

Purchase Order Number 14931

ADAMS COUNTY PURCHASE ORDER

Page - 1 of 1
Order Date: 08/07/17
Requested Date: 08/07/17
Cost Center: 935117

This Number Must Appear on all
Invoices, Packing Lists, and Packages

CHILDRENS HOSPITAL
13123 E 16TH AVENUE BOX 215
AURORA CO 80045

Phone: 777-6422
FAX: 800 624-6553
e-mail:
Delivery: FOB DESTINATION

ADAMS COUNTY HEAD START ADMINISTRATION
7111 EAST 56TH AVENUE, 1ST FLOOR
COMMERCE CITY CO 80022

VENDOR NUMBER: 166025

1	1	Consultant Services Per All Terms Conditions and Special Instructions in RFP 2017.432 (attached)		EA	0.0000	18,000.00	935117.7635 C 3500	10637
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Original

Term Net 30 Days	Tax Rate *NA*	Sales Tax 0.00	Total Order 18,000.00
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SERVICE PURCHASE ORDER TERMS AND CONDITIONS

1. 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.

2. TERM: The term of this Agreement shall be for no more than one year from the date of this purchase order unless otherwise noted on the first page of this document.

3. 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.

4. 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.

5. 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.

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

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

6.1.1. Each Occurrence \$1,000,000

6.1.2. General Aggregate \$2,000,000

6.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.

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

6.2.2. Personal Injury Protection Per Colorado Statutes

6.3. Workers' Compensation Insurance: Per Colorado Statutes

6.4. Adams County as "Additional Insured": The Contractor's commercial general liability, comprehensive automobile liability, and professional 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:

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

6.4.2. 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.

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

6.5. 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.

6.6. 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.

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

7. TERMINATION:

7.1. 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.

7.2. 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.

8. MUTUAL UNDERSTANDINGS:

8.1. Jurisdiction and Venue: The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with the 17th Judicial District, Colorado.

8.2. 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, and that no violation of such provisions are present. 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) when exposed to or provided with any data or records under this Agreement that are considered to be "Protected Health Information."

8.3. OSHA: 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.

8.4. 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.

8.5. 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.

8.6. 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.

8.7. 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.

8.8. 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 a facsimile was received.

8.9. 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.

8.10. 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.

9. CHANGE ORDERS OR EXTENSIONS:

9.1. 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. Such changes, including any increases or decreases in the amount of the Contractor's compensation, must be mutually agreed upon in writing by the County and the Contractor. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Invitation to Bid, or, if no provision exists, pursuant to the terms of the Change Order.

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

10. 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 5/13/08, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

10.1. 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.

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

10.3. 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.

10.4. 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.

10.5. 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.

10.6. 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.

10.7. 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).

10.8. 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.

10.9. Contractor's Certification of Compliance must be on file with the Adams County Purchasing Office prior to the commencement of any work.

11. **Quality:** Seller warrants that the goods delivered hereunder will conform to the description stated in this Order and that the goods will be merchantable, of good workmanship and materials, and free from defects. These warranties shall survive inspection, testing and/or acceptance of the goods. At Buyer's option, and without prejudice to any other rights Buyer may have, Seller shall remedy any defective goods or reimburse Buyer for its costs for remedying or replacing defective goods.

12. **Appropriation Clause:** The payment of Buyer's obligation hereunder in fiscal years subsequent to the current year are contingent upon funds for this Order being appropriated and budgeted. If funds for this Order are not appropriated and budgeted in the year subsequent to the fiscal year of issuance of this Order, the Buyer may terminate this Order. Buyer's fiscal year is the calendar year. Termination under this provision shall not result in any penalty being imposed against Buyer.



ADAMS COUNTY
COLORADO

Request for Quote 2017.342

Adams County Board of Commissioners "the County" through the Purchasing Division is seeking quotes from qualified agencies to provide RN Consultation Services for the County Human Services Department - Head Start Program, on an "as needed" basis.

BASIS OF AWARD: Award will be made based on the most reasonable, responsible and lowest price quote. Adams County Board of Commissioners reserves the right not to award quote to the lowest and may require new quotes.

SPECIAL INSTRUCTIONS: Please submit your own **Fee Schedule** and email to the attention of Heidi Ellis, Contract Specialist II on or before Thursday, August 3, 2017 at 2:00 p.m., by emailing to hellis@adcogov.org. If you have questions, please call (720) 523.6053 for assistance. All Quotes email must be identified or labeled with Company Name and Quote Number with name of project.

