

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

September 18, 2017

Ms. Teva A. Sienicki, MA, Executive Director
Growing Home
3849 W. 72nd Avenue, Suite 112
Westminster, Colorado 80030

Subject: Fully Executed Agreement #2017.329C Housing Services- TANF program

Dear Ms. Sienicki:

Attached is fully **executed** copy of Agreement #2017.329C to provide Housing Services- TANF program for Adams County Human Services Department- WBC TANF division.

Please reference the Agreement numbers on all invoices. We look forward to our working relationship. A hardcopy is forthcoming through U.S. Mail.

Best regards,

Heidi Ellis

Heidi Ellis, P.H.M.
Contract Specialist II
Finance/Purchasing Division

Attachments: Agreement #2017.329C

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

**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 **GROWING HOME** located at 3489 W. 72nd Avenue, Suite 110, Westminster, Colorado 80030, 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 **seventy-five thousand dollars and no cents (\$75,000.00)**.

4.1. Payment pursuant to this Agreement, whether in full or in part, is subject to and contingent upon the continuing availability of County funds for the purposes hereof. In the event that funds become unavailable, as determined by the County, the County may immediately terminate this Agreement or amend it accordingly.

5. **INDEPENDENT CONTRACTOR:** In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts, and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. **Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.**

6. **NONDISCRIMINATION:** The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause. Adams County is an equal opportunity employer.

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

7. **INDEMNIFICATION:** The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property, caused or sustained by any person(s) as a result of the Contractor's performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or failure to perform pursuant to the terms of this Agreement.

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

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

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

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

8.2. **Comprehensive Automobile Liability Insurance:** to include all motor vehicles

owned, hired, leased, or borrowed.

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

8.2.2. Personal Injury Protection: Per Colorado Statutes

8.3. Workers' Compensation Insurance: Per Colorado Statutes Not Applicable.

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

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

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

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

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

8.5.2. The insurance companies issuing the policy or policies shall have no recourse against the County for payment of any premiums due or for any assessments under any form of any policy.

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

8.6. Licensed Insurers: All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

8.7. Endorsement: Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.

8.8. Proof of Insurance: At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage's or policies required under this Agreement.

9. TERMINATION:

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

10. MUTUAL UNDERSTANDINGS:

- 10.1. Jurisdiction and Venue: The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be in Adams County, Colorado.
- 10.2. Compliance with Laws: During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, the Clean Air Act (42 U.S.C. 7401-7671q), and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, and that no violation of such provisions are present. Contractor warrants that it is in compliance with the residency requirements in §§ 8-17-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 10.3. OSHA: The Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
- 10.4. Record Retention: The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized federal, state, or County personnel.
- 10.5. Assignability: Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written

consent of the County.

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

County:

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

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

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

Contractor:

Company: Growing Home
Contact: Teva A. Sienicki, MA, Executive Director
Address: 3849 W 72nd Avenue, Suite 112
City, State, Zip: Westminster, Colorado 80030
Office Number: 720.407.1974
E-mail: teva@growinghome.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:

GROWING HOME INC. 08/29/17
Company Name Date

Ant Dal
Signature

ANITA DESTOMAS
Name (Print or Type)

INTERIM CEO
Title

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

Signature Page

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

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

By: 
Raymond H. Gonzalez, County Manager

18 Sept 2017
Date:

**CONTRACTOR
GROWING HOME**

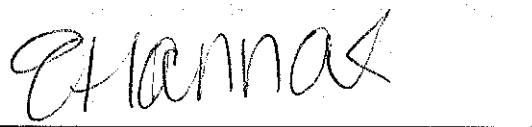
By:
ANITA DESTOMMES
Name (Print or Type)

8/29/17
Date:


Authorized Signature

INTERIM CEO
Title

Attest:
Stan Martin, Clerk and Recorder

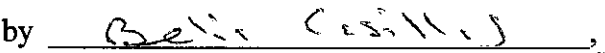

Deputy Clerk

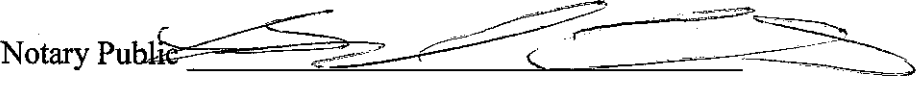
APPROVED AS TO FORM:
Adams County Attorney's Office

By: 
Attorney's Signature

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

Signed and sworn to before me this 29 day of August, 2017,

by 

Notary Public 

My commission expires on: October 21, 2017

BELIA CASILLAS
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20054008613
My Commission Expires October 21, 2017

ATTACHMENT A

(All Documents following this page of the Agreement)

Attachments:

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

Growing Home Fee Schedule

Base Expenses Year 1

In Response to RFP-HE-2017.329

| Position/Base Expense | Description | (Column A) Allocation of Time/Fees | (Column B) Annual Salary and Benefit Fee | (Column C) Overhead | (Column D) Total Equals Column A * (B+C) |
|----------------------------------|---|------------------------------------|--|---------------------|--|
| Chief Program and Impact Officer | Provides supervision of Family Support Specialists | 10% | \$ 91,260.00 | \$ 4,563.00 | \$ 9,582.30 |
| Family Support Specialist | Provides EMPATH Coaching | 100% | \$ 45,630.00 | \$ 2,281.50 | \$ 47,911.50 |
| Rent | Office Space | 4% | \$ 77,575.00 | | \$ 3,103.00 |
| | | | Total of Base Expenses: | | |
| | | | \$ 60,596.80 | | |
| Total Budget | | | | | |
| Budget Item | Description | | | | |
| Base Expenses | Equals total of base expenses | Amount | | | |
| | | \$ 60,596.80 | | | |
| Family Support Expenses | Rental/Mortgage assistance, Job search expenses, uniforms, milestone achievement expenses | \$ 14,403.20 | | | |
| Total: | | \$ 75,000.00 | | | |

