

**ADAMS COUNTY
PROFESSIONAL SERVICE AGREEMENT
2017.271 KINSHIP SERVICES**

THIS AGREEMENT ("Agreement") is made this 8th day of August 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 2017.271 and the Contractor's response to the RFP 2017.271 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 Kinship 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 as 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.


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CONTRACTOR'S CERTIFICATION OF COMPLIANCE

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

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

Company Name 7/26/17 _____
Date



Signature

Heather Morris

Name (Print or Type)

executive Director

Title

Note: Registration for the E-Verify Program can be completed at:
<https://www.vis-dhs.com/employerregistration>.

It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering



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, 1st Floor, Pueblo, CO 81003

July 7, 2017

Re: Best and final pricing: 2017.271 Kinship Services

To Whom It May Concern:

Maple Star Colorado's final and best pricing proposal for Kinship Support Services stands at \$63. 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
COLORADO

COPY

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

**REQUEST FOR PROPOSAL
 COVER SHEET**

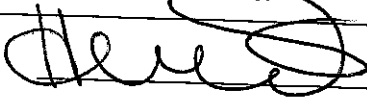
RFP Issue Date: April 25, 2017
 RFP Number: RFP-BB-2017-271
 RFP Title: **KINSHIP SUPPORT PROGRAM**
 RFP Questions Due: May 2, 2017 by 5:00 pm MT
 RFP Amendment Out: May 5, 2017
 Proposal will be received until: May 15, 2017 3:00 pm MT, Our Clock
 4430 South Adams County Parkway, Front Lobby
 Brighton, 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
 General Terms and Conditions
 Scope of Work (SOW)/ Specifications
 Pricing Form
 Submission Form
 Statement of No Bid
 Contractor's Certificate of Compliance
 Contractor's Statement
 Reference Form
 Term of Acceptance Form
 Appendix A – Sample Agreement

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 Colorado		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

Kinship Support Services

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Executive Summary/ Profile of Firm

This proposal is in response to the Request for Proposal, # RFP-BB-2017-271 for Kinship Support Services. Maple Star Colorado's proposal outlines the use of specified kinship team members in conjunction with KEEP Removal Prevention and Reunification services, when needed, to provide intensive support services to kinship provider clients of 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 Kinship 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.

Maple Star Colorado provided kinship support services to Denver County under Title IV-e beginning in 2014 including in-home interventions, community resourcing and support and psycho-educational groups. Our 14 week group curriculum was developed using NCTSN and other trauma informed resources and provided networking and support elements for the providers while having concurrent children's groups addressing similar topics. In 2016, Maple Star was awarded a Title IV-e Kinship Support Services contract in El Paso County and has been providing the above outlined services in that community since January 2017.

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 KEEP Kinship Lead worker and up to 2 part time KEEP Kinship Case Managers.

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.

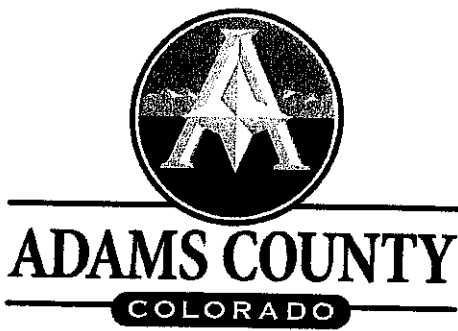
Maple Star operates along the front range of Colorado including Adams County with its main office located at:

2250 S. Oneida Street, Suite 200
Denver, CO 80224
303-433-1975
www.maplestar.net

Lauren.LaComte@Pathways.com
Brooks.Kaskela@pathways.com
heather.morris@pathways.com

Lauren LaComte is the KEEP Program supervisor that would provide supervision and support to KEEP Kinship Support Services in Adams County. Maple Star's Director of Community Programs, Brooks Kaskela, MA, oversees all community-based programming to ensure quality assurance. 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 kinship families in our community. When children are unable to remain safely with biological parents/caretakers, many are placed in the care of relatives or those with a kin-like relationship to the child. At the present time, approximately 46% of our Adams County children in out of home placement are placed with a kinship family. These placements can be short term and/or lead to permanency for children dependent upon individualized circumstances in each case. To better support our kinship families we are seeking a community partner that has an acute awareness of the needs of kinship families and the ability to provide thoughtful and individualized intensive short term and time limited in home support, ongoing support/case management and implement a community based psycho-educational support group.

As of 2013 and with the support of IV-E Waiver funding, Adams County began a Kinship Support Unit to provide more focused support to kinship families working with child welfare. Since then additional funding streams have been accessed and at the present time there are four full time Kinship Caseworkers, two full time Kinship Support Case Aides, two full time Benefit Navigators and one part time PSSF Case Aide. On average, our Caseworkers provide intensive up front, short term and crisis case management to approximately 25 new families per month (250-350 annually). They are working to access supports to stabilize placement, inform kinship families of available benefits/service options, explain the child welfare process, review kinship family backgrounds and history and formally assess the appropriateness of the kinship family for the child's placement on a short term and potentially permanent basis. Our Kinship Support Case Aides, including our PSSF Case Aide, assist the Caseworkers in completing the very time consuming thorough background checks and helping to attain needed resources for kinship families.

An existing gap in service is our ability to provide ongoing and preventative support to our large number of kinship families and also our ability to provide more intensive support to kinship 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 kids in kinship care until they return home or support families as they move towards permanency with kin. In addition, kinship families will benefit from developing increased parental competencies and behaviors that nurture the children they love. Children will benefit from continued connection to extended family 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 would be looking at would to provide opportunities for relationship building in the kinship community is 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 kinship parents, but would also support children placed in kinship care. With the goal of increasing the support network for kinship families where they can develop new friendships and connections with other kinship families so that they can support one another in the short and/or potentially long term placement. In addition, we would be looking kinship 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 kinship parents to be able to attend the session and have a few moments of respite as well.

With the implementation of this new kinship 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, to increase the number of children reunited with their families of origin and to increase the number of formalized adoption. In addition, kinship caregivers 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. *Intensive In Home Support/Case Management – High Level Needs*

Staff will visit kinship family in their home a minimum of one hour per week for up to three months. 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, support with parent/child visitation and assistance to kinship provider in their provision of oversight and monitoring as per court orders, etc.

2. *Ongoing In Home Support/Case Management - Mid to Lower Level Needs*

Staff will visit kinship family in their home a minimum of one hour per month for up to nine months. Services to include support, placement disruption support and monitoring, oversight and monitoring of safety in the home, navigation of resources/community services, parenting/discipline, permanency planning and support, etc.

3. *Community Based Psycho-Educational Support Group*

Contractor will provide supportive and educational groups for Kinship Caregivers and children in 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.

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 (Kinship Caregiver Support Programs) are strongly preferred. (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 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 Kinship Caseworker 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 10th 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 children and families.

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, the five protective factors, kinship family needs, crisis resolution, conflict management, child development, mental health and substance abuse issues, etc.

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;
- be reunified at higher rates with parents/kin within 12 months of the date of removal;
- experience reunification with their families in a more timely manner;
- reach finalization of adoption within 12 months of termination of parental rights

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 kinship 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 5th 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

**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 8/10/17
Title Date

Heather Morris, MSW
Print Name of Authorized Official

Executive Director
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.

