

**ADAMS COUNTY, COLORADO  
PROFESSIONAL SERVICE AGREEMENT**

THIS AGREEMENT ("Agreement") is made this 18 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 **ALMOST HOME INC.**, located at 231 N Main Street, Brighton, Colorado 80601, hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties".

The County and the Contractor, for the consideration herein set forth, agree as follows:

**1. 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 **sixty-four thousand five hundred dollars and no cents (\$64,500.00).**

- 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., 6<sup>th</sup> Floor  
City, State, Zip: Commerce City, Colorado 80022  
Office Number: 303.227.2215  
Email: [kgregory@adcogov.org](mailto: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: Almost Home Inc.  
Contact: Rachel Monroe, Interim Executive Director  
Address: 231 N. Main Street  
City, State, Zip: Brighton, Colorado 80601  
Office Number: 303.659-6199  
E-mail: [rachel@almosthomeonline.org](mailto:rachel@almosthomeonline.org)

- 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:

Almost Home, Inc  
Company Name

August 28, 2017  
Date

  
Signature

Terry M Moore  
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: [Signature]

Raymond H. Gonzales, County Manager

9.18.2017

Date:

**CONTRACTOR  
ALMOST HOME INC.**

By:

Terry M Moore

Name (Print or Type)

August 28, 2017

Date:

[Signature]  
Authorized Signature

Executive Director  
Title

Attest:

Stan Martin, Clerk and Recorder

[Signature]

Deputy Clerk

**APPROVED AS TO FORM:**

Adams County Attorney's Office

By: [Signature]  
Attorney's Signature

**NOTARIZATION:**

COUNTY OF Adams )

STATE OF Colorado )

)SS.

Signed and sworn to before me this 28th day of August, 2017,

by Terry M. Moore

Notary Public Noemi Soria

My commission expires on: 9/26/2018

NOEMI SORIA  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 20024027633  
MY COMMISSION EXPIRES SEPTEMBER 26, 2018



Shelter and Housing Assistance  
231 N. Main St.  
Brighton, Colorado 80601

Phone: 303-659-6199  
Fax: 303-659-8859  
Website: [www.AlmostHomeOnline.org](http://www.AlmostHomeOnline.org)  
E-Mail: [Info@AlmostHomeOnline.org](mailto:Info@AlmostHomeOnline.org)

**REQUEST FOR PROPOSAL PRICING FORM: 2017.329**  
***(Submit in separate sealed envelope)***

**Base Year Fees and Two (2) Option Years Fees**  
**FEE SCHEDULE**

**Housing Agency Fee Schedule Base Expenses**

Position/ Base Expense	Description	(Column A) Allocation of Fees	(Column B) Annual Salary and Benefit Fee	(Column C) Overhead	(Column D) Total Equals Column A * (B + C)
Intake/ Receptionist	Handles phone & walk ins	100%	\$9,000	\$0,000	\$9,000
Emergency Homeless Shelter	Deposit & First Month's Rent Assistance	100%	\$45,000	\$0,900	\$45,000
GED Classes	Final Test at FRCC	100%	\$00,000	\$0,000	\$4,500
<b>Total of Expenses: \$58,500</b>					
<b>TOTAL BUDGET</b>					
<b>Budget Item</b>	<b>Description</b>	<b>Amount</b>			
Base Expenses Homeless Shelter	Deposit and First Months Rental Assistance	\$45,000			
Direct Assistance	Intake/Receptionist handles all incoming calls for assistance	\$9,000			
GED Final Testing	Final GED Test at Front Range Community College	\$4,500			
<b>Total:</b>		<b>\$58,500</b>			

<b>RFP - TANF Services</b>	<b>Almost Home Provides</b>	<b>Explanation of Services Almost Home Provides</b>	<b>Funds Requested</b>
<b>Emergency Family Shelter</b>	6-Family Shelter	Provided 5,136 nights of shelter to 246 family members in FY2017	\$45,000
<b>Transitional Housing</b>	Not at this time	No Longer Provided	\$00.00
<b>Long-Term Affordable Housing</b>	Hughes Station 120-Units	Hughes Station provides 120-units of long-term Affordable Housing	\$00.00
<b>Motel Voucher</b>	Not at this time	No Longer Provided	\$00.00
<b>Utility Assistance</b>	Yes through EOC & United Power	Almost Home will provide \$100,000+ of Utility Assistance to Adams County	\$00.00
<b>Case Management</b>	2 Full-Time & 1 Part Time Intake Person	Both Managers are cross trained to provide All Needed Client Services	\$9,000
<b>Clothing Assistance</b>	Not at this time	Not Provided	\$00.00
<b>Food Bank</b>	Not at this time	Not Provided	\$00.00
<b>Child Care</b>	Not at this time	Not Provided	\$00.00
<b>GED Classes</b>	Adult Evening Classes	Partnership with Coal Creek Adult Education	\$5,500
<b>Financial Education</b>	Shelter Residents Only	Final GED Tests for 30 + \$1,000 Utility Allowance Currently Only provided to our Shelter Residents	\$00.00
<b>Job Preparation</b>	Not at this Time	Directed to ADCO Workforce Development	\$00.00
<b>Hispanic Bilingual</b>	2+ Bilingual Staff	Currently 2 Staff, with a 3 <sup>rd</sup> Learning Spanish	(See Above)
		<b>Total TANF Funds Requested</b>	<b>\$58,500</b>

**Almost  
HOME Inc.**  
Shelter and Housing Assistance  
231 N. Main St.  
Brighton, Colorado 80601

Phone: 303-659-6199  
Fax: 303-659-8859  
Website: [www.AlmostHomeOnline.org](http://www.AlmostHomeOnline.org)  
E-Mail: [Info@AlmostHomeOnline.org](mailto:Info@AlmostHomeOnline.org)

June 16, 2017

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

ATTN: Heidi Ellis, P.H.M.  
Contract Specialist II

RE: Clarification Request for Proposal 2017.329HS-TANF Program

Dear Mrs. Ellis,

I am hereby responding to the subject matter and specifically to the two questions enumerated by the evaluation committee.

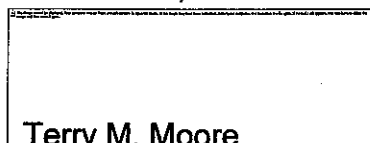
**1. Please clarify the funding being used for staff being dedicated to this project?**

Almost Home proposes funding 100% of this part-time position as an Intake Receptionist who will assist with assessment. Almost Home agrees to define this line as the equivalent of a part-time position at \$15,000 that funds, TANF, Intake and Reception and Case Management, but does not necessarily fund only one position. It is understood that the majority of expense under this line will go to the person designated as the intake/receptionist. We understand this change increases the agreed amount from \$58,500 to \$64,500.

**2. Please confirm if Almost Home agrees to the change, they would accept an agreement in the amount of \$64,500 to provide the services?**

Almost Home hereby agrees to the requested change.

Thank You,



Terry M. Moore  
Executive Director

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. Terry Moore  
Executive Director  
Almost Home Inc.  
231 N. Main Street  
Brighton, Colorado 80601

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

Dear Mr. Moore:

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](mailto:hellis@adcogov.org).

1. Please clarify the funding being used for staff being dedicated to this project.  
Almost Home proposes funding 100% of a part-time position at \$9,000 as an intake receptionist who will also assist with assessments. Does Almost Home agree to define this line as the equivalent of a part-time position at \$15,000 that funds TANF eligible intake and reception and case management 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. This will also allow for the partial payment of the case manager who provides services to TANF eligible families. It is understood that the majority of expense under this line will go to the person designated as the intake/receptionist. This change increases the agreement amount from \$58,500 to \$64,500.
2. Please confirm if Almost Home agrees to the change, they would accept an agreement in the amount of \$64,500.00 to provide the services?

