Present**

- Provide intensive in-home individual and family therapy through a trauma focused lens and strength-based approach.
- Create individual treatment and safety plans that include trauma sensitive interventions that address attachment, self-regulation, communication, educational needs and family environment.
- Lead and instruct a team of behavior coaches on effective modalities and interventions based on the direction of treatment.
- Collaborate and communicate with community organizations, referral agencies, school professionals and legal counselors to ensure the most comprehensive care.
- Mentor and instruct graduate level intern: co-facilitate therapy sessions, develop and execute treatment plans and model appropriate therapeutic techniques and interactions.

**Maple Star** Denver, CO  
**Behavior Coach**

**Nov 2012 - April 2013**

- Implemented trauma-informed interventions with client and family as directed by the therapist and treatment plan.
- Managing and processing the needs of family members through supporting, modeling and discussing incidents that occur in session.
- Assisted clients in developing social and coping skills through activities in the home and community.
- Communicated with treatment team regarding progress and barriers during sessions with client and family.
- Assisted families in developing structure and routine within the home to promote greater predictability for client.

**Garden Preschool** Lone Tree, CO  
**Pre-Kindergarten Teacher**

**Sept 2011 – Nov 2012**

- Created and teach age appropriate curriculum to adequately prepare students for kindergarten
- Implemented activities designed to assist students with their receptive and expressive language and fine/gross motor skills
- Maintained individual student portfolios to monitor strengths and areas of improvement

**Walk-In Counseling Center** Minneapolis, MN  
**Mental Health Counselor Intern**

**Aug 2010 - May 2011**

- Provided quality mental health counseling to clients in both single session therapy and short-term therapy
- Became knowledgeable of mental health resources throughout the community and referred clients when necessary
- Actively participated in team consultation by posing insightful questions and offering suggestions or feedback
- Attended Walk-In Counseling workshops to further my knowledge about counseling

# Anne Watson, LSW

787 Corona Street Denver, CO 80218

952-201-6606

[annewatson21@gmail.com](mailto:annewatson21@gmail.com)

**Fairview Southdale Hospital** Edina, MN

**Aug 2009 - May 2010**

**Case Manager Intern: Adult Mental Health Unit**

- Served as a liaison between patients, families and outpatient service providers while patient was in custody of the hospital
- Partnered closely with Case Managers, Psychiatrists, Nurses, Occupational Therapists and other staff to determine patient treatment plans
- Conducted individual psychosocial assessments; documented observations and recommendations following hospital policy
- Led family care conferences by educating family members on the process of patients in the hospital and discussing possible discharge plans
- Observed and facilitated group therapy with current patients to best identify symptoms, possible external factors for their condition and develop an individual treatment plan

**Behaven Kids** Omaha, NE

**Jan 2007 - Sept 2007**

**Classroom Coordinator**

- Identified treatment goals and objectives for children with severe behavioral problems by assessing the unique needs of each child
- Formulated individual treatment plans and monitored the implementation in the classroom
- Regularly communicated treatment progress and concerns with parents, staff and supervisors
- Taught academic skills and concepts; documented and recorded treatment activity
- Became certified in Nonviolent Crisis Intervention

## **TRAINING/SKILLS**

- Trauma Informed Care Training
- Dialectical Behavioral Therapy Training
- Containment and Autonomic Regulation Training
- Beyond Consequences Training
- First Aid/CPR Certification

# Jennifer L. Winkelmann, LPC

2460 W 26<sup>th</sup> Avenue, C-165, Denver, CO 80211

(303) 748-0343

Jen@InwardBoundCO.com

*Objective:* To build relationships with child welfare agencies and organizations that wish to collaborate with an adoption and trauma-informed professional consultant

## *Qualifications Profile*

- \*Systems-oriented and gifted **Clinical Professional** with progressive experience in communication, assessment & treatment planning
- \* Extensive background in strategizing and problem-solving in complex systems
- \* Possess the ability to motivate others toward excellence, with high standards for performance
- \* Strong team player with the ability to work independently
- \* Dynamic leadership and supervisory skills

## *Education*

**Masters of Arts, Couple & Family Therapy (2004)** – University of Colorado at Denver  
**Teacher in Residence Program State of CO Teaching License (2002)** – Metropolitan State College  
**Bachelor of Arts in Speech, Language & Hearing Sciences (1999)** – University of Colorado at Boulder

## **CLINICAL EXPERIENCE**

### **CLINICAL DIRECTOR (2013 – Present)**

### **MAPLE STAR COLORADO**

- Supervise the staff of the Clinical Services division who provide trauma-sensitive, intensive, and family-focused in-home services to children and their families
- Provide training and education for staff around Trauma-Informed Care, Attachment, & working systemically
- Mentor select staff in their growth as family therapists
- Provide Clinical Supervision
- Serve as a member of the Core Implementation Team as part of the agency's collaboration with the National Council for Behavioral Health to bring Trauma-Informed Care to human service organizations
- Facilitate development of new programs and services for the Division of Clinical Services
- Engage in administrative duties related to personnel challenges and budget management

### **FOUNDER/THERAPIST (2006-Present)**

### **INWARD BOUND, LLC**

- Provides family, couple & individual therapy with an emphasis on healing systems from the inside out
- Specialize in treatment for children with trauma histories and attachment issues
- Clinical consultation/coaching for out-of-state internationally adoptive families
- Offers supervision & case consultation to other mental health professionals
- Contract trainer for various agencies, programs, and groups on attachment & bonding, child development, grief & loss, transitions, & other adoption/foster care issues

### **CONSULTING CLINICIAN, FAMILY SERVICES DIVISION (2007- 2011)**

### **CATHOLIC CHARITIES**

- Provided family, couple, & individual therapy, clinical consultation & training specifically to support the attachment/bonding process for adoptive & foster families
- Offered therapeutic support to families participating in the Child Welfare program, including facilitation of foster parent support groups

- Developed & facilitated training workshops for foster parents, adoptive parents & other professionals
- Assessed prospective adoptive/foster families under the SAFE Home Study format as part of the certification process

**CONTRACT THERAPIST (2005-2008)**

**RED THREAD COUNSELING CENTER**

- Provided family therapy & facilitated psycho-education for parents about the unique needs of the adopted child
- Developed & conducted training workshops to educate parents on issues related to internal adoption

**FAMILY THERAPIST (2005)**

**PATH COLORADO**

- Provided intensive in-home individual & family therapy services for children in treatment foster care placements, including development & implementation of treatment plans
- Advocated for the unique needs of children population in the educational, judicial & social service systems

**TREATMENT TEAM THERAPIST-INTERNSHIP (2004)**

**EVERGREEN PSYCHOTHERAPY CENTER**

- Member of a treatment team providing therapy in a two-week intensive model
- Executed systemic interventions targeted for healing the effects of trauma, grief & loss, increased intimacy & improved communication
- Provided couples therapy emphasizing parenting skills specific for children with attachment challenges

**GROUP COUNSELOR- INTERNSHIP (2004-2005)**

**THE KEMPE CHILDREN'S CENTER**

- Facilitated weekly groups from a specialized curriculum and emotion management for children placed in out-of-home care within the prior calendar year
- Utilized play, art & bibliotherapy techniques
- Collaborated with student interns acting as mentors to group participants

***PROFESSIONAL EXPERIENCE***

**TITLE I TEACHER (2000-2004)**

**DENVER PUBLIC SCHOOL DISTRICT**

- Instructed students (grades 2-8) on remedial reading, writing & math skills
- Executed on-going assessment to determine the changing needs & progress of each student
- Served as a member of the IEP team, making recommendations for students based on formal and informal assessment

**YOUTH TREATMENT COUNSELOR (1999-2000)**

**TENNYSON CENTER FOR CHILDREN**

- Managed acute/crisis behaviors in academic & residential setting
- Designed & implemented individual student treatment plans as part of a multi-disciplinary team
- Conducted therapeutic groups
- Structured and oversaw student routines

***Professional Licenses, Certifications & Affiliations***

- **State of Colorado Licensed Professional Counselor (No. 4617)**
- **American Counseling Association Member (2004-Present)**
- **National Board for Certified Counselors Nationally Certified Counselor (2004-Present)**
- **SAFE Home Study Certified Assessor (2007-Present)**

*Professional References Available on Request*



# Kim Van Auken

PO Box 7234 Golden, CO 80403 303.667.6306 kvanauken68@gmail.com

## Objective

Clinical Director Operations position allowing for management opportunity utilizing organization, relational, communication, clinical, auditing, training, supervising, and case management skills achieved over 16 years of experience.