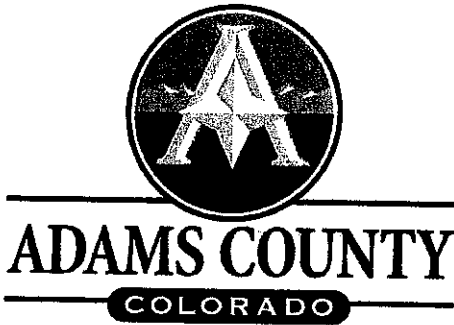
SUBMISSION OF PROPOSALS: ONE (1) hardcopy ORIGINAL, ONE (1) electronic ORIGINAL (USB or CD-single PDF document) and THREE (3) HARDCOPIES, TOTAL OF FIVE (5) submittals of each Proposal must be received at the time and place specified in this Solicitation: Submittals should be prepared simply and economically 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 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

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-2017-271

ATTN: Bethany Bonasera
 Contract Specialist
 RFP-BB-2017-271

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



ADAMS COUNTY
COLORADO

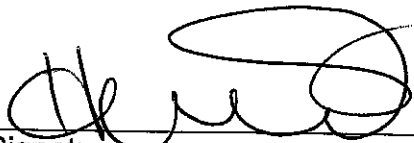
Adams County Finance Department
Purchasing Division
4430 S Adams County Parkway
Brighton, Colorado 80601

**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.

Maple Star Colorado
Contractor Name

Heather Morris, MSW
Printed or Typed Name


Signature

Executive Director
Title

5/10/17
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
COLORADO

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

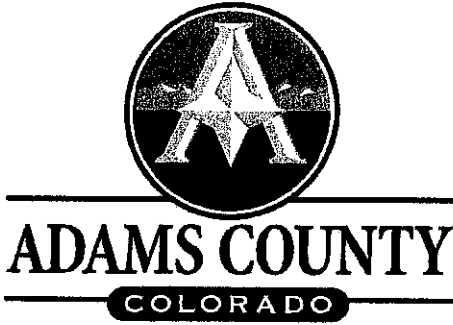
303-564-2595

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:** El Paso County Department of Human Services

Address: 1675 Garden of the Gods Rd., Colorado Springs CO 80907
Reference Name: Matthew Caywood
Reference Email Address: Matthew.Caywood@elpasoco.com
Telephone Number: 719-636-0000
Project Name: KEEP Kinship- Title IV-e
Value: \$540,000 annually

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
Telephone Number: 303-271-4138
Project Name: CORE Services- including KEEP, KEEP Teen, Visitation, Trauma Assessments, Home Study Program, Autism, Therapy
Value: \$750,000 annually

3. **Company Name:** Pueblo County Department of Social Services

Address: 212 W 12th. St., Pueblo, CO 81003
Reference Name: Lee Hodge
Reference Email Address: Lee.Hodge@pueblocounty.us
Telephone Number: 719-821-8892
Project Name: CORE Services- Including KEEP, KEEP Teen, Therapy
Value: \$90,000/ annually



ADAMS COUNTY
COLORADO

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-2017-271

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

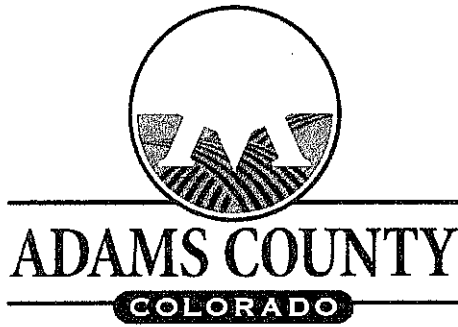
Printed Name

Executive Director

Title

05-10-17

Date



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

**REQUEST FOR PROPOSAL
ADDENDUM 1
COVER SHEET**

RFP Issue Date: April 25, 2017
RFP Number: RFP-BB-2017-271
RFP Title: **KINSHIP 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: Maple Star Colorado Fax:303-433-1980

Address: 2250 S. Oneida St., #200

City/State:

Denver
CO

Zip:80224

Contact Person: Heather Morris

Title: Executive Director

Phone:303-564-2595

Authorized Representative's Signature:

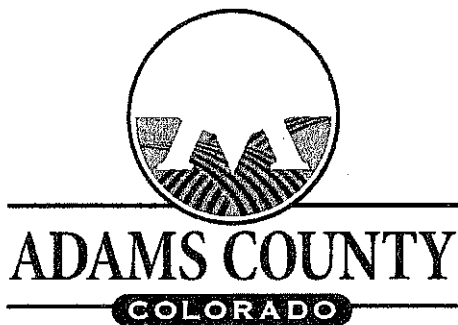
Phone:303-564-2595

Printed Name: Heather Morris, MSW

Title: Executive Director

Date:05-10-17

Email Address:Heather.Morris@pathways.com



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

**ADDENDUM 1
RFP.BB.2017.271 KINSHIP SERVICES**

PURPOSE/BACKGROUND: The purpose of this Addendum is to answer any submitted questions for this Request for Proposal.

1. Is there an understanding that all 60 families to be served require intensive/weekly case management, and then move to ongoing/monthly case management? Or would families risks/needs be assessed by Adams County to determine the level of services needed?
 - A. Our Kinship Caseworkers will initially assess the risk and needs and would determine prior to referral to the contracted agency if we will send a family over for intensive (weekly for up to three months) or ongoing/monthly. However, if the agency is assigned to provide a family with intensive and the situation changes where their professionals feel that ongoing would be more appropriate, we would be open to that. And vice versa, if that makes sense.
2. Is there a requirement that crisis intervention includes 24/7 access to staff?
 - A. No
3. Do case managers need to supervise parent/child visitations?
 - A. Possibly, but not as a standard practice. There may be a kinship family that is required through court order to supervise visitation between children and their parents. It would be appropriate for the Case Manager to help train/teach kinship parents how to best do that, support them, create/establish boundaries, etc. More like a support to kinship family's learning to enable the least restrictive supervised parenting arrangement. We would want feedback around any protective concerns discussed with the kinship family or observed as those develop.
4. The RFP states the term of agreement will be from June 1, 2017-September 30, 2017. Is the contract/project only for four months?
 - A. Yes, initially, with the strong likelihood of extending the contract for the new grant period/fiscal year 10/1/17-9/30/18.

End of Addendum 1

Maple Star Colorado
Kinship Support Services RFP Response
Adams County Department of Human Services RFP-BB-2017-271

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 (Bruce Perry, Karyn Purvis, Heather Forbes, Bryan Post, and Daniel Seigel) 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 such as drumming, art, music 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 WORKING PROVIDING KEEP COMMUNITY BASED, IN-HOME SERVICES TO THE CHILDREN AND FAMILIES OF ADAMS COUNTY SINCE 2012. 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 that allow the family to set the tone for the pace of treatment.**

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 Kinship services that provide consultation and kinship parent support that is child-specific. Additionally, corrective consultation/parent coaching specific to a child is provided. Kinship support services assist and support kinship families to maintain their children at the lowest level of care. Kinship services focus on permanence in an effort to prevent future out-of-home placements. Kinship services include face to face contact as well as resource development and support services.

Maple Star's KEEP Kinship (Key Essential Elements of Permanency) is designed for both placement prevention and reunification for children in out of home placements including foster care and kinship. The same components that contribute to the KEEP Program's success are also important variables in providing support services to kinship providers. Child-specific support will be provided and be specific, based on the child's individualized needs. Maple Star recognizes the unique dynamics involved in kinship care and can provide education and support to caregivers around those needs as well.

Maple Star previously provided KEEP Kinship Services to Denver County where a wide array of concrete and psycho-educational services gave kinship providers the tools they needed to care for the children in their care. These services included in-home interventions, community resourcing, psycho-educational groups, community building through group meals and activities and certification training. Maple Star currently provides similar KEEP Kinship services to caregivers in El Paso County. As detailed in Maple Star's mission statement, Maple Star is 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 therapeutic interventions, 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, in-home, intensive in-home, Foster Care, Home Studies
- El Paso County
 - KEEP, KEEP Kinship, Foster Care, Therapy- outpatient and in-home, Family Preservation
- Boulder, Arapahoe, Douglas, Weld, Larimer Counties
 - Foster Care, In-home clinical services, Facilitated visitation, Post-Adopt services, Autism Assessments and services, Parent Coaching, Home Studies
- Broomfield County
 - KEEP Program, DVR classes, Facilitated Visitation, ACES Program
- Pueblo County
 - KEEP Program, KEEP Teen Program, Foster Care, Therapy- outpatient and in-home
- Division of Youth Corrections
 - Therapy, foster care and autism services
- BHOs: BHI, Denver Access, Value 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 also.