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

**Almost  
HOME Inc.**  
Shelter and Housing Assistance  
231 N. Main St.  
Brighton, Colorado 80601

Phone: 303-659-6199  
Fax: 303-659-8859  
Website: [www.AlmostHomeOnline.org](http://www.AlmostHomeOnline.org)  
E-Mail: [Info@AlmostHomeOnline.org](mailto:Info@AlmostHomeOnline.org)

May, 10, 2017

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

ATTN: Heidi Ellis, P.H.M.  
Contract Specialist II

**REF: RFP-HE-2017-329**

Dear Ms. Ellis,

Attached please find the following regarding the RFP referenced:

- One hardcopy ORIGINAL
- One electronic ORIGINAL (USB PDF document)
- Three hardcopies

Each of the above has a "Table of Contents" and each has been submitted in a "Tab Format"

You will also find a separate envelope holding the "Fee Document".

As a small non-profit, our experience in completing a response to a County RFP is extremely limited. We have used our best efforts to comply with each and every requirement and when requested we have provided the requested attachments.

We also believe we have printed, completed and signed the requested documents.

It is our sincere hopes that we have met your requirements and that going forward, Almost Home, Inc. will have the opportunity to continue to provide the services the low-income citizens of Adams County deserve and are qualified to receive.

Thank you for your consideration of this RFP.

Sincerely,



Terry M. Moore  
Executive Director



Shelter and Housing Assistance  
231 N. Main St.  
Brighton, Colorado 80601

Phone: 303-659-6199  
Fax: 303-659-8859  
Website: [www.AlmostHomeOnline.org](http://www.AlmostHomeOnline.org)  
E-Mail: [Info@AlmostHomeOnline.org](mailto:Info@AlmostHomeOnline.org)

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

#### REQUEST FOR PROPOSAL COVER SHEET

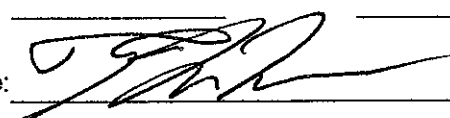
RFP Issue Date: Tuesday, April 25, 2017  
RFP Number: **RFP-HE-17-329**  
RFP Title: **HOUSING SERVICES**  
Temporary Assistance for Needy Families (TANF)  
Pre-Proposal Meeting: *Not Applicable*  
RFP Questions Due: Monday, May 1, 2017 by 2:00 p.m. (MST)  
Proposal will be received until: Thursday, 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](mailto:hellis@adcogov.org)  
Documents included in this package:  
Proposal Instructions Contractor's Certificate of Compliance  
General Terms and Conditions Contractor's  
Statement Scope of Work (SOW)/ Specifications Form  
Pricing Form Term of Acceptance Form  
Submission Form Appendix A – Sample  
Agreement Statement of No Bid

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

The undersigned hereby affirms that (1) he/she is a duly authorized agent, (2) he/she has read all terms and conditions and technical specifications and accepts them 3) Proposal is being submitted on behalf of the Contractor in accordance with any terms and conditions set forth, 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.

#### PRINT OR TYPE YOUR INFORMATION

Name of Contractor: Almost Home, Inc. Fax: 303-659-8859  
Address: 231 N. Main St City/State Brighton, CO Zip: 80601  
Contact Person: Terry M. Moore Title: Executive Director Phone: 303-667-6499  
Authorized Representative's Signature:  Phone: 303-659-6199  
Printed Name: Terry M. Moore Title: Executive Director Date: 05/10/2017  
Email Address: Terry@AlmostHomeOnline.org

# Table of Contents

1. Executive Summary.....	Page 4
2. Profile of the Firm (& Staff Resumes).....	Page 6
3. Introduction and Qualifications.....	Page 19
4. Proposed Services.....	Page 21
5. Program Expertise and Personnel.....	Page 25
6. Fee Schedule.....	Sealed within Separate Envelope
7. Comparable Projects.....	Page 29

## Signed ADCO Attachments

8. Submittal Form.....	Page 31
9. Statement of No Bid.....	Not completed & Not Submitted... Page 33
10. Contractor's Certification of Compliance.....	Page 35
11. Contractor's Statement.....	Page 37
12. Reference Form.....	Page 39
13. Terms of Acceptance Form.....	Page 41

## Requested Attachments from Almost Home, Inc.

14. 5 years of Client data.....	Page 43
15. ADCO Report to Kent Gregory.....	Page 45
16. Client Report Prepared for Board of Director's Monthly.....	Page 47



# **Executive Summary**

### **Executive Summary**

Almost Home, Inc. has been actively involved in providing all of the services which are described within this RFP and for which we are submitting a bid. We have been providing these services to Adams County low-income families during the entire 23 years we have been in service.

We are one of only three emergency family homeless providers within Adams County and one of only two with a fixed permanent location. To date, we have provided over 60,000 shelter nights to over 3,400 individuals, with the majority being children.

We have been providing both rent and utility financial assistance since day one and today we have provided over \$3.1 million of assistance to an estimated 11,300 Adams County families.

As it relates to providing GED instruction and testing for Adams County residents who lack a high school diploma, we have twice been involved in this effort. Initially and several years ago we provided 100% of the classes and proctored the final tests in-house. After the GED Program went through significant changes at the state level, we then partnered with Coal Creek Adult Education Center and Front Range Community College. The program remains housed at Almost Home's Brighton location with us providing the computers for pre-testing, class space for the each 7-week session, twice a week and staff available for scheduling. Front Range Community College in Brighton is state certified to proctor the final GED exams and have been for the past two years.

We are the only nonprofit within Adams County who provides a homeless shelter along with intense case management, provides rental assistance in an effort to prevent evictions and homelessness, provides utility assistance to keep families warm and housed with electric services and who provides the necessary steps to self-sufficiency through our GED and ESL Classes.

We have been successfully providing these services with the help of TANF funding for over 10 years and remained staffed and positioned to provide these services well into the future.

Thank You for your consideration,

Terry M. Moore



Executive Director

## **Profile of the Firm (& Staff Resumes)**

## **Profile of the Firm**

Almost Home, Inc. is a 23-year old 501 (c) 3 non-profit who grew out of a faith-based effort to serve homeless migrant families in and passing through Brighton.

We are a six person organization who brings an excess of 50 years of non-profit experience serving low-income families in Adams County. Four of our six staff are college educated, with degrees in Human Services, Non-Profit Management and Accounting. We have a talented bilingual staff who are very familiar with the challenges our clients are facing, also having lived a majority of their lives earning a low-income and caring for their families with limited funds.

Our staff includes our Executive Director with 20 years of non-profit senior experience combined with 15 years of senior for-profit experience. As a past Board Member for Almost Home, he has used the last 18 years to build us to the point we are today. He is actively engaged within the community, with other non-profits and as a presenter at local and state conferences. Our senior Case Manager has earned a Bachelors in Human Services and has 10 years of homeless case management experience. The Director of Development, has a degree in Nonprofit Management and has extensive experience in management and fundraising. Our Accountant not only holds her degree in accounting but is a Certified Public Accountant. Our second Case Manager is fully bilingual and has 19 years of experience within Almost Home and has been the point person for every caller or walk-in we have had during these years. Our second part-time Intake Specialist has spent the last 2+ years covering the phones, the walk-ins and knows firsthand the challenges of being a single mother with children and earning a limited income. Each employees resumes are here attached.