Scope of Services:

Adams County Human Services Department is seeking to the services of a qualified agency for RN consultation services for their Head Start Pre-School Program. Agency agrees to provide us with all necessary background checks and standards of conduct within ninety (90) days of the initiation of the agreement, or within ninety (90) days from the date of hire of any new registered nurse before any care is provided to our enrolled Head Start children by the agency staff member, or written confirmation that this is on file within their organization according to 1302.92 Personnel Policies according to the Office of Head Start Performance Standards (*Please refer to attachment at end of document within scope of services regarding what specifically is required for all contractors*).

- Agency is subject to the Office of Head Start Debarment and suspension guidelines:
 - § 74.13 Debarment and suspension. Recipients are subject to the nonprocurement debarment and suspension common rule implementing E.O.s 12549 and 12689, "Debarment and Suspension," 45 CFR part 76. This common rule restricts subawards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.
- Agency must follow required Colorado Office of Early Childhood/Department of Human Services regulations as stated in the most current version (2/1/2016):
 - Regulation 7.702.45C6 RN must complete Colorado Department of Public Health and Environment (CDPHE) Immunization course annually and provide certification to ACHS (Colorado Shines)
 - Regulation 7.702.41 Documentation of immunizations
 - ACHS requests an attestation form from all contractors stating assigned consultants are current in all immunizations, annual physical and PPD testing
 - Regulation 7.702.45C3 & 7.702.45C5 ACHS must maintain documentation including the Child Care Health Consultants Department (CCHC/RN) of Regulatory Agencies (DORA) proof of RN and a resume documenting experience.
 - Regulation 7.702.45C4 Provide proof of Child Care Health Consultant course completion
 - Regulation 7.702.51C2 Staff will receive all necessary training as indicated by the child's individualized health care plan (HCP) prior to the child's first day in school.
 - Regulation 7.702.52C7 CCHC will provide a four hour Department approved medication administration training and a current annual delegation (or more often as determined by the CCHC). Annual medication delegation will be provided by the currently assigned

CCHC/RN every August prior to the beginning of the first day of school to all designated staff members. At that time, if any staff needing the full four hour medication administration training (once every three years) h/she will also provide that training in August prior to the first day of school. All medication training documentation will be signed by the currently assigned CCHC/RN and maintained by the County.

- CCHC/RN will train all designated/required staff on any medication administration according to the child's approved HCP that is not covered in the approved medication administration training provided in August. This specific medication training will take place at the child's assigned Center for all delegated staff at that Center prior to the child's start date so proper knowledge of care is in place and child may attend school safely where staff is knowledgeable in all care required.
- CCHC/RN will review medical/health related policies as requested and provide any recommendations for improvement; or creation of a new policy based on current regulations, safety and best practices.
- CCHC/RN agrees to participate in the Health Advisory Committee and other team collaborative meetings as requested throughout the school year. This is requested that participation in these meetings throughout the school year is provided pro-bono by the contracting agency.
 - During these meetings, it is expected that the RN will provide consultation and aid in reviewing health related policies and procedures in order to improve health services and assure ACHS is following all requirements as mandated in a pre-school setting within the state of Colorado.
- Agency will be responsible for reviewing and signing off on all children's medically prescribed health care plans (HCP) within one business day, as to ensure children do not miss a day of attendance due to an unapproved HCP in place.
- The Project Manager must receive all invoices no later than 30 days after services are performed. The County will be unable to process and pay any invoice if it is not received within the grant year for services that take place up to October 31st. Services that take place on, or before October 31st must be billed by November 30th, or the County is no longer able to utilize grant funds and cannot pay for the resulting services provided. If any invoice is deemed as late (received after stated period above) the County requests that all services provided during that billing period be provided as in-kind services by the contracting agency.
- **Monthly RN Visits** the Agency must be willing to travel to each County Head Start Center once a month in order to provide RN Consultation visits. All RN Monthly reports must be documented and dated and placed in the Health Binder at the Center at the completion of each visit. Monthly RN Consultation visits must be specific to meet the needs of each County Head Start Center and include (though not limited to) the following:
 - Staff/parent training/consultation
 - Medication delegation and supervision of medication administration for new and/or existing staff
 - Review of health care plans for auditing and training purposes
 - Medication/Health Care Plan audits with accommodating report filed with corrective action suggestions
 - Provide a point of contact within the provider's agency to coordinate all functions and services detailed below
 - Have the ability to communicate in Spanish and other languages as needed
 - Must provide nursing consultation at least one time per month at each Head Start Center. The monthly consultation must be specific to the needs of the facility and can include (but are not limited to) staff and parent trainings, delegation and supervision of medication administration, child observations, disease prevention, and review of health procedures

- **INSURANCE:** The agency agrees to maintain insurance in the amounts required by the County.

