

**ADAMS COUNTY, COLORADO
PROFESSIONAL SERVICE AGREEMENT**

THIS AGREEMENT ("Agreement") is made this 12 day of SEPTEMBER 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 **ADAMS COUNTY HOUSING AUTHORITY**, located at 7190 Colorado Blvd, 6th Floor, Commerce City, Colorado 80022, 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 2017.329 and the Contractor's response to the RFP 2017.329 attached hereto as **Exhibit A**, and incorporated herein by reference. Should there be any discrepancy between Exhibit A and this Agreement the terms and conditions of this Agreement shall prevail.
- 1.2. Emergency Services: In the event the Adams County Board of County Commissioners declares an emergency, the County may request additional services (of the type described in this Agreement or otherwise within the expertise of the Contractor) to be performed by the Contractor. If the County requests such additional services, the Contractor shall provide such services in a timely fashion given the nature of the emergency, pursuant to the terms of this Agreement. Unless otherwise agreed to in writing by the parties, the Contractor shall bill for such services at the rates provided for in this Agreement.

2. RESPONSIBILITIES OF THE COUNTY: The County shall provide information as necessary or requested by the Contractor to enable the Contractor's performance under this Agreement, as referenced in Section 1 above.

3. TERM:

- 3.1. Term of Agreement: The initial term of this Agreement shall be for one (1) year from the date of execution, unless sooner terminated as specified elsewhere herein.
- 3.2. Extension Options: The County, at its sole option, may offer to extend this Agreement as necessary for up to two (2) option year extensions providing satisfactory service is given and all terms and conditions of this Agreement have been fulfilled. Such extensions must be mutually agreed upon in writing by the County and the Contractor.

4. PAYMENT AND FEE SCHEDULE: The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for those services, in an amount of **two hundred ninety-four thousand seven hundred sixty-one dollars and no cents (\$294,761.00)**.

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:** 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. 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 Not Applicable.

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 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's or policies required under this Agreement.

9. TERMINATION:

- 9.1. For Cause: If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.
- 9.2. For Convenience: The County may terminate this Agreement at any time by giving written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If this Agreement is terminated by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under this Agreement, less payments previously made to the Contractor under this Agreement.

10. MUTUAL UNDERSTANDINGS:

- 10.1. Jurisdiction and Venue: The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be in Adams County, Colorado.
- 10.2. Compliance with Laws: During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, 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. Contractor warrants that it is in compliance with the residency requirements in §§ 8-17-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 10.3. OSHA: The Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
- 10.4. Record Retention: The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized federal, state, or County personnel.
- 10.5. 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.

- 10.6. Waiver: Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.
- 10.7. Force Majeure: Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.
- 10.8. Notice: Any notices given under this Agreement are deemed to have been received and to be effective: (1) three (3) days after the same shall have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery; or (3) immediately upon receipt of confirmation that an E-mail was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

County:

Department: Adams County Human Services Workforce Center
Contact: Kent Gregory, Contract Administrator, Human Services Department
Address: 7190 Colorado Blvd., 6th Floor
City, State, Zip: Commerce City, Colorado 80022
Office Number: 303.227.2215
Email: kgregory@adcogov.org

Department: Adams County Purchasing Division
Address: 4430 South Adams County Parkway, Suite C4000A
City, State, Zip: Brighton, Colorado 80601

Department: Adams County Attorney's Office
Address: 4430 South Adams County Parkway
City, State, Zip: Brighton, Colorado 80601

Contractor:

Company: Adams County Housing Authority
Contact: Donald R. May, Executive Director
Address: 7190 Colorado Blvd, 6th Floor
City, State, Zip: Commerce City, Colorado 80022
Office Number: 303.227.2075
E-mail: dmay@achaco.com

- 10.9. Integration of Understanding: This Agreement contains the entire understanding of the parties hereto and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by the parties hereto.

10.10. Severability: If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.

10.11. Authorization: Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.

11. AMENDMENTS, CHANGE ORDERS OR EXTENSION:

11.1. 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.

11.2. Extensions: The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor

12. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08: Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended May 13, 2008, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

12.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.

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

12.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

12.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.

12.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.

12.6. If Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall:

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

12.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).

12.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

13. SUPPLEMENTAL FEDERAL PROVISIONS- (FFATA)

State of Colorado Supplemental Provisions for Federally Funded Contracts, Grants, and Purchase Orders Subject to The Federal Funding Accountability and Transparency Act of 2006 (FFATA), As Amended Revised as of 3-20-13.

CONTRACTOR'S CERTIFICATION OF COMPLIANCE

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

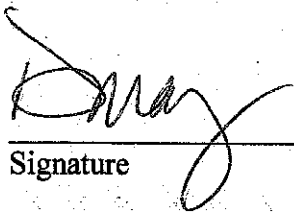
CONTRACTOR:

ADAMS COUNTY
HOUSING AUTHORITY

Company Name

08-31-2017

Date



Signature

DONALD MAY

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

Signature Page

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

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

By: *Eva J. Henry*
Chair **Eva J. Henry**

9/12/17
Date:

**CONTRACTOR
ADAMS COUNTY HOUSING AUTHORITY**

By: *Donald May*
Name (Print or Type)
DONALD MAY
Authorized Signature

08-31-2017
Date:
EXECUTIVE DIRECTOR
Title

Attest:
Stan Martin, Clerk and Recorder

Phanna
Deputy Clerk

APPROVED AS TO FORM:
Adams County Attorney's Office

By: *D. Colet*
Attorney's Signature

NOTARIZATION:
COUNTY OF Adams)
STATE OF CO)SS.

Signed and sworn to before me this 31 day of August, 2017.

by Johanna Maez
Notary Public Johanna Maez

My commission expires on: May 27, 2020

Johanna Maez
NOTARY PUBLIC
State of Colorado
Notary ID 20084018340
My Commission Expires May 27, 2020

ATTACHMENT A
(All Documents following this page of the Agreement)

Attachments:

1. Fee Schedule (Base Year)
2. BAFO, dated June 12, 2017
3. Proposal, dated May 10, 2017
4. Offeror's Certification of Compliance
5. Offeror's Signature Page

Fee Schedules

2017-2019

Prepared in Support of Adams County Housing Authority's Proposal for

RFP-HE-14-329

HOUSING SERVICES-

Temporary Assistance for Needy Families (TANF)

2017 Base Expenses

Position/Base Expense	Description	(Column A) Allocation of Time and Fees	(Column B) Annual Salary and Benefit Fee	(Column C) Overhead	Total Equals Column A * (B + C)
Director Housing Programs	Provides supervision of entire program	15%	\$120,881	In kind	\$18,132.15
Director of Community Services	Provides supervision for service referrals	10%	\$99,364	In-Kind	\$9,936.40
Housing Counselor	Provides housing consultation	30%	\$60,029	In-Kind	\$18,008.70
Senior Accountant	Provides Reports and Invoices	7%	\$107,000	In-Kind	\$7,490
Grants Administrator	Provides Compliance	10%	\$36,965	In-Kind	\$3,696.50
Case Manager -ACHA	Provides Case Management and coordination of services	100%	\$50,000	In-Kind	\$50,000
Space Rental - ACHA	Building Rental				\$0
Utilities -ACHA	Gas, Electric, Water & Sewer				\$0
Class Materials and Office Supplies	Paper, Toner, Ink, Workbooks, Printing	33%	12,360	In-Kind	\$4,079
Equipment-ACHA	Computers, Monitors, Software	33%	6,158	In-Kind	\$2,032
Phones/IT-ACHA	Internet, phone, IT service	33%	4,200	In-Kind	\$1,386
Total of Base Expenses: \$117,301					
TOTAL BUDGET					
Budget Item	Description	Amount			
Base Expenses	Equals total of Base Expenses	\$114,761			
Contingency Funds	Housing assistance at the direction of ACHSD	\$0			
Direct Assistance	Housing assistance at the discretion of the Offeror	\$180,000			
Total :		\$294,761			