Growing Home Fee Schedule

Base Expenses

Year 2

In Response to RFP-HE-2017.329

| Position/Base Expense | Description | (Column A) Allocation of Time/Fees | (Column B) Annual Salary and Benefit Fee | (Column C) Overhead | (Column D) Total Equals Column A * (B+C) |
|----------------------------------|---|------------------------------------|--|---------------------|--|
| Chief Program and Impact Officer | Provides supervision of Family Support Specialists | 10% | \$ 93,997.80 | \$ 4,699.89 | \$ 9,869.77 |
| Family Support Specialist | Provides EMPATH Coaching | 100% | \$ 46,998.90 | \$ 2,349.95 | \$ 49,348.85 |
| Rent | Office Space | 4% | \$ 77,575.00 | | \$ 3,103.00 |
| | | | Total of Base Expenses: | | |
| | | | \$ 62,321.61 | | |
| Total Budget | | | | | |
| Budget Item | Description | Amount | | | |
| Base Expenses | Equals total of base expenses | \$ 62,321.61 | | | |
| Family Support Expenses | Rental/Mortgage assistance, Job search expenses, uniforms, milestone achievement expenses | \$ 12,678.39 | | | |
| Total: | | \$ 75,000.00 | | | |

Growing Home Fee Schedule

Base Expenses Year 3

In Response to RFP-HE-2017.329

| Position/Base Expense | Description | (Column A) Allocation of Time/Fees | (Column B) Annual Salary and Benefit Fee | (Column C) Overhead | (Column D) Total Equals Column A * (B+C) |
|----------------------------------|---|------------------------------------|--|---------------------|--|
| Chief Program and Impact Officer | Provides supervision of Family Support Specialists | 10% | \$ 96,817.73 | \$ 4,840.89 | \$ 10,165.86 |
| Family Support Specialist | Provides EMPATH Coaching | 100% | \$ 48,408.87 | \$ 2,420.44 | \$ 50,829.31 |
| Rent | Office Space | 4% | \$ 77,575.00 | | \$ 3,103.00 |
| Total Budget | | | Total of Base Expenses: | | \$ 64,098.17 |
| Budget Item | Description | | | | Amount |
| Base Expenses | Equals total of base expenses | | | | \$ 64,098.17 |
| Family Support Expenses | Rental/Mortgage assistance, Job search expenses, uniforms, milestone achievement expenses | | | | \$ 10,901.83 |
| Total: | | | | | \$ 75,000.00 |



June 22, 2017

Ms. Heidi Ellis
Adams County Human Services Department
4430 South Adams County Parkway
Brighton, CO 80601

Dear Ms. Ellis,

This letter is in response to the BAFO request regarding Growing Home's application for funding under proposal #2017.329. Responses to each question are given below.

1. Growing Home agrees to reduce the funding of this position from 100% to 62%, and will fund the remaining 38% of the proposed Family Support Specialist position through other sources to cover time that may be spent serving non-TANF eligible families.
2. Growing Home agrees to reduce the funding for the Chief Program and Impact Officer to \$5,930 from this source.
3. Growing Home agrees to reduce the funding for rent to \$1,920.
4. Growing Home agrees to increase the amount requested for family support expenses to \$37,500 and is delighted that this change will increase our ability to provide direct support to children and families in need.
5. Growing Home agrees to recommendation if awarded an agreement in the amount of \$75,000.00.

Thank you for this opportunity to refine our proposal, and we look forward to the opportunity to work with Adams County through providing services to children and families in need.

Sincerely,

Teva Sienicki
President & CEO, Growing Home
720-407-1974 teva@growinghome.org

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

Ms. Teva Sienicki
President & CEO
Growing Home
3489 W 72nd Avenue, Suite 112
Westminster, Colorado 80030

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

Dear Ms. Sienicki:

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

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

1. Please clarify the funding being used for staff being dedicated to this project. Growing Home proposes funding 100% of a family support specialist. Does Growing Home agree to define this line as the equivalent of approximately 62% of a full-time position at \$29,650 that funds in part the family support specialist and staff time of others who provide counseling and case management to TANF eligible families? 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 staff time that 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 family support specialist.
2. Please confirm if Growing Home agrees to reduce the funding for the Chief Program and Impact Officer to \$5,930? If not, please explain.
3. Please confirm if Growing Home agrees to reduce the funding for rent to \$1,920? If not, please explain.
4. Please confirm if Growing Home agrees to increase family support expenses to \$37,500? If not, please explain.

BOARD OF COUNTY COMMISSIONERS

Eva J. Henry
DISTRICT 1

Charles "Chaz" Tedesco
DISTRICT 2

Erik Hansen
DISTRICT 3

Steve O'Doriso
DISTRICT 4

Mary Hodge
DISTRICT 5

5. Please confirm if Growing Home will agree to recommendation if awarded an agreement in the amount of \$75,000.00? If not, please explain.


If you feel that the information you have provided in your original proposal was adequate, you may choose to not submit a BAFO, in which case, we will base our evaluation on what you have provided. If you have any questions, please do not hesitate to contact me at (720) 523.6053. Please acknowledge receipt of this BAFO letter to the undersigned by signing in the space below and emailing to hellis@adcogov.org.

Best Regards,

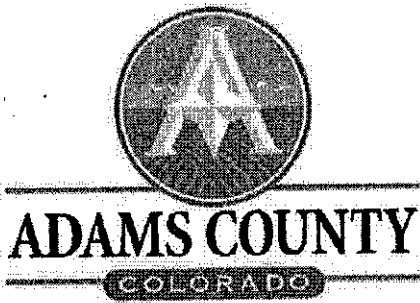
Heidi Ellis

Heidi Ellis
Contract Specialist II
Finance/Purchasing Division
cc: File RFP 2017.329

ACKNOWLEDGEMENT


Authorized Signature

06/12/17
Date



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

**REQUEST FOR PROPOSAL
 COVER SHEET**

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

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

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

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

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

PRINT OR TYPE YOUR INFORMATION

Name of Contractor: Growing Home Fax: 303-426-0560

Address: 3489 W 72nd Ave, Ste 112 City/State: Westminster Zip: 80030

Contact Person: Mitzi Hicks Title: Grantwriter Phone: 720-407-0228

Authorized Representative's Signature: *[Signature]* Phone: 720-407-1974

Printed Name: Teva Sienicki Title: President & CEO Date: 5/9/2017

Email Address: teva@growinghome.org

TEVA A. SIENICKI, MA

4441 Meade St. Denver, CO 80211

(720) 407-1974(w) (303)803-4716

teva@growinghome.org

SKILLS:

- Visionary Leadership
- Organizational Development
- Strategic Planning and Annual Planning
- Organizational Assessment
- Program Design and Tactical Oversight
- Performance Management
- Intermediate Spanish
- Budgeting and Fiscal Oversight
- Fundraising and Grantwriting
- Training and Facilitation
- Staff Development and Team Building
- Volunteer Recruitment and Coordination
- Partnership Development
- Inter-cultural Management

RELATED EXPERIENCE:**Executive Director:** *Growing Home*. Westminster, CO. 2002-present**Key Functions:**

- Hire, fire, train and supervise director level staff
- Collaborate with board of directors to conduct assessment, visioning, planning and fundraising
- Conduct fiscal oversight, budget development and management
- Oversee program and resource development
- Cultivate relationships with individual and organizational funders and partners
- Solicit donations; work with board to build development program
- Create outcome measures; ensure quality services
- Represent Growing Home publicly at public speaking venues, events, conferences, panels; facilitate training

Key Results:

- Successfully led \$1.6 million capital campaign for acquisition and rehabilitation of a 20 unit apartment building- completed spring 2007
- Led the purchase of the Westchester Apartments and a \$450,000 renovation
- Increased organizational reach from 100 people served per year to over 10,000 in 5 years
- Directed creation and design of 3 new programs including major expansion into early childhood intervention, a food pantry, homeless prevention and affordable housing; led staff and volunteers through planning and implementation
- Increased total dollar amount raised from non grant sources by 312% in one year from 2003 to 2004
- Secured \$1.4 M in operational revenue in 2013 compared with \$143,000 in 2001 (240% increase)
- Grew organizational staff from 2 to 24 staff
- Implemented name change and re-branding process to enhance organizational marketability
- Recruited more than 10 new community host and support sites, recruited and trained over 300 volunteers
- Built fundraising team and put Benevon fundraising model into operation

Project Manager Community Involvement Program: *Volunteers of America*. Denver, CO. 2001-2002

- Created and designed program; led program staff and volunteers through visioning and planning process
- Collaborated with local organizations to provide community involvement opportunities for housing residents
- Provided technical assistance to community and neighborhood groups
- Supervised program staff and volunteers
- Conducted fiscal oversight, program and resource development

Project Manager, VISTA Program: *Volunteers of America*. Denver, CO. 2000-2001

- Placed, coached and supervised VISTA participants regionally
- Wrote grants and mentored VISTA members in grant writing
- Coordinated regular trainings and workshops and special service events for VISTA participants
- Conducted fiscal and program outcome oversight

EXECUTIVE SUMMARY

Background: Every day Growing Home works to ensure that children - with full bellies, stable housing and supported parents - reach their full potential. Growing Home believes in fighting poverty using a whole-family approach, addressing both the immediate and long term needs of multiple generations in each family. Growing Home relies on evidence-based programs to address some of the root causes of poverty, such as school achievement gap, lack of a strong social network, and health issues. Evidence has shown that focusing on children from birth through age 8 is the key to breaking the cycle of poverty. However, even with the best early childhood programs, a child is less likely to succeed if she is hungry because mom had to choose between groceries or rent, or if he doesn't have anywhere to do his homework because the whole family is sleeping in the car tonight. Growing Home provides the dual-generation services that help parents keep their families stable and ensure kids are growing up healthy and ready to learn, regardless of their financial situation.

Approach: Growing Home's dual-generation programs help guide families toward healthy, self-sufficient lives by working in partnership with families to help them achieve long term stability. Growing Home's model for success takes a comprehensive approach to building equality of opportunity within the community it serves by combining research, practice, and policy. To ensure the most successful outcomes for Growing Home's families and community, Growing Home works to expand its high-quality direct services strategies while advancing thinking and systems change.

Proposed Project: Growing Home proposes to provide the following services in response to Adams County's Housing Services RFP-HE-17-329:

- **Homelessness Prevention** – emergency direct cash assistance to families at risk of losing housing due to an inability to pay their rent, mortgage or utilities. This assistance is provided after verification of expenses and income by a Family Support Specialist. The amount of money that families receive through Homeless Prevention assistance varies by family and situation; however past assistance amounts have ranged from \$100 to \$600.
- **Mobility Mentoring** – a structured mentoring program designed to help families move from crisis to self-sufficiency through identifying and addressing their challenges in five key domains necessary for economic stability. Families work together to set individual and family goals, supported by a Family Support Specialist trained in the Mobility Mentoring model. This model includes multiple levels to meet the needs of families with short, medium, and long-term challenges and goals.
- **Wrap-around Supportive Services** - Growing Home offers a wide range of wrap-around supportive services to help families overcome challenges and ensure all family members may thrive. These services include access to the Feeding Families Food Pantry and Canopy Interfaith Family Shelter, participation in Parents as Teachers home visitation, medical care for uninsured families, Incredible Years parenting classes, Cradling Literacy family literacy sessions, monthly healthy cooking demonstrations, the Seedlings new parent education class series, and referrals for service from other service organizations.

Growing Home's Proposal in Response to Solicitation RFP-HE-2017.329

Table of Contents

| | |
|-----------------------------------|--------------------------------|
| Executive Summary | 1 |
| Profile of Firm | 2 |
| Introduction and Qualifications | 3 |
| Proposed Services | 7 |
| Program Expertise and Personnel | 9 |
| Fee Schedule | Submitted under separate cover |
| Comparable Projects | 10 |
| Required Forms and Certifications | 11 |
| Appendix A (Resumes) | 17 |
| Appendix B (Sample Report) | 25 |

Growing Home's Proposal in Response to Solicitation RFP-HE-2017.329

Table of Contents

| | |
|-----------------------------------|--------------------------------|
| Executive Summary | 1 |
| Profile of Firm | 2 |
| Introduction and Qualifications | 3 |
| Proposed Services | 7 |
| Program Expertise and Personnel | 9 |
| Fee Schedule | Submitted under separate cover |
| Comparable Projects | 10 |
| Required Forms and Certifications | 11 |
| Appendix A (Resumes) | 17 |
| Appendix B (Sample Report) | 25 |