We are housed in two locations, our emergency family homeless shelter at 6<sup>th</sup> & Bridge in Brighton and our administrative and client services offices at 231 North Main Street in Brighton. Our offices are open from 8:00am to 5:00pm Monday through Friday with two of us on call 24/7.

Our staff is very client centered in our approach and with our outcomes. We answer approximately 300 to 400 calls for requests per month. We never have 1/10<sup>th</sup> of the funding we need to provide the services our clients need and demand. But even with this level of demand, with each caller facing an eviction and potential homelessness to themselves and their families or having their utilities disconnected, we remain positive. Should any concerns arise, they are addressed first by the Case Manager and if unable to resolve the situation, by our Executive Director. Our Board of Directors are always available to any client who is dissatisfied with our efforts or services provided and during the past 18 years we have never had a single client appeal to our Board.

# **Staff Resumes**

# **Terry M. Moore**

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## **Objective**

To use my experience, my training and my energy as an Executive Director working within a nonprofit dedicated to improving peoples lives.

## **Summary of Qualifications**

Experienced professional with significant managerial accomplishments within both the for-profit and non-profit sectors. Accomplished presenter, instructor, and manager.

## **Work Experience**

1998 – Current  
Executive Director

Almost Home, Inc.

Brighton, CO

- Manages Day to Day operations of this \$770,000 501 ( c ) non-profit
- Primary external face of organization within the Community
- President of Housing Corporation General partner of Hughes Station LLLP
- Primary developer of Hughes Station a 120-unit low-income rental property
- Have helped grow the organization from \$260k to \$731k in FY2014

1996 – 1998  
Director of Operations

Safehouse Denver, Inc.

Denver, CO

- Hired to formalize the operations function and to complete a \$150,000 renovation of their historical, 35-bed shelter facility; to update, implement and train SafeHouse staff and volunteers on the latest computer technologies, and further, to place SafeHouse as a leader in utilizing technology to improve client services.
- Hired to handle day-to-day and administrative matters for this 20-year old battered women's shelter. Replaced all insurance coverage, member of the Finance Committee and Executive Team. Oversaw all employees benefits, major purchases and shelter facility matters.
- Secured the necessary donations to be able to replace 100% of their existing hardware and software. Including 23 desktop systems, 2 file servers, and an intranet between their outreach and shelter facilities.
- Presenter of technology issues facing non-profits at:
  - CANPO (Colorado Assoc. of Non Profit Organizations) – Internet Users Group Meet
  - COVA (Colorado Organization of Victim Assistance) – 1997 & 1998 Annual Meetings
  - MHUW (Mile High United Way) – Technology Symposium
  - Colorado Springs Non-Profit Coalition – Annual Meeting
- Implemented Internet strategy at SafeHouse including the following:
  - Web Page, E-mail, Fund Raising/Grant Procurement/Professional Education

- Co-chair of the Victim Services 2000 Technology Sub-committee. Denver is the recipient of a multiyear, multimillion-dollar federal grant, to develop a prototypical client-centered system for improving and streamlining victim services. The Technology Subcommittee has completed surveys assessing current technology uses, focus groups on technology needs and desires, and a project to consolidate and make available a Resource & Referral Directory on-line.

1996 – 1998                                      Multiple Colleges                                      Fort Lupton & Denver, CO  
Adjunct Faculty Member

- In addition to responsibilities at SafeHouse, I was an evening and weekend faculty member for Aims Community College in Fort Lupton, CO and Denver Technical & Business College in Denver, CO teaching the following courses:
  - Negotiations
  - Business Plan Development
  - Human Resources Management
  - Team Development/Group Management

1992 – 1995                                      JCIT Institute of Technology                                      Denver, CO  
General Manager/Executive Vice President

- Initially as the GM and then as the Executive VP, I was responsible for the day to day management matters facing this rapidly growing consulting organization. Overseeing the management of three separate locations, including their World Headquarters in Colorado, as well as their branch locations in California and Nice, France.
- Developed Strategy, procurement, implementation, policies and the procedures necessary to grow their operation from 34 employees, with one location to over 100 employees in three worldwide locations.
- Personally handled the location search, the lease negotiations, build out, and hiring of the staff at both their California and their Nice France operation. Lived in France for 6 months during the start-up.

1994 – 1995                                      Independent Consultant                                      Denver, CO

- During this period, worked with two separate medical manufacturing companies. With the first, lead turn-a-round efforts that included relocating the company, securing a purchase, heading the transition team, and managing the day to day sales activities including national accounts. With the second company, established the sales and marketing plan for a new division focusing on outpatient monitoring vs. capital equipment.

1984-1992  
General Manager

Cederroth, Inc.

Englewood, CO

- Hired by this European based start-up as its third employee to establish the companies initial marketing plan and staff to meet this plan. Hiring, managing and training both a direct and distributor sales force, and manufacturer representatives. Was personally responsible for the three largest accounts for the company. Additionally, assisted in general management, acquiring two medical companies and integrating them into Cederroth.

## **Education**

Numerous sales courses and seminars designed to enhance my skill levels.

Bachelor of Arts, Behavioral Sciences Major, Business Management Minor at Metropolitan State College, Denver, CO.

## **Interests and Civic Activities**

### **Civic Involvement**

Chair of City of Brighton's Attainable Housing Taskforce 2001- Chair  
Brighton's City Council-Ward I 1996-2004  
Brighton's Liquor Authority – Vice Chair 2005 to present

Member of the Board of Directors for local non-profits;

APC – Crisis Pregnancy Center, Denver, CO  
Almost Home, Inc. – Homeless Shelter, Brighton, CO  
LIFE of Adams County-Past Board President  
CASA of Adams County-Past Chairman  
Brighton Montessori School-Board of Directors

## **Computer Skills**

Excellent hands-on knowledge and understanding of PC hardware, software and networks. Proficient with Microsoft applications including Word, PowerPoint, Excel, Publisher and Windows. Have home computers and am a daily user of e-mail and the internet.



# Noemi Soria

733 Mockingbird Lane  
Brighton, CO 80601

303-669-1790  
Soria527@yahoo.com

**OBJECTIVE** If I have been of service, if I have glimpsed more of the nature of essence of ultimate good, if I am inspired to reach wider horizons of thought and action, if I am at peace with myself, it has been a successful day. – Alex Noble

**EXPERIENCE** 1998 – Current Almost Home, Inc. Brighton, CO

Systems Operations Manager

- Take 300+ client calls a month, evaluate and recommend for financial assistance.
- Grants Compliance Reporter for local, county and state funding including CSBG, CDBG, ESG, FEMA and multiple Foundations.
- Track and maintain statistics, demographics, and financial assistance for 3,000+ people each year.
- Case manager in charge of shelter for homeless families and financial assistance for low-income families.
- Assist in maintaining 12 networked computers and recommend both software and hardware upgrades.
- After 17 years as the Office manager, in June 2015, I stepped into a part-time Case Manager position directly assisting low-income families with emergency housing needs including one-on-one counselling, budgeting, advocacy and direct financial assistance.

1999 – 2005 Ace Welding, LLC Brighton, CO

Vice President of Financing

- Full charge bookkeeper including payroll, job cost, payables and receivables
- Administer average construction contracts of \$50,000 and up to \$200,000, and annual sales of up to \$850,000
- Office management to include human resources, computer networking, etc.