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 current KEEP supervisors. Should this contract be awarded, KEEP Kinship Support Case Managers will be hired to meet census needs. Job descriptions for these positions may be found in Attachment #2.

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

This proposal is for KEEP Kinship Services which focus on kinship support and permanence in an effort to prevent future out-of-home placements. Maple Star's KEEP (Key Essential Elements of Permanency) is designed for both placement prevention and reunification, and the reunification prong of this is the basis from which the KEEP Kinship program was developed. The response time for KEEP Kinship program staff to respond is within two business days. KEEP Kinship is currently structured to provide up to 50 hours of service for a case length of 60-90 days. Face to face contact as well as resource development and support services comprise the 25-50 hours of services provided to families referred to the KEEP Kinship program. KEEP Kinship serves children ages 0-18 involved with the child welfare system who are placed in a kinship home.

Under this contract, we would structure KEEP Kinship services in such a way as to provide 3 levels of service: high level, moderate to low level, and psycho-educational groups. We would utilize the CFSA as part of the assessment to determine which level of service each family needs. Regarding high level of kinship service, KEEP Kinship would provide a minimum 1 hour of service per week for up to three months. This would include all of the services listed below as well as support with parent/child visitation and assistance to kinship provider in their provision of oversight and monitoring as per court orders, etc. Regarding the moderate to low level of service, KEEP Kinship would provide a minimum of one hour per month for up to nine months through which we would provide all of the services listed below. Regarding the psycho-educational groups, these

will be provided once per month for up to two hours. KEEP Kinship typically runs a concurrent children's group in addition to 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 KEEP Kinship psycho-educational groups are discussed later in this proposal.

KEEP Kinship services are viewed through a holistic lens that strives to meet the needs of all members of a family unit using a family systems perspective. If the case presents with a removal concern or intense stabilization needs, through discussion and agreement with the Department and provided there is capacity, the case may be transferred to the KEEP Removal Prevention and Reunification program Maple Star currently provides to Adams County. This would allow for more intensive services to be provided while preserving hours available under this contract to meet the needs of additional kinship families.

KEEP Kinship promotes the five protective factors from the Strengthening Families Protective Factors Framework. These include parental resilience, social connections, knowledge of parenting and child development, concrete support in times of need, and children's social and emotional development. As you will see from our proposal, these factors are supported in several ways throughout our services, as we see these as integral to family success.

Maple Star is able to bill Medicaid for therapy services. KEEP and KEEP Kinship services are not Medicaid billable.

KEEP Kinship Program

Mission: to assist families in working toward a safe and stable home, equipped with the necessary tools for immediate and future use

Goals

Secure safety in the home

Help families satisfy immediate needs of the household

Link families to essential community resources

Communicate with related counties in the interest of the families

KEEP stands for Key Essential Elements of Permanency and is currently being utilized by Adams County to support providers and the children in their care. Maple Star created and implemented this program to assist families and officials of participating counties and states in achieving and maintaining stability in the home and creating permanency for the related children. In 2014, KEEP expanded its focus and developed a targeted program within KEEP to address the specific goals and dynamics of Kinship care families and launched the KEEP Kinship Support Services program. Through an emphasis on family engagement, the KEEP Kinship Program focuses on family strengths in an effort to identify their challenges, engage the families in the process, and work to create self-sufficiency. The success of the program rests on this premise and is further enhanced by the availability of the KEEP Kinship staff as well as the creativity they provide in responding to a family's needs. The KEEP Kinship Program is a strengths-based program that works in collaboration with the family and the county.

Integral to Maple Star's KEEP Kinship Program is an understanding of the uniqueness of kinship care. Kinship families present needs that are both similar and different to other family dynamics. Maple Star's experience demonstrates that evidence based practices such as motivational interviewing and trauma informed care provide far-reaching effects with helping kin understand trauma's effects on the brain, what they will see due to this, and how to understand and subsequently respond.

Kin need consistent support and assistance in a variety of ways and at Maple Star, we tailor our approach to suit the individual needs of the family with which we are working. While one family may need assistance with establishing child care or educational services, another may need support in handling emotions and behaviors they may not have expected to face with the children now in their care. Kin sometimes struggle with communication with county officials and knowing who to reach out to, when, and how they can help. The directory of professionals we develop with families during our initial meeting is an example of a simple tool that demonstrates significant impact in helping families. It is attention to details such as these, which can make the difference to a struggling kinship home.

When the county kinship worker completes the Kinship Supports Needs Assessment with the family during the initial home visit, this will be when it may be identified if a referral to the KEEP Kinship Program is appropriate. KEEP addresses most of the identified ongoing needs directly during in-home or community based visits, and we can link the family with resources to help in the few areas that we do not address in depth. While we do so, we provide caseworkers with detailed notes as close as possible to within 24hrs of any client contact.

We specialize in, and directly address, the following areas:

Financial Navigation Education	ADHD/ ADD
Advocating for Child/Self	Child Exposure: Trauma Informed Care
Parenting/ Discipline/ Rules/ Boundaries	Stress Relief/ Self-Regulation
Child Development	Grief and Loss
Nutrition Education	Anger Management
Home Safety/ Childproofing	Conflict Resolution
Family Communication	Support Groups
Role Definition	Employment Resources
Organization	Liaison with Professionals
School Enrollment	Family Connections and Support
Ongoing Daily Necessities	

We will assist the family with connecting with the resources addressing the following areas:

Financial Assistance	Child Care Enrollment	Food Stamps
Credit Counseling	Employment Resources	Hotline Numbers
Individual Counseling	Legal Assistance	Housing
Family Counseling	Food Banks	IEP/ Education Services

and others that may be needed...

KEEP Kinship case managers utilize an objective and holistic lens in working with families. This is operationalized via training in motivational interviewing and trauma informed care. Employing

motivational interviewing allows for the client to identify their goals and confidence in attaining these, while the KEEP Kinship case manager walks alongside the individual and actively builds their confidence and competence. We meet the client where they are and walk the path of success with them towards achieving sustainable goals that are identified by the family and the county. Our utilization of trauma informed care allows us to effectively work with clients to achieve stability while providing them with a concrete path towards resiliency. Its concepts remove the perceived judgment of a situation and provide evidence-based tools for success.

Use of the Colorado Family Support Assessment (CFSA) ensures consistency in language and goals across all entities providing services to a family. It also serves to educate families in a concrete manner about identifying and mitigating safety concerns. KEEP will use this assessment during the initiation of services and upon completion. This will provide the county with quantifiable information as well as hold KEEP accountable for the effectiveness of our services.

The KEEP Kinship program's success is due to the following strategies that are included in all interventions.

- The reunification prong of KEEP provides the underpinnings for Maple Star's KEEP Kinship Services. This aspect works with biological parents to whom children are returning as well as kinship homes in which the child may be placed following a removal. This prong has a longer service length to ensure a smooth transition for children placed with kin. We provide increased hours at the start of a case to assist in setting up resources, school enrollment, and other necessary components of a stable home. In a strengths-based manner, prior struggles are addressed as well as hopes for the future and how to attain those.

Through each of the aspects of the KEEP Kinship program, KEEP Kinship offers services that include but are not limited to the following:

- Connecting with professionals, medical professionals, schools, and others to meet the needs of the family.
- Connection with community resources to assist with familial needs to include: mortgage or financial assistance, household or concrete needs such as infant items, child care options and financial assistance.
- Liaison and advocacy services for the family, as well as education around self-empowerment
- Educating families in identifying and accessing community resources which include: family support lines, crisis lines, medical help lines, and others.
- Crisis intervention
- Assisting with household structure to include routine and safety.
- Providing parenting education as well as child development information
- Psycho-education around tools of self-regulation and coping.
- Necessary transportation
- Unscheduled and scheduled family visits
- Detailed notes and prompt communication with caseworker
- Attendance of relevant appointments, staffings, and court dates
- Anger management
-

We provide parent coaching where we work in collaboration to teach and support the family in a holistic way to maintain a safe and nurturing home. We see families based on their schedule and needs and in their homes. We find this most conducive to providing the support that they need and gathering the most information we can to help them in their natural environment. We link families with community resources and supports in efforts of building a strong base that will be sustainable long into the future. These range from linking clients with legal aid to mental health care to potential mentor relationships, to name just a few.