ADAMS COUNTY HEAD START LOCATIONS:

Sunshine Center 7111 East 56 th Avenue Commerce City, CO 80022 Phone: 303-286-4141 Fax: 303-286-4130	Brighton Center 1931 East Bridge, Brighton, CO 80601 Phone: 303-659-2270 Fax: 303-655-9322	Creekside Center 9189 Gale Blvd. Thornton, CO 80260 Between bldg. 13&17 off Lipan Phone: 720-540-4836 Fax: 720-540-4835
Little Star Head Start 3990 West 74 th Avenue Westminster, CO 80030	Rainbow Center 8401 Circle Drive Westminster, CO 80030 Phone 303-428-6477 Fax: 303-430-9419	**Any other Centers within Adams County TBD

- **Funded enrollment is for 256 Head Start children enrolled in a full day program**

Background Needs

1302.90 Personnel policies.

(b) *Background checks and selection procedures.*

(1) Before a person is hired, **directly or through contract, including transportation staff and contractors**, a program must conduct an interview, verify references, conduct a ***sex offender registry check and obtain one of the following***:

(i) State or tribal criminal history records, including fingerprint checks; or,

(ii) Federal Bureau of Investigation criminal history records, including fingerprint checks.

(2) A program has 90 days after an employee is hired to complete the background check process by obtaining:

(i) Whichever check listed in paragraph (b)(1) of this section was not obtained prior to the date of hire; and,

(ii) Child abuse and neglect state registry check, if available.

(3) A program must review the information found in each employment application and complete background check to assess the relevancy of any issue uncovered by the complete background check including any arrest, pending criminal charge, or conviction and must use Child Care and Development Fund (CCDF) disqualification factors described in 42 U.S.C. 9858f(c)(1)(D) and 42 U.S.C. 9858f(h)(1) or tribal disqualifications factors to determine whether the prospective employee can be hired or the current employee must be terminated.

(4) A program must ensure a newly hired employee, consultant, or **contractor** does not have unsupervised access to children until the complete background check process described in paragraphs (b)(1) through (3) of this section is complete.

(5) A program must conduct the complete background check for each employee, consultant, or **contractor** at least once every five years which must include each of the four checks listed in paragraphs (b)(1) and (2) of this section, and review and make employment decisions based on the information as described in paragraph (b)(3) of this section, unless the program can demonstrate to the **responsible HHS official** that it has a more stringent system in place that will ensure child safety.

(6) A program must consider current and former program parents for employment vacancies for which such parents apply and are qualified.

(c) **Standards of conduct.**

(1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that:

- (i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;
- (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - (A) Use corporal punishment;
 - (B) Use isolation to discipline a child;
 - (C) Bind or tie a child to restrict movement or tape a child's mouth;
 - (D) Use or withhold food as a punishment or reward; (E) Use toilet learning/training methods that punish, demean, or humiliate a child;
 - (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - (G) Physically abuse a child;
 - (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
 - (I) Use physical activity or outdoor time as a punishment or reward;
- (iii) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
- (iv) Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws; and,
- (v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

(2) Personnel policies and procedures must include appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct.

Fee Schedule

Registered Nursing Consultation Services shall be provided for an average of 26 hours per month not to exceed 257 hours.

<u>Description</u>	<u>Hours</u>	<u>Fee</u>
RN Consultation Services	257 hrs	\$70.00

The total cost of School Nursing Consultation Services shall not exceed \$18,000 for the 2017-2018 school year.

CHILDREN'S HOSPITAL COLORADO SCHOOL HEALTH PROGRAM

Children's Hospital Colorado has been providing School Health Services since 1984. Since that time, the program has expanded its scope to include direct professional services contracted by school districts, charter and independent schools, Head Start programs, child care centers, before and after school programs and camps. The Program strives to facilitate successful inclusion of children with special health care needs into the school and community environment and to promote partnerships between Children's Hospital Colorado, the educational system and community programs.