1997 – 1998 Rader Railcar, Inc. Fort Lupton, CO

Administrative Assistant

- Receptionist
- Financial assistant, utilizing SBT Accounting software
- Creating letters, memos and other office correspondence

1994–1997 Monfort Beef Packing Greeley, CO

Office Manager

- Assistant to seven maintenance supervisors
- Tracked cost and maintenance on 300+ equipment assets
- Took all calls and dispatched maintenance personnel to repair equipment.

**EDUCATION** 1989-91 Hereford High School Hereford, TX

- Diploma

Various Dates Multiple Training Classes and Seminars Colorado

- Software Courses: Word, Excel, Access, Windows, Publisher, Quickbooks
- Financial Courses: Financial Statements, Sales Taxes, New Business

## **SKILLS**

- Bilingual - Speak and write Spanish fluently and accurately.
- Trained Medical Interpreter – Ethics, client confidentiality, medical terminology
- Administrative - 18 years of experience in the administrative/accounting field.
- Computer Literate - Above average skills with the ability to create complex spreadsheets and formulas, mail merge documents, flyers, newsletters, customized Quickbooks reports, and database programs.
- Experience – 25+ years working with the public and families in need, I have acquired a level of patience, empathy and the ability to work through stressful situations.

## RACHEL A. MONROE

920 Quail Circle • Brighton, Colorado 80601 • (720) 408-5466  
rachelamonroe@hotmail.com

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Nonprofit professional with proven ability to be exceptionally detailed, organized and highly accurate while successfully managing multiple projects simultaneously. Consistently delivered outstanding results, leading to increased levels of responsibility and recognition. Demonstrated ability to remain calm under high pressure situations. Well developed interpersonal communication skills to work effectively with people from diverse professional and cultural backgrounds.

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### ACCOMPLISHMENTS & SKILLS

- |   |   |
|---|---|
| √ Increased Sponsorships for Chamber Annual Banquet by 274%                                 | √ Exceptional Organizational Skills                   |
| √ Increased Luncheon Sponsorships by 466%   | √ Advanced Skills in Event Implementation             |
| √ Increased Income for Chamber by 24%   | √ Exceptional Project Management Skills               |
| √ Recruited Largest Number of Trapper Days Parade & Vendor Participants in History of Event | √ Expert Skills in Networking & Relationship Building |
|   | √ Strong Problem Resolution Abilities                 |
|   | √ Advanced Skills in Microsoft Office Programs        |
- 

### PROFESSIONAL EXPERIENCE

Executive Director  
Fort Lupton Chamber of Commerce, Fort Lupton, CO  
May 2014 – Current

√ **Special Events Director:** Plans, schedules, markets, promotes, executes and stages all chamber special events and activities. Coordinates registration, coordinates volunteer duties, recruits sponsors and vendors as appropriate, provides logistical support at events, promotes and enhances the image and relationship of the chamber with all groups and parties in the community. Works with the City of Fort Lupton department heads for event support and services.

√ **Community Leader:** Represents the chamber at local, regional and state meetings and conventions to foster the betterment of the chamber's mission. Displays a strong commitment to the community and collaborates with other community leaders. Continually strives to develop a better public understanding of the purpose and functions of the Chamber of Commerce. Develops alliances and partnerships in the community which foster collaboration and accomplishes the organization's membership, public affairs and economic development goals and priorities.

√ **Administrator:** Greets visitors to the chamber office, provides customer service to walk in traffic, answers and fields incoming phone calls, manages incoming/outgoing mail and all electronic communications. Controls office supplies and maintains an inventory of office equipment and service contracts. Ensures that all proper chamber documentation and memberships remain current: policies, insurance, state registration, City of Fort Lupton business license, domain names, etc. Maintains adequate records of all transactions and correspondence, available for review by the board, or other officials or agencies. Timely maintains and updates the chamber's website and social media channels. Assembles monthly board member packets, creates the agenda, and prepares monthly financial reports. Attends monthly chamber board meetings and records minutes. Assists with development of and oversees all publications printed and distributed by the Chamber including the monthly

publication of the Chamber Report. Prepares press releases for special events, provides other information to the appropriate media channels as necessary.

✓ **Membership Director:** Grows the Chamber by seeking new memberships; promotes and sells new memberships through developing leads, making cold calls and actively seeking new businesses. Makes membership care visits on a regular basis; constantly assesses member needs. Assists in member retention efforts through the collection of past due memberships. Advises membership and aggressively promotes new or existing programs, events and services the chamber has available. Assists businesses with growth opportunities, education, and mentoring. Conducts exit interviews as necessary. Establishes and maintains ongoing effective communication with members and the greater community.

✓ **Finance Director:** Oversees and manages the fiscal resources of the organization including:

- Prepares the Annual Budget with line item identification of expenses and income for all activities of the chamber for approval by the Board of Directors.
- Manages accounts receivable and payable, including payroll every two weeks.
- Provides monthly Financial Reports to the Board of Directors.
- Works with outside CPA firm for annual tax preparations.
- Files reports and pays all payroll liabilities for employees on a monthly, quarterly and yearly basis as required by the IRS and State of Colorado Treasury.
- Prepares and distributes membership renewal invoices and collects past due renewals.
- Researches new revenue streams and makes recommendations to the Board of Directors.
- Leads and executes fundraising activities and programs.

Development & Membership Director  
Colorado Trial Lawyers Association (CTLA), Denver, CO  
August 1997 – December 2011

✓ Provided administrative support to the Executive Director of CTLA, Board of Directors and executive staff members with a demonstrated ability to improvise when needed, improve procedures and meet demanding deadlines.

✓ Coordinated Board of Directors and various committee meetings and luncheons including creating agendas, assembling meeting packets, taking meeting minutes, ordering food, making room reservations or preparing the in-house conference room prior to meetings.

✓ Coordinated development and outreach efforts in support of the recruitment and retention of the membership and development programs.

✓ Created correspondence on behalf of the Executive Director or Board of Directors that included the use of spreadsheets, graphs, presentations, newsletters and mail merge functions.

✓ Prepared and analyzed monthly financial statements for the Executive Director, Board of Directors and Executive Committee.

✓ Planned and implemented special events including networking events, conferences, training seminars, fundraisers, membership dinners and community outreach events.

✓ Experienced in various forms of social media marketing.

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## EDUCATION

Metropolitan State College of Denver  
B.S. in Nonprofit/Business Management

-----Original Message-----

From: Michelle Gonzales [<mailto:gomichel77@yahoo.com>]

Sent: Friday, February 14, 2014 1:38 PM

To: Terry Moore

Subject: Homeless Shelter Manager and Case Manager

**Attention: Shelter Manager**

I am applying for the Homeless Shelter Manager and Case Manager position I saw on CANPO. I believe with my experience at St. Francis Center as an Outreach Worker/ Case Manager and as Residential Assistant II at The Delores Project, I have become skilled and knowledgeable with the needs and concerns this population deals with. I support individuals in these circumstances and understand the different contributing factors that can lead to homelessness such as; mental health, addiction, criminal background and trauma. My interest is dealing with the everyday challenges you come across and being able to assist someone in extreme need. I have become skilled at responding to difficult situations, giving individuals the help and support they need at that time. Making sure they feel safe and reassured. Also, remembering to keep set boundaries and professionalism in a respectful manner. Along with the college education I have received, I feel this qualifies me for this position.

To further acquaint you with the specifics of my background I am enclosing my resume. I hope you will consider me for this position. I look forward to meeting with you and discussing my qualifications in more detail.