Growing Home's Proposal in Response to Solicitation RFP-HE-2017.329

Table of Contents

| | |
|-----------------------------------|--------------------------------|
| Executive Summary | 1 |
| Profile of Firm | 2 |
| Introduction and Qualifications | 3 |
| Proposed Services | 7 |
| Program Expertise and Personnel | 9 |
| Fee Schedule | Submitted under separate cover |
| Comparable Projects | 10 |
| Required Forms and Certifications | 11 |
| Appendix A (Resumes) | 17 |
| Appendix B (Sample Report) | 25 |

Growing Home's Proposal in Response to Solicitation RFP-HE-2017.329

Table of Contents

| | |
|--|--|
| Executive Summary | 1 |
| Profile of Firm | 2 |
| Introduction and Qualifications | 3 |
| Proposed Services | 7 |
| Program Expertise and Personnel | 9 |
| Fee Schedule | Submitted under separate cover. |
| Comparable Projects | 10 |
| Required Forms and Certifications | 11 |
| Appendix A (Resumes) | 17 |
| Appendix B (Sample Report) | 25 |

EXECUTIVE SUMMARY

Background: Every day Growing Home works to ensure that children - with full bellies, stable housing and supported parents - reach their full potential. Growing Home believes in fighting poverty using a whole-family approach, addressing both the immediate and long term needs of multiple generations in each family. Growing Home relies on evidence-based programs to address some of the root causes of poverty, such as school achievement gap, lack of a strong social network, and health issues. Evidence has shown that focusing on children from birth through age 8 is the key to breaking the cycle of poverty. However, even with the best early childhood programs, a child is less likely to succeed if she is hungry because mom had to choose between groceries or rent, or if he doesn't have anywhere to do his homework because the whole family is sleeping in the car tonight. Growing Home provides the dual-generation services that help parents keep their families stable and ensure kids are growing up healthy and ready to learn, regardless of their financial situation.

Approach: Growing Home's dual-generation programs help guide families toward healthy, self-sufficient lives by working in partnership with families to help them achieve long term stability. Growing Home's model for success takes a comprehensive approach to building equality of opportunity within the community it serves by combining research, practice, and policy. To ensure the most successful outcomes for Growing Home's families and community, Growing Home works to expand its high-quality direct services strategies while advancing thinking and systems change.

Proposed Project: Growing Home proposes to provide the following services in response to Adams County's Housing Services RFP-HE-17-329:

- Homelessness Prevention – emergency direct cash assistance to families at risk of losing housing due to an inability to pay their rent, mortgage or utilities. This assistance is provided after verification of expenses and income by a Family Support Specialist. The amount of money that families receive through Homeless Prevention assistance varies by family and situation; however past assistance amounts have ranged from \$100 to \$600.
- Mobility Mentoring – a structured mentoring program designed to help families move from crisis to self-sufficiency through identifying and addressing their challenges in five key domains necessary for economic stability. Families work together to set individual and family goals, supported by a Family Support Specialist trained in the Mobility Mentoring model. This model includes multiple levels to meet the needs of families with short, medium, and long-term challenges and goals.
- Wrap-around Supportive Services - Growing Home offers a wide range of wrap-around supportive services to help families overcome challenges and ensure all family members may thrive. These services include access to the Feeding Families Food Pantry and Canopy Interfaith Family Shelter, participation in Parents as Teachers home visitation, medical care for uninsured families, Incredible Years parenting classes, Cradling Literacy family literacy sessions, monthly healthy cooking demonstrations, the Seedlings new parent education class series, and referrals for service from other service organizations.

Requested Funds: Growing Home respectfully requests funding to provide the above services to Adams County residents for one year. These funds will provide Homelessness Prevention assistance to approximately 40-45 families and Mobility Mentoring services to 30 families. Wrap-around supportive services will be offered to all participants.

PROFILE OF THE FIRM

Growing Home is a 501(c)3 nonprofit located in Westminster, Colorado that operates locally to provide basic needs services to families with children under the age of eighteen.

Growing Home was founded in 1998 as the Adams County Interfaith Hospitality Network, and currently employs 30 full-time and 3 part-time staff members.

Growing Home serves children and families in need across the north Denver metro area; the majority of families served live in Adams County.

Growing Home has a highly diverse and culturally competent staff that reflects the population served by the organization, and over 70% of the staff are bilingual in Spanish and English. All services are offered in Spanish and English to meet the needs of the population Growing Home serves.

Work on this contract will be performed at Growing Home's facility, located at 3489 West 72nd Avenue in Westminster, Colorado.

This project will be staffed by one full-time Family Support Specialist who will be responsible for providing Mobility Mentoring and homeless prevention assistance, as well as connecting families in need with appropriate wrap-around services. This project will be supported by the Chief Financial Officer, the Chief Program & Impact Officer, and the President & CEO. The Family Support Specialist for this project will be supervised by the Chief Program & Impact Officer. The Chief Financial Officer will be responsible for all financial matters related to this project, while the President & CEO will provide oversight for the project, as well as supervision for the Family Support Specialist until a new Chief Program & Impact Officer is hired. Please see Appendix A for resumes of staff assigned to this project, as well as a job description for the Chief Program & Impact Officer.

Growing Home has not had any substantiated legal complaints brought against the organization in the last three years, and does not have any outstanding litigation in progress.

Experience with Services in Scope of Work

Growing Home has provided shelter and basic needs support for families with children since the organization's inception in 1998 as the Adams County Interfaith Hospitality Network, and the organization is well-regarded for its efficiency and comprehensive services. Much of Growing Home's work is done in partnership with other organizations that serve those in need, including human services departments and housing agencies at the county and state levels. Maintaining a broad network of partners allows Growing Home to make referrals for services that fall outside the scope of Growing Home's mission, ensuring that children and families in need are able to access the services they need to thrive. Growing Home was recognized as a leading anti-poverty organization by the Adams County Community Development Division which ranked Growing Home as a "top performer." This assessment demonstrated that Growing Home has a high level of capacity in administration, staffing, client satisfaction, program delivery, and fiscal health.