## Profile

Motivated, personable, and energetic professional with over 16 years of experience working with youth and families in various agencies. Talent for quickly adapting to and mastering new concepts/initiatives – recently was trained to teach Motivational Interviewing and now a trainer for the Division of Youth corrections-Adapting and implementing Multidisciplinary team, Colorado Juvenile Risk Assessment. Collaborative and team approach with professionals, youth, families, and agencies. Accustomed to handling high stress, multi-tasking and follow through. Demonstrate history of meeting all timelines, producing accurate, timely reports, effective communication, establishing relationships with youth, families, and agencies, and receiving the highest level of achievement on yearly performance evaluations.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills. In process of obtaining LCSW.

## Skills Summary

- |  |                              |   |
|--|------------------------------|---|
| ◆ Case Management                            | ◆ Computer skills            | ◆ Monitoring State/Residential programs       |
| ◆ Report Preparation                         | ◆ Customer Service Relations | ◆ Training new staff/Field Supervisor for CSU |
| ◆ Written/Oral Skills                        | ◆ Multi-tasking              | ◆ Juvenile law/court proceedings              |
| ◆ General Office Skills                      | ◆ Motivation                 | ◆ SOMB knowledge/practice                     |
| ◆ Writing Policy and Implementing procedures | ◆ Interviewing instructor    |   |
| ◆ Knowledge of community resources           | ◆ Professional Presentations |   |

## Professional Experience

DIVISION OF YOUTH CORRECTIONS/ CLIENT MANAGER/PAROLE OFFICER  
2002-PRESENT

- ◆ Individualized treatment plan development.
- ◆ Work with youth and family to assess strengths/needs and provide sustainable resources.
- ◆ Case management for 25 + cases.
- ◆ Court appearances/recommendations, parole and community review boards.
- ◆ Communicate DYC concepts to youth and families using layman's terms to facilitate participation.
- ◆ Role of mediator, therapist, teacher.
- ◆ Monitoring of programs (audits)-quality assurance – writing reports/disseminating information/suggestions to director.
- ◆ Upholding State and Federal guidelines for youth in out of home placement.

## **Kim Van Auken**

PO Box 7234 Golden, CO 80403 303.667.6306 kvanauken68@gmail.com

- ◆ Development of policy and implementing procedures.
- ◆ Family assessments
- ◆ Colorado Juvenile risk assessments
- ◆ Teaching Motivational Interviewing – In process of MINT certification
- ◆ Facilitate monthly staffing's
- ◆ Transition from DYC placement through parole.

### **SCHOOL SOCIAL WORKER/WOODLAND PARK MIDDLE SCHOOL – 2003-2005**

- ◆ Individual therapy for SPED and mainstream students.
- ◆ Group therapy for SPED and mainstream student
- ◆ Writing IEP behavioral goals
- ◆ BASC assessments
- ◆ Accurate documentation.
- ◆ Community/family relationships
- ◆ Developed and implemented group curriculum, i.e. social skills, anger management, gender specific (female)
- ◆ Purchased and facilitated “Why Try” curriculum for youth at risk.
- ◆ Assisted teachers with interventions for students with behavior problems in the classroom.
- ◆ Participate in staffing's for initial, annual and tri-annual IEP meetings.

### **MAPLE STAR/PLACEMENT SUPERVISOR – 2000-2002**

- ◆ Recruitment of prospective foster homes, i.e. State fair booth, Newspaper ads
- ◆ Provided training for foster parents
- ◆ Provided ongoing training for foster parents
- ◆ Taught 12 hour core training with Social Services and through Maple Star
- ◆ Filing/record keeping.
- ◆ Audit foster family files for yearly requirements.
- ◆ Staff supervision/training for Home Supervisors and County Caseworkers.
- ◆ Assessment of all referrals and placement of children in appropriate foster homes.
- ◆ Collaboration with Social Services-participation in meetings.

### **YOUTHTRACK/PACE – TREATMENT COORDINATOR – 1998-2000**

- ◆ Supervision of therapeutic milieu with up to twelve female residents
- ◆ Supervision of residential staff.
- ◆ Provided individual therapy.
- ◆ Provided psycho educational groups.
- ◆ Intake assessments of new residents.
- ◆ Oversight of individualized treatment planning.
- ◆ Attended monthly staffing's with youth and Division of Youth Corrections/Social Services.
- ◆ Managed the daily operations/functioning of milieu.

## **Kim Van Auken**

PO Box 7234 Golden, CO 80403 303.667.6306 kvanauken68@gmail.com

**YOUTHTRACK/VISIONS – Residential Counselor – 1995-1998**

- ◆ Meet one on one with male residents.
- ◆ Provided therapeutic care environment, i.e. supervision, information for therapists, care and nurture, provide growth experiences for youth.
- ◆ Assist youth with daily activities, i.e. appointments, recreational activities, cooking.
- ◆ Accurate record keeping/filing

### **Education**

**UNIVERSITY OF DENVER – DENVER, COLORADO**

**Master of Social Work, 2000**

GPA: 3.78

(One year advanced standing degree)

**UNIVERSITY OF SOUTHERN COLORADO – PUEBLO, COLORADO**

**Bachelor of Social Work, 1998**

GPA: 3.803 – Graduated Magna cum Laude

**PIKES PEAK COMMUNITY COLLEGE – COLORADO SPRINGS, COLORADO**

**Associate of Applied Science – Social Service Technician**

GPA: 3.09

## **Heather Morris, MSW**

10318 Cheetah Tail, Littleton CO 80124  
714-883-9875 cell Heatherm1207@gmail.com

### **Objectives**

Seeking a challenging position where my education and experience in the management of non-profit organizations will be effectively utilized.

### **Experience**

Maple Star Colorado  
**Director of Operations**  
Jan 17- present

**Oversee Operations of Foster Care, Community and Clinical programs. Provide oversight to growth and development opportunities within each line of Maple Star business. Collaborate with Program Directors to increase efficiencies within their programs to maximize the output and effectiveness of services to clients.**

Responsibilities include:

- Participate in membership organizations and state boards to understand the financial and political climate influencing the environment within which Maple Star conducts its business
- Provide consultation and support to Program Directors to troubleshoot barriers to success within their line of business while increasing communication, transparency and consistency within the agency.
- Development of annual budgets for Clinical, Community and Foster Care programs for review by State Director.
- Preparing Monthly Financial Reports for Clinical, Community and Foster Care programs for review by State Director.
- Assist State Director with the development of State Strategic Plan to support larger corporate strategic goals.
- Compile annual statistics for all programs and prepare outcome reports for County and State contract administrators and Maple Star State Director.
- Compile, review and approve monthly invoices for Foster Care and all Community Programs. Provide support and review monthly Clinical invoices.
- Assist with development of new programming as requested by payors or according to new contracts.
- Provide consultation to Clinical Programs, Community Programs and Foster Care Directors and other supervisors regarding Human Resources questions, concerns or complaints. Provide support and liaison to corporate Human Resources when needed.
- Provide liaison and consultation to corporate departments including IT, HR, AP, AR, Payroll and Legal.
- Provide support to the State Director in the development of agency Policies and Procedures.
- Provide Quality Assurance monitoring to maximize contract utilization and ensure compliance cross programs.

Program Supervisors, Orientation and Training

- Responsible for the interviewing, hiring, orientation, training, on-going supervision, and written evaluations of Program Directors. Support and participate as needed in the above tasks for various program supervisors and key personnel
- Insure completion of orientation for new Program Directors
- Develop and coordinate ongoing training agenda for staff

## **Director of Community Operations**

**May 12- Dec 16**

**Oversaw the development and implementation of the Community programs line of business within Maple Star. Maple Star began providing community programs in 2012 and in 2016 community programs produced 2.3 million dollars of revenue.**

**PRIMARY RESPONSIBILITIES:** This position is responsible to provide operational oversight and support to Program Directors in all program services in Community and Foster Care Program areas. These services may include, but not be limited to, assessments; service team meetings; case management services; foster care, support groups; advocacy; recruitment and certification of foster parents and home studies.

### **Responsibilities include:**

- Develop annual budgets for Community and Foster Care programs for review by State Director.
- Preparing Monthly Financial Reports for Community and Foster Care programs for review by State Director.
- Compile annual statistics for all programs and prepare outcome reports for County and State contract administrators and Maple Star State Director.
- Compile, review and approve monthly invoices for Foster Care and all Community Programs.
- Assist with development of new programming as requested by payors or according to new contracts.
- Provide consultation to Community Programs and Foster Care Directors and other supervisors regarding Human Resources questions, concerns or complaints. Provide support and liaison to corporate Human Resources when needed.
- Provide liaison and consultation to corporate departments including IT, HR, AP, AR, Payroll and Legal.
- Provide support to the State Director in the development of agency Policies and Procedures.
- Provide Quality Assurance monitoring to maximize contract utilization and ensure compliance and consistency cross Foster Care and Community Programs and regions.