Sincerely,

Michelle Smith

#####

Michelle Smith  
1851 E. 138th Ave.  
Brighton, Colorado 80602  
(720) 275-6559  
[gomichel77@yahoo.com](mailto:gomichel77@yahoo.com)

Career Profile: Case Management

**Summary of Qualifications**

- Encouraged clients to express their feelings and discuss what is happening in their lives, assisting them to develop insight into themselves or relationships.
- Assessed clients for risk of suicidal ideation and attempts.
- Prepared and maintained all required treatment records and reports via electronically.
- Counseled clients to assist in overcoming dependencies, adjusting to life or making changes.
- Great active listening skills, critical thinking, judgment, monitoring, and compassionate.

**Professional Work Experience:**

**Clerical Support/Volunteer**

2013

CO Bright Beginnings

Denver, CO

- Coordinated home visits for employees and families.
- Clerical support via data entry and multi-phone use.

**Childcare Specialist**

2013

Self-employed

Brighton, CO

- Supported children's emotional and social development, encouraging understanding of others and positive self-concepts. Mentored children in health and personal habits.
- Kept records on individual children, including daily observations and information about activities, meals served and medications administered.

**Case Manager**

2010 to 2012

St. Francis Center

Denver, CO

- Built relationships with clients with ultimate goal of housing, benefits and other resources needed to end clients' homelessness – with a 85% success rate.
- Competent and sensitive in working with homeless individuals especially those who have a difficult time engaging in treatment, suffer from mental illness, substance addiction or impaired.

**Residential Assistant II**

2007 to 2010

The Delores Project

Denver, CO

- Supervised employees in crisis assessment and de-escalation; and assessed and obtained assistance in emergencies.
- Utilized the Homeless Management Information System to track individuals.
- Trained and mentored new staff in rules and regulations.
- Ascertained information on new clients during intake process.

**Case Manager**

2007

The Link

Thornton, CO

- Secured all initial data collection from juveniles, including the MAYSI juvenile self-assessment inventory, and used assessment tool (CYOLOS)
- Administration of intake summaries including entry into Rite Track.
- Case management customized contracts and diversion/probation programs and scheduled follow up services with clients. Interaction and collaboration with The Link's in-house mental expert.

**Education**

Bachelor of Science in Human Services – Metro Metropolitan State College - 2009

**Joshua Amanda Flores** 144 Longspeak Street Brighton Co 80601

Phone 720-835-7379. joshuaamanda79@yahoo.com

**Objective:** To obtain a position in which my skills and proficiency will be beneficial of the organization.

**Skills:** Six years in customer service. Three years in basic accounting, Three years in account management skills, Two years in small Business management skills, Excellent phone skills. File audit, data entry loan processing, safe manager, money management Patient chart construction, booking appointments.

**Education:** Buff Ville High School Houston Texas: High school Diploma 1998

Aims Community College Fort Lupton Co: Undergraduate AA Liberal Arts Psychology 2014-2015

**Experience:**

Colorado Medical Psychiatry: Boulder co: May 2005-December 2006: Office Assistant: Receptionist of front desk Booking Patient / lunch in appointments, Patient check in and out collects co/pays. Building patient charts, filing charts. Calling Medication refills in and faxing Rx, Medical records, customer service, weekly bank deposit. Verifying Health insurance/coverage. Also obtaining prior Authorizations for medication for Patients.

Checkmate: Longmont co: February 2005- April 2005: Teller Customer Service, Data Entry. Loan processing safe manager cash handling

Bank Temps: Denver co: March 2004- December 2004: Bank Teller Traveled to many bank location to fill in as a Bank Teller. Customer services, account management money management, data entry

Concept Direct: Longmont co: October 2001- December 2002: Customer Service representative: Data Entry phone orders, Customer Service sales

Echo star: Thornton co: July 2000- November 2000: Customer Services Customer Service, Troubleshooting Program services set up, in bound sales.

# **Introduction and Qualifications**



**RFP Number:**

**RFP-HE-17-329**

**RFP Title:**

**HOUSING SERVICES**

**Temporary Assistance for Needy Families  
(TANF)**

## **REQUEST FOR PROPOSAL SCOPE OF WORK**

### **1) Introduction and Qualifications:**

**An introduction of your organization.** Almost Home is in its 23<sup>rd</sup> year of serving the low-income families within Adams County. Almost Home's mission is *"To promote self-sufficiency and provide housing assistance for the homeless and those in need."* See attached Organization Chart.

**Your organization's experience.** Again, our mission has remained the same over these 23 years and for the services, we have indicated we have many years working with Adams County Human Services in delivering these services every day.

**Unique organizational expertise.** Almost Home, Inc. is one of only three homeless shelter operations operating within Adams County and only one of two with a permanent fixed Shelter location. Also, should an Adams County resident call Mile High United Way's 211 phone line and they are seeking rental assistance, they are **ONLY** given the name of Almost Home, Inc. Because of the limited number of service providers, I believe Almost Home, Inc. is exceptionally unique.

**Geographical location served.** We provide assistance for Adams County as a whole and for all of the citizens living herein. Our Offices are located in Downtown Brighton at 231 North Main Street. As such we are located in the County Seat and are located 11 miles from the Adams County Government Center. Our homeless shelter is within 1 mile of our offices also in Brighton

**Your organization's experience and knowledge.** Over the past 23 years we have worked closely with Human Services, Community Development and other branches of Adams County Government. Our Executive Director has interfaced with senior staff at Adams County for over the past 18 years. We are also past participants with Adams County's Homeless effort and are currently engaged in both the Poverty Initiative and the Homeless 10-year plan. We have been a part of various meeting and groups which keeps us all involved in the needs and services within Adams County.

## **Proposed Services**

**Summary of entire organizational budget.** Almost Home's FY2017 Budget which will end on June 30, 2017, has projected revenues of \$563,008 and expenses of \$557,714. However, we are constantly seeking funding and with good luck, those numbers should run higher.

## **2) Proposed Services:**

**Almost Home, Inc. Emergency Family Homeless Shelter, Brighton** - We have a six family shelter. We have an annual operating budget of \$67,265. We do not maintain a 24/7 staff and our Shelter Manager carries a pager for any after-hour emergencies.

During those years when President Obama was in office, we took advantage of the federal HPRP Funds (Homeless Prevention/Rapid Re-housing Program). These funds could be used to help prevent homelessness through rental assistance. The other objective of these funds were to quickly transition families out of homeless shelters and back into permanent housing. Historically we used a large percentage of these funds for the latter purpose.

Our choice to use these funds were based on the fact that within Adams County we are seeing rapidly escalating rental rates and very low vacancy rates. Because of this, landlords are increasing the financial requirements for families moving in. With rental rates for a 3-bedroom apartment in the \$1,800 /month range, a one month's deposit and one month's rent can exceed \$3,600.00. To save these funds would mean that a family needs to remain in the homeless shelter much longer until they have these required funds. With a family staying longer, we serve less families and have longer waiting lists.

With the new President and the current administration, we and others, are very concerned about all programs aimed for low-income Americans. Therefore, we are requesting \$45,000 of the funding to support families leaving our shelter and finding housing. We anticipate an average of \$3,000 allotment per family would allow us to assist and find permanent housing for 15 families and open space for 15 more Adams County Homeless families.

**Almost Home, Inc. Eviction Prevention Rental Assistance** – Historically, we tried to provide a maximum of between \$300 and \$350 in rental assistance per family. However, and as mentioned before, with rental rates climbing, \$350.00 is many times less than a family needs to stay housed. Therefore, we are requesting that the amount of Rental Assistance/Homeless Prevention allowed per family be increased to between \$400.00 and \$450.00. To be able to serve the same number of families with this higher amount of assistance, we are requesting an additional \$7,500. Again, last year we assisted 162 families with Rental Assistance and these additional funds would allow us to provide additional funds to between one-third and one-half of these families.