Growing Home's Canopy Interfaith Family Shelter houses homeless families with children under the age of 18, providing them with comprehensive tools to help break the cycle of poverty. Canopy does not have a fixed location; it is comprised of approximately fifteen churches in the north Denver metro area that offer shelter and hot meals to families in need for a week, three to four times per year. Families may stay in Canopy for up to three months, during which they work with a Family Support Specialist to secure stable housing and address other identified needs. Families have access to a wide range of wrap-around support including medical care, early intervention programs, food pantry services, children's clothing, and household items. They also attend required weekly Life Skills classes focused on topics like financial management and communication skills.

Recognizing the shortage of permanent affordable housing in Adams County, Growing Home acquired the Westchester Apartment complex in 2007. This facility consists of eighteen permanently affordable housing units for low-income families. There is no limit on how long residents may occupy these units, so turnover is very low. The remaining two units are designated as transformational housing, and are reserved for children and families with at least one adult currently participating in an educational or career training program. Families in transformational housing units are required to meet regularly with a case manager and to meet other expectations such as attending life skills classes and volunteering at Growing Home. Rent on these units is very limited for up to two years, to allow families to build a strong foundation for a stable financial future.

Growing Home has provided homeless prevention services to children and families in need, including rental and mortgage assistance, deposits, first/last month's rent, and utility assistance for nearly two decades. Growing Home's utility assistance program is wrapped into its Homeless Prevention services, including rental and mortgage assistance. To qualify for assistance, families must be current program participants in one of Growing Home's other programs, such as parent education or family shelter. Growing Home is focused on keeping families stable so the many challenges of poverty don't derail their progress toward stability. Growing Home requires proof of income from each family requesting assistance, documents who is living in the household by requesting identification for every family member, and reviews bills, leases, payment invoices or statements in order to document family need.

Case management is a cornerstone of Growing Home's services, and all families that visit Growing Home and take part in any program are able to access case management services. Growing Home has recently joined the Mobility Mentoring Network established by Economic

Growing Home conducts extensive outreach to the community, and works closely with a number of key referral partners. These partners include Westminster Public Schools, various Adams County School districts, Adams County Head Start, Adams County Housing Authority, and Senior Hub. Growing Home is listed in United Way's 211 database and is a member of the Metro Denver Homeless Initiative. Family Support Specialists collaborate with other family shelters in the community, including ACCESS Housing and Almost Home, to help homeless families secure emergency housing and services. Growing Home is part of the Adams County Coalition for the Homeless, a collaboration of homeless service providers in Adams County with representatives from Almost Home, ACCESS Housing, Cold Weather Care, each Adams County School District, and Veterans Affairs. In winter months Growing Home partners with Cold Weather Care to refer individuals in need of shelter.

Summary of Organizational Budget

Growing Home's fiscal year aligns with the calendar year. The organization's budget for 2017 projects \$2,250,552 in revenue, with projected sources of revenue as follows:

- \$325,000 from individual donations and community support
- \$543,319 from grants (foundations, corporations, and trusts)
- \$1,253,633 from government contracts, the largest of which is a contract with the Maternal, Infant, and Early Childhood Home Visitation program offered through the United States Department of Health and Human Services
- \$128,600 from other income, including interest and rental fees from the Westchester Apartment complex. Rental revenues cover all expenses to operate and maintain the complex, making it self-sustaining.

The organization's 2017 budget projects \$2,239,705 in expenditures, with the top expenditure categories as follows:

- Personnel costs are the largest expense category, at \$1,699,152. This includes salaries and fringe costs (payroll taxes, health insurance, 403b plan, paid time off, etc.)
- Professional services represent \$94,500 and include accounting/payroll, audit, legal, janitorial, and other contracted services.
- Rent on Growing Home's space at 72nd Avenue and the Day Center on Samuel Drive represents \$77,575.
- Program expenses represent \$134,308 and include rental assistance/utility assistance funds, motel vouchers to house Canopy families during weeks in which Growing Home does not have a host church, supplies for all program areas, and food for the Feeding Families Food Pantry.

EMPath Mobility Mentoring model. This change is intended to support participants' development of self-sufficiency through creating real, long-term solutions and behavior changes instead of simply providing repeated emergency assistance. Growing Home proposes to provide Mobility Mentoring to 30 families (approximately 100 individuals) per year.

Mobility Mentoring services are delivered at three levels. Level I participants set and achieve goals around **family stability**, and these goals tend to be short-term and fall along 1-2 of the five basic domains. Services to Level I participants typically last up to six months, and participants may choose to continue to the next level. Level II mentoring participants set goals related to **economic mobility**, and their goals fall along 2-4 of the five basic domains. These services tend to last for up to 12 months, and participants may choose to proceed to the final level. Level III participants set goals leading to **economic independence**, and this level includes multi-year goals with activities broken down into six month increments. Goals set at this level impact all five of the basic domains, and services may run for multiple years. Mobility Mentoring includes judicious use of rewards to recognize families for reaching key benchmarks to encourage engagement, recognize persistence, build resilience, and improve executive functioning.

Wrap-around Services: Families living in poverty typically have a unique combination of challenges in their lives that drain their resources and keep them in poverty. Growing Home offers a wide range of wrap-around supportive services to help families overcome these challenges and ensure all family members may thrive. These services include access to the Feeding Families Food Pantry, participation in Parents as Teachers home visitation, Canopy Interfaith Family Shelter, medical care for uninsured families through Growing Home's pop-up clinic, Incredible Years parenting classes, Cradling Literacy family literacy sessions, monthly healthy cooking demonstrations, and Growing Home's Seedlings new parent education class series. Growing Home's Family Support Specialists also provide referrals for needed services such as child care, dental care, clothing and essential items for children, job training and employment resources.

Hours of Operation

Growing Home's Feeding Families Food Pantry is open from 10am-12noon seven days a week, making it one of few food pantries that operate on weekends and holidays. The food pantry is the most common point of entry to Growing Home's range of services, and families may access any service offered by Growing Home through this portal. Growing Home's administrative offices are open Monday through Friday during traditional business hours. Growing Home does not plan to work out of the new Adams County Human Services Center at this time, but would be interested in learning more about this as a way to reach more Adams County families in need.