2018 Base Expenses

Position/Base Expense	Description	(Column A) Allocation of Time and Fees	(Column B) Annual Salary and Benefit Fee	(Column C) Overhead	Total Equals Column A * (B + C)
Director Housing Programs	Provides supervision of entire program	15%	\$124,507	In kind	\$18,676
Director of Community Services	Provides supervision for service referrals	10%	\$102,345	In-Kind	\$10,234
Housing Counselor	Provides housing consultation	30%	\$61,830	In-Kind	\$18,549
Senior Accountant	Provides Reports and Invoices	7%	\$110,210	In-Kind	\$7,715
Grants Administrator	Provides Compliance	10%	\$38,074	In-Kind	\$3,807
Case Manager –	Provides Case	100%	\$51,500	In-Kind	\$51,500
Space Rental – Alto	Building Rental	33%	\$4,016	In-Kind	\$1,325
Utilities – Alto	Gas, Electric, Water & Sewer	33%	\$1,674	In-Kind	\$552
Class Materials and Office Supplies	Paper, Toner, Ink, Printing	33%	\$12,731	In-Kind	\$4,120
Equipment-Alto	Computers, Monitors, Software	33%	\$6,343	In-Kind	\$2,093
Phones/IT-Alto	Internet, phone, IT service	33%	\$4,326	In-Kind	\$1,428
Total of Base Expenses:					\$120,000

TOTAL BUDGET

Budget Item	Description	Amount
Base Expenses	Equals total of Base Expenses	\$120,000
Contingency Funds	Housing assistance at the direction of ACHSD	\$0
Direct Assistance	Housing assistance at the discretion of the Offeror	\$180,000
Total :		\$300,000

2019 Base Expenses

Position/Base Expense	Description	(Column A) Allocation of Time and Fees	(Column B) Annual Salary and Benefit Fee	(Column C) Overhead	Total Equals Column A * (B + C)
Director Housing Programs	Provides supervision of entire program	15%	\$128,243	In-kind	\$19,236
Director of Community Services	Provides supervision for service referrals	10%	\$105,415	In-Kind	\$10,542
Housing Counselor	Provides housing consultation	30%	\$63,685	In-Kind	\$19,105
Senior Accountant	Provides Reports and Invoices	7%	\$113,516	In-Kind	\$7,946
Grants Administrator	Provides Compliance	10%	\$39,216	In-Kind	\$3,922
Case Manager - ACHA	Provides Case Management and	100%	\$53,045	In-Kind	\$53,045
Space Rental - Alto	Building Rental	33%	\$4,136	In-Kind	\$1,365
Utilities -Alto	Gas, Electric, Water & Sewer	33%	\$1,724	In-Kind	\$569
Class Materials and Office Supplies	Paper, Toner, Ink, Workbooks, and Printing	33%	\$13,113	In-Kind	\$4,244
Equipment-Alto	Computers, Monitors, Software	33%	\$6,533	In-Kind	\$2,156
Phones/IT-Alto	Internet, phone, IT service	33%	\$4,456	In-Kind	\$1,470
Total of Base Expenses:					\$123,600
TOTAL BUDGET					
Budget Item	Description	Amount			
Base Expenses	Equals total of Base Expenses	\$123,600			
Contingency Funds	Housing assistance at the direction of ACHSD	\$0			
Direct Assistance	Housing assistance at the discretion of the Offeror	\$180,000			
Total :		\$303,600			



ADAMS COUNTY HOUSING AUTHORITY

7190 Colorado Boulevard Commerce City, Colorado 80022
(303) 227-2075 FAX (303) 227-2098 Colorado Relay 1-800-659-2656
www.adamscountyhousing.com

June 12th, 2017

Heidi Ellis, PHM
Contract Specialist II
Finance/Purchasing Division
Adams County Colorado
4430 South Adams County Parkway
4th Floor, Suite C4000A
Brighton, CO 80601-8212

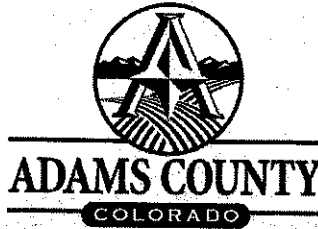
Subject: Request for Best and Final Offer for Request for Proposal #2017.329 Housing Services-TANF Program

Dear Ms. Ellis:

The Adams County Housing Authority (ACHA) appreciates the offer from the Adams County Government in regards to our application for funding under Request #2017.329 Housing Services- TANF Program for the Adams County Government Human Services Department. Below are the responses to your questions regarding our proposal.

1. With regards to the full-time funding, the person hired as a full-time TANF Case Manager would only work on TANF related cases, and would not work on any other programs. The Housing Counseling support outlined in our fee schedule and description of staffing would serve to provide group education as part of our ongoing series of workshops and provide overflow support as necessary. The 30% of a Housing Counselor's time, as well as the full-time Case Manager's time, would be billed on an as-performed basis in compliance with 2 CFR 200. This is a system ACHA already successfully employs with a variety of other programs including the Emergency Services Grant which we have administered for more than eight years. Given this success, ACHA is confident in asserting that a single, fully-funded position would be tracked, billed, and payed in a way commensurate with all grant guidelines, state and federal laws. However, if it is the preference of Adams County that that position be treated as the equivalent of a full-time position, ACHA would be willing to further discuss doing so.

Finance Department
www.adcogov.org



4430 South Adams County Parkway
4th Floor, Suite C4000A
Brighton, CO 80601-8212
PHONE 720.523.6050
FAX 720.523.6058

Mr. Donald May
Executive Director
Adams County Housing Authority
7190 Colorado Blvd
Commerce City, Colorado 80022

Subject: Clarification Request for Request for Proposal #2017.329 Housing Services- TANF Program

Dear Mr. May:

Thank you for submitting a proposal in response to our Request for Proposal #2017.329 Housing Services- TANF Program for Adams County Government Human Services Department.

The Evaluation Committee has determined that more information is needed to properly evaluate your proposal. The Evaluation Committee has requested that you respond to the questions below as part of your best and final offer (BAFO) to your proposal. Please submit your responses to the following questions by **4:00 p.m. on Tuesday, June 13, 2017** by email to hellis@adcogov.org.

1. Please clarify the funding being used for staff being dedicated to this project. ACHA proposes funding 100% of a position at \$50,000 to be a case manager. Does ACHA agree to define this as the equivalent of 100% of a full-time position, but not necessarily funding only one position? This is requested since it is possible that the person designated in the position may assist some customers that are not TANF eligible and in which case cannot be charged to TANF. Given the volume of customers that ACHA has, other staff at ACHA provide case management to TANF eligible customers, the funding under this line in the fee schedule would partially cover their time as well. It is understood that the majority of expense under this line will go to the person designated as the case manager. If this change your fee schedule please resubmit any changes be made using the same Fee Schedule format used in the original proposal.
2. Please clarify in details if Adams County (primarily WBC/Adams Works staff) can send referrals to the ACHA case manager and to the housing counselor for assistance in locating housing, enrolling in ACHA classes and other housing services?
3. Please clarify how many families does ACHA believe will be served in the first year if awarded an agreement?

BOARD OF COUNTY COMMISSIONERS

Eva J. Henry
DISTRICT 1

Charles "Chaz" Tedesco
DISTRICT 2

Erik Hansen
DISTRICT 3

Steve O'Dorisio
DISTRICT 4

Mary Hodge
DISTRICT 5

MAY 10th, 2017

A PROPOSAL FOR:

**RFP-HE-14-329
HOUSING SERVICES-
Temporary Assistance for Needy Families (TANF)**

SUBMITTED TO:

**ADAMS COUNTY GOVERNMENT CENTER
PURCHASING DIVISION
4430 SOUTH ADAMS COUNTY PARKWAY
BRIGHTON, CO 80601**

PREPARED BY:

**ADAMS COUNTY HOUSING AUTHORITY
7190 COLORADO BLVD., 6TH FLOOR
COMMERCE CITY, CO 80022**

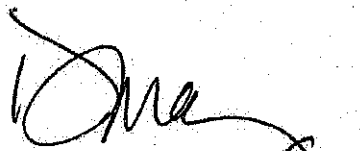

DONALD MAY

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Executive Summary

The Adams County Housing Authority (ACHA) is pleased to submit this proposal to Adams County Human Services Department's (ACHSD) Colorado Works program. With this project ACHA proposes working with ACHSD to expand access to the TANF program and other complementary services in order to help clients end dependence on government assistance and programs. The proposed services include access to affordable housing options, housing counseling, case management, emergency rent, initial month's rent, financial assistance with application fees and background check fees, and direct human services. All services will be provided out of two accessible locations in high-poverty areas of Westminster. With its network of partners, including subcontractor Low Income Family Empowerment (LIFE), ACHA is uniquely qualified to promote the interdependent missions of Adams County human service providers for the benefit of all TANF clients.