Additionally, as was noted by Kent Gregory, our demand on these Rental Assistance Funds has been slow during the beginning of 2017. The reasons for this is two fold. One, families are using their Federal Income Tax Returns as supplemental income, secondarily sometimes \$300.00 is less than they need and must pursue other options.

**Almost Home, Inc. Intake & Case Management Services-Bilingual** - As mentioned previously, we realigned our staff to cover our retired Case Manager, Toni Sandoval. Now with Noemi seeing all of our Rental Assistance clients, we have added a part-time individual to act as our Intake Receptionist to greet callers and walk-ins. Currently, we pay Joshua Flores \$12/hour and typically works 15+ hours a week. On an annual basis, her salary is \$9,000/year and are requesting \$9,000 to cover her salary.

**GED Classes in Partnership with Coal Creek Adult Ed** - Almost Home ran a GED Program several years ago and we hired the instructors. With the exception of LIFE's 3CE Program, I am unaware of any other programs. Given that Brighton typically graduates around 80% of their students, there is a very significant number of citizens who lack a high school diploma.

Almost Home's Board has always been blessed with educators and we all believe if there is a silver bullet for families moving out of poverty, it is through education.

Our classes are held two nights a week for seven weeks. The classes are taught by Coal Creek Adult Education Center and work very hard to keep the GED classes as inexpensive as possible. Currently, the costs of the program are as follows:

- 4-hour computerized pre-test done in our tech lab - Cost \$20.00
- 7-week classes (twice a week) - Cost \$129.00
- Final GED Exam at Front Range-Brighton - Cost \$150.00

So, having a GED translates into getting paid higher wages and certainly opens up advancement opportunities. Additionally, our students are adults and many have children. Getting their GED sends their children a strong message and hopefully installs a desire for better academic success with their children.

We believe that a cost of \$299.00 is very reasonable, but it does impact the number of students who get enrolled.

What we are proposing is that we use these TANF dollars to offset the cost of the students Final Exam. Once a student makes it through the pre-test, the classes and are ready to take the final exam, they have proven their willingness to get their GED. What we would like to propose is that Almost Home use the TANF Funds to pay 100% of their final exam for up to 30 students/year. This would equal a cost of \$4,500. With 7 classes/year and an average enrollment of 8 students, we could assist roughly 50% of the students. We would ask that students apply for this scholarship and we would come up with an equitable way of determining eligibility based on income, etc.

As the classes all occur in the evenings, we have been unsuccessful in securing a source of financing the added cost of keep the Community Room's lights and HVAC. Last year, the total electric and gas bills for our space at 231 N. Main, was \$8,942. The GED classes meet for 3 hours, twice a week, for a total of 6 hours/week. This translates into 312 hours/year. Dividing the annual utility

charges by our typical annual usage of our space in hours equals 3,096 hours/year. Utility cost divided by hours of usage equals \$2.91/hour times the 312 hours the GED Classes use, equals \$904.80/year, rounded up to \$1,000.00. We would therefore ask if we could allocated an additional \$1,000 to cover our costs to host the classes.

**Include days and hours of operations.** Historically Almost Home, Inc. has been open Monday through Friday from 8:00am to 5:00pm. Both our Shelter Case Manager carries a pager and I have a cell phone which is always on.

**Also include where services / shelter will be provided.** At this point in time Almost Home, Inc. has not been approached or has been requested to provide services outside of our Brighton locations. Certainly should that ever change, I am sure it would be seriously considered.

Our Shelter is located at 568 East Bridge Street in Brighton and our Client Service Offices at located at 231 North Main Street in Brighton.

**Describe how your proposal will enhance ADHSD.** Almost Home, Inc. has excess capacity to provide services to Adams County families. The only physical restraint is the capacity of our homeless shelter. Certainly should funding become available and the County would want us to double or triple the capacity of our Homeless Shelter we would need to find a new location(s). As for all of the programs described above in the Scope of Service, all we need are extra funds. At present we can assist less than one out of every ten callers seeking assistance. Should funds become available, we are 100% ready to provide additional housing, housing services, as well as additional self-sufficiency services and education.

## **Program Expertise and Personnel**

### 3) Program Expertise and Personnel:

**Provide a list of all managers, supervisors and staff.** The following is a list of all of our staff and their qualifications. Each and every one, with the exception of our Accountant and Development Professional, will work on a daily basis with Adams County residents and utilizing Adams County funds.

- Terry M. Moore, Executive Director, initially joined the Board in 1998. Prior to joining Almost Home, Inc. he spent the 2 previous years as Director of Operations for SafeHouse Denver, the domestic violence shelter and programs for the City & County of Denver. During the past 18 years, Terry oversaw the funding and development of Hughes Station, an \$11 million dollar, 120-unit Tax Credit low-income apartment complex. He has served on numerous non-profit boards, been a speaker at several conferences and has participated in numerous groups, collaborations and partners regarding the needs for Affordable Housing and Homeless Shelter Space, he received his bachelor's degree from Metropolitan State College in Behavioral Science.
- Noemi Soria, Office Manager/Rental Assistance Case Manager joined Almost Home, Inc. in 1998 and has managed the office operations, maintains our client records, and completes the majority of the grant reports. She is also the primary phone contact with over 10,000+ calls received and is abundantly familiar with our clients and the services we offer. She continues to demonstrate her skills and abilities assisting the Adams County clients seeking rental assistance.
- Michelle Smith, Shelter and Utility Assistance Case Manager is responsible for screening all homeless families and working with them on their case management plan during their 45-day stay in our shelter. Her background includes a bachelor's in Human Services and brings a wealth of experience from her 5+ years of experience with two different homeless programs and her work as a Case Manager dealing with families in crises. She started her career with Almost Home, Inc. in March of 2014 and has proven herself valuable. She is also our point person and representative at all local and regional meetings of homeless professionals and other case managers.
- Helen Macias, Accountant, was hired within the last year after our previous accountant, who had been with us 15.5 years retired. Helen brings with her a bachelors in accounting, as well as holding her CPA. She has 4+ years of experience in keeping the books at two different non-profits and has proven herself to be a valuable addition to our staff. She completes the tasks required by working part time.
- Rachel Monroe Director of Development holds a bachelor's degree in Non-profit Management and started here 1 year ago March. Her background includes having been the Director of the Fort Lupton Chamber of Commerce and in so doing became very familiar with the businesses and individuals in northern Adams County. Her expertise includes handling fundraising events and building our base of individual and corporate sponsors. She shares the grant writing responsibilities with Terry M. Moore.

## **Comparable Projects**



##### **5) Comparable Projects:**

**A detailed description of at least one similar program.** Over the past 23 years, Almost Home has worked with numerous funding organizations in receiving funds, seeing clients and submitting any and all required reports. This most certainly has been in providing homeless services, financial assistance for both rent and utilities and many of the other items requested in the RFP

**Experience providing services described.** Not only has Almost Home, Inc. completed those items in the Scope of Work for Adams County Human Services for 10+ years, we have also participated with a variety of funders to supply one or more of the services described therein. These services have always been supplied per the funder's requirements and adequate records have been audited and found to be in compliance.

**Average monthly caseload size, individuals and/or families.** In a typical year, Almost Home sees around 2,000 Adams County residents. For the year ending June 30, 2015, Almost Home provided services to 1,613 family members, made up of 495 cases, with 400 families receiving financial assistance and 246 family members as clients within our homeless shelter. For FY2016 we assisted with over \$296,000 in direct financial assistance.