Family Psycho-Educational Support Groups:

An important component of the KEEP Kinship program's success is the family support groups. The support groups are a combination of psycho-educational discussions as well as opportunities to discuss topics relevant to the kinship providers. These groups allow kinship caregivers to connect, providing a sense of larger community and the opportunity to make connections with others. Additionally Maple Star's KEEP Kinship psycho-educational classes/workshops strengthen families and provide tools for healthy households. These classes/workshops are different than the support groups or certification classes necessary for becoming a certified kinship caregiver. The group structure is open and families may begin attending at any point during the 14 modules. The modules are designed to build upon one another but they can also be beneficial as stand-alone psycho-educational topics.

Details

Offered Classes (simultaneous):

Children 6-12 years old

- Adolescents 13-18 years old
- Adult Kinship Caregivers
- Groups consist of 14 modules

Topics Addressed:

- Learning by experience – stages of development
- Introduction to trauma and how children respond
- Tools for creating a secure base
- Promoting safety
- Understanding emotions
- Trauma reminders
- Connections and their importance
- Advocating for your child
- Helping your child heal
- Caregivers' care for themselves

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.

KEEP was accepted as Colorado State Promising Practice in 2015 based on the positive outcomes determined by an independent researcher. The details of this report are included in Attachment 3.

Maple Star, as a member of the National Council of Behavioral Health, participated in a year-long

process of becoming a trauma-informed organization. Seven domains were addressed where one of the domains is a trauma-competent and trained workforce. Maple Star provides multiple staff trainings which focus on trauma informed care. Twice annually at an all staff training, staff members engage in trainings on strategies that include the latest brain research from well-known experts Bruce Perry, Daniel Siegel, Karyn Purvis and other relevant researchers. These trainings are mandatory; additionally, Maple Star accesses on-line trainings on the brain and each staff member working on this proposal will complete a training on Trauma Informed Care where the impact of ACEs is discussed. Prevention strategies are outlined and presented in this training. Maple Star provides a New Hire Academy/ Orientation monthly providing trauma informed care training so that all Maple Star staff have a common language and skill set from which to work. This training covers the prevalence of child abuse and neglect, definitions of trauma and related topics, as well as techniques and tools for use with clients with various trauma histories.

Maple Star will work with translators as needed for families that speak languages other than English and Spanish. We have served many refugee families in this manner. We employ Spanish-speaking staff to assist with those clients. These staff provide advocacy and education around cultural dynamics for this population. For those clients with cognitive concerns, we work with other professionals to understand the specific distinctions for the client being served and utilize tools to navigate these dynamics effectively. This may include educating other professionals around limitations to cognition. This may include making as much of our work as is possible concrete and broken into simple steps. We work alongside the client to ensure follow through and comprehension of the topics and tasks at hand. KEEP and KEEP Kinship has had success with this population in the past and find that this rests on contextualizing services to meet the individual needs.

Maple Star currently works with clients of all levels of cognitive functioning and is adept at adapting services for a variety of different functioning levels. The utilization of pictures, reading to the clients, and modifying the tempo at which interactions occur all contribute to family engagement, regardless of language challenges or cognitive processing abilities.

Maple Star has offices in Denver, Colorado Springs, and Pueblo, Colorado. Our KEEP Kinship case managers have flexible schedules and conduct business during times that are most helpful to the caregivers and the county. This includes mornings, evenings, and weekends, as well as traditional office hours. Our latest family visit is typically initiated at 9pm and only as necessitated by the family or county needs. As KEEP Kinship Services are provided primarily in the kinship home, business hours and office location are not a barrier to service provision. Maple Star offices are open typical business hours 8am-5pm Monday through Friday, although Kinship services are offered 7 days a week and are tailored to meet the needs of the clients with whom we work. Additionally, KEEP Kinship staff are available during business hours to participate in TDMs, court or other professional staffings as requested by the Department.

Once a referral is received and accepted by the KEEP Kinship team, the first face to face visit generally happens within 48 hours. Phone/ scheduling contact occurs before then. Exceptions to these timelines may be discussed and agreed upon on a case by case basis with the Case Worker. Such circumstances may include a request for KEEP Kinship staff to attend a placement TDM or court hearing on specific date to help the client understand and engage in services.

Maple Star has 35 Full-Time employees and about 75 Part-Time employees. Maple Star does not currently have an online referral and reporting system. Maple Star's Facilitated Visitation and Domestic Violence Reduction programs receive referrals from Adams County through Share Point, Mango and RMS. Referrals for other services such as KEEP are communicated to Maple Star through the use of a referral hotline number due to the emergent nature of the cases. Clinical services referrals are also processed via phone in order to fully staff the case with the Department to ensure appropriateness of the referral. Through various programs, we do input notes into TRAILS as needed and programs such as Diligent Search (ACES) and KEEP Removal Prevention, we create referrals in MANGO and TRAILS on behalf of requesting caseworkers.

Maple Star's KEEP Kinship Program is able to provide transportation for clients on an as needed basis.

C. Expertise and Experience

Since 1994 Maple Star has been providing Foster Care Services to Colorado. In 2006, 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 #4

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 Family Finding Specialists and Supervisors 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 in Cultural Diversity training annually.

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, HIPPA 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.

Maple Star previously provided KEEP Kinship Services to Denver County where a wide array of concrete and psycho-educational services gave kinship providers the tools they needed to care for the children in their care. Maple Star currently provides KEEP Kinship services to caregivers in El Paso County.

KEEP Kinship Services focus on kinship support and permanence in an effort to prevent future out-of-home placements. Maple Star's KEEP (Key Essential Elements of Permanency) is designed for both placement prevention and reunification, and the reunification prong of this is the basis from which the KEEP Kinship program was developed. The response time for KEEP Kinship program staff to respond is within two business days. KEEP Kinship is currently structured to provide up to 50 hours of service for a case length of 60-90 days. Face to face contact as well as resource development and support services comprise the 25-50 hours of services provided to families referred to the KEEP Kinship program. KEEP Kinship may serve children ages 0-18 involved with the child welfare system who are placed in the care of a kin provider.

The KEEP Kinship program has been provided in Denver and is currently being provided in El Paso Counties. The structure of the program in those two communities varies slightly from that which was requested by Adams County. The areas of specialization in our current program and that proposed for Adams are the same. The areas in which we support the family in resourcing are the same as well. The structure of the groups in these two communities is different than proposed for Adams County as they occurred weekly in Denver and bimonthly in El Paso. The topics and goals of the groups are the same. Both of those contracts supported the community

meal time described in the proposal.

KEEP Kinship Services:

Mission: to assist families in working toward a safe and stable home, equipped with the necessary tools for immediate and future use

Goals

- Secure safety in the home
- Help families satisfy immediate needs of the household
- Link families to essential community resources
- Communicate with related counties in the interest of the families

KEEP stands for Key Essential Elements of Permanency and is currently being utilized by El Paso County to support kinship providers and the children in their care. Maple Star created and implemented this program to assist families and officials of participating counties and states in achieving and maintaining stability in the home and creating permanency for the related children. Through an emphasis on family engagement, the KEEP Kinship Program focuses on family strengths in an effort to identify their challenges, engage the families in the process, and work to create self-sufficiency. The success of the program rests on this premise and is further enhanced by the availability of the KEEP kinship staff as well as the creativity they provide in responding to a family's needs. The KEEP kinship program is a strengths-based program that works in collaboration with the family and the county.