Firm Profile

Please see Appendix A

Introduction and Qualifications

Purpose and Mission

Adams County Housing Authority's mission is to work in partnership with diverse communities, to promote economic self-sufficiency, to preserve and expand affordable housing opportunities, and to enhance the livability of neighborhoods in Adams County.

History

Established in 1974, the Adams County Housing Authority is a local agency with a strong history of working to expand affordable housing throughout Adams County. Since 1978, ACHA has operated a HUD-approved Housing Counseling program which provides case management and counseling on issues ranging from home buying to foreclosures.

During the 1980s ACHA expanded its horizons to include aggressive affordable housing development. This campaign began with the purchase of what is now Orchard Crossing Apartments in Westminster. Since this initial acquisition, ACHA's portfolio has grown to include eleven properties with 1,456 individual units. ACHA also began administering the Housing Choice Voucher program which currently administers over 1,400 vouchers that place families into stable housing.

In 1992 ACHA started offering a homeownership education program to provide first-time homebuyers with vital education necessary to be successful homeowners. ACHA has paired this education with down payment assistance to help make homeownership dreams a reality. The hard work done by this division includes helping clients avoid foreclosure and eviction, providing down payment assistance, and directly providing rental and utility assistance.

Presently, ACHA seeks to capitalize on its strong history of housing services by working with other human service providers. In 2012 ACHA partnered with Low Income Family Empowerment (LIFE) to open the Center for Career and Community Enrichment (3CE). This center provides a one-stop-shop for all types of direct services including; educational classes, the Family Self Sufficiency Program, LEAP applications, computer access, aid in finding a job, and

life-skill development. By consistently expanding and strengthening its partnerships, ACHA has been able to expand its initial focus to include a wide variety of programs and services. This eye towards comprehensive growth has allowed ACHA to expand its scope of operation to consistently serve over 21,000 residents across Adams County. ACHA's staff has grown in proportion to its reach and now employs 84 individuals across a variety of fields including housing counseling, financial counselors, property managers, and maintenance professionals

ACHA's Experience with Scope of Work

ACHA has previously worked with ACHSD TANF for 22 years to efficiently provide direct assistance in the form of rent and utility assistance. Additionally, ACHA has assisted ACHSD by making contingency payments to assist clients with housing and family stability needs.

Outside of TANF, ACHA has substantial experience managing similar multifaceted assistance grant programs. ACHA's Energy Outreach Colorado (EOC) program assists with utility payments, which ACHA has managed EOC successfully for over eight years. ACHA also, through a partnership with LIFE, currently administers the Emergency Solutions Grant. This grant provides emergency assistance payments to landlords for qualifying individuals and families to prevent homelessness or rapidly re-house those who are experiencing homelessness. These programs include group education requirements, case management, and extensive documentation and reporting.

In addition to rent and utility assistance, ACHA's Housing Counseling department provides group education and one-on-one counseling encompassing affordable housing options, foreclosure prevention, and first-time homebuyer class for those considering purchasing their first home. All workshops are offered in both English and Spanish.

ACHA's Housing Choice Voucher (HCV) program, encompassing the more than 1,498 client-based Voucher-holders, requires significant accounting and client management infrastructure. To meet the necessary requirements of the HCV program, all HCV specialists and Community Managers are trained to use Yardi's accounting software, an industry center. In addition to Yardi's accounting software, ACHA staff uses CounselorMax and HMIS for housing counseling case management and ESG reporting, respectively. ACHA's Accounting team's robust Accounts Payable and Receivable practices allow for the management of numerous government grant programs that the department effectively operates including; ESG, EOC, HUD Housing Counseling, First-Time Homebuyers Program, and Federal Capital and Operating Funds. ACHA has decades of experience successfully managing grant programs that are funded on a reimbursement basis, including those listed above, and is prepared to operate this program on a reimbursement basis that may take up to 60 days

The Community Services department has seven full-time and seven part-time employees with nearly 100 years of combined human services experience. Our staff members speak Spanish and use their vast knowledge of family development best practices and community resources to assist families on their path to self-sufficiency. Currently the Community Service program administers the internationally recognized Home Instruction for Parents of Preschool Youngsters (HIPPI) Program. This program works to promote literacy among low-income communities by empowering parents to read to their children. Community Services is also work with Tri-County

Health Department to implement a smoking cessation program at two of ACHA's properties. Through their work at 3CE and on-site at ACHA's properties, the Community Services team helps families: apply for public benefits, apply for rent and energy assistance, find health care providers, enroll in GED classes, enroll in Head Start Programs, access free and reduced price meals, manage educational debt; advocate to bridge barriers between the school system and migrant parents, and more. The Community Service team also helps clients through job coaching, one-on-one financial counseling, resume and cover letter writing. Employees also connect clients to mental healthcare and counseling, make legal services referrals, and provide awareness education for Domestic Violence, Special Education, Continuing Education, and Early Childhood Programs. These referrals are provided through an extensive network of partners and collaborators that include CSU Extension, Growing Home, and Regis University among many others. Through these efforts the Community Services department has expanded its reach to include over 200 unique participants a month. The services provided these participants represent a total of 500 hours of individualized contact a month representing the full spectrum of human service needs.

Location and Population To Be Served

ACHA, through this TANF program, will serve all of Adams County including residents of the County's nine municipalities and unincorporated areas. All Adams County residents who have demonstrated need and qualify will be served by the program.

Easily Accessible Locations

ACHA offices are located in the Adams County Human Services Building at the corner of 72nd Avenue and Colorado Boulevard in Commerce City. The Human Services building is accessible to clients traveling by public transportation; active bus routes operate on both 72nd and Colorado and a bus stop is located immediately to the north of the building. A large parking lot with hundreds of spaces includes numerous handicapped spaces adjacent to the building. There is also a drop-off area in front of the building for those traveling by Access-A-Ride or other services for the elderly or disabled.

3CE is located at 51st and Federal, also on two frequent bus routes. Additionally, many 3CE customers walk or bike from nearby apartments. 3CE is handicapped accessible and schedules meetings with Spanish-speaking customers so they can be assisted by a fluent Spanish-speaker. When possible classes are offered in both English and Spanish. Currently, GED, housing group education classes, and housing counseling are offered regularly in English and Spanish.

In early December, our organization will move to a new location at 71st and Federal. This location is located in the new Westminster Transit-Oriented Development area and is therefore easily accessible by car, bus, and rail. Like our current facility, the 71st and Federal location will be handicapped accessible with appropriate parking and facilities. This facility will be home to 70 new affordable housing units, our home office, and 3CE. Beginning in early December the TANF program will be co-located at our new facility and Adam's County's new Human Services location at 120th and Pecos in Westminster. ACHA staff at both locations will be able to coordinate TANF applications and services, with the full-time staff member located primarily at the new Human Services Building coordinating and working at both locations as needed.

Summary of Organizational Budget

ACHA's 2017 organizational budget includes \$35.2 million in revenue, \$15.2 million of which is rental income from 11 owned and managed multi-family housing communities. The operating expense side of the budget totals \$27.9 million, which includes \$8.8 million for operating expenses of properties. ACHA's HUD-funded Housing Choice Voucher program accounts for approximately \$14.6 million of annual revenue and expense. ACHA's HUD-approved Housing Counseling department's budget is approximately \$492,000, of which HUD contributes only \$26,000 annually and \$350,000 is for direct financial assistance to residents. This department runs programs related to homeownership, foreclosure prevention, and rent and utility assistance. LIFE's budget of \$282,000 is primarily provided through in-kind support of program expenses. There is little support for general operations such as utilities, renting space, and coordination of services. Of the \$282,000 budget, \$153,000 is earmarked for the HIPPY program, \$120,000 is for ESG, and \$9,000 is for 3CE.