How This Proposal Will Enhance ADHSD's Ability to Serve Families

Growing Home knows, both from research and from nearly twenty years of service to low-income families, that multifaceted interventions are needed to address the wide range of challenges faced by families and individual family members. Growing Home's proposed services will enhance ADHSD's ability to serve families by helping to stabilize families facing housing crises through providing basic cash assistance in the short term, while also offering Mobility Mentoring services to uncover the root causes of each family's current situation and develop plans for long-term family stability and a path to economic self-sufficiency. Access to Growing Home's comprehensive wrap-around services will help meet the many and varied needs of families in poverty and ensure that families remain stable and have the opportunity to thrive.

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

| National Performance Indicator 9.4 | I.) Number of Participants Enrolled in Programs | II.) Number of Participants Achieving Outcome in Reporting Period |
|--|---|---|
| Family Supports (Seniors, Disabled and Caregivers) Low-income people who are unable to work, especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated, as measured by one or more of the following: | (#) | (#) |
| A. Enrolled children in before or after school programs | 0 | 0 |
| B. Obtained care for child or other dependent | 0 | 0 |
| C. Obtained access to reliable transportation and/or driver's license | 0 | 0 |
| D. Obtained health care services for themselves or family member | 0 | 0 |
| E. Obtained and/or maintained safe and affordable housing | 0 | 0 |
| F. Obtained food assistance | 0 | 0 |
| G. Obtained non-emergency LIHEAP energy assistance | 0 | 0 |
| H. Obtained non-emergency WX energy assistance | 0 | 0 |
| I. Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not include LIHEAP or WX) | 0 | 0 |

| National Performance Indicator 9.5 | II.) Number of Services |
|--|-------------------------|
| Service Counts The number of services provided to low-income individuals and/or families, as measured by one or more of the following: | (#) |
| A. Food Boxes | 136 |
| B. Pounds of Food | |
| C. Units of Clothing | |
| D. Rides Provided | |
| E. Information and Referral Calls | |

[Back to Coversheet](#)

Agency Name Growing Home

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

| National Performance Indicator 6.1 | i.) Number of Vulnerable Individuals Living Independently |
|--|--|
| Independent Living | |
| The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services. | (#) |
| A. Senior Citizens (seniors can be reported twice, once under Senior Citizens and again if they are disabled under Individuals with Disabilities, ages 55-over) | |
| B. Individuals with Disabilities Ages: | |
| 0-17 | |
| 18-54 | |
| 55-over | |
| Age Unknown | |
| TOTAL Individuals with disabilities (automatically calculates) | 0 |
| <i>In the rows below, please include any additional indicators that were not captured above.</i> | |
| | |
| | |
| | |

| National Performance Indicator 6.2 | i.) Number of Individuals Seeking Assistance | ii.) Number of Individuals Receiving Assistance |
|---|---|--|
| Emergency Assistance | | |
| The number of low-income individuals served by Community Action who sought emergency assistance and the number of those individuals for whom assistance was provided, including such services as: | (#) | (#) |
| A. Emergency Food | 136 | 136 |
| B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources | | |
| C. Emergency Rent or Mortgage Assistance | | |
| D. Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.) | | |
| E. Emergency Temporary Shelter | | |
| F. Emergency Medical Care | | |
| G. Emergency Protection from Violence | | |
| H. Emergency Legal Assistance | | |
| I. Emergency Transportation | | |
| J. Emergency Disaster Relief | | |
| K. Emergency Clothing | | |
| <i>In the rows below, please include any additional indicators that were not captured above.</i> | | |
| | | |
| | | |
| | | |

Goal 1: Low-income people become more self-sufficient.

| Goal 1: Low-income people become more self-sufficient. | | | | | | |
|--|--|--|---|--|---|--|
| National Performance Indicator 1.3 | | | | | | |
| Economic Asset Enhancement and Utilization | | | | | | |
| The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following: | | | | | | |
| | I.) Number of Participants Enrolled in Program(s) | II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) | III.) Number of Participants Achieving Outcome in Reporting Period (Actual) | IV.) Percentage Achieving Outcome in Reporting Period [(III/II) * 100] | V.) Aggregated Dollar Amounts (Payments, Credits, or Savings) | |
| | (#) | (#) | (#) | (%) | (\$) | |
| ENHANCEMENT | A. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar of credits amount | | | #DIV/0! | | |
| | B. Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments | | | #DIV/0! | | |
| | C. Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings | | | #DIV/0! | | |
| <i>In the rows below, please include any additional indicators that were not captured above.</i> | | | | | | |
| | | | | #DIV/0! | | |
| | | | | #DIV/0! | | |
| | | | | #DIV/0! | | |

PY 2016

National Performance Indicators - Agency Level Forms

| | |
|-------------|--------------|
| Agency Name | Growing Home |
|-------------|--------------|

Goal 1: Low-income people become more self-sufficient.

| National Performance Indicator 1.1 Employment The number and percentage of low-income participants who get a job or become self-employed, as a result of Community Action Assistance, as measured by one or more of the following: | I.) Number of Participants Enrolled in Program(s) | II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) | III.) Number of Participants Achieving Outcome in Reporting Period (Actual) | IV.) Percentage Achieving Outcome in Reporting Period [(III) / II] x IV |
|--|---|--|---|--|
| A. Unemployed and obtained a job | | | | #DIV/0! |
| B. Employed and maintained a job for at least 90 days | | | | #DIV/0! |
| C. Employed and obtained an increase in employment income and/or benefits | | | | #DIV/0! |
| D. Achieved "living wage" employment and/or benefits | | | | #DIV/0! |
| <i>In the rows below, please include any additional indicators that were not captured above.</i> | | | | |
| | | | | #DIV/0! |
| | | | | #DIV/0! |
| | | | | #DIV/0! |

Agency Name: Growing Home

Title and Name of Person Completing this Report: Charlene Shelton, Chief Program Officer

Phone: 720-407-1965
email: charlene.s@growinghome.org

CSBG FINAL IS PROGRAM REPORT DUE FEBRUARY 28, 2017 MUST BE COMPLETED AND ACCOMPANIED WITH: NATIONAL INDICATORS FORMS, SECTIONS D, E, F, AND G.

Period Ending 12/31/2016

Name & Title of Person Filling this Report: Charlene Shelton, Chief Program Officer

Address: 3482 W. 72nd Ave #112 Westminster, CO 80030

Program Director Signature (please type your name authorizing submission of this report):

Program Director's Name and Title: Charlene Shelton, Chief Program Officer

Please remember that the answers to these questions must relate to your original application and current grant contract.