Currently, Children's Hospital Colorado provides contracted school health nursing services to the schools and districts of, Brighton, Englewood, Gilpin County, Littleton, Mapleton, Platte Canyon and Sheridan, public charter schools in Denver, Aurora, Jefferson County Schools and St Vrain School District. Children's Hospital Colorado School Health Program proposes a menu of services that offers creative opportunities to design a school health plan balancing mandated and optional services with individual school and school district resources. Current service delivery impacts more than 75,000 students. In addition, Children's provide nurse consultation services for Family Star Early Head Start, Montessori Infant/Parent Center, Clayton Early Learning and Rocky Mountain SER Head Start Programs. Children's began providing nurse consultation services for Adams County Head Start in 2006.

To achieve the goal of advocacy for children, Children's Hospital Colorado School Health Program members participate in community initiatives that address the challenges regarding medication administration in the schools, children with chronic health concerns in the school setting, emergency care guidelines for schools, and child care licensing regulations. We participate in numerous statewide efforts to develop procedural guidelines for the care of the children with special health care needs in the school and community setting.

The School Health Program continues to foster a partnership between the Department of Health and Human Services: Office of Early Childhood, Qualistar and Children's Hospital Colorado to implement a Child Care Health and Safety Nurse Consultant position and role. This position is contracted through Children's School Health Program and funded by the partnering agencies.

In collaboration with the University of Colorado Health Sciences Center, Children's Hospital Colorado School Health Program provided consultation in the filming of the videotape Medication Administration in the School Setting. Film revisions were completed in 2009 through the collaboration of Qualistar, Colorado Department of Education and Children's School Health Program. Additionally, School Health Program staff has contributed to the development of the Instructional Program for Medication Administration for Training Unlicensed Personnel to Give Medications in Out-of-Home Child Care, Schools and Camp Settings (Fourth and, Fifth Edition).

**CHILDREN'S HOSPITAL COLORADO
SCHOOL HEALTH PROGRAM STAFF**

With the network of resources available at Children's Hospital Colorado, the School Health Program can provide a wide array of clinical knowledge through direct services and consultation to contracted program sites.

Professional School Health Program staff are registered nurses with a minimum of a Bachelors of Science in Nursing. The nurses have extensive knowledge and experience in school and child care health consultation, the care of children with special health care needs, medication administration, physical assessment, screening and evaluation skills, curriculum development, First Aid/CPR training and other parent and staff educational offerings.

Leadership of Children's Hospital Colorado Community Health Programs is provided by Kelly Galloway, MSN(C), RN who has over 15 years of ambulatory and pediatric experience. She is Children's Ambulatory Practice Director also administers to the School Health Program, and KidStreet (a center for children with complex health needs).

Clinical management of the School Health Program is provided by Chris Perreault, MHA, RN who has over 30 years of community health and pediatric experience. She also provides direct nursing consultation and training to early childhood programs and child care centers. Chris serves as the point of contact to coordinate all functions and services outlined in the scope of services. Contact information is 720-777-5509 or christine.perreault@childrenscolorado.org.

Donna Anttila, BSN, RN is the current nurse consultant contracted through Children's Hospital Colorado School Health Program for Adams County Head Start. Donna has 21 years of pediatric experience. She has been a nurse consultant with the School Health Program since 2014. As of April 3, 2015, Donna Anttila has maintained a Professional Services license through the Colorado Department of Education which includes fingerprint check, Colorado Bureau of Investigation background check and Federal Bureau of Investigation background check. Donna will renew this license in April-2018 and every 5 years thereafter. Copy of license available upon request. At this time, Donna is available to provide nursing consultation services for the 2017-18 contract year.

Children's Hospital Colorado School Health Program
Nursing Services Request for Proposal
Adams County Head Start
August 3, 2017

The following outlines Children's Hospital Colorado's ability to fulfill Adams County Head Start Nursing Services Request for Quote Addendum One.

1. INSURANCE:

Children's Hospital Colorado shall procure and maintain the following insurance coverage at all times during the term of this Agreement and upon request shall provide Adams County Head Start with written evidence of coverage in amounts set forth in this Section 5. General liability insurance for Children's Hospital Colorado's employees (including but not limited to all Children's Hospital Colorado's officers, directors, agents representatives and contractors) in performance of Children's Hospital Colorado's obligations under this Agreement with coverage of not less than One Million Dollars (\$1,000,000) per incident and Three Million Dollars (\$3,000,000) in the annual aggregate. Children's Hospital Colorado shall be responsible for providing professional liability coverage and workers' compensation insurance for Children's Hospital Colorado's employees within statutory limits and in compliance with all applicable legal requirements.