Organizational Charts

Please see Appendix D

Proposed Services

ACHA proposes, in partnership with LIFE and its 3CE facility, to expand the reach of current services including; TANF benefits, affordable housing, and a wide array of human services to assist low-income families moving towards self-sufficiency.

Direct Assistance and Contingency Funds will be administered through the established ACHSD TANF processes that have been successfully serving clients for years. ACHA looks forward to re-establishing our TANF program to assist some of the County's most vulnerable residents with housing and family stability needs.

Housing group education classes (Foreclosure Prevention, First Time Homebuyer, Rent and Utility Assistance) and individual housing counseling services will be provided by ACHA's Housing Counseling department. Additionally, the full-time Case Manager will be trained in providing housing navigation services including landlord engagement, maintaining an affordable housing list appropriate for TANF clients, and directly helping clients negotiate the housing process.

Emergency Shelter and Transitional Housing will be provided through referrals to ACHA's long-time partners Growing Home, Almost Home, Cold Weather Care, and ACCESS Housing. When appropriate, referrals will be made to homeless Veteran serving organizations such as the Bill Daniels Veteran Services Center. ACHA has long been a part of efforts to address homelessness in Adams County. Most recently, ACHA helped to found the Adams County Coalition for the Homeless. This coalition meets monthly to help coordinate providers' efforts to address homelessness across the County, including the Point in Time Survey of the current homeless population.

Long-Term Affordable Housing: as the primary provider of affordable housing in the County, the ACHA employees are experts on accessing affordable housing options. ACHA staff will make referrals to ACHA properties and other affordable properties as appropriate.

Utility Assistance: Each household reviewed for Direct Assistance or Contingency Funding will also have a budget review completed to determine if a need exists for ACHA's Energy Outreach Colorado Utility assistance. TANF clients will also be referred to housing counseling staff on a case by case basis for this additional direct assistance.

Case Management will continue to be provided for Direct Assistance by ACHA's Housing Counseling staff with time set aside for use of Contingency Funds referred by TANF staff. ACHA will provide a 1.0 FTE dedicated TANF Case Manager who will have workspace at 3CE but will also meet clients at ACHA's offices at the Human Services Building. When both offices move, this FTE will be headquartered at the new Human Services Building but will also meet with clients at ACHA's new facility. This extensive case management will include assistance with applying for public benefits through Colorado PEAK including SNAP, LEAP, and TANF.

Clothing, Food Bank, and Child Care Assistance will be provided through the dedicated TANF Case Manager. 3CE and ACHA's Community Services program have established relationships with clothes closets including Dress for Success, a program that provides interview and work clothes. ACHA takes food insecurity extremely seriously and as such had developed a relationship with the USDA's Commodity Supplemental Food Program and Food Banks. The Case Manager will also assist with enrollment in the Child Care Assistance Program (CCAP) and early childcare programs including support for parent-lead education such as LIFE's HIPPI program.

GED Classes and Financial Education are provided at 3CE; GED Classes and GED individualized tutoring are provided twice a week throughout the year. Financial education is provided on a one-on-one basis by ACHA's dedicated Financial Counselor who advises ACHA residents on a variety of topics from opening a savings account to managing. ACHA's Housing Counselors can also provide financial services when coaching their clients regarding making a budget and improving credit.

Job Services are provided at 3CE, a designated Adams County Workforce & Business Center. A full array of job services is available at 3CE from resume writing and job searching to help completing employment applications and practicing for interviews. 3CE anticipates adding monthly group employment skills education classes as appropriate.

Additional Services are offered at 3CE that will benefit this TANF program. Relationship counseling is offered for free by a Regis University Marriage and Family Therapy intern. Healthy cooking classes are provided by Cooking Matters in partnership with Growing Home. There are numerous other services that are provided on a rotating basis - a calendar is produced monthly of all the various opportunities.

Days and Hours of Operation - ACHA is open from 7:30 AM-4:30 PM, Monday - Friday. 3CE is open to the public on a walk-in basis from 10am to 4pm, Monday - Friday. 3CE takes

appointments with customers before and after regular operating hours as needed. Classes are regularly offered in the evening and on weekends, in addition to during the regular workday, to accommodate customers' schedules. TANF services will be offered during the regular business hours of ACHA and 3CE and outside of those hours as necessary, particularly for regular case management. When ACHA opens its new offices at 71st and Federal ACHA will operate from 8am to 5pm Monday through Friday. 3CE (which will also be relocated to 71st and Federal) will have hours adjusted to meet community needs. Once ACHA moves offices, staff will be provided, specifically a full-time case manager, to work out of the new ACHSD offices.

Program Expertise and Personnel

Staffing - a 1.0 FTE Case Manager is the only fully-funded staff position in this TANF program. A dedicated TANF case manager, will allow for services to be provided and referrals to be made with maximum efficiency. Additionally a third of a Housing Counselor's time will be dedicated to this contract to provide group education and additional client support. 15% of the Director Housing Program's time, 10% of the Director of Community Services' time, 10% of the Grants Administrator's time, and 5% of the Interim Controller's time, will be assigned to this contract. The 1.0 FTE Case Manager will be employed by ACHA and operate out of the new ACHSB Center. Staff members who work with clients will be fully bilingual and have demonstrated knowledge of child welfare reporting requirements, resource networks in Adams County, TANF regulations, and customer service.

To Be Determined

Case Manager, Adams County Housing Authority

100% of the Case Manager's Time will be dedicated to TANF

The yet to be hired Case Manager will have a college degree or equivalent on-the-job experience including a minimum of two years of experience providing case management services to low-income individuals and families. They will need to demonstrate familiarity with Colorado human services programs, County agencies, and nonprofit organizations serving low-income families. Cultural competency and at minimum, conversational Bilingual - English/Spanish skills are also a requirement.

Brenda Mascarenas

Director of Housing Programs, Adams County Housing Authority

15% of Ms. Mascarenas' time will be dedicated to TANF

Ms. Mascarenas began her career with the Adams County Housing Authority in 1991 as a Programs Assistant providing support for the County's Section 8 Program. Ms. Mascarenas was promoted to Director of Housing Programs in 2007 and is now responsible for administering the Housing Choice Voucher program, Low Income Public Housing, Sections 8 Project Based Voucher program, Family Unification Program, and the VASH program. In 2015, Ms. Mascarenas expanded her oversight to include the Housing Counseling Department which includes the Foreclosure Prevention Program, Home Ownership Program, ESG, ESFP, EOC, Family Self-Sufficiency Program, and Resident Opportunity for Self-Sufficiency Program

David Riggs

Director of Community Services, Adams County Housing Authority

10% of Mr. Riggs' time will be dedicated to TANF

Mr. Riggs leads the Community Services department which provides client-focused case management, smoking cessation, financial coaching, community engagement, and a multi-provider human services center. Mr. Riggs develops partnerships with complementary agencies to bring programs to residents to aid them on their path to self-sufficiency. Mr. Riggs has worked in housing programs and services for eleven years and has a Masters of Nonprofit Management from Regis University.

Sonia Arias

Housing Counselor, Adams County Housing Authority

30% of Ms. Arias's time will be dedicated to providing case management for TANF

Ms. Arias has six years of experience providing one-on-one housing counseling and group housing education at the Adams County Housing Authority. Ms. Arias previously served as a property manager at ACHA affordable housing HOME-funded properties. Additionally, Ms. Arias served as Center Director of the Family Education Network of Weld County. Ms. Arias has successfully completed many trainings including numerous relevant to this proposal: Credit Counseling, Financial Coaching, Counseling the Homeless and Those at Risk of Becoming Homeless, and Counseling Clients to Maximize Energy Savings.

Sophie Poppie

Grants Administrator, Adams County Housing Authority

10% of Ms. Poppie's time will be dedicated to TANF

Ms. Poppie has worked at Adams County Housing Authority for a year and a half. In her capacity as grants administrator, Ms. Poppie manages thousands of dollars of federal, state, and private grants. Ms. Poppie also oversees all grant compliance, regulation, and funder relationships. Ms. Poppie has her Masters of Public Policy from the University of Denver.