### **Program Supervisors, Orientation and Training**

- Responsible for the interviewing, hiring, orientation, training, on-going supervision, and written evaluations of Program Directors. Support and participate as needed in the above tasks for various program supervisors and key personnel
- Insure completion of orientation for new Program Directors
- Develop and coordinate ongoing training agenda for staff

### **Program Supervisors Supervision**

- Provide minimum of two individual supervisions each month for full time Directors in Community and Foster Care Programs, may include phone supervision and will include documentation of supervisory sessions.

### **Performance Assessments**

- Continually assess and develop methods to improve performance of individual programs
- Respond to conflicts or concerns pertaining to supervisors' performance in addition to the monitoring performance of the staff supervised by the program supervisors
- Provide performance evaluations according to guidelines for newly hired staff and for yearly reviews

## **Foster Care Director**

**October 2009-May 2012**

**Supervised up to 7 full time staff, 50 foster homes and 100 children in placement. Created efficiencies within the program which maximized staff productivity and support to families and children.**

**Primary Responsibilities:** The Foster Care Regional Director is responsible for the certification and training of foster homes, placement of youth into foster homes, and supervision of agency case management personnel.

- Responsible for collaboration with Recruiter and Home Supervisors in the recruitment, licensing, training, and evaluation of Foster Parents.
- Review all Home Studies completion according to SAFE requirements
- Assist Recruitment staff in development of robust recruitment plans, assist with specialized recruitment and ensure appropriate tracking and reporting formats are completed, accurate and timely
- Complete file audits and approve prior to certification and on annual basis for compliance with Volume 7 regulations.
- Complete license and Issue Certificate only after thorough file audit has been conducted.
- Ensure appropriate profile development for matching of youth and family information communicated to referral agencies.
- Responsible for obtaining and following up on referrals from outside sources, the matching and placement of youth into foster homes, as well as the subsequent rate negotiations. .
- Maintain record of monthly census for preparation of foster parent invoices as well as financial reporting to State Director.

**Concept 7 Family support and Treatments Centers, Orange, CA**

- **Regional Director- Foster Care Program- Orange and San Diego Counties  
March 2004- May 2009**
- **Program Supervisor Monitored Visitation and Transportation Program-  
April 2002-March 2004**
- **Family Support Specialist- February 2001-April 2002**

## **Education**

San Diego State University, San Diego, CA USA  
Masters Social Work May 2000

University of California, Santa Barbara, Santa Barbara, CA USA  
Bachelor of Arts Psychology June 1994

## **Certifications/ Appointments**

Appointed by Governor to Advisory Committee on Licensing of Child Care Facilities- Sept 2016  
Vice-President- Fostering Colorado- January 2015- present  
SAFE Home Study Supervisor September 2011  
SAFE Home Study- May 2005

**Attachment #2**



## Maple Star Colorado

**Mission Statement:** We deliver exceptional value by creating healthy communities through exceptional people working side by side.

**Vision Statement:** Maple Star's trauma specific approach provides individualized and holistic services that promote wellness, durability, and healing through the context of relationship.

**History:**

- Foster Care agency since 1994
- Clinical Services (VRP) in 2007
- VRP began in Colorado Springs in 2012
- 2012 Developed Community based programming
- 2014 Became a part of the Trauma Care Learning Collaborative
- Maple Star acquired a 3<sup>rd</sup> office in Pueblo offering community & clinical services in 2016

*How we define trauma: Individual trauma results from an event, series of events, or set of circumstances that is experienced by an individual as physically or emotionally harmful or threatening and that has lasting adverse effects on the individual's functioning and physical, social, emotional, or spiritual well-being, SAMHSA, 2012*

**Program Descriptions:**

**Virtual Residential Program:** Home-based services offering individual therapy, family therapy with client and without client. 12-20 hours/week of service.

**Autism:** Board Certified Behavior Analyst provides applied behavioral analysis interventions for children diagnosed on the Autism Spectrum.

**Equine Therapy:** Maple Star partners with Aspen Hollow to combine equine therapy with trauma informed practices. In partnership with Metropolitan State University, research is being done to assess best practices in combining these treatment modalities.

**Outpatient-** Traditional mental health outpatient services offered in our Denver office.

**S.T.A.N.D:** A 90-day parent intervention designed to better prepare parents for the "long haul" once the work of parenting a traumatized child has begun. Some components of this attachment and trauma-focused program are: helping parents understand their own blueprints for relationship and how this impacts the adoptive family as a whole, psycho-education about the impact of trauma on the developing brain, integration of this information with a child's specific story, and coaching around behavior interventions with a trauma-specific lens. In partnership with Metropolitan State University, research is underway in assessing if parent intervention support long-term adoption.

**Trauma Assessments:** Using the model created by Dr. Henry from the Children's Trauma Assessment Center in Michigan, trauma assessments assess the impact of trauma on a child and provide recommendations supporting treatment that will decrease time in congregate care.



**KEEP:** Removal Prevention and Reunification Program that works with clients in specific counties to address safety, stability, and family dynamics within the home. We work to provide families with tools for future use and link with community resources. KEEP also has prongs of service that specialize in kinship and adolescent needs as well.

**FVS:** Maple Star's facilitated visitation services provide a continuum of supervision and facilitation services. We provide office and community based services to Adams, Denver, Larimer, Boulder, Douglas, Bromfield and Eagle counties and on case by case referrals from other Counties. We provide parent coaching and supervision services ranging from observation, to coaching to therapeutic/ clinical intervention and modeling.

**ACES:** Maple Star's intensive family finding, or diligent search, program. It seeks to find permanent healthy connections for children involved with the child welfare department, or children aging out of the system, using a multitude of tools and techniques.

**DVR:** Maple Star's domestic violence reduction program that works with Adams County to provide psycho-educational classes and advocacy services to families and children that have currently or previously experience domestic violence dynamics in their household.

**Foster Care:** Maple Star has licensed foster homes up and down the front-range. Our foster families have varying specialties to serve children who have diverse needs.

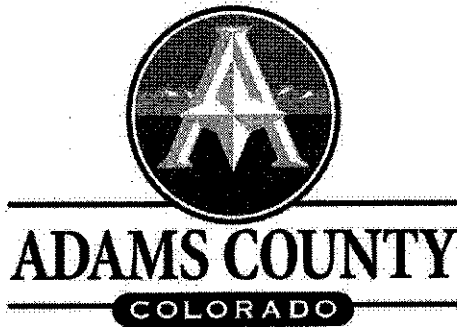
**Home Studies:** Maple Star provides home study services to specific counties to meet their needs for foster parent licensure, kinship and ICPC placements.

**Locations:**

- Denver- 2250 S. Oneida St. # 200, Denver, Colorado 80224. Main # 303-433-1975
- Colorado Springs- 1465 N union Blvd, Ste 102, Colorado Springs, CO 80909
- Pueblo - 807 N. Greenwood Street, Pueblo, CO 81003

**Contact Information:**

- Clinical Services- Kim Van Auken- 303-960-7436
- Foster Care Director - Lisa Siminitus -719-231-7401
- Facilitated Visitation Services- Emily Kleeman- 720-616-2856
- KEEP Programs and ACES - Brooks Kaskela- 303-250-8627
- Domestic Violence Reduction Program- Mallori Kenworthy- 720-361-9817



Adams County Finance Department  
 Purchasing Division  
 4430 S Adams County Parkway  
 Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
 COVER SHEET**

RFP Issue Date: April 25, 2017  
 RFP Number: RFP-BB-2017-270  
 RFP Title: **ADOPTION SUPPORT PROGRAM**  
 RFP Questions Due: May 2, 2017 by 5:00 pm MT  
 RFP Amendment Out: May 5, 2017  
 Proposal will be received until: May 15, 2017 3:00 pm MT, Our Clock  
 4430 South Adams County Parkway, Front Lobby  
 Brighton, CO 80601

For additional information please contact: Bethany Bonasera, Contract Specialist  
 720-523-6056  
 Email Address: bbonasera@adcogov.org

Documents included in this package:

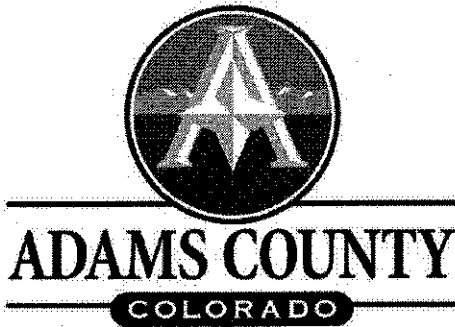
|                                     |  |
|-------------------------------------|--|
| Proposal Instructions               | Contractor's Certificate of Compliance |
| General Terms and Conditions        | Contractor's Statement                 |
| Scope of Work (SOW)/ Specifications | Reference Form                         |
| Pricing Form                        | Term of Acceptance Form                |
| Submission Form                     | Appendix A – Sample Agreement          |
| Statement of No Bid                 |  |

If any of the documents listed above are missing from this package, contact Adams County Purchasing. If you require additional information, call the Purchasing Division contact person.