When the county kinship worker completes the Kinship Supports Needs Assessment with the family during the initial home visit, this will be when you know if a referral to the KEEP Kinship Program is appropriate. KEEP addresses most of the identified ongoing needs directly, and we can link the family with resources to help in the few areas that we do not address in depth. While we do so, we provide caseworkers with detailed notes as close as possible to within 24hrs of any client contact.

KEEP Kinship case managers utilize an objective and holistic lens in working with families. This is operationalized via training in motivational interviewing and trauma informed care. Employing motivational interviewing allows for the client to identify their goals and confidence in attaining these, while the KEEP Kinship case manager walks alongside the individual and actively builds their confidence and competence. We meet the client where they are and walk the path of success with them towards achieving sustainable goals that are identified by the family and the county. Our utilization of trauma informed care allows us to effectively work with clients to achieve stability while providing them with a concrete path towards resiliency. Its concepts remove the perceived judgment of a situation and provide evidence-based tools for success.

Integral to Maple Star's KEEP Kinship Program is an understanding of the uniqueness of kinship care. Kinship families present needs that are both similar and different to other family dynamics. Maple Star's experience demonstrates that evidence based practices such as motivational interviewing and trauma informed care provide far-reaching effects with helping kin understand trauma's effects on the brain, what they will see due to this, and how to understand and subsequently respond.

Kin need consistent support and assistance in a variety of ways and at Maple Star, we tailor our

approach to suit the individual needs of the family with which we are working. While one family may need assistance with establishing child care or educational services, another may need support in handling emotions and behaviors they may not have expected to face with the children now in their care. Kin sometimes struggle with communication with county officials and knowing who to reach out to, when, and how they can help. The directory of professionals we develop with families during our initial meeting is an example of a simple tool that demonstrates significant impact in helping families. It is attention to details such as these, which can make the difference to a struggling kinship home.

We provide parent coaching where we work in collaboration to teach and support the family in a holistic way to maintain a safe and nurturing home. We see families based on their schedule and needs and in their homes. We find this most conducive to providing the support that they need and gathering the most information we can to help them in their natural environment. We link families with community resources and supports in efforts of building a strong base that will be sustainable long into the future. These range from linking clients with legal aid to mental health care to potential mentor relationships, to name just a few.

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 the KEEP Program:

The most helpful aspect of the KEEP program was...

Giving me the support I needed through a very difficult and painful time; giving me resources to use to cope.

They listen to all we have to say whether good or bad. They support our future goals.

One thing I learned is to keep moving forward one day at a time.

Is working with great people.

It helped me with things I never thought it would.

Helping us understand the thinking of our daughter and relating better to her.

Knowing I could ask for help at any time.

They helped me feel like I wasn't alone.

Their knowledge and understanding shown to me, and the professionalism shown.

They really helped our family establish routines and coping skills and how to get along with each other.

One thing I learned is to be mindful and use a softer tone.

One thing I learned is to be more patient when my kid's acting out.

The staff is extremely caring, understanding, and supportive.

KEEP listened and provided appropriate strategies to improve communication. They provided immediate support to my daughter during her relapse.

You guys are awesome. Thank you for all your help. The techniques you shared with us are great and it's working.

I really enjoyed working with KEEP. They treated me with absolute respect. I would recommend this program to other families.

Thank you so much for KEEP. I don't think we could have survived without their teaching and support. I would highly recommend the KEEP program if anyone has to go through the same insanity that we do.

Maple Star Colorado is 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.

Maple Star Colorado does not possess any certifications specific to KEEP Kinship Services.

Attachment #1

Lauren E. LeComte
llecomte87@gmail.com

7585 E. Technology Way
Bldg. 3, Apt. 204
Denver, CO 80237
1-(618)-305-5668

EDUCATION

Master of Social Work

The University of Illinois at Urbana-Champaign, Urbana, IL

May 2015

- Maintained a 3.89 GPA while working 4-25 hours per week
- Professional Educator License endorsed for School Support Personnel

Bachelor of Arts in General Psychology

The University of Tampa, Tampa, FL

May 2011

- Maintained 3.46 GPA while working 4-12 hours per week
- Activities and Honors: John T. Galligan Scholarship, Sigma Lambda Gamma National Sorority Inc., Psi Chi International Honor Society

PROFESSIONAL EXPERIENCE

Community of Hope

Youth Specialist

Washington, DC

February 2016 – December 2016

- Obtained and coordinated resources to support youth aged 3-24 in multiple settings
- Provided short-term case management services to youth and their family
- Advocated for youth needs to ensure welfare, health, development, and success
- Supervised interns and trained new employee
- Created and distributed monthly newsletters for youth and young adults in the community

Youth Villages, Inc.

MST Family Counselor

Arlington, VA

August 2015 – February 2016

- Provided intensive in-home therapy and on-call services to at-risk youth and their families
- Developed and maintained individualized treatment plans for each family
- Attended/headed court, school, and other meetings to support family
- Completed a variety of assessments for each family

Westview Elementary School

School Social Worker Intern

Champaign, IL

August 2014 – May 2015

- Provided supportive services to children (ages 5-11)
- Created goals for student IEPs (Individualized Education Plan)
- Participated in RtI (Response to Intervention) team meetings and intervention plans
- Managed CICO (Check In, Check Out) intervention
- Assessed data for behavioral plans

Centennial High School*School Social Worker Intern*Champaign, IL
August 2014 – May 2015

- Provided supportive services for students (ages 13-18)
- Co-lead therapeutic groups for students in need
- Participated in IEP meetings
- Conducted threat assessments

Campus Middle School for Girls*Mentor*Urbana, IL
January 2014 - June 2014

- Scheduled face-to-face meetings with an adolescent girl once a week, every week
- Provided emotional, social, and developmental support
- Maintained contact/updates with school administration when necessary
- Aided in preparation for high school and with goal-setting

ACTIONS (Alternative Center for Targeted Instruction and Ongoing Support)*Volunteer*Champaign, IL
September 2013 – December 2013

- Assisted students with school assignments
- Participated in class instruction
- Helped manage and maintain a safe classroom environment

Mental Health Care, Inc.*Family Support Coordinator*Tampa, FL
November 2011–November 2012

- Provided supportive clinical case management services to at-risk children and their families
- Assessed needs/conditions and monitored progress
- Referred and linked families to services in community
- Advocated for client services and rights

Cerebral Palsy of Massachusetts*Home Aide*Bridgewater, MA
December 2008 – January 2010

- Prepared food for patient
- Assisted patient with activities of daily living (ADL's)
- Assisted patient with physical therapy activities

Sam Rampello Downtown Partnership School*Hillsborough Out of School Time (H.O.S.T.) After School Program Aide*Tampa, FL
October 2008 – May 2009

- Developed outdoor activities for Kindergarten students
- Assisted Kindergarten students with homework
- Facilitated Kindergarten student group activities
- Contributed to the development of lesson plans

Wareham Middle School*C.A.R.E. Program/Substitute Teacher/Teacher's Assistant*Wareham, MA
October 2007 – January 2009

- Tutored and provided help to students during after school activities
- Conducted instructional classroom activities
- Followed and administered schedules within a classroom

SPECIAL SKILLS

Registered Psychotherapist

Proficient with Microsoft Word, PowerPoint, Google Chrome, Gmail, Google Docs, IE, and Firefox

Familiar with Microsoft Excel, Adobe PhotoShop, and YouTube

Exposure to HTML and Microsoft Access

CPR/First Aid Certification

CPI certified

Beginner in Spanish

*Can present list of specialized trainings and interests per request

Mary Brooks Kaskela

414 West Acoma Dr.
Littleton, CO 80120

Mobile: (720) 244 2086
bkaskela@gmail.com

Objective To obtain a challenging position that enables me to better people's lives through expanding their opportunities and promoting personal growth

Education 1996 - 2000 Rhode Island College Providence, RI
Bachelor of Arts in Psychology awarded August 2000

2003 - 2006 University of Northern Colorado Denver, CO
Masters Degree in Community Counseling awarded December 2006

Work experience 2013 - present Maple Star Colorado Denver, CO
Permanency Director

As a result of the efficacy of and dedication to the KEEP program, it has spread to serve several more counties through providing therapeutic case management and consistently operating with a trauma informed philosophy to support and educate families in efforts of creating safe and stable homes for children. This promotion to Permanency Director was necessary to manage multiple KEEP teams as well as the creation and implementation of the intensive family finding program. The intensive family finding program seeks to find healthy connections for children involved with the department of human services. The role of Permanency Director is also responsible for having a role in the management of Maple Star as a whole as well as budget and financial decision making. In both this and the KEEP Supervisor position, there are frequent interactions with varied members of county administration, caseworkers, court personnel, as well as other community agencies. Advocacy and liaising for clients, building community partnerships, and knowledge of community resources are woven throughout all of the programs and positions in the respective programs. In this position, I am currently managing 11 program contracts and their related teams and services provided.