Melissa Mercil

Interim Controller, Adams County Housing Authority

5% of Ms. Mercil's time will be dedicated to TANF

Ms. Mercil has served the Adams County Housing Authority's Accounting department for 13 years. Ms. Mercil administers all governmental accounting and regulatory financial reporting including Housing Choice Voucher (Section 8) and Federal grant accounting. Ms. Mercil also oversees and develops accounting policies, procedures, controls and reporting systems in accordance with generally accepted accounting principles.

Additional Staff - not funded by this contract

3CE Staff – Multiple partner organizations staff the 3CE Center. TANF participants will have access to many additional programs - currently offering services provided by the Metro Denver Homeless Initiative Americorps VISTA and the Colorado State University Extension on a regular basis. Periodically, additional programs are offered, and will be open to TANF participants, by agencies such as Cooking Matters, Regis University, and Tri-County Health Department.

Low Income Family Empowerment (LIFE) - Subcontractor

Mission: to empower low-income individuals and families to achieve self-sufficiency by improving the human services delivery system through building effective collaborations with our community partners.

LIFE History

Low Income Family Empowerment (LIFE) was founded in 2007 to improve the fragmented safety net of human services in Adams County by developing partnerships that increase positive customer outcomes.

2009 - LIFE is awarded a Colorado Statewide Strategic Use Fund grant to increase collaboration among service providers in Adams County. The Strong Families Initiative, a partnership of LIFE, Growing Home, Access Housing, Almost Home, and Alternatives to Family Violence increases coordination of services for low-income residents.

2009 - Community Strategies Institute was retained to conduct a comprehensive study of homelessness and an analysis of programs serving the homeless in Adams County.

2009 - 2012 - LIFE strengthened the Cold Weather Care (CWC) emergency shelter program, a collaboration of human service agencies and the faith community, by serving as the lead agency for the Homeless Prevention and Rapid Re-Housing Grant. CWC continues annually; sixty percent of last year's guests entered stable housing.

2012 - LIFE leads the CWC emergency shelter collaboration placing in the Top 5 for the Colorado Collaboration Award.

2013 - LIFE founded a new venture, the Center for Career and Community Enrichment (3CE), bringing together numerous government agencies and nonprofit partners to better provide services to low-income residents at a convenient one-stop-shop.

LIFE Geographic Area Served: Northwest Denver Metro: Westminster, North Denver, Thornton, Commerce City, and surrounding areas.

LIFE Programs: LIFE operates the 3CE Center (the Center for Career and Community Enrichment), a multi-provider human services center, described in this application. LIFE also administers an Emergency Solutions Grant and Adams County's HIPPIE Program in partnership with ACHA. In its capacity in this program, LIFE will serve as a subcontractor providing client support and access to wrap-around human services.

Fee Schedule

Please see the other envelope submitted with this proposal, or the last pages of this document if viewing in PDF format.

Comparable Projects

ACHA provided rental counseling services as listed in this proposal's scope of work for more than 20 years and therefore, ACHA's previous TANF Rental Assistance Program is a comparable project to this proposal. The budget for the 2015 program year was approximately \$102,700 in revenue, \$70,112 in direct payments to clients and \$32,588 in direct administration costs. ACHA's 2015 TANF Direct Assistance Program served approximately 58 clients. In addition to serving clients with direct financial assistance, ACHA also hosted 24 rental and utility assistance workshops throughout the year designed to teach clients about their rights,

responsibilities and opportunities as a tenant. These workshops provided clients with an opportunity to learn how to best qualify and receive direct financial assistance from our housing assistance program. The average monthly caseload size for the TANF Housing Assistance Program was 10-13 clients per month with approximately eight clients a month receiving direct financial assistance. The average financial assistance given to clients through the TANF Contingency Fund program was \$2,227 per client for the 2015 service year. The average financial assistance given to clients through the TANF Direct Assistance Program in 2015 was \$1,021 per client. ACHA also offered additional services to clients including utilities assistance under the Energy Outreach Colorado Grant as well as additional financial education and counseling.

Demographics and Other Descriptors of the Population Served

The Adams County Housing Authority places a strong emphasis on data collection and keeps an extensive set of client demographic data. In Appendix B you will find a sample graph of race and ethnicity data on clients served by the Adams County Housing Authority’s Housing Assistance program. Upon award of the contract, ACHA will continue to use the Main Report and Monthly Contractor reports developed by the ACHSD TANF staff and provide any additional demographic data as requested. Our Client Management System allows our counselors to easily input important data points and track our client’s progress through our programs. ACHA prides itself on having a wide reach among Adams County Residents. The relocation of our offices to the Westminster TOD area will positively impact visitor trends to our office allowing us to further expand our reach. RTD estimates 800 riders per day for their 71st and Lowell station, which will be located down the street from our new facility. This increased traffic will allow ACHA and its proposed TANF program to be easily accessible to cohorts across the greater Adams County area.

List of Appendices

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2. ACHA Demographics Served	B
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Appendix A: Firm Profile

Firm Type: Local

Size of Firm: 84; 31 work at the local office, the rest at ACHA owned properties

Location Where Work Will Be Performed: Work will initially be performed at ACHA's office at 7190 Colorado Boulevard and the Center for Career and Community Enrichment (3CE) at 5115 Federal Boulevard. As of early December 2017, work will move to the new Human Services Building at 120th Avenue and Pecos Street and to ACHA's new building at 71st and Federal Boulevard.

Number and Nature of Full-Time Staff: One full time Case Manager will be assigned to this program. This Case Manager will meet with the majority of TANF clients, oversee eligibility, serve as point-of-contact for clients and partners, liaise with service providers to maintain relationships and ensure clients receive services, and report on program outcomes

Number and Nature of Part-Time Staff: 30% of a Housing Counselor's time will be apportioned to this program. The Housing Counselor will meet with clients as needed, provide support to the Case Manager, and oversee group education. 10% of a Grant Administrator' time will be spent on this program. The Grant Administrator will ensure program and regulatory compliance as well as oversee and finalize all program reports. 5% of the Interim Controller's time will be spent on this program to process funding and check requests and maintain accounting compliance. Other staff from the Community and Resident Service Departments will provide assistance with services as needed, but will not be funded by this contract.

Supervisory Staff and Resumes: 15% of the Director of Housing Services (DHS) time will be spent supervising this program. The Case Manager and Housing Counselor will report directly to the DHS and they will oversee overall program functionality. 10% of the Director of Community Services (DCS) time will be spent with this program. The DCS will be responsible for overseeing high-level service partner relationships to ensure prompt and comprehensive service delivery. Resumes are located on the next three pages.

Substantiated Complaints and Outstanding Litigation: One EEOC complaint with a Right to Sue letter issued still open timeline for filing of lawsuit.

BRENDA MASCARENAS

bmascarenas@achaco.com

Summary

Dedicated leader with 26-year track record of managing staff and Federally Subsidized Housing Programs. Such as Housing Choice Voucher Program, Low Income Public Housing Programs, Foreclosure Prevention, Home Ownership Program as well as other grant programs. Professional well-versed in documentation, compliance and cost control. Organized administrative professional with hands-on experience supporting business areas.

Skills

- Federal regulations
 - Advanced Fair Housing
 - Yardi system
 - CM Counselor Max data management system
 - Microsoft Office
 - EIV - Enterprise Income Verification system
 - HUD- REAC system
 - Strong communicator
 - Employee training and development
 - Excellent interpersonal skills
 - Client-focused
 - Self-starter
 - Culturally-sensitive
-

Accomplishments

4 year member of MDHI Metropolitan Denver Homeless Initiative NOFA review committee reviewing and evaluating U.S. Department of Housing & Urban Development (HUD) grant awards for the Continuum of Care.