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the Contractor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her Proposal, (3) the Proposal is being submitted on behalf of the Contractor in accordance with any terms and conditions set forth in this Solicitation, and (4) the Contractor will accept any awards made to it as a result of the Proposal submitted herein for a minimum of 120 calendar days following the date of submission.

**PRINT OR TYPE YOUR INFORMATION**

Name of Contractor: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Authorized Representative's Signature: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Email Address: \_\_\_\_\_



Adams County Finance Department  
Purchasing Division  
4430 S Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
PROPOSAL INSTRUCTIONS**

1. **PURPOSE/BACKGROUND:** The Adams County Human Services Department (ACHSD) is seeking proposals from qualified interested individuals, organizations and agencies to provide supportive services to pre and post adoptive families in our community.
2. **SUBMISSION OF PROPOSALS:** The proposal must be received before the due date and time as specified in this solicitation. The Contractor is responsible for addressing the envelope as indicated below. If the submittal arrives late, it may be returned unopened. Address the envelope as follows:

Mailing Address:  
Adams County Government Center  
Purchasing Division  
4430 South Adams County Parkway  
Brighton, CO 80601

Hand Deliveries accepted:  
Adams County Government Center  
First Floor Central Lobby Receptionist  
4430 South Adams County Parkway  
Brighton, CO 80601

ATTN: Bethany Bonasera  
Contract Specialist  
RFP-BB-2017-270

ATTN: Bethany Bonasera  
Contract Specialist  
RFP-BB-2017-270

3. The Adams County Board of Commissioners by and through its Purchasing Division of the Finance Department is accepting proposals for Adoption Services.
4. All documents related to this RFP will be posted on the Rocky Mountain Bid System (BidNet) at: <http://www.bidnetdirect.com/colorado/solicitations/open-bids>

4.1. Interested parties must register with this service to receive these documents.

5. **TERM OF AGREEMENT:** This is a six month agreement with the option of two one year renewals based upon grant funding.

**6. CONTRACTUAL OBLIGATIONS**

6.1. The successful Contractor will be required to sign an Agreement substantially similar to the Agreement form in Appendix A. The County reserves the right to add or delete provisions to the form prior to Agreement execution.

6.2. Issuance of this solicitation does not commit the County to award any Agreement or to procure or Agreement for any equipment, materials or services.

6.3. If a formal Agreement is required, the Contractor agrees and understands that a Notice of Award does not constitute an Agreement or create a property interest of any nature until an Agreement is signed by the Awardee and the Board of County Commissioners and/or their authorized designee.

6.4. Contractor is responsible for reviewing the form Agreement and understanding the terms and conditions contained therein, including, but not limited to, insurance requirements, indemnification, illegal aliens, equal opportunity, non-appropriation, and termination.

6.5. Contractor's Response must state its willingness to enter into the form Agreement or Contractor shall identify and include any proposed revisions they have for the form Agreement. Any proposed revisions made by the Contractor after the County Notice of Intent to Award the Solicitation may be grounds for rescinding said Notice. The identification of willingness to enter into the standard Agreement is for general purposes at this time, but is part of the evaluation process and must be included. There may be negotiations on a project-by-project basis that provide further clarification.

6.6. Incorrect Pricing. As part of any award resulting from this process, Contractor(s) will discount all transactions as agreed. In the event the County discovers, through its Agreement monitoring process or formal audit process, that material or services were priced incorrectly, Contractor(s) agree to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.

6.7. The County may, during the term of the Agreement and any extensions, request additional work at other locations throughout Adams County by the successful Contractor.

7. **METHOD OF AWARD** - It is the intent of the County to award an Agreement to the Contractor who provides the best value for Adams County.

7.1. Evaluation criteria, other than costs, are evaluated first. After rating the written Responses, costs are then considered against trade-offs such as satisfaction of requirements in the Solicitation, qualifications and financial condition of the Contractor, risk and incentives.

7.2. If it is in the best interest of the County, the Evaluation Committee may invite a limited number of Contractors to provide an oral presentation.

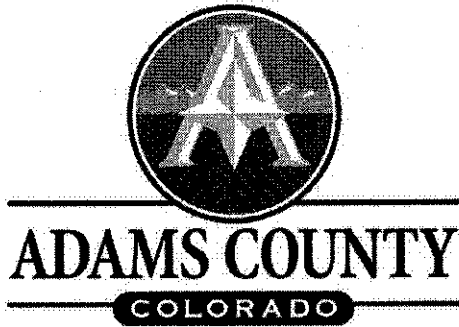
7.3. The County reserves the right to conduct negotiations with Contractors and to accept revisions of Responses. During this negotiation period, the County will not disclose any information derived from Responses submitted, or from discussions with other Contractors. Once an award is made, the Solicitation file and the Responses contained therein are in the public record.

8.6 Questions which arise during the Response preparation period regarding issues around this Solicitation, purchasing and/or award should be directed, via e-mail, to Bethany Bonasera, Contract Specialist, Purchasing Division, Adams County,

bbonasera@adcogov.org. The Contractor submitting the question(s) shall be responsible for ensuring the question(s) is received by the County by the date listed above in the schedule of activities for submitting the question(s) regardless of the method of delivery.

8. Any official interpretation of this RFP must be made by an agent of the County's Purchasing Division who is authorized to act on behalf of the County. The County shall not be responsible for interpretations offered by employees of the County who are not agents of the County's Purchasing Division.
9. **COOPERATIVE PURCHASING:** Adams County encourages cooperative purchasing in an effort to assist other agencies to reduce their cost of bidding and to make better use of taxpayer dollars through volume purchasing. Contractor(s) may, at their discretion, agree to extend the prices and/or terms of the resulting award to other state or local government agencies, school districts, or political subdivisions in the event they would have a need for the same product/service. Usage by any entity shall not have a negative impact on Adams County in the current term or in any future terms.
10. The Contractor(s) must deal directly with any governmental agency concerning the placement of purchase orders/agreements, freight/delivery charges, Contractual disputes, invoices, and payments. Adams County shall not be liable for any costs or damages incurred by any other entity.
11. **BUDGET:** The approved Grant for this 6 month agreement is \$25,000.
12. **DEBARMENT:** By submitting this proposal, the Contractor warrants and certifies that he/she is eligible to submit a proposal because he/she is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction by any Federal, State, or local department or agency.

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Adams County Finance Department  
Purchasing Division  
4430 S Adams County Parkway  
Brighton, Colorado 80601

## REQUEST FOR PROPOSAL GENERAL TERMS AND CONDITIONS

1. **APPLICABILITY:** These General Terms and Conditions apply, but are not limited, to all bids, Proposals, proposals, qualifications and quotations (hereinafter referred to as "Proposal" or "Response") made to Adams County (hereinafter referred to as "County") by all prospective Contractors, Contractors, bidders, firms, companies, publishers, consultants, or suppliers (herein after referred to as "Contractor" or "Contractors") in response, but not limited, to all Invitations to Bid, Requests for Proposals, Requests for Qualifications, and Requests for Quotations (hereinafter referred to as "Solicitation" or "Solicitations").

### 2. CONTENTS OF PROPOSAL

2.1. **GENERAL CONDITIONS:** Contractors are required to submit their Proposals in accordance with the following expressed conditions:

2.1.1. Contractors shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of materials and equipment as required by the conditions of the Solicitation. No plea of ignorance by the Contractor of conditions that exist or that may hereafter exist will be accepted as the basis for varying the requirements of the County or the compensation to the Contractor.

2.1.2. Contractors are advised that all County Solicitations and Agreements are subject to all requirements contained in the County's Purchasing Division's Policies and state and federal statutes. When conflicts occur, the highest authority will prevail.

2.1.3. Contractors are required to state exactly what they intend to furnish to the County in their Proposal and must indicate any variances to the terms, conditions, and specifications of this Solicitation no matter how slight. If variations are not stated in a Contractor's Proposal, it shall be construed that the Contractor's Proposal fully complies with all conditions identified in this Solicitation.

3. **Equal Opportunity:** The County intends and expects that the Contracting processes of the County and its Contractors provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability and that its Contractors make available equal opportunities to the extent third parties are engaged to provide goods and services to the County as sub Contractors, Contractors, or otherwise. Accordingly, the Contractor shall not discriminate on any of the foregoing grounds in

the performance of any Agreement awarded to the Contractor, and shall make available equal opportunities to the extent third parties are engaged to provide goods and services in connection with performance of the Agreement. If submitting a joint venture proposal, or a proposal involving a partnership arrangement, articles of partnership stating each partner's responsibilities shall be furnished and submitted with the Response.