7. What services/assistance did you provide your clients? List all that apply (separate services by commas). For example: mortgage/rent assistance, homeownership counseling services, food boxes, job readiness, etc.

Emergency family shelter, transition housing, case management, rental and/or utility assistance, wrap around supports including food, medical care, school supplies, holidays, and bathing.

8. What was the outcome for the client as a result of the service? (separate outcomes by commas). For example: unemployed & obtained a job, removed barriers to education, maintained an independent living situation, etc.

Families able to maintain stable housing, families have access to basic needs like food and clothing, parents increase their earnings potential with higher education, families increase their life skills like parenting, budgeting, and stress management.

9. How many Persons are more self-sufficient as a result of your services? 38

10. How many Persons moved out of poverty as a result of your services (126% of FPL)? 24

11. Provide one example of the impact of services provided. Give an overall picture, the struggles/accomplishments, partnerships, other resources utilized and how this made an impact to the intended recipient(s). Use additional paper if needed.

Paula and Frank have a 3 year old son. Frank lost his job and the family was unable to sustain their housing so Paula's part time job at Starbucks. Paula was able enrolled in a medical assistant program at a local trade school. The family came into our shelter facility in late winter. During their stay, Paula worked to finish her training while Frank watched their son. Once finished, Paula was able to find a job that together with her wages at Starbucks, was saved with the help of our case manager. In the mean time, Frank enrolled in school in the evenings. While he had not finished school by the time their shelter time had run out, they had saved enough to get an apartment. As of the end of the year, the family was still able to keep up on their rent and Frank was continuing to work toward his certification as a mechanic. The family is eligible to use our food pantry, but has not needed it. Paula and Frank have reached out to other families and volunteers to tell their story of resilience and perseverance. They continue to be an inspiration to other families who are going through similar circumstances.

- Provides leadership to a diverse, inter-cultural team; supports program managers, coordinators, and team leaders in high quality, supervision in line with Growing Home's Collaborative Leadership Model
- Leads in recruiting and training of Canopy program host and support sheltering sites
- Ensures compliance with grant contracts and regulatory requirements such as HMIS entry for housing programs and program documentation
- Ensures excellent customer service, dealing with complaints or issues expediently, and providing follow up staff/volunteer training and implementing needed system/process improvements
- Creates and maintains relevant, up-to-date training materials for program staff and interns

Program Evaluation and Development

- Monitors impact of programs including data and outcome analysis, program evaluation and incorporates findings into ongoing improvement efforts
- Ensures evidenced-based assessment tools are utilized agency wide
- Responsible for management, implementation, and utilization by staff of Efforts to Outcomes client database system
- Serves on the Board of Director's Program Committee, preparing monthly agendas, gathering program data and overviews
- Participates on the Leadership Team (with CEO, CFO/COO, and Chief Development Officer)
- Participates on Management Team (with Leadership Team, and all management staff)
- Keeps abreast on related research on poverty, child development/achievement gap, toxic stress, affordable housing and homelessness, food insecurity, and related topics and incorporates learning into program improvement and design
- Compiles and reports on all organization data and outcomes on a monthly basis
- Oversees and implements new programs as relevant to grow pipeline of services for children and strengthen wrap around supports for families

Community Advocacy

- Works closely with CEO to provide an external face and generate excitement and support of Growing Home's vision in the community
- Works with CEO and others to develop Growing Home's policy agenda and positions on key issues related to Growing Home's mission
- Oversees community organizing staff and supports advocacy and action with and for Growing Home's community leaders
- Acts as liaison in developing and maintaining relationships with community organizations and potential partners (i.e. community organizations/collaborations; provider partners)
- Organize, prepare and lead presentations and trainings on racial and economic equity, child poverty, homelessness and related topics at host and support sites, partner organizations and in the community along with CEO
- Serves and participates in community collaborative efforts relevant to Growing Home's mission (3CE Advisory Board, MDHI Coordinating Committee, etc.)

Grant and Fiscal Management

- Participates on grants team, contributes to grant concept development as related to new and current programs

Tammany Oaks Church of Christ Disaster Relief, Mandeville, LA

May 2006 – September 2006

Secretary/Administrator for Hurricane Katrina Disaster Relief in New Orleans

Managed victim information and coordinated the distribution of aid

- Reached out to community to provide emotional and physical support

La Iglesia de Cristo Metropolitana, Mexico City, Mexico

May 2004 – February 2006

Independent Contractor

- Planned and performed community outreach to groups of adults and children and taught conversational English

Education

Mercy College

1200 Waters Place, Bronx, NY 10461

Eaglecrest High School

Aurora, CO - May 2002

Diploma

Sunset International Bible Institute

Lubbock, TX - March 2006

Certificate of Program Completion for the AIM Program

ANITA DESHOMMES
14149 EAST 101ST PLACE
COMMERCE CITY, CO 80022
(303) 997-7903
 anstev@hotmail.com

EDUCATION **Bachelors of Social Work** *Sept 1992 – June 1996*
Metropolitan State College, Denver, Colorado
Colorado State University- MBA

EXPERIENCE **Growing Home, Westminster CO** *June 2007-*
Chief Operating and Financial Officer
Present

- Manage operational strategy and performance in line with organizational strategic plan
- Design budgets, maintain financial records, and oversee fiscal accountability to ensure that Growing Home maximizes the use of its financial resources.
- Coordinate, supervise and oversee all day-to-day operations.
- Recruit, coordinate and supervise sufficient volunteer and work study resources to enhance staff efforts and carry out the work of Growing Home.

Chamberlin Edmonds, Denver CO *Sept 2005-May 2007*
Assistant District Manager

- Responsible for day to day operations of Chamberlin Edmonds in Colorado region
- Managed staff of 10 health care representatives in Denver Health hospital
- Grew annual sales 40% in first fiscal year to over 2 million
- Represented Chamberlin Edmonds at department head hospital meetings and in the community

Growing Home, Westminster CO *Jan 2001 – Sept 2005*
Case/Program Manager

- First designed, then implemented, homeless prevention program with a 95% success rate.
- Utilizing a client-centered model, provide intake assessments and ongoing case management for homeless adults.
- Developed outcome-based measurement tool to measure success of shelter and homeless prevention program.