Experience

Director of Housing Programs & Services Adams County Housing Authority

06/1991 to Current
Commerce City, CO

Administration, management and oversight of the subsidized housing programs in Adams County which includes the high performing Section 8 Housing Choice Voucher Program, Low Income Public Housing, Section 8 Project Based Voucher Program, (FUP) Family Unification Program, and the (VASH) Veterans Affairs Supportive Housing program. Additionally administers the Family Self Sufficiency (FSS) program. Also responsible for oversight of ACHA's Housing Counseling Department which includes Foreclosure Prevention, Home Ownership Program, (TBRA) Tenant Based Rental Assistance Program, (ESG) Emergency Solutions Grant, (EFSP) Emergency Food and Shelter Program, (EOC) Energy Outreach of Colorado, and the TANF grant program.

Professional Training

HQS Housing Quality Standards Inspection since 1995
HCV Eligibility & Rent Calculation 2005
Section 8 HCV & Audit Tools Certificate 2007
Introduction to Home Ownership counseling 2017
Foreclosure Basics 2017

DAVID RIGGS

303.909.0847
daveriggs@gmail.com

2930 Bellaire Street
Denver, CO 80207

Summary of Qualifications

- Results-driven leader with nonprofit and public sector management experience
- Highly motivated and dedicated manager with experience in project management, program management, business development, and logistics
- Strong leader whose interpersonal skills build trust and inspires others
- Developer of cohesive and highly productive teams
- Coalition builder that forges partnerships with local, state, and federal government agencies; businesses; foundations; and nonprofits to garner support to improve our communities

PROFESSIONAL EXPERIENCE

Director of Community Services, Adams County Housing Authority, Commerce City, Colorado (2016-Present)

- Leads the Community Services department consisting of The Center for Career and Community Enrichment, Community Services staff, the Family Self-Sufficiency program, a Financial Coach, an Americorps VISTA in partnership with Metro Denver Homeless Initiative, and contractors
- Built Resident Services department from conception to a staff of ten serving residents of affordable housing communities and housing choice voucher-holders (Section 8 participants)
- Developed client-based programming across department and evaluation tools focused on outcomes

Strategic Partnerships Manager, Adams County Housing Authority, Commerce City, Colorado (2013-2016)

- Develops strategic partnerships to further special projects including a summer reading program and a smoking cessation research project with the Colorado School of Public Health, Colorado Department of Public Health and Environment, and Tri-County Health Department
- Leads planning and evaluation of Resident Services, 3CE, and special projects

Grants Coordinator, Adams County Housing Authority, Commerce City, Colorado (2011-2013)

- Built partnerships with sub-grantee community agencies to prepare and submit grant applications
- Grant submissions in 2012 resulted in \$2.2M in awards
- Analyzed program data regularly and prepared evaluation reports for funders including complex financial draw-downs

Grants Manager, Denver Scholarship Foundation, Denver, Colorado (2010-2011)

- Researched potential funders, coordinated application process, and was awarded grants from corporate, family and community foundations including a \$1.8M Department of Education grant
- Developed application timelines and worked with program and evaluation teams to coordinate application and data reporting protocols
- Managed grant budgets and financial reports

Study Sponsorship Manager, Morris Animal Foundation, Denver, Colorado (2006-2010)

- Collaborated with the scientific program department and researchers to translate scientific writing into lay language for donors and other constituents.
- Developed numerous new donor relationships that continue to this day
- Supervised Sponsorship Assistant

Neighborhood Networks Director, MacManagement, Albuquerque, New Mexico (2005-2006)

- Worked with community partners to establish and operate computer resource rooms in HUD housing centers for mentally and physically disabled residents

Homeless Education Program Coordinator, Bend-La Pine School District, Bend, Oregon (2003-2005)

- Managed federal grant funds and developed programs with numerous community agencies to address the inequality of education for homeless children
- Reported on the use of federal funds and kept extensive data points

Education

Master of Business Administration, University of Colorado - Denver, Denver, Colorado, Expected 2019

Master of Nonprofit Management, Regis University, Denver, Colorado, 2008

BA Recreation and Outdoor Education, Biology Minor, Western State Colorado University, Gunnison, Colorado, 2000

Community Leadership Experience

- Bikes Together (formerly Bike Dept), community bike shop and programs, **Secretary (2015 to present), Board Member (2014-Present)**
- Leadership for Healthy Community Design **Fellow, Regional Institute for Health & Environmental Leadership, (2014 – 2015)**
- South Adams County Steering Committee, **Member, LiveWell Colorado (2014-2015)**
- Federal Boulevard Health Impact Assessment Steering Committee, **Member (2014-2015)**
- Climbing For Life, **Director (2007-2016), President (2008-2010)**
- Cold Weather Care (emergency homeless shelter program), Adams County, Colorado (2012-2013)

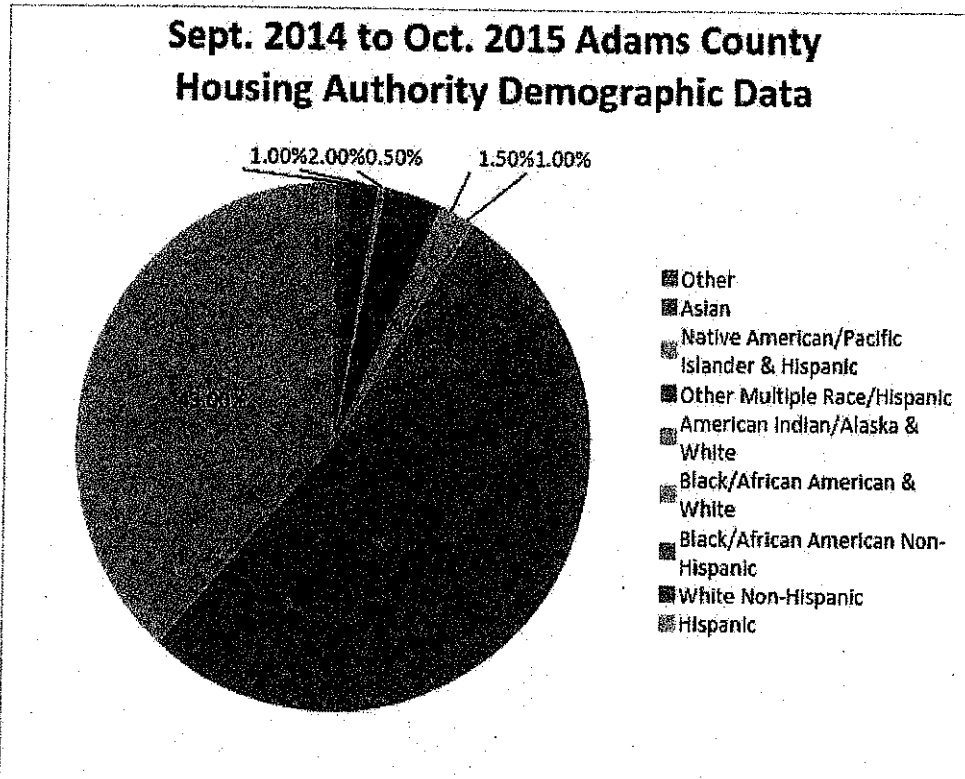
- Oregon Department of Education, Homeless Education Grant Review Committee Member, Salem, Oregon (2005)
- Bend Community Action Team, Board Member, Bend, Oregon (2004-2005)
- First Book, Local Advisory Board, Board Member, Bend, Oregon (2004-2005)
- Homeless Leadership Council, Member, Bend, Oregon (2003-2005)

Presentations

- **Affordable Housing and Health**, Built Environment Strategic Collaborative, Denver, Colorado, August 2016
- **Family and Client Services Programs Panel**, CO NAHRO Annual Conference, Vail, Colorado, May 2016
- **Affordable Housing Challenges**, Adams County Symposium on Poverty, Brighton, Colorado, October 2015
- **Securing Funds for Services in Uncertain Times**, Housing Colorado Now, Vail, Colorado, October 2013
- **Grantwriting Roundtable**, Colorado Conference on Poverty, Grand Junction, Colorado, August 2013
- **Grantwriting Tool Kit**, Colorado Conference on Poverty, Pueblo, Colorado, August 2012
- **Homeless Education Program**, Oregon Homeless Education Conference, Seaside, Oregon July 2005
- **Homeless Education – Nuts and Bolts**, Central Oregon Regional Education Conference, Redmond, Oregon September 2005