4. **Colorado Open Records Act:** All documentation submitted in response to this solicitation will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act. C.R.S. 24-72-201 *et. seq.* ("CORA"). Accordingly, respondents are discouraged from providing information that they consider confidential, privileged, and/or trade secrets as part of a response to this solicitation. Any portions of submissions that are reasonably considered confidential should be clearly marked as such. The County does not guarantee the confidentiality of any record(s).

Careful consideration should be given before submitting confidential information to the County. The Colorado Open Records Act permits public scrutiny of most materials collected in this solicitation process.

## 5. CLARIFICATION AND MODIFICATIONS IN TERMS AND CONDITIONS

- 5.1. Where there appears to be variances or conflicts between the General Terms and Conditions, any Special Terms and Conditions and the Scope of Work/Specifications outlined in this Solicitation, the Scope of Work/Specifications, and then the Special Terms and Conditions, will prevail.

- 5.1.1. If any Contractor contemplating submitting a Proposal under this Solicitation is in doubt as to the true meaning of the Scope of Work or any other portion of the Solicitation, the Contractor must submit a **written request** via email for clarification to the Point of Contact listed on the first page of this Solicitation. The Contractor submitting the request shall be responsible for ensuring that the request is received by the County prior to the deadline for submitting questions.

- 5.1.2. The County shall issue a written addendum if substantial changes which impact the technical submission of Proposals are required. A copy of such addenda will be available at the Rocky Mountain E-Purchasing System (BIDNET) website. In the event of conflict with the original Solicitation documents, addenda shall supersede to the extent specified. Subsequent addenda shall supersede prior addenda only to the extent specified.

- 5.1.3. **ADDENDA: CONTRACTOR IS RESPONSIBLE FOR OBTAINING AND ACKNOWLEDGING ALL SUBSEQUENT ADDENDA VIA THE ROCKY MOUNTAIN E-PURCHASING SYSTEM (BIDNET). FAILURE TO SUBMIT ANY AND ALL SUBSEQUENT ADDENDUM/ADDENDA MAY DEEM THE CONTRACTOR NON-RESPONSIVE. EACH AND EVERY ADDENDUM TO BE SEPARATELY ACKNOWLEDGED.**

## **5.2. PRICES CONTAINED IN PROPOSAL-DISCOUNTS, TAXES, COLLUSION**

5.2.1. Contractors may offer a cash discount for prompt payment. Discounts will be considered in determining the lowest net cost for the evaluation of Proposals; discounts for periods of less than twenty days, however, will not be considered in making an award. If no prompt payment discount is being offered, the Contractor shall enter a zero (0) for the percentage discount to indicate net thirty days. If the Contractor does not enter a percentage discount, it is hereby understood and agreed that the payment terms shall be net thirty days, effective on the date that the County receives an accurate invoice or accepts the products, whichever is the later date. Payment is deemed to be made on the date of the mailing of the check.

5.2.2. Contractors shall not include federal, state, or local excise or sales taxes in prices offered, as the County is exempt from payment of such taxes.

5.2.2.1. Federal Identification Number: 20-1971780

5.2.2.2. State of Colorado Tax Exempt Number: 98-03569

## **6. SIGNING PROPOSAL**

6.1. Contractor, by affixing its signature to this Solicitation, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, firms or corporations making a Proposal for the same items, or with the County. The Contractor also certifies that its Proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To insure integrity of the County's public procurement process, all Contractors are hereby placed on notice that any and all Contractors who falsify the certifications required in conjunction with this section will be prosecuted to the fullest extent of the law.

## **7. PREPARATION AND SUBMISSION OF PROPOSAL**

### **7.1. PREPARATION**

7.1.1. The Proposal must be typed or legibly printed in ink. The use of erasable ink is not permitted. All corrections made by the Contractor must be initialed by the authorized agent of the Contractor.

7.1.2. Proposals must contain a manual signature of an authorized agent of the Contractor in the space provided on the Solicitation cover page. The original cover page of this Solicitation must be included in all Proposals. If the Contractor's authorized agent fails to sign and return the original cover page of the Solicitation, its Proposal may be invalid and may not be considered.



- 7.1.3. The County logo is trademarked and property solely of the County. Contractors do not have permission to use the County's logo on any documentation or presentation materials and to do so would be a violation of the County's trademark
- 7.1.4. Alternate Proposals will not be considered unless expressly permitted in the Scope of Work.
- 7.1.5. The accuracy of the Proposal is the sole responsibility of the Contractor. No changes in the Proposal shall be allowed after the date and time that submission of the Proposals is due.

## 7.2. SUBMISSION

- 7.2.1. The Proposal shall be sealed in an envelope with the Contractor's name and the Solicitation number on the outside. The County's Pricing Form, which is attached to this Solicitation, must be used when the Contractor is submitting its Proposal. The Contractor shall not alter this form (e.g. add or modify categories for posting prices offered) unless expressly permitted in the Solicitation or in an addendum duly issued by the County. Only sealed proposals received by the Purchasing Division of the Finance Department will be accepted; proposals submitted telephone, email, or facsimile machines are not acceptable.
- 7.2.2. Each Proposal must be submitted at the time and place, and number of copies as specified in this Solicitation. Failure to submit the required number of copies may deem the Contractor's Proposal non-responsive.
- 7.2.3. Failure to provide any requested information may result in the rejection of the Proposal as non-responsive.
- 7.2.4. Proposal must be submitted in the format supplied and/or described by the County. Failure to submit in the format provided may be cause for rejection of the proposal. Proposals must be furnished exclusive of taxes.
- 7.2.5. Contractor is responsible for ensuring their Proposal is received by the Purchasing Division prior to the deadline outlined in the solicitation regardless of the method of delivery.
- 7.2.6. Contractors, which qualify their Proposal by requiring alternate Contractual terms and conditions as a stipulation for Agreement award, must include such alternate terms and conditions in their Response. The County reserves the right to declare a Contractor's Proposal as non-responsive if any of these alternate terms and conditions is in conflict with the County's terms and conditions, or if they are not in the best interests of the County.

## **8. LATE PROPOSALS**

- 8.1. Proposals received after the date and time set for the opening shall be considered non-responsive and may be returned unopened to the Contractor.
- 8.2. The County assumes no responsibility for late deliveries of mail on behalf of the United States Post Office or any other delivery system.
- 8.3. The County assumes no responsibility for a Proposal being either opened early or improperly routed if the envelope is not clearly marked on the outside:

### **RFP-BB-2017-270 ADOPTION SUPPORT PROGRAM**

- 8.4. In the event of a situation severe enough to cause the Adams County Board of Commissioners to close the County offices for any reason, the Purchasing Manager has the prerogative of rescheduling the proposal opening time and date. No proposal will be considered above all other proposals by having met the proposal opening time and date requirements to the exclusion of those who were unable to present their proposal due to a situation severe enough to cause the Board of Commissioners to close the County offices.

## **9. MODIFICATION OR WITHDRAWAL OF PROPOSALS**

- 9.1. **MODIFICATIONS TO PROPOSALS.** Proposals may only be modified in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the Proposals to be opened. Each modification submitted to the County's Purchasing Division must have the Contractor's name and return address and the applicable Solicitation number and title clearly marked on the face of the sealed envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the County's Purchasing Division will be considered the valid modification.

### **9.2. WITHDRAWAL OF PROPOSALS**

- 9.2.1. Proposals may be withdrawn in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the opening of Proposals. Any withdrawal of a Proposal submitted to Adams County Purchase Division must have the Contractor's name, return address, and the applicable Solicitation number and title clearly marked on the face of the envelope and on the withdrawal letter.

- 9.2.2. Proposals may not be withdrawn after the time and date set for the opening for a period of ninety calendar days. If a Proposal is withdrawn by the Contractor during this ninety-day period, the County may, at its option, suspend the Contractor and may not accept any

Proposal from the Contractor for a six-month period following the withdrawal.

## **10. REJECTION OF PROPOSALS**

10.1. REJECTION OF PROPOSALS. The County may, at its sole and absolute discretion:

10.1.1. Reject any and all, or parts of any or all, Proposals submitted by prospective Contractors;

10.1.2. Re-advertise this Solicitation;

10.1.3. Postpone or cancel the process;

10.1.4. Waive any irregularities in the Proposals received in conjunction with this Solicitation; and/or

10.2. REJECTION OF A PARTICULAR PROPOSAL. In addition to any reason identified above, the County may reject a Proposal under any of the following conditions:

10.2.1. The Contractor misstates or conceals any material fact in its Proposal;

10.2.2. The Contractor's Proposal does not strictly conform to the law or the requirements of the Solicitation;

10.2.3. The Proposal expressly requires or implies a conditional award that conflicts with the method of award stipulated in the Solicitation;

10.2.4. The Proposal does not include documents, including, but not limited to, certificates, licenses, and/or samples, which are required for submission with the Proposal in accordance with the Solicitation; and/or

10.2.5. The Proposal has not been executed by the Contractor through an authorized signature on the Specification's Cover Sheet.