2013 Maple Star Colorado Denver, CO
KEEP Supervisor & DVR Supervisor

This position entailed all responsibilities of KEEP Supervisor and the development, implementation, and management of the Domestic Violence Reduction Program. The DVR Program provides case management and psycho-educational groups to children and parents with domestic violence dynamics in their home. This includes hiring, training, and supervision responsibilities of the team. This also included creating the curriculum for the children' groups as well as the facilitation thereof.

2012 - 2013 Maple Star Colorado Denver, CO
KEEP Supervisor

This position entailed the development, implementation, and management of the KEEP Program. KEEP is a removal prevention and reunification program that seeks to provide families, with risk of removal of children, with the necessary skills and knowledge to provide a safe and stable home for their children. This includes hiring, training, and supervision responsibilities of the team. As program supervisor, I received and created rich trainings in trauma informed care, motivational interviewing, and DBT that added to my wide knowledge base of child development and parenting.

2007 - 2008 Tennyson Center for Children Denver, CO
Therapist

The duties of this role include creation and implementation of experiential group therapy, individual therapy, and crisis intervention. Along with necessary therapeutic components such as quick creative thinking, this entails keeping accurate documentation and efficient communication with necessary parties. The population being addressed is 5 to 18 year-olds who qualify for residential care at this facility, usually with abuse or neglect in their history.

Provisional LPC attained, TCI trained

2005 - 2006 Family & Play Therapy Institute Aurora, CO
Intern

The many facets of this internship included co-leading grief support groups at Judi's House, leading individual counseling with teenagers, in-home family therapy, counseling with couples, and adult family therapy. Issues addressed in counseling include depression, PTSD, obesity, health concerns as they relate to mental health, previous abuse, and healthy development (physical, social, emotional, cognitive). Other responsibilities include documentation, scheduling, communicating with caregivers, case management, and participating in supervision.

June, 2005 - October, 2005

Creative Beginnings Child Placement Agency

Denver, CO

Case Manager

Case management duties include ensuring implementation and maintenance of services and support for both foster parents and the children in their care. Necessary for this is a therapeutic relationship with the parents and children, as well as organized documentation and good communication with caseworkers, therapists, and other related professionals.

2002 – 2004

Tennyson Center for Children

Denver, CO

Youth Treatment Specialist

The Special Services Unit of Tennyson Center for Children is designed to provide short-term relief, stabilization, and diagnostic assessments to families and service providers in need. The duties of this position include creating and executing psycho educational therapeutic groups, individualized and milieu therapy, and crisis interventions. Also included is communicating with the parents regarding the family's needs and consulting with the psychiatrist regarding the child's individual needs.

2000 - 2002

Washington Park Children's Shelter

Providence, RI

Residential Counselor

This children's shelter is a temporary, safe environment for children ages newborn through twelve years who have been abused, abandoned, or neglected. Most of the children have behavioral and emotional problems. The duties of a residential counselor include helping the clients learn proper hygiene and nutrition, socialization skills, anger management, behavior management, and crisis management.

***references available upon request**

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 JOB DESCRIPTIONS

JOB TITLE: KEEP Kinship Case Manager

JOB OBJECTIVE: Provide case management and support services to children in care of kin, and their families, to promote stabilization and safety.

ACCOUNTABLE TO: KEEP Supervisor Supervisor and Director of Community Programs

PRIMARY RESPONSIBILITIES:

I. DIRECT SERVICE:

- Provide information and contacts for community resources
- Provide transportation when appropriate
- Participate in county meetings, court hearings, and family meetings
- Cooperate with the development of a treatment plan
- Provide concrete services in the home as needed to include organization, structure, activities, and resource utilization.
- Attend Team meetings as specified by the supervisor and discuss progress to determine possible changes or other adjustments to schedules and treatment goals and objectives.
- Staff is expected to assist client in accessing community resources and be knowledgeable thereof.
- Staff are expected to build a working relationship with the parent or caretaker and teach and model appropriate limit setting and follow through.
- Assist with education and implementation of trauma informed care principles with clients.
- Assist with facilitation of support and psycho-educational groups
- Staff may be required to use their own vehicle for transportation of clients and must be able to provide their own transportation to and from their assigned place of work.
- Complete and submit timesheets, expenses, and other paperwork on required dates.
- Comply with Employee Handbook policies.
- Participate actively in supervision.
- Work a flexible schedule that may include evenings and weekends, and be available for crisis support when requested.
- Notification of the direct supervisor is required no later than eight hours prior to a scheduled shift when the worker is unavailable
- Other duties as assigned by the Program Supervisor or Director of Community Programs.

Reports:

- Provide daily communication to caseworkers and supervisors
- Maintain high degree of confidentiality regarding client case materials.
- Report immediately any incidents of alleged abuse or neglect.
- Participate in and complete all required training.
- Develop safety plans as needed
- Complete documentation within established time frames

II. PUBLIC RELATIONS:

Maintain a high degree of professionalism regarding demeanor, dress, language, style, and overall manner.

III. WEEKLY SERVICE HOURS: Full-Time: 40 hours per week

IV. PREFERRED QUALIFICATIONS:

- Bachelor's degree with 3-5 years of relevant experience providing therapeutic services to emotionally disturbed youth in a community based or residential setting, or equivalent experience.

V. Knowledge, Skills, and Abilities Required:

1. Effective organizational skills including the ability to think clearly and logically; to problem solve effectively; written and oral communication skills; and the ability to function with minimal supervision.
2. Knowledge of local agencies and other community resources that may serve youth, families, and foster care services.

VI. Other Requirements:

1. Must be willing to submit for fingerprinting and a background criminal check.
2. Background criminal check must meet the Colorado State Department of Social Services requirements for personnel working in the child welfare system.
3. Must not have any positive inquiries found in the grievance board database.



KEEP KINSHIP LEAD CASE MANAGER JOB DESCRIPTION

JOB TITLE: KEEP Kinship Lead Case Manager

JOB OBJECTIVE: To supervise the process of providing crisis management, quality programming and stabilization to individual clients and families. All job objectives should be completed according to agency standards and policies as outlined in the Maple Star Employee Handbook, protocols and policies.

ACCOUNTABLE TO: KEEP Supervisor and Director of Community Programs

I. PRIMARY RESPONSIBILITIES: This position is responsible for developing and maintaining case managers and providing support as needed.