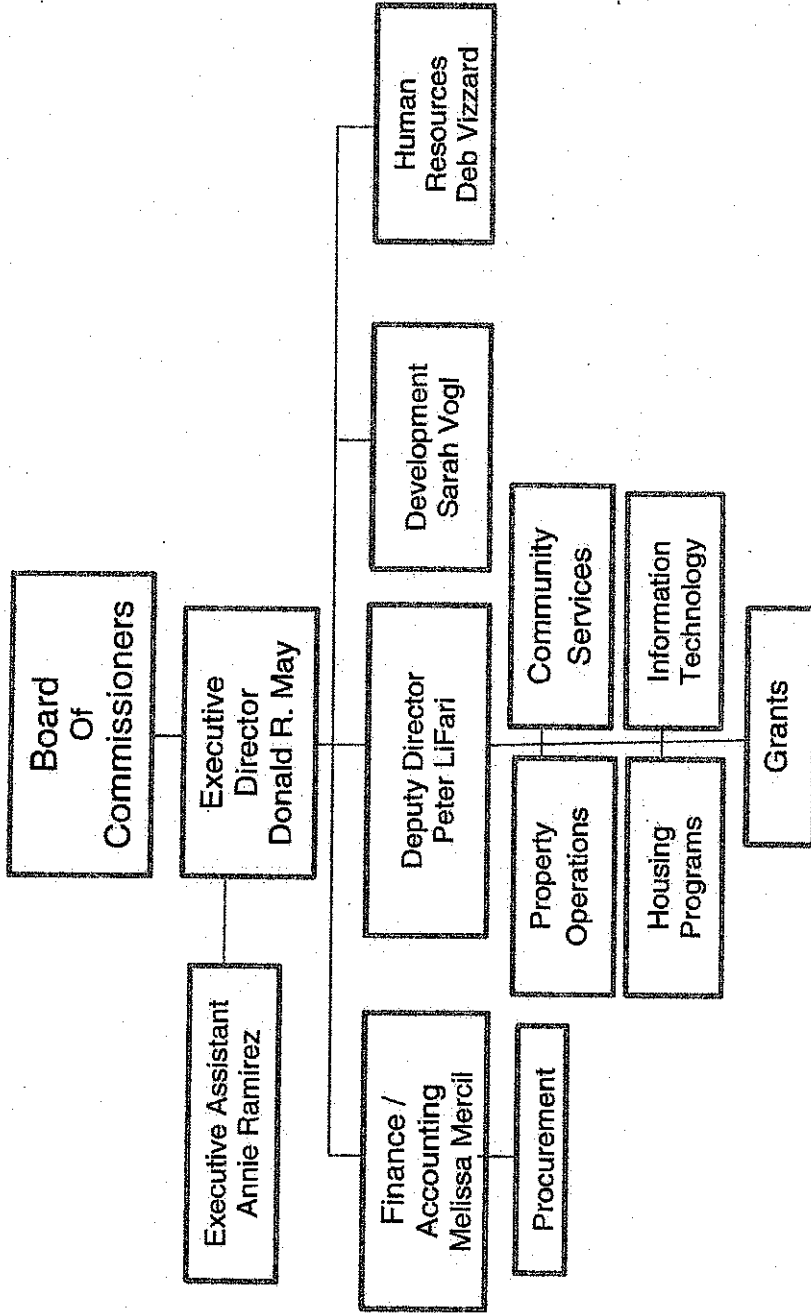
APPENDX B

Demographic Data from Adams County Housing Authority's Programs

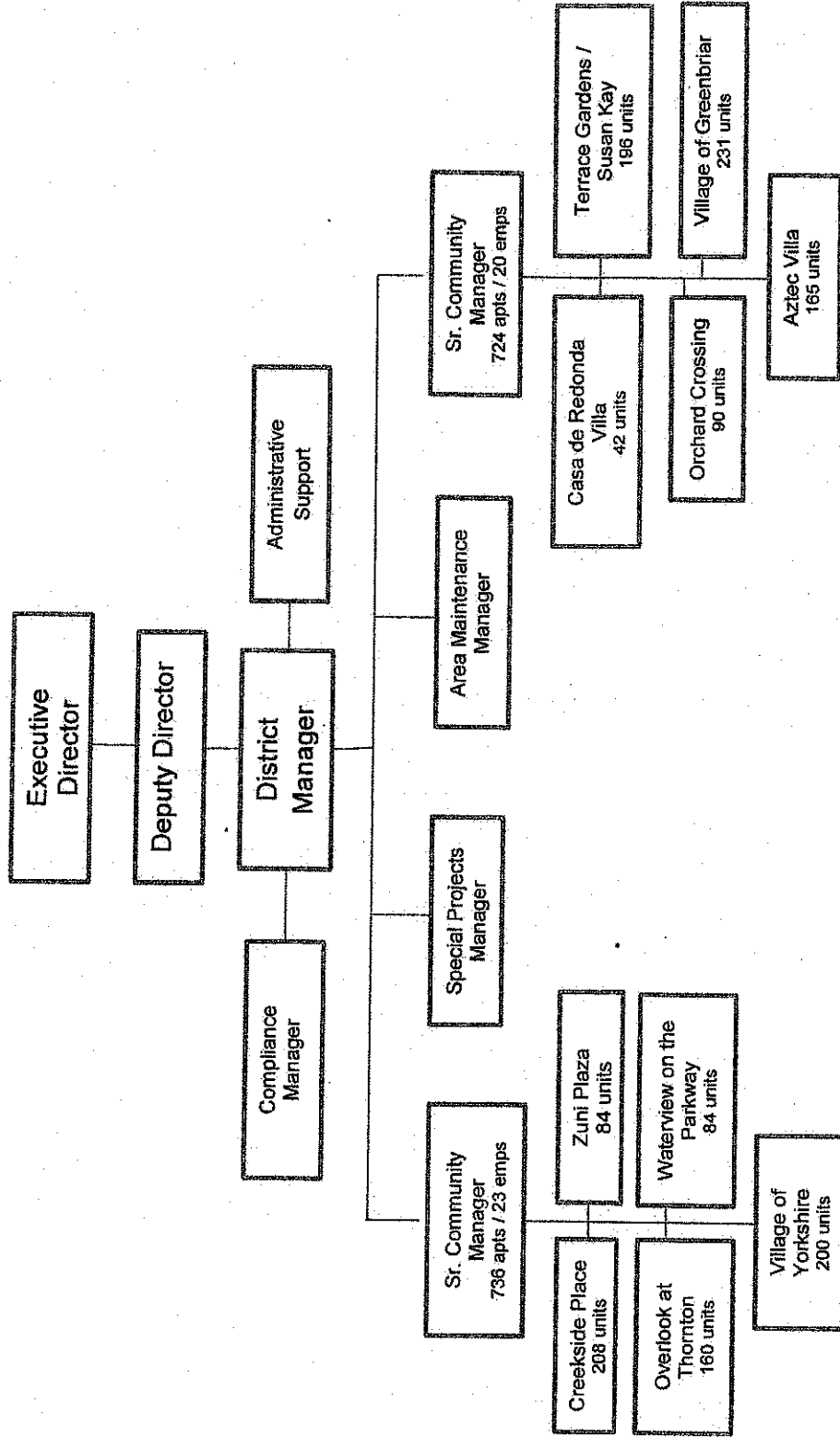


Race/Ethnicity	Total Clients (1,701)
White Non-Hispanic	882
Hispanic	741
Black Non-Hispanic	143
Asian	35
Other Multiple Race/ Hispanic	76
American Indian/Alaskan & White	25
Black/African American & White	7
Native American/Pacific Islander & Hispanic	2
Other	5

Adams County Housing Authority
Business Operations Organizational Chart
April 2017

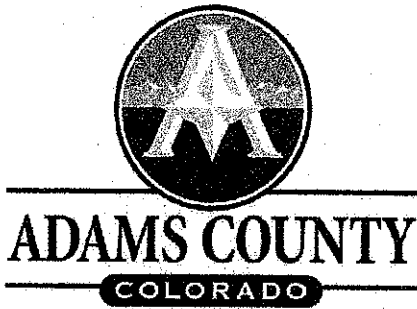


Adams County Housing Authority
 Property Operations Organizational Chart
 April 2017



Appendix E
Data on Housing Needs

Service Type	Projected Number of Clients Helped
Provision of Affordable Housing	5,000
Housing Choice Vouchers	1,498
Utility Assistance	250
Rental Assistance	110
Group Education	300
Other Human Services (those described in the scope of work)	1,500



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.