Home Care Management Inc., Denver CO *January – Sept 2000*
Case Manager *July 1996 – Sept 1998*

- Provided case management for a caseload of 95 elderly, blind, or disabled adults.
- Worked within Medicaid regulations to create and implement a care plan designed to enable at-risk individuals to remain in their own homes.
- Created and approved a financial service plan designed to maximize client's safety in home while minimizing costs to Medicaid.

United States Peace Corps, Haiti *Sept 1998 – Dec 1999*
Peace Corps Volunteer

- Collaborated with small Haitian community groups to develop problem solving and organizational skills.
- Developed small income generating projects using local resources to improve individual's income generating capabilities.

Spring Institute - Completed Bridging the Gap interpreters training(Haitian Kreyol) 2006
 Rocky Mountain Survivors Center- Medical interpreter (Haitian Kreyol) 2002-2007

EXHIBIT A

(All Documents following this page of the Agreement)

Exhibit:

1. RFP 2017.329 Scope of Work

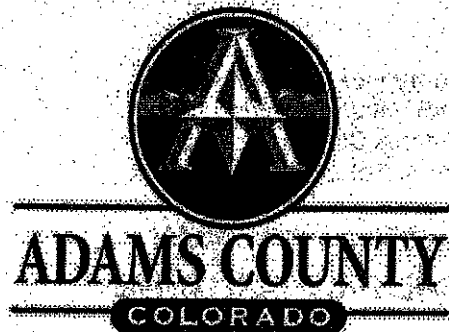


EXHIBIT A
Adams County Finance Department
Purchasing Division
4430 S Adams County Parkway
Brighton, Colorado 80601

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
hellis@adco.gov

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

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

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

PRINT OR TYPE YOUR INFORMATION.

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



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

REQUEST FOR PROPOSAL PROPOSAL INSTRUCTIONS

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

2. **SUBMISSION OF PROPOSALS:** The proposal must be received before the due date and time as specified in this solicitation. The Contractor is responsible for addressing the envelope as indicated below. If the submittal arrives late, it may be returned unopened. Address the envelope as follows:

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

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

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

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

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

4. All documents related to this RFP will be posted on the Rocky Mountain Bid System (BidNet) at: <http://www.bidnetdirect.com/colorado/solicitations/open-bids>

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

5. **TERM OF AGREEMENT:** This is a one year agreement with the option of two (2) one year renewals.

6. CONTRACTUAL OBLIGATIONS

- 6.1. The successful Contractor will be required to sign an Agreement substantially similar to the Agreement form in Appendix A. The County reserves the right to add or delete provisions to the form prior to Agreement execution.
- 6.2. Issuance of this solicitation does not commit the County to award any Agreement or to procure or Agreement for any equipment, materials or services.
- 6.3. If a formal Agreement is required, the Contractor agrees and understands that a Notice of Award does not constitute an Agreement or create a property interest of any nature until an Agreement is signed by the Awardee and the Board of County Commissioners and/or their authorized designee.
- 6.4. Contractor is responsible for reviewing the form Agreement and understanding the terms and conditions contained therein, including, but not limited to, insurance requirements, indemnification, illegal aliens, equal opportunity, non-appropriation, and termination.
- 6.5. Contractor's Response must state its willingness to enter into the form Agreement or Contractor shall identify and include any proposed revisions they have for the form Agreement. Any proposed revisions made by the Contractor after the County Notice of Intent to Award the Solicitation may be grounds for rescinding said Notice. The identification of willingness to enter into the standard Agreement is for general purposes at this time, but is part of the evaluation process and must be included. There may be negotiations on a project-by-project basis that provide further clarification.
- 6.6. **Incorrect Pricing.** As part of any award resulting from this process, Contractor(s) will discount all transactions as agreed. In the event the County discovers, through its Agreement monitoring process or formal audit process, that material or services were priced incorrectly, Contractor(s) agree to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.
- 6.7. The County may, during the term of the Agreement and any extensions, request additional work at other locations throughout Adams County by the successful Contractor.

7. PRE-PROPOSAL CONFERENCE AND WALK-THROUGH: *Not Applicable.*

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

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

- 8.2. The County reserves the right to conduct negotiations with Contractors and to accept revisions of Responses. During this negotiation period, the County will not disclose any information derived from Responses submitted, or from discussions with other Contractors. Once an award is made, the Solicitation file and the Responses contained therein are in the public record.
- 8.6 Questions which arise during the Response preparation period regarding issues around this Solicitation, purchasing and/or award should be directed, via e-mail, to Heidi Ellis, Contract Specialist II, Purchasing Division, Adams County, hellis@adcogov.org. The Contractor submitting the question(s) shall be responsible for ensuring the question(s) is received by the County by the date listed above in the schedule of activities for submitting the question(s) regardless of the method of delivery.
9. Any official interpretation of this RFP must be made by an agent of the County's Purchasing Division who is authorized to act on behalf of the County. The County shall not be responsible for interpretations offered by employees of the County who are not agents of the County's Purchasing Division.
10. COOPERATIVE PURCHASING: Adams County encourages cooperative purchasing in an effort to assist other agencies to reduce their cost of bidding and to make better use of taxpayer dollars through volume purchasing. Contractor(s) may, at their discretion, agree to extend the prices and/or terms of the resulting award to other state or local government agencies, school districts, or political subdivisions in the event they would have a need for the same product/service. Usage by any entity shall not have a negative impact on Adams County in the current term or in any future terms.
11. The Contractor(s) must deal directly with any governmental agency concerning the placement of purchase orders/agreements, freight/delivery charges, Contractual disputes, invoices, and payments. Adams County shall not be liable for any costs or damages incurred by any other entity.
12. BUDGET: Budget will not be disclosed.
13. DEBARMENT: By submitting this proposal, the Contractor warrants and certifies that he/she is eligible to submit a proposal because he/she is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction by any Federal, State, or local department or agency.



ADAMS COUNTY
COLORADO

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.

REMAINDER OF PAGE LEFT BLANK INTENTIONALLY



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.