Staff Orientation and Training

- Ensure completion of orientation for new case managers
- With Director of Community Programs, develop and coordinate ongoing training agenda for case managers

Staff Supervision

- Provide minimum of one individual supervision each month for staff; may include phone supervision
- Provide group supervision in the format of bi-monthly team meetings
- Provide ongoing supervision as needed

Performance Assessments

- Continually assess and develop methods to improve performance of individual staff
- Respond to conflicts or concerns pertaining to staff performance
- Provide performance evaluations and complete KPIs according to guidelines for newly hired staff and for quarterly and yearly reviews
- Apprise Director of Community Programs of any quality assurance issues as they relate to staff and job responsibilities

Program Expectations

- Ensure staff compliance with communication and record keeping standards for content, quality, and timely completion
- Help staff develop client-centered interventions, activities, and use of self as indicated by treatment plan for individual client
- Coordinate with treatment team to meet coverage needs when staff are ill or on vacation, communicate schedule changes with team
- Attend related county and/or family meetings as necessary
- Enforce and uphold program structure

- Assist with education and implementation of trauma informed care principles with staff and clients.
- Seek, cultivate, and maintain relationships with community resources.
- Create and implement various groups based on client needs
- Assist with facilitation of certification classes for kinship families
- Cultivate mentoring relationships between clients
- Participate in on-call responsibilities

Administrative

- Maintain items for personnel files and submit to office manager for filing, respond to audits of personnel files by office manager
- Complete and submit supervision notes in a timely manner
- Coordinate timely and accurate completion of all administrative paperwork, including timesheets, mileage, expense reports, and work diaries
- Approve paid time off in accordance with agency policies and procedures
- Review and approve timesheets and expense reports, submit to Director of Community Programs on pre-designated dates
- Recruit and hire new staff as needed
- Ensure resources are available to staff to assist them in meeting their job expectations
- Assist in the development, collection, and analysis of outcome studies
- Participate in a minimum of two supervisions per month and in weekly update meetings with Director of Community Programs
- Assist with maintenance of client files

Clinical Support

- Assist with client support groups as needed
- Assist with referral assessments, client support, and/or program orientation as directed by Director of Community Programs

II. PERFORMANCE EVALUATION: Employee will be evaluated on the following criteria according to guidelines for newly hired staff and for yearly reviews

- Communication with co-workers, supervisees, clients, and external agents
- Problem-solving skills
- Maintaining a client-centered and strengths-based perspective
- Meeting program mission and objectives
- Sustaining high levels of performance from staff
- Quality of supervision
- Timeliness with paperwork deadlines and responding to issues or concerns

III. PUBLIC RELATIONS: Maintain a high degree of professionalism regarding demeanor, dress, language, communication, and boundaries with co-workers and clients.

IV. WEEKLY HOURS: Part Time: 10-39 hours per week. Some weekend or evening hours may be required to perform specific tasks.

V. PREFERRED QUALIFICATIONS: Bachelor's degree in social work or counseling, minimum 2 years experience providing child welfare services to families and children in residential or community-based settings, or equivalent experience; supervisory experience preferred.

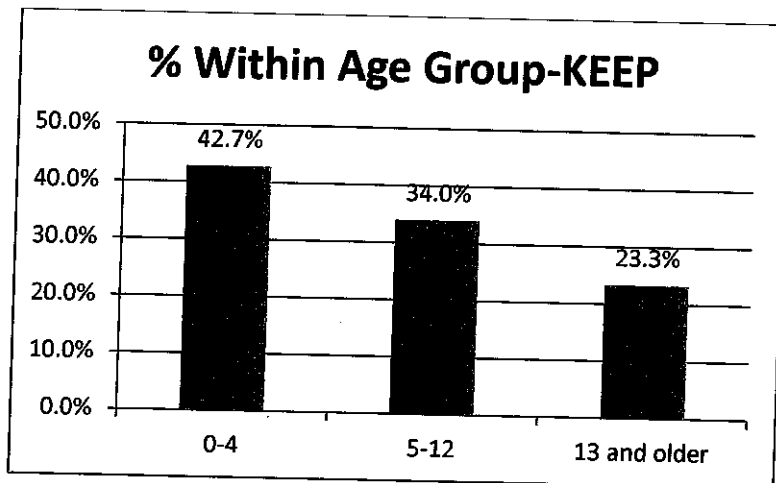
Attachment #3

Summary of KEEP Promising Practices Submission compiled by Adams County

As of November 30, 2013, 110 families involving 215 children were referred to and received services from the program. The following is a description of the program and analysis of intended population and outcomes.

There are two identified populations. The first are families with screened-in referrals/assessments or in open cases in which the children/youth are at imminent risk for out of home placement. The second population includes families of children/ youth being reunited with parents. The data suggests that children/youth experience re-entry after reunification at a higher rate early in the reunification process.

The Maple Star KEEP program provided services to 110 families referred in the first eleven months from October 1, 2012 through October 31, 2013. Fourteen families were referred twice, each have two separate spans of service. There was a distinct count of 96 families. Services were provided to 215 children.



	Total KEEP Population	During Program Removal			After Program Completion Removal			Overall (11-30-2013)
		During Program Involvement Removal	Percent Without During Program Removal	Total Without During Program Removal	After Program Removal as of 11-30-2013	Total Without After Program Removal	Percent Without Removal that Completed Program as of 11-30-2013	Overall Percent Without Removal During or After Program
Families	110	8	92.7%	102	20	82	80.4%	74.5%
Children	215	17	92.1%	198	44	154	77.8%	71.6%

Overall Removal Outcome

Less than ten percent of families and children experience removal during KEEP involvement. There is an increase in removals subsequent to KEEP involvement. Seven families (15 children) experienced removal within 30 days of KEEP completion which may indicate a need for extended program involvement for certain families. Fourteen families (35 children) were referred twice. Seven of the families referred twice did not experience removal. Multiple referrals to KEEP for some families may be a good strategy for removal avoidance. Thirteen families experienced after program removal ranging from 36 to 211 days after KEEP involvement. It is likely that these families established an acceptable level of stability that could not be sustained over time. It must be reiterated that these are some of the most high risk cases within child welfare caseloads.

Cost Benefit Analysis

There was a marked decrease in placement costs when comparing a twelve month period prior to KEEP implementation and a twelve month period during KEEP. According to Monica Sorenson, Manger of Client Services for the Division, there were no other programs or initiatives in place during the most recent twelve month period that would account for a decrease in placement costs. It is likely that KEEP may have impacted placement costs. This may be best characterized as cost shifting. That is the savings in placement costs have been shifted to upfront intensive coordinated KEEP services provided to families and children. The contracted cost for the KEEP program is \$302,120.

The most significant long term benefits occur when effective social services case management employs resources such as KEEP and others to mitigate child abuse and neglect risk by providing parents the opportunity to gain the skills necessary to keep their children safe.

12 Month Period Comparison	Annual Average Placement Cost (Based on Trails Service Authorizations without Adjustments)	Average Daily Rate
10-1-2011 to 9-30-2012	\$9,645,493	\$67.95
10-1-2012 to 9-30-2013	\$9,130,474	\$73.61
Difference	\$515,019	
Difference with Adjustment for 2% Increase	\$697,628	\$67.95

Attachment #4



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 3rd 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
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-2017-271
RFP Title: **KINSHIP 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

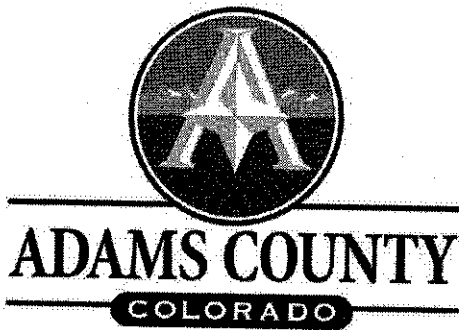
Documents included in this package:
Proposal Instructions
General Terms and Conditions
Scope of Work (SOW)/ Specifications
Pricing Form
Submission Form
Statement of No Bid
Contractor's Certificate of Compliance
Contractor's Statement
Reference Form
Term of Acceptance Form
Appendix A – Sample Agreement

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 kinship 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

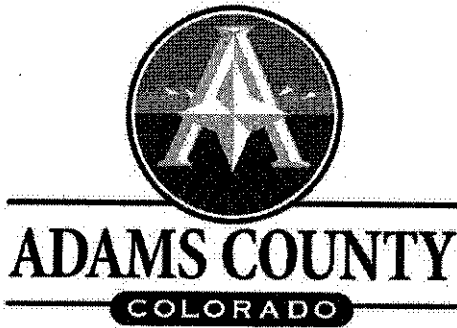
3. The Adams County Board of Commissioners by and through its Purchasing Division of the Finance Department is accepting proposals for Adoption Services.
4. All documents related to this RFP will be posted on the Rocky Mountain Bid System (BidNet) at: <http://www.bidnetdirect.com/colorado/solicitations/open-bids>
 - 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-2017-271 KINSHIP 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.