2. BACKGROUND NEEDS:

Children's Hospital Colorado, at its sole expense, shall conduct criminal background checks ("CBC") of all employees, contractors, and agents offering Services to Adams County Head Start pursuant to this Agreement and as required by applicable current state and federal law. Children's Hospital Colorado shall certify to Adams County Head Start that each individual rendering Services to Adams County Head Start's students on behalf of Children's Hospital Colorado, has not been: (i) convicted of a violent or serious felony; (ii) the subject of a pending criminal action of a violent or serious felony; or (iii) convicted of a sexual offense or any additional crime that by state and federal law, or Adams County Head Start policy thereby prohibiting said individual from working with or around minor children or within Adams County Head Start. Children's Hospital Colorado shall not assign an employee to Adams County Head Start unless such employee has passed a CBC. Adams County Head Start may grant conditional or emergency approval of work placement of a Children's Hospital Colorado employee, subcontractor or agent while the CBC is being processed, if permissible under the applicable law.

3. COMPLIANCE WITH C.R.S 8-17.5-101, ET. SEQ. AS AMENDED:

Children's Hospital Colorado meets the requirements of this statute. Attached is the signed Certification of Compliance.

4. GOAL and SCOPE of SERVICES:

Children's Hospital Colorado School Health Program currently provides nursing consultation and for the listed locations of Adams County Head Start. Children's School Health Program staff supports the stated Goal for nurse consultation services.

Registered Nursing Consultation Services shall be provided for an average of ²⁶~~30~~ hours per month, not to exceed a total of ²⁵⁷~~350~~ hours. Nursing Services shall be provided during the school calendar year. Weekly hours may fluctuate based on program needs and requests. Children's School Health Program staff agrees to provide the requested services outlined in the Scope of Services. Changes must be mutually agreed upon.

Medication Administration Training is provided by School Health Program staff and can be performed on site or Head Start staff is invited to attend other educational offerings provided by Children's at off-site locations.

On-call Nursing Consultation is provided while school and programs are in session Monday – Friday.

Children's shall be responsible for the nursing functions outlined in the Scope of Services. Health care action development for children with identified health care needs is the sole responsibility of the nurse consultant in collaboration with the child's health care provider, parent or guardian and Head Start staff. Should Adams County Head Start desire to have others perform services under this Agreement, Children's may train such person(s) and delegate such responsibilities, if possible, pursuant to the Colorado Nurse Practice Act. Children's shall be responsible for all such delegated duties. At any time, Children's may withdraw such delegation if, in the sole opinion of Children's, the delegatee is incapable, unable or fails to perform services in accordance with the direction provided by Children's.

5. COST OF SERVICES:

Registered Nurse Consultation services: \$70.00 per hour

Other benefits included in pricing:

- on-call nursing consultation by School Health Program staff while classes are in session
- supervision by Children's Hospital Colorado Clinical Manager,
- access to School Health Program standards, protocols and approved health related trainings,
- nurse consultant access to medical translation services through Children's Hospital Colorado
- quality improvement activities, including onsite review of nursing documentation
- staff development,
- mileage reimbursement,
- employee benefits provided by Children's Hospital Colorado,

School Nursing Services provided under this Agreement shall be billed monthly. The total cost of School Nursing Consultation Services shall not exceed ~~\$24,500.00~~ for the 2017 - 2018 school year. 18,000.00 (8)

School Nursing Services beyond those specified in this Agreement and/or beyond the cost specified in this Agreement shall only be performed pursuant to separate written agreement(s) between the parties.

6. References:

Callan Clark
Director of Student Services
Englewood Schools
4101 S. Bannock St.
Englewood, CO 80110
303-806-2011

Judy Calarco, Director of Head Start
Rocky Mountain SER
150 Sheridan Blvd
Denver, CO 80226
720-499-9140

Diane Blumenschein
Director of Student Services
Mapleton Schools
591 E. 80th Ave
Denver, CO 80229
303-853-1000

8/3/17
COP

CONTRACTOR'S CERTIFICATION OF COMPLIANCE

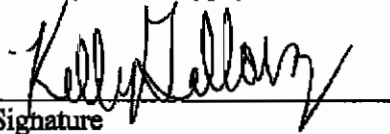
Pursuant to Colorado Revised Statute, § 8-17.5-101, *et. seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract 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:

Children's Hospital Colorado
Company Name

August 3, 2017
Date

Kelly Galloway
Name (Print or Type)


Signature

Ambulatory Practice Director
Children's Hospital Colorado Association
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