All audits by Adams County and other funders have found that we follow their guidelines and maintain the records they require. As mentioned previously we have all the staffing required to provide additional services for additional families, should the required funds be made available to us.

##### **Demographics and other descriptors of the population served**

For FY2016 our demographics of the families we assisted, are as follows:

- 1,613 people served including 904 children
- 24% of those served did not finish High School
- 42% Hispanic
- 31% White
- 6% African American
- <1% Asian

##### **A sample of monthly reports created for the project.**

- Monthly Client Report for the Board
- Previous report presented to ADCO Human Services

Almost Home, Inc.  
5-Year Statistics Summary

ITEM	FY12	FY13	FY14	FY15	FY16	TOTALS
Number of people served	2484	2239	1794	1559	1613	9889
Number of children served	1213	1173	859	835	904	4984
Number of cases	775	719	530	491	495	3010
Homeless cases	48	58	49	83	83	321
Imminent Danger	349	238	198	161	168	1114
Other cases	374	420	280	247	244	1565
Rent assistance	370	213	197	170	162	1112
Utilities	323	413	259	209	242	1446
Motel	25	15	0	1	0	41
Shelter	23	25	29	73	49	199
Other Assistance	18	31	31	16	13	109
Counsel Only	23	25	21	28	30	127
# of cases receiving \$	731	666	482	396	413	2688
Money Requested	\$ 438,160.33	\$ 340,863.68	\$ 294,473.83	\$ 277,516.48	\$ 223,142.38	\$ 1,574,156.70
Money Given	\$ 326,690.28	\$ 247,923.39	\$ 211,094.62	\$ 174,784.33	\$ 196,430.24	\$ 1,156,931.84
Number of cases employed	371	317	247	272	256	1463
Number of cases unemployed	132	188	124	84	57	585
Number of cases w/Govt. Aid	221	222	196	171	190	1000
Hispanic	369	264	258	223	212	1326
White	303	282	205	173	154	1117
African American	26	15	17	20	31	109
Native American	0	0	0	0	0	0
Asian	7	5	2	3	3	20
With health insurance	103	124	83	90	58	458
No Health Insurance	281	208	118	47	28	682
Number w/ Medicaid	370	337	324	353	406	1790
City of Brighton cases	182	101	105	90	110	588
Surrounding area cases	582	613	258	0	0	1453
Transient	2	3	0	0	0	5
Other	4	2	0	0	0	21
Adams County	754	666	511	10	5	2890
Weld County	14	31	12	11	11	79
Migrant	2	0	0	0	0	2
0-11 education	162	157	125	104	121	669
12+ education	597	529	403	386	372	2287
Elderly 65+	24	32	17	21	18	112
Handicapped	65	62	64	53	43	287
# of Referrals Provided	484	931	741	682	431	3269
# of Client Contacts	4848	3323	2792	2945	876	14564
Client volunteer hours	311	425	599	1911	1893	5138
# of shelter nights	2184	2522	2110	5586	5136	17538
# of motel nights	292	174	0	2	0	468
# of persons sheltered	105	126	119	247	246	843
# of persons in motel	71	26	0	1	0	98
Volunteer hours	1949	2191	2257	2101	1992	10490
# of Phone Calls Tracked	1513	1200	1096	1119	1219	6147
# of Phone Contacts	0	0	0	0	0	0
# of Phone Referrals	116	188	182	165	0	651

Almost Home

SFY 01/2017 - 12/2017

	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Year to Date
Families Assisted with rent	5	5	8										18
Adults Assisted with rent	9	7	11										27
Children Assisted with rent	6	18	7										31
Families Assisted with utilities	15	27	16										0
Families Assisted with other needs	0		2										58
classes 2 times a week, for 7 weeks) ESL One time a week	24	27	26										2
Shelter families (can house up to 6 families a month, families can be included in more than one month)	7	4	5										77
													16

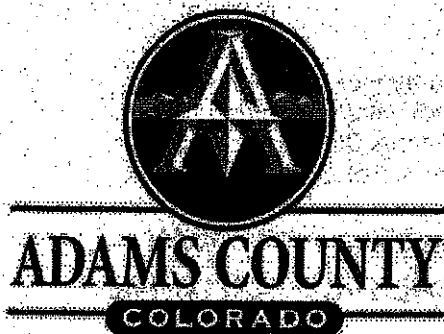
# FY2017 Client Statistics Summary

ITEM	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	TOTAL
Repeat Financial Assistance	7	11	9	8	10	15	2	7	15	0	0	0	84
Number of people served	133	108	87	100	103	106	69	77	98	0	0	0	882
Number of children served	64	56	50	59	59	59	34	43	45	0	0	0	469
Number of cases	46	37	27	28	32	34	24	25	36	0	0	0	290
Homeless cases	10	6	7	7	5	7	0	4	5	0	0	0	51
Imminent Danger	15	20	17	15	17	21	0	4	5	0	0	0	131
Other cases	21	11	3	7	10	6	16	9	9	0	0	0	108
Rent assistance	15	12	16	14	16	21	5	7	10	0	0	0	116
Utilities	20	15	1	7	11	7	21	14	25	0	0	0	121
Motel	0	0	0	0	0	0	0	0	0	0	0	0	0
Shelter	8	6	5	6	5	6	0	4	5	0	0	0	45
Other Assistance	2	0	0	0	0	0	0	1	0	0	0	0	3
Counsel Only	2	5	4	2	0	0	0	0	1	0	0	0	14
# of cases receiving \$	37	26	18	21	26	28	24	22	32	0	0	0	234
Money Requested	\$ 15,479.95	\$ 14,688.52	\$ 13,765.83	\$ 9,556.15	\$ 10,863.66	\$ 15,624.42	\$ 12,053.92	\$ 6,391.33	\$ 11,120.27	\$ 0.00	\$ 0.00	\$ 0.00	\$ 108,542.05
Money Given	\$15,266.50	\$12,066.33	\$5,551.56	\$9,056.15	\$10,163.66	\$13,776.42	\$9,381.88	\$6,891.33	\$11,371.08	\$0.00	\$0.00	\$0.00	\$93,524.91
Number of cases employed	24	16	16	19	21	22	9	12	11	0	0	0	150
Number of cases w/Govt. Aid	13	8	4	4	3	4	9	3	5	0	0	0	53
Number of cases w/Unempl. Aid	14	15	8	9	15	12	9	11	24	0	0	0	117
Hispanic	18	14	14	14	13	0	13	18	17	0	0	0	121
White	15	11	6	9	9	0	5	3	13	0	0	0	71
African American	6	7	4	4	5	0	4	4	3	0	0	0	37
Native American	0	0	1	0	0	0	0	0	0	0	0	0	1
Asian	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Health Insurance	5	6	4	2	6	4	2	4	7	0	0	0	0
Medicaid Insurance	2	4	1	3	1	2	0	1	1	0	0	0	40
Number w/ Medicaid	39	27	22	24	25	28	22	20	28	0	0	0	15
City of Brighton cases	14	9	6	5	3	11	4	13	15	0	0	0	235
Transient	0	0	0	0	0	0	0	0	0	0	0	0	80
Adams County	46	37	27	29	31	34	23	22	33	0	0	0	0
Weld County	0	0	0	0	1	0	1	2	3	0	0	0	282
0-11 education	9	10	4	5	6	6	5	8	10	0	0	0	7
12+ education	37	27	23	24	26	27	19	17	26	0	0	0	63
Elderly 65+	1	2	2	0	1	0	1	2	0	0	0	0	226
Handicapped	8	8	2	1	6	2	4	3	6	0	0	0	9
# of shelter nights (people/beds)	570	565	330	316	334	356	360	262	388	220	0	0	3801
# of people in shelter (duplicated)	32	23	25	28	15	16	21	18	13	0	0	0	32
Volunteer hours	218	122	203	250	281	108	73	101	58	58	58	58	1414
# of PreQualified Calls (Contact Sheets)	114	72	57	61	76	58	73	85	58	58	58	58	564
# of ALL Incoming Calls	265	361	333	359	267	194	241	136	161	161	161	161	2337

**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](mailto: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

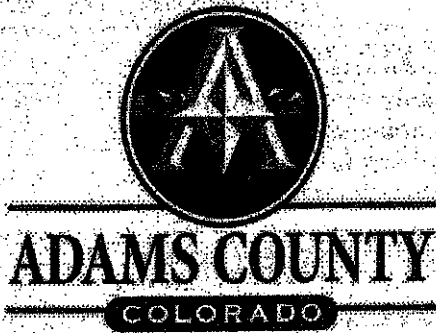
Contractor's Certificate of Compliance  
Contractor's Statement  
Reference Form  
Term of Acceptance Form  
Appendix A – Sample Agreement

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](mailto: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.