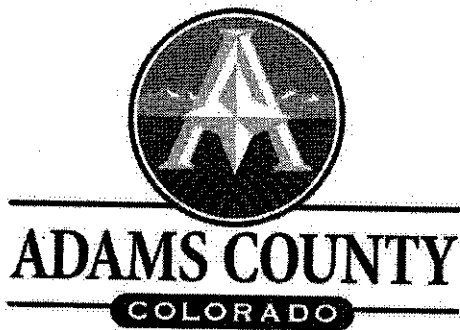
11.4. No damages shall be recoverable by any challenger as a result of the determinations listed in this Section or decisions by the County.

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 kinship families in our community. When children are unable to remain safely with biological parents/caretakers, many are placed in the care of relatives or those with a kin-like relationship to the child. At the present time, approximately 46% of our Adams County children in out of home placement are placed with a kinship family. These placements can be short term and/or lead to permanency for children dependent upon individualized circumstances in each case. To better support our kinship families we are seeking a community partner that has an acute awareness of the needs of kinship families and the ability to provide thoughtful and individualized intensive short term and time limited in home support, ongoing support/case management and implement a community based psycho-educational support group.

As of 2013 and with the support of IV-E Waiver funding, Adams County began a Kinship Support Unit to provide more focused support to kinship families working with child welfare. Since then additional funding streams have been accessed and at the present time there are four full time Kinship Caseworkers, two full time Kinship Support Case Aides, two full time Benefit Navigators and one part time PSSF Case Aide. On average, our Caseworkers provide intensive up front, short term and crisis case management to approximately 25 new families per month (250-350 annually). They are working to access supports to stabilize placement, inform kinship families of available benefits/service options, explain the child welfare process, review kinship family backgrounds and history and formally assess the appropriateness of the kinship family for the child's placement on a short term and potentially permanent basis. Our Kinship Support Case Aides, including our PSSF Case Aide, assist the Caseworkers in completing the very time consuming thorough background checks and helping to attain needed resources for kinship families.

An existing gap in service is our ability to provide ongoing and preventative support to our large number of kinship families and also our ability to provide more intensive support to kinship 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 kids in kinship care until they return home or support families as they move towards permanency with kin. In addition, kinship families will benefit from developing increased parental competencies and behaviors that nurture the children they love. Children will benefit from continued connection to extended family 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 would be looking at would to provide opportunities for relationship building in the kinship community is 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 kinship parents, but would also support children placed in kinship care. With the goal of increasing the support network for kinship families where they can develop new friendships and connections with other kinship families so that they can support one another in the short and/or potentially long term placement. In addition, we would be looking kinship 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 kinship parents to be able to attend the session and have a few moments of respite as well.

With the implementation of this new kinship 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, to increase the number of children reunited with their families of origin and to increase the number of formalized adoption. In addition, kinship caregivers 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. *Intensive In Home Support/Case Management – High Level Needs*

Staff will visit kinship family in their home a minimum of one hour per week for up to three months. 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, support with parent/child visitation and assistance to kinship provider in their provision of oversight and monitoring as per court orders, etc.

2. *Ongoing In Home Support/Case Management - Mid to Lower Level Needs*

Staff will visit kinship family in their home a minimum of one hour per month for up to nine months. Services to include support, placement disruption support and monitoring, oversight and monitoring of safety in the home, navigation of resources/community services, parenting/discipline, permanency planning and support, etc.

3. *Community Based Psycho-Educational Support Group*

Contractor will provide supportive and educational groups for Kinship Caregivers and children in 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.

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 (Kinship Caregiver Support Programs) are strongly preferred. (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 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 Kinship Caseworker 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 10th 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 children and families.

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, the five protective factors, kinship family needs, crisis resolution, conflict management, child development, mental health and substance abuse issues, etc.

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;
- be reunified at higher rates with parents/kin within 12 months of the date of removal;
- experience reunification with their families in a more timely manner;
- reach finalization of adoption within 12 months of termination of parental rights

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 kinship 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 5th 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

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.

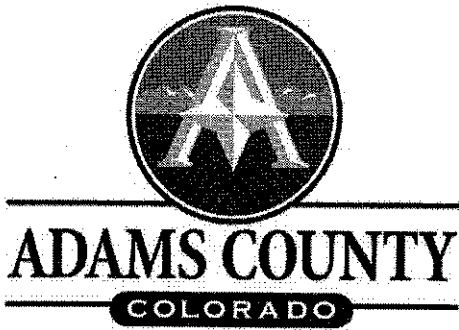
SUBMISSION OF PROPOSALS: ONE (1) hardcopy ORIGINAL, ONE (1) electronic ORIGINAL (USB or CD-single PDF document) and THREE (3) HARDCOPIES, TOTAL OF FIVE (5) submittals of each Proposal must be received at the time and place specified in this Solicitation. Submittals should be prepared simply and economically 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

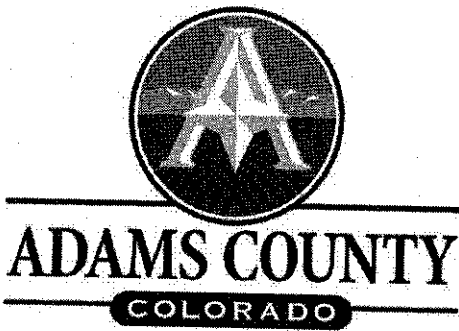


Adams County Finance Department
Purchasing Division
4430 S Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
PRICING FORM: 2017.271
(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

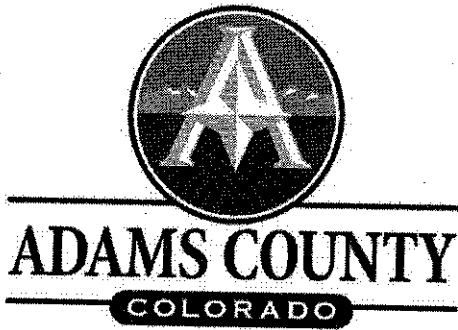
ATTN: Bethany Bonasera
 Contract Specialist
 RFP-BB-2017-271

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-2017-271

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



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-2017-271
4430 South Adams County Parkway
Brighton, CO 80601

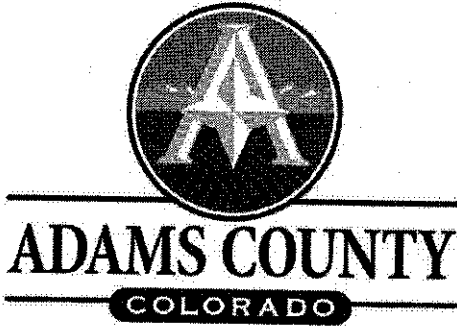
Email to: BBONASERA@ADCOGOV.ORG

- 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:

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

Printed or Typed Name

Signature

Title

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
COLORADO

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 _____

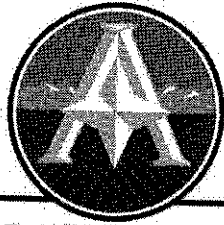
City, State, Zip Code _____

County _____

Telephone _____

Fax _____

Email _____



ADAMS COUNTY
COLORADO

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

Value

\$



ADAMS COUNTY
COLORADO

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 _____