10.3. The County reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals.

## **11. ELIMINATION FROM CONSIDERATION**

11.1. A Proposal may not be accepted from, nor any Agreement be awarded to, any person or firm which is in arrears to the County upon any debt or Agreement or which is a defaulter as surety or otherwise upon any obligation to the County.

11.2. A Proposal may not be accepted from, nor any Agreement awarded to, any person or firm who has failed to perform faithfully any previous Agreement

with the County or other governmental entity, for a minimum period of three years after the previous Agreement was terminated for cause.

11.3. Any communications in regards to this RFP must go through the Adams County Purchasing Division only. Any contact with other County personnel or County Contractors may be cause for disqualification.

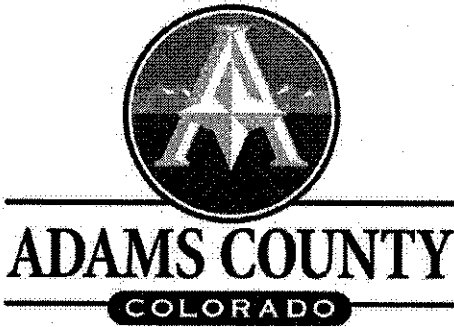
11.4. No damages shall be recoverable by any challenger as a result of the determinations listed in this Section or decisions by the County.

11.5. The Board of County Commissioners may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting; whichever is later, when the public interest will be served thereby.

**12. QUALIFICATIONS OF CONTRACTOR:** The County may make such investigations as deemed necessary to determine the ability of the Contractor to perform work, and the Contractor shall furnish all information and data for this purpose as the County requests. Such information includes, but is not limited to: current/maximum bonding capabilities, current licensing information, audited financial statements, history of the firm on assessments of liquidated damages, Agreements cancelled prior to completion and/or lawsuits and/or pending lawsuits against the firm and/or its principals. The County reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Contractor fails to satisfy the County that such Contractor is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein. Conditional Proposals will not be accepted.

**13. AWARD OF SOLICITATION:** The County shall award this Solicitation to the successful Contractor through the issuance of a Notice of Intent to Award. All Contractors that participated in the Solicitation process will be notified of Contractor selection. No services or goods shall be provided, and no compensation shall be paid, until and unless an Agreement has been signed by an authorized representative of the County and the Contractor.

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Adams County Finance Department  
Purchasing Division  
4430 S Adams County Parkway  
Brighton, Colorado 80601

## REQUEST FOR PROPOSAL SCOPE OF WORK

### **Program Description:**

The Adams County Human Services Department (ACHSD) is seeking proposals from qualified interested individuals, organizations and agencies to provide supportive services to pre and post adoptive families in our community. Adams County had 762 children adopted between 2011 and 2016. There has been a great need for post adoption support, a service that is currently unavailable in Adams County. This support is needed to minimize and/or prevent disruption and or to stabilize a more challenging new adoptive placement leading to greater long term success.

At the present time, we have 87 children that are freed for adoption and seeking a permanent home. Adams County has two Adoption Teams that work tirelessly to care for these children seeking homes, participate in activities to recruit homes for waiting children and prepare children and families for adoptive homes once identified. Additional supports for kids with special needs and for families that are interested in adopting these kids would be most beneficial.

To better support our pre and post adoptive families we are seeking a community partner with adoption competencies that have an acute awareness and understanding of the needs of adoptive families and the ability to provide thoughtful and individualized intensive short term and time limited in home support, ongoing support/case management, therapeutic and specialized intervention for the child and/or family and implement a community based psycho-educational support group.

### **Adoption Family Support Program (Disruption Prevention and Intervention/Placement Stabilization Services)**

Our program model goals will include provision of specialized intervention and prevention services to protect the permanency of adoptive and kinship adoption placements. Between 2011 and 2016, of the 762 adoptions completed, 285 of them were children adopted by a relative (37.4%).

These services would be aimed at providing children, youth, and families with a resource that can help provide resources/services and prevent out-of-home placements prior to and after adoption finalization/permanent guardianship placement has occurred. In those situations in which a subsequent out-of-home placement does occur, this service will provide interventions that assist in the timely and successful return home of the child/youth to their permanent home. The program would be made available to children, youth, and families living within or outside of Adams County (for adoptions that were finalized in Adams County).

Services will need to focus on Prevention activities (Adoption/Permanent Guardianship Resource Coordination, Outreach to Adoptive Communities, Support Group Facilitation, and Training for Families) and Intervention activities (Case Management, Crisis Intervention, Attachment Focused Interventions, Family Preservation Services, Parenting Skills Development, Therapeutic and Behavioral Interventions and Trauma Focused Services). Families will be able to access this program when contacting ACHSD for resources, when families contact their subsidy specialist seeking assistance, or through ACHSD's internal kinship support team. ACHSD's goal is to work cooperatively with families and to provide services intended to keep families together. Working in collaboration with adoptive parents and permanent guardians when situations become difficult/stressful, could reduce the possibility of child maltreatment and the need for out of home placement.

An existing gap in service is our inability to consistently provide ongoing and preventative support to our large number of adoptive families and also our inability to provide more intensive support to adoptive families in crisis struggling with children in their care. Our hope is to be able to contract with a service provider/agency/individual that can provide intensive in home support when needed and ongoing support to families to prevent additional moves and to hopefully stabilize adoptive kids until they return home or support families as they move towards permanency with kin or non relative adoptive families. In addition, adoptive families will benefit from developing increased parental competencies and behaviors that nurture the children they love. Children will benefit from continued connection in a home environment with safe and stable caregivers that enjoy healthy parental relationships and marriages. Any services delivered by a contracted agency would be expected to provide interventions in a culturally sensitive and responsive manner that focuses on the family's strengths, beliefs and traditions and enhances their growth and ability to keep children safe and solidifies their foundation of well being and permanency. Also, this agency/provider will support and encourage family driven goal setting in all service provision.

Another area of focus we will be looking at is to provide opportunities for relationship building in the adoptive community through ongoing support groups held at least monthly. We would be looking for a community agency to offer a psycho-educational based support group structure that not only served the pre and post adoptive parents, but would also support children placed in their care. The goal is to increase the support network for adoptive families where they can develop new friendships and connections with other adoptive families so that they can support one another into the indefinite future. In addition, we would be looking for families to have other educational opportunities so that they could learn more about parenting, discipline, trauma, child welfare process, nutrition, health, etc. These would be more training based in nature, along with child care for adoptive parents to be able to attend the session and have a few moments of respite as well.

With the implementation of this new adoption support intervention, our focus would be on the following outcomes: To reduce the risk of child abuse/and or neglect, to enhance caregiver protective capacity to ensure child safety, and to increase the number of formalized adoptions. In addition, adoptive parents will have enhanced capacity to provide for their children's needs and their access to and utilization of community-based supports and services will be increased.

## **Scope of Work:**

The Contractor shall serve a minimum of 60 families within the contract period of one year. The Contractor will provide:

1. **Preventative Case Management and Supportive Services – Mid to High Level Needs**

Staff will visit adoptive family in their home a minimum of one hour per week for up to three months for mid level needs and one hour per month for up to nine months as determined appropriate based on situation and assessment. Services to include support, crisis intervention, placement stabilization, oversight and monitoring of safety in the home, navigation of resources, community services navigation, parenting/discipline, education, outreach, resource support line, resource referrals, collaborative community information sharing and networking, etc.

2. **Intervention Case Management – High Level Needs**

Staff will visit adoptive family in their home a minimum of one hour a week for up to three months. Services to include case management services, crisis intervention, therapeutic intervention from an adoption competent service provider, parenting skills development, support, placement disruption support and monitoring, oversight and monitoring of safety in the home, navigation of resources/community services, etc.

3. **Community Based Psycho-Educational Support Group**

Contractor will provide supportive and educational groups for pre and post adoption families and children in their care, separately and/or together. One group per month will be scheduled for up to two hours per session with the opportunity for child care and or child inclusion. Option for additional training and educational opportunities is expected as well.

## **Performance Measures and Program Implementation Requirements:**

ACHSD requires that Contractor utilize an evidenced based, promising practice or innovative practice program model to deliver the services indicated above. Practice proposals that implement those programs listed on The California Evidence-Based Clearinghouse for Child Welfare are strongly preferred. ([www.cebc4cw.org](http://www.cebc4cw.org))

Applicants shall plan to promote the five protective factors from the Strengthening Families Protective Factors Framework for all service activities. The five protective factors are:

1. **Parental Resilience**

A parent's ability to effectively cope with the various challenges of parenting and everyday life and their ability to overcome life's challenges. Examples include program activities that help caregivers manage stress and maintain hope.