## 8. LATE PROPOSALS

- 8.1. Proposals received after the date and time set for the opening shall be considered non-responsive and may be returned unopened to the Contractor.
- 8.2. The County assumes no responsibility for late deliveries of mail on behalf of the United States Post Office or any other delivery system.
- 8.3. The County assumes no responsibility for a Proposal being either opened early or improperly routed if the envelope is not clearly marked on the outside: **HOUSING SERVICES-Temporary Assistance for Needy Families (TANF), RFP 2017.329.**
- 8.4. In the event of a situation severe enough to cause the Adams County Board of Commissioners to close the County offices for any reason, the Purchasing Manager has the prerogative of rescheduling the proposal opening time and date. No proposal will be considered above all other proposals by having met the proposal opening time and date requirements to the exclusion of those who were unable to present their proposal due to a situation severe enough to cause the Board of Commissioners to close the County offices.

## 9. MODIFICATION OR WITHDRAWAL OF PROPOSALS

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

### 9.2. WITHDRAWAL OF PROPOSALS

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

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

## **10. REJECTION OF PROPOSALS**

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

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

10.1.2. Re-advertise this Solicitation;

10.1.3. Postpone or cancel the process;

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

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

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

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

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

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

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

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

## **11. ELIMINATION FROM CONSIDERATION**

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

**11.2.** A Proposal may not be accepted from, nor any Agreement awarded to, any person or firm who has failed to perform faithfully any previous Agreement with the County or other governmental entity, for a minimum period of three years after the previous Agreement was terminated for cause.

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

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

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

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

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

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

## REQUEST FOR PROPOSAL SCOPE OF WORK

### I. INTRODUCTION

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.

### II. REQUIRED DOCUMENTATION – *Not Applicable*

### III. RESPONSE FORMAT

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

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

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

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

1. Provide submittal without reference to Adams County logo or company logo.
2. Label cover of Original submittal
3. Submit proposal in a tab format

4. Table of Contents – Include a clear identification of the material by section and by page number, i.e. Mandatory Requirements section, etc.
5. Executive Summary - The executive summary should give in brief concise terms a summation of your submittal. Identify the points that make your firm uniquely qualified for this engagement.
6. Profile of the Firm – State whether your firm is local, national, or international. Also include the following for the office this work would originate from:
  - a. Size of the Firm and size of local office (if applicable)
  - b. Location of the office, where the work on this engagement is to be performed
  - c. Number and nature of the professional staff to be assigned to the project on a full-time basis.
  - d. Number and nature of staff to be assigned to this project on a part-time basis.
  - e. Identify the supervisory and management staff who will be assigned to the engagement. Provide resumes for each person that will be assigned to this engagement.
  - f. Provide any substantiated complaints against the firm in the last 3 years and any outstanding litigation.
7. Provide documentation that satisfies the Required Document requests.
8. Provide documentation that satisfies the criteria to be evaluated.

#### **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.

### **DELIVERABLE REPORTS**

The offeror will be responsible for submitting and coordinating with the County Project Manager monthly reports summarizing the services provided to families and outcome data. Reports shall include, but not be limited to:

- The number of families served and types of services provided including number of families and individuals served with safe housing and the number of nights of safe housing
- The number of hours of individual counseling and or education provided
- The number of hours of group counseling and or education provided
- Information on rental assistance or other assistance provided, including client names, Social Security numbers, and dates of service.
- All reporting formats, due dates, and content shall be designated or approved by the County Project Manager.

### **INVOICE BILLING**

Offeror must submit detailed invoices and deliverable reports to the Project Manager for the previous month of service. Invoices and reports will be required to be submitted at the same time. Offeror must submit detailed monthly invoice billing statements, to include, the dates and types of services.

### **INCIDENT REPORT REQUIREMENT**

The Offeror shall report all incidents of suspected theft, fraud, or other employee misconduct to County Purchasing Manager and the County Project Manager immediately upon discovery, of each incident. This applies to employees and contracted employees for the Offeror who will be providing services or who will be handling confidential materials, supplies, or monies, for the County under the awarded agreement. The Offeror, employee and contracted employees must comply and cooperate with the County on requests for information and assistance relevant to each incident reported and any ensuing investigation.

### **CONFIDENTIALITY**

Both parties acknowledge that information obtained and exchanged about clients in the performance of this contract is confidential. Both parties will protect all confidential information pursuant to the requirements of state and federal law. Both parties acknowledge that release of this information is subject to the requirements of federal and state law. Offeror, its employees and contracted employees shall keep all County records and information confidential at all times.

Any request or demand by a third party for County records and information in the possession of Offeror shall be immediately forwarded to County's principal representative.

### **CONFIDENTIAL INFORMATION-COUNTY RECORDS**

Offeror, its employees and contracted employees shall comply with the County's terms if it becomes privy to confidential information in connection with its performance hereunder. Confidential information includes, but is not necessarily limited to, any county records, personnel records, and information concerning individuals. Such information shall not include information required to be disclosed pursuant to the Colorado Open Records Act, CRS §24-72-101, et seq.

### **NOTIFICATION**

Offeror shall notify its agent, employees, subcontractors and assignees who may come into contact with County records and confidential information that each is subject to the confidentiality requirements set forth herein, and shall provide each with a written explanation of such requirements before permitting them to access such records and information.

### **USE, SECURITY, AND RETENTION**

Confidential information of any kind shall not be distributed or sold to any third party or used by offeror or its agents in anyway, except as approved in writing by the County. Offeror shall provide and maintain a secure environment that ensures confidentiality of all County records and other confidential information wherever located. Confidential information shall not be retained in any files or otherwise by offeror or its agents, except as permitted in the Agreement or approved in writing by County.

### **DISCLOSURE-LIABILITY**

Disclosure of County records or other confidential information by offeror for any reason may be cause for legal action by third parties against offeror, County or their respective agents. Offeror shall indemnify, save, and hold harmless County its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees and related costs, incurred as a result of any act or omission by offeror, or its employees, agents, subcontractors, or assignees.

### **STANDARD AND MANNER OF PERFORMANCE**

Offeror shall perform its obligations in accordance with the highest standards of care, skill and diligence in offeror's industry, trade, or profession and in the sequence and manner set forth in the scope of work.

### **RESPONSIBILITIES OF THE COUNTY**

The County may refer families/individuals for services detailed in the offeror's proposal.

### **BASIC OF AWARD FUNDING**

Award amounts are dependent on the County budget and how many proposals received and accepted.