Adams County Housing Authority
Contractor Name

Donald May
Printed or Typed Name


Signature

Executive Director
Title

5/10/2017
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: Housing Services

Adams County Housing Authority
Contractor Name

5/10/2017
Date

[Signature]
Signature

Donald May
Printed Name

Executive Director
Title

7190 Colorado Blvd.
Address

Commerce City, CO 80022
City, State, Zip Code

Adams
County

303-227-2075
Telephone

303-227-2098
Fax

dmay@achaco.com
Email

EXHIBIT A
(All Documents following this page of the Agreement)

Exhibit:

1. RFP 2017.329 Scope of Work

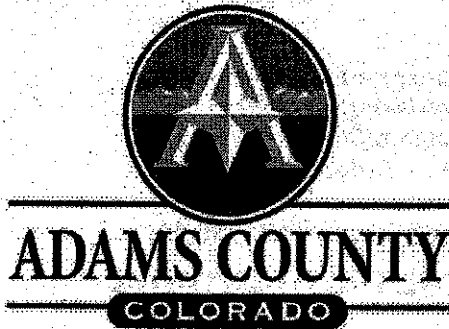


EXHIBIT A
 Adams County Finance Department
 Purchasing Division
 4430 S Adams County Parkway
 Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
 COVER SHEET**

RFP Issue Date: Tuesday, April 25, 2017
 RFP Number: **RFP-HE-17-329**
 RFP Title: **HOUSING SERVICES**
 Temporary Assistance for Needy Families (TANF)
 Pre-Proposal Meeting: *Not Applicable*
 RFP Questions Due: Monday, May 1, 2017 by 2:00 p.m. (MST)
 Proposal will be received until: Thursday, May 11, 2017, 4:00 pm (MST)
 4430 South Adams County Parkway, Front Lobby
 Brighton, CO 80601

Goods or services to be delivered to or performed at: Adams County Human Services Department
 For additional information please contact: Heidi Ellis, Contract Specialist II
 720-523-6053
 Email Address: hellis@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

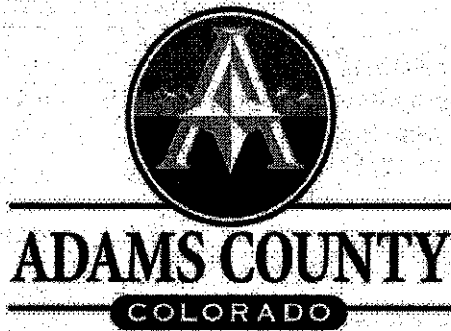
If any of the documents listed above are missing from this package, contact Adams County Purchasing. If you require additional information, call the Purchasing Division contact person.

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 County is seeking to provide housing services for Adams County TANF eligible residents with the primary services to include, but not limited to: Emergency shelter, Transitional housing, Assistance with long-term affordable housing, Motel voucher assistance, Utility assistance, and Case management services. Additional desired services to include, but limited to: Clothing assistance, Food bank Assistance, Child care, GED classes and financial education, Job preparation and placement services. Hispanic bilingual services required.

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: Heidi Ellis, P.H.M.
Contract Specialist II
RFP-HE-2017-329

ATTN: Heidi Ellis, P.H.M.
Contract Specialist II
RFP-HE-2017-329

3. The Adams County Board of Commissioners by and through its Purchasing Division of the Finance Department is accepting proposals for **Housing Services for Temporary Assistance for Needy Families (TANF)**.

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 one year agreement with the option of two (2) one year renewals.

6. CONTRACTUAL OBLIGATIONS

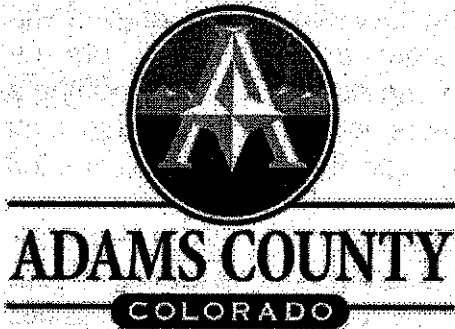
- 6.1. The successful Contractor will be required to sign an Agreement substantially similar to the Agreement form in Appendix A. The County reserves the right to add or delete provisions to the form prior to Agreement execution.
- 6.2. Issuance of this solicitation does not commit the County to award 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. PRE-PROPOSAL CONFERENCE AND WALK-THROUGH: *Not Applicable.*

8. 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.

- 8.1. 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.

- 8.2. 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 Heidi Ellis, Contract Specialist II, Purchasing Division, Adams County, hellis@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.
9. 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.
10. 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.
11. 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.
12. BUDGET: Budget will not be disclosed.
13. 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.



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.

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.

REMAINDER OF PAGE LEFT BLANK INTENTIONALLY

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.

IV. Detailed Scope/Specification Requirements

STATEMENT

Adams County Board of Commissioners (BOCC) through its Purchasing Department is seeking the services of qualified organizations to provide housing services for Temporary Assistance for Needy Families (TANF) eligible families, who are low-income and in need of services in accordance with the Colorado Works Program Act §§ 26-2-701, et seq., C.R.S. for Adams County Human Services Department (ACHSD).

Background:

The County is seeking to provide housing services for Adams County TANF eligible residents with the primary services to include, but not limited to: Emergency shelter, Transitional housing, Assistance with long-term affordable housing, Motel voucher assistance, Utility assistance, and Case management services. Additional desired services to include, but limited to: Clothing assistance, Food bank Assistance, Child care, GED classes and financial education, Job preparation and placement services. Hispanic bilingual services required.

SCOPE OF WORK

The offeror submitted proposal must indicate and address at least one of the four purposes of TANF as listed below:

1. To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
2. To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;

3. To prevent and reduce out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and,
4. To encourage the formation and maintenance of two-parent families.

The offeror housing services must be operational once award notice is provided (early summer 2017), and required to provide a combination of several, if not all of the following services:

- Housing offerors will provide a list of categories of services and the average number of families and individuals expected to receive each service for a twelve (12) month period.
- Provide counseling and demonstrate expertise in housing issues.
- Provide emergency shelter and housing, homeless prevention, and or transitional housing services for low-income TANF/TANF eligible Adams County families who are homeless or in danger of homelessness.
- Assess family needs and refer families to ACHSD for other services such as LEAP, Food Assistance, TANF and service offered through the Workforce and Business Center (WBC).
- Provide "Direct Assistance" to clients for emergency rent or mortgage needs, initial month's rent and deposits, as well as application fees, credit and background check fees, or other housing related needs; exceptions shall be authorized by ACHSD on an individual case basis. Ability to do this on a reimbursement basis that may take up to 60 days from date of check issuance.

The qualified offeror will also:

- Have a relevant history serving low-income families with similar services; understand Adams County community resources, and how to access them.
- Understand the TANF federal statutes and regulations, Colorado Works statutes and regulations and abide by Adams County policies and procedures and ethics policy.
- Understand child welfare report requirements.
- Cooperate with Adams County staff and contracted programs and community partners to help families receive services.
- Be responsible for providing outstanding customer service to participants and ACHSD staff. The offeror shall treat participants from an advocate perspective and philosophy.
- The offeror will review CBI reports of employees/applicants that will be assigned to the project for negative information, such as a criminal history, discrepancies between what an applicant claims and what is reported by schools, prior employers and other organizations. The offeror will compare the criminal history to the applicant's job qualifications in order to evaluate the applicant's ability to do the designated job, to ensure that the public, the County, fellow employees, and families served in the program are safe and protected from harm. The period for state CBI's is five years; if the applicant has lived out of state in the prior five years, a nationwide CBI should be conducted.
- Provide adequate office space, meeting space, computer, printer, access to copying, file cabinets, direct telephone lines and telephones, direct fax line and fax machine, postage, and electronic mail access. This cost is included in the total cost of this program.