2. **Social Connections**  
Positive relationships with friends, family members, neighbors, and others who can provide concrete and emotional support to parents and caregivers. Examples of programming would strengthen informal and formal support mechanisms for families.
3. **Knowledge of Parenting and Child Development**  
Accurate information about raising children and appropriate expectations for their behavior. Examples would be parenting education through parent support groups, facility based education classes or home visitation.
4. **Concrete Support in Times of Need**  
Support and services within the community which can include financial, transportation, and food assistance, job training, and/or mental health services. An example of programming would be providing immediate and accessible resources or support to families in crisis.
5. **Children's Social and Emotional Development**  
A child's ability to effectively interact with others and to articulate their feelings. An example of programming would be providing children and caregivers a safe and nurturing place to "practice" normal roles and behaviors, strengthening a positive parent-child relationship.

#### **Program Monitoring and Reporting Requirements:**

For every family served through in home prevention and intervention support/case management services, ACHSD will require Contractor to utilize the standardized assessment tool, Colorado Family Support Assessment 2.0 (CFSA 2.0). This tool is helpful in assessing the self sufficiency of a family in fourteen domains. The fourteen domains considered and reviewed are: income, employment, housing, transportation, food security, child care, child education, adult education, cash savings, debt management, healthcare, physical health, mental health and substance abuse. A copy of the tool will be provided at the end of this RFP. Training in the use of the tool can be provided for the contractor selected so as to successfully implement the CFSA 2.0. Regular reporting on use of tool will be required by ACHSD on a monthly basis, and for every six month period.

The Contractor will work in close collaboration with the ACHSD Adoption/Leadership Team and the Promoting Safe and Stable Families Program Coordinator for each family assigned. This will be conducted through phone conversations or in person meetings on at least a monthly basis and/or as needed or requested. In addition, monthly reports will be submitted by Contractor to ACHSD for each family served by no later than the 10<sup>th</sup> of the following month. Six month progress reports will be due to ACHSD at intervals designated once Contractor is selected.

#### **Qualifications of Staff:**

ACHSD is seeking individuals, organizations or agencies that are (or who employ) professional level staff, with a minimum of a Bachelors Degree in a Human



Services/related area and have at least one year of experience in working with adoptive children and families for those providing non-therapeutic level case intervention.

Proposals will demonstrate the ability to provide staff that has an understanding of child welfare process/child protective services, family systems theory, trauma informed care, behavioral challenges and strategies, attachment theory, adolescence/puberty, the five protective factors, adoptive family needs, crisis resolution, conflict management, child development, mental health and substance abuse issues, out of home placement, reunification, etc.

For staff that will be providing therapeutic level intervention and counseling, the following is required:

- Masters Degree with clinical licensure that is current and valid with DORA and possess Adoption Competencies
- At least two years of experience in working with adoptive families and with training in trauma informed practices

Proposers (or their employees) must possess superior communication, written, and customer service skills and demonstrate a commitment to meeting deadlines.

#### **Anticipated Outcomes and Performance Measures:**

As a result of this program's implementation, children will:

- have decreased incidents of maltreatment recurrence within six months of a confirmed report of child abuse or neglect;
- experience increased safety in out-of-home care, as evidenced by a decrease of confirmed abuse or neglect reports;
- experience decreasing instances of repeated case involvement or founded abuse/neglect within 12 months of case closure;
- reach finalization of adoption within 12 months of termination of parental rights.

Other Desired Outcomes and Expectations:

- Adoptive or other legal permanent families will have a resource available to them pre and post ACHSD involvement to prevent potential disruption situations prior to out-of-home placement occurring;
- Children and youth will have services available to them from adoption competent providers to prevent disruption or expedite return home should out-of-home placement occur;
- Legal permanent kinship placement arrangements will remain stabilized;
- Children/youth will be successfully reunified in a timely manner with legal permanent families when out of home placement is necessary.

## **PROPOSAL ELEMENTS:**

The proposal should be succinct, well organized, and must contain all of the information necessary for reviewers to understand. The following outline presented herein contains the elements that are required in the proposal.

### **A. Agency Information:**

- Provide a brief description of your agency, and/or organization including total staff size, number of years in operation, mission and history.
- Briefly describe related services provided by your agency working with low income, multi-cultural populations in Adams County.
- Describe your experience providing similar services for other governmental and public sector agencies and please list the names of those agencies.

### **B. Services to be provided, in the context of this RFP:**

- Provide a description of the services you propose to provide and include narrative that explains the proposed activities that meet the goals, objectives, and scope of this RFP.
- How do you (or your agency) provide services for a client that does not understand you due to cognitive, language or dialect concerns? Do you have Spanish-speaking staff?
- Do you have more than one location where you can provide services to ACHSD clients? What hours/days of the week are you (or are employees at your agency) available to provide services?
- How much advance notification is required prior to providing services?
- For agencies, how many staff does your agency currently employ?
- Does your agency have an online referral and reporting system that has the ability to grant access to results to approved parties? If so, what reporting system does your agency utilize?
- Indicate if you are able to provide transportation for clients.

### **C. Expertise and Experience**

- How long have you (or your agency) been providing services to children and families?
- For individual applicants, what type of ongoing education/training do you participate in to ensure the continued quality of service provision to children and families?
- For agencies, please discuss how you ensure the competency of your agency's staff, employee hiring, training, and evaluation processes.
- Have you (or your agency) provided adoptive services to individuals within human services agencies in the past? If so, please discuss program specifics. If not, please indicate what other experience you (or your agency) have.
- List any memberships in professional associations, organizations, or societies that are job-related.

- List applicable licenses or permits presently held and ability to obtain additional licenses or permits that may be required.

## **REVIEW AND EVALUATION:**

Applications will be reviewed and evaluated according to the following criteria: responsiveness to the Request for Applications, overall merit of the application, agency experience, capacity to provide proposed services to address the needs to child welfare clients, cost, ability to provide culturally competent services, and availability of services. Also considered is the relevance and justification of costs included in the budget, the applicants experience in the effective oversight of administrative, fiscal and programmatic aspects of government contracts, including timely and accurate submission of billing and reports.

## **TERM**

The term of this Agreement shall be from June 1, 2017, through September 30, 2017.

## **PAYMENT AND FEE SCHEDULE**

This is a fee for service contract. The Contractor shall submit a monthly invoice by the 5<sup>th</sup> of each month for the previous month's services.

## **Evaluation Criteria**

- Culturally Sensitive and Competent
- Cost
- Qualifications & Personnel
- Experience
- Program Description/Ability to Deliver the Services as Described

The Remainder of This Page Left Blank Intentionally.

**Kinship Support Program Services  
Adams County Human Services Department  
Proposer Certification**

Proposer/Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Person regarding this Proposal: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Executive Director, CEO, or Owner: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Federal Identification Number or Social Security Number: \_\_\_\_\_

I certify that I have read the terms of this Request for Proposals and understand proposal and contracting procedures. If awarded a contract, I agree to provide services and documentation as specified in the proposal or as negotiated prior to final contact approval.

\_\_\_\_\_  
Signature of an Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Authorized Official

\_\_\_\_\_  
Print Title

## RESPONSE FORMAT

Failure to respond in the required format may deem your submittal non-responsive.  
Failure to provide required information may deem your submittal non-responsive.

**SUBMISSION OF PROPOSALS: ONE (1) hardcopy ORIGINAL, ONE (1) electronic ORIGINAL (USB or CD-single PDF document) and THREE (3) HARDCOPIES, TOTAL OF FIVE (5) submittals of each Proposal must be received at the time and place specified in this Solicitation. Submittals should be prepared simply and economically providing a straightforward, concise description of the Contractor's ability to perform the requirements of this solicitation. Failure to submit the required number of copies may deem the Contractor non-responsive.**

**PRICING MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE. THERE MUST NOT BE ANY PRICING INFORMATION WITHIN THE PROPOSAL SUBMITTAL ENVELOPE.**

**Electronic copy shall be an EXACT reproduction of the original documents provided. All sections shall be combined into a single PDF electronic document.**

1. Provide submittal without reference to Adams County logo or company logo.
2. Label cover of Original submittal
3. Submit proposal in a tab format
4. Table of Contents – Include a clear identification of the material by section and by page number. , i.e. Mandatory Requirements section, etc.
5. Executive Summary - The executive summary should give in brief concise terms a summation of your submittal. Identify the points that make your firm uniquely qualified for this engagement.
6. Profile of the Firm – State whether your firm is local, national, or international. Also include the following for the office this work would originate from:
  - a. Size of the Firm and size of local office (if applicable)
  - b. Location of the office, where the work on this engagement is to be performed
  - c. Number and nature of the professional staff to be assigned to the project on a full-time basis.
  - d. Number and nature of staff to be assigned to this project on a part-time basis.
  - e. Identify the supervisory and management staff who will be assigned to the engagement. Provide resumes for each person that will be assigned to this engagement.
  - f. Provide any substantiated complaints against the firm in the last 3 years and any outstanding litigation.
7. Provide documentation that satisfies the Required Document requests.
8. Provide documentation that satisfies the criteria to be evaluated.

**End of Scope of Work**



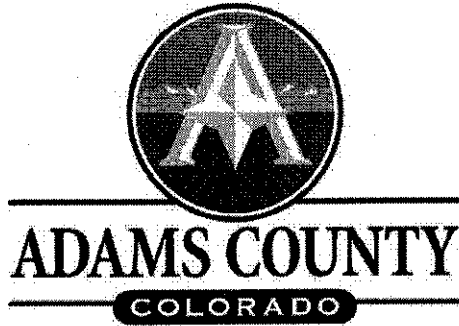
**ADAMS COUNTY**  
**COLORADO**

**Adams County Finance Department  
Purchasing Division  
4430 S Adams County Parkway  
Brighton, Colorado 80601**

**REQUEST FOR PROPOSAL  
PRICING FORM: 2017.270  
(Submit in separate sealed envelope)**

Please provide all applicable Professional Hourly Rates:

| Position Title | Regular Rate | Overtime Rate | Total Estimated Hours |
|----------------|--------------|---------------|-----------------------|
|                |              |               |                       |
|                |              |               |                       |
|                |              |               |                       |
|                |              |               |                       |
|                |              |               |                       |



Adams County Finance Department  
 Purchasing Division  
 4430 S Adams County Parkway  
 Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
 SUBMISSION FORM**

**SUBMISSION:** It is imperative you address your submittal envelope as follows:

**Mailing Address:**

Adams County Government Center  
 Purchasing Division C4000A  
 4430 South Adams County Parkway  
 Brighton, CO 80601

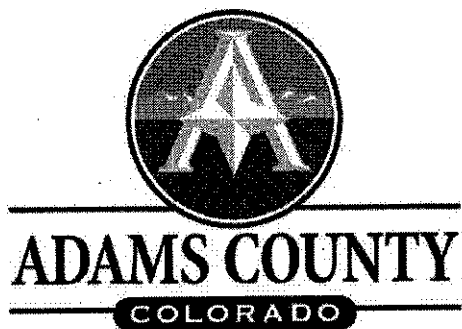
ATTN: Bethany Bonasera  
 Contract Specialist  
 RFP-BB-2017-270

**Hand Deliveries accepted:**

Adams County Government Center  
 First Floor Central Lobby Receptionist  
 4430 South Adams County Parkway  
 Brighton, CO 80601

ATTN: Bethany Bonasera  
 Contract Specialist  
 RFP-BB-2017-270

- |   |            |           |
|---|------------|-----------|
| Does your Proposal comply with all the terms and conditions of this Solicitation?<br>If no, indicate exceptions.              | <b>YES</b> | <b>NO</b> |
| Does your Proposal provide proposed revisions to the attached Sample Agreement and identified on the Term of Acceptance Form? | <b>YES</b> | <b>NO</b> |
| Does your Proposal meet or exceed all specifications, including minimum service requirements? If no, indicate exceptions.     | <b>YES</b> | <b>NO</b> |
| Requirements met and response included?   | <b>YES</b> | <b>NO</b> |
| May any other governmental entity avail itself of this Agreement and purchase any and all items specified?                    | <b>YES</b> | <b>NO</b> |
| Have all the addendums been acknowledged and enclosed?  | <b>YES</b> | <b>NO</b> |
| Original and the number of copies specified enclosed including electronic copy?   | <b>YES</b> | <b>NO</b> |
| Has a duly authorized agent of the contractor signed the cover sheet ?  | <b>YES</b> | <b>NO</b> |
| Is pricing form enclosed in a separate sealed envelope?   | <b>YES</b> | <b>NO</b> |



Adams County Finance Department  
Purchasing Division  
4430 S Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
STATEMENT OF NO BID  
COMPLETION OF THIS FORM IS OPTIONAL**

Adams County values your input. If you are unable to participate, will you spend a few minutes to complete this form and return with your NO BID response.

Please send to: Adams County  
Attn: Bethany Bonasera  
RFP-BB-2017-270  
4430 South Adams County Parkway  
Brighton, CO 80601

Email to: [BBONASERA@ADCOGOV.ORG](mailto:BBONASERA@ADCOGOV.ORG)

- We are unable to meet specifications.
- Insufficient time to respond to the solicitation.
- Our schedule would not permit us to perform within the required time.
- We are unable to meet insurance and/or bonding requirements.
- We do not offer/supply this product or service.

Further Remarks/Comments:

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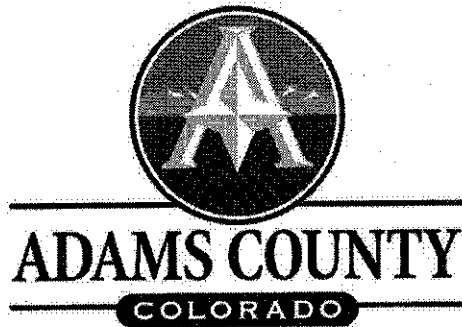
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**PRINT OR TYPE YOUR INFORMATION**

|                 |            |          |
|-----------------|------------|----------|
| Contractor Name |            | Phone    |
| Address:        | City/State | Zip Code |
| Contact Person  | Title      | Date     |
| Email Address   |            |          |





Adams County Finance Department  
Purchasing Division  
4430 S Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
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 Agreement for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or Agreement with an illegal alien who will perform work under the attached Agreement 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 Agreement for services.

---

Contractor Name

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Printed or Typed Name

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Signature

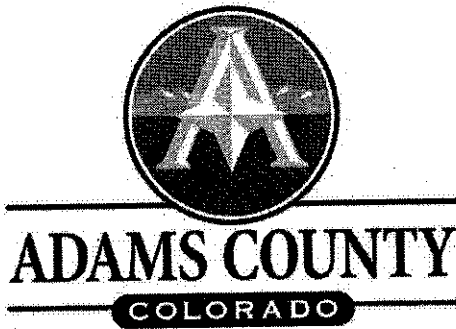
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Title

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Date

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.



Adams County Finance Department  
Purchasing Division  
4430 S Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
CONTRACTOR'S STATEMENT**

I have read and fully understand all the conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said 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 (list all): \_\_\_\_\_

Contractor Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

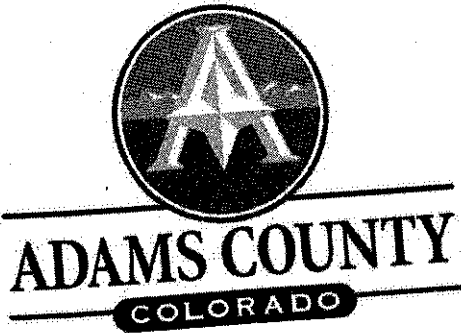
Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ County \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_



Adams County Finance Department  
Purchasing Division  
4430 S Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
REFERENCE FORM**

Contractors shall furnish the names, addresses and telephone numbers of a minimum of three (3) firms or government organizations for which the Contractor has provided similar projects:

**Company Name**

Address

Reference Name

Reference Email Address

Telephone Number

Project Name

Value

\$

**Company Name**

Address

Reference Name

Reference Email Address

Telephone Number

Project Name

Value

\$

**Company Name**

Address

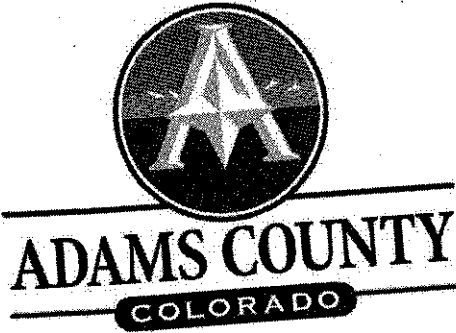
Reference Name

Reference Email Address

Telephone Number

Project Name

\$



Adams County Finance Department  
Purchasing Division  
4430 S Adams County Parkway  
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL  
TERM OF ACCEPTANCE FORM**

Request for Proposal # \_\_\_\_\_

I, on behalf of the Contractor identified below, hereby certify that I have read a copy of the sample Agreement attached to the RFP and understand the terms and provisions contained in that Agreement. I further hereby certify that it is the Contractor's intent to comply with each and every term and provision contained in the sample Agreement and propose no modifications to the sample Agreement except as follows:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

I understand that the modification stated above, if any, are offered for discussion purposes only and that Adams County reserves the right to accept, reject or further negotiate any and all proposed modification to the sample Agreement.

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date