

**ADAMS COUNTY
PROFESSIONAL SERVICE AGREEMENT FOR
EMPLOYEE RECOGNITION SOLUTION SERVICES (2018.012)**

THIS AGREEMENT ("Agreement") is made this 23 day of JULY 2018, 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 C.A. Short Company, located at 4205 East Dixon Boulevard, Shelby, North Carolina 28152, 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 2018.012 EMPLOYEE RECOGNITION SOLUTION and the Contractor's response to the RFP 2018.012 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.

3. TERM:

3.1. Term of Agreement: The Term of this Agreement shall be for one-year from the date first written above.

3.2. Renewal Option: The County, at its sole option, may offer to renew this Agreement as necessary for up to three, one year renewals providing satisfactory service is given and all terms and conditions of this Agreement have been fulfilled. Such renewals must be mutually agreed upon in writing by the County and the Contractor.

4. PAYMENT AND FEE SCHEDULE: The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for those services, the sum of ninety-five thousand dollars and zero cents (\$95,000.00).

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:**

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

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

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

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

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

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

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

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

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

8.2.2. Personal Injury Protection: Per Colorado Statutes

8.3. Workers' Compensation Insurance: Per Colorado Statutes

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

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

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

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

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

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

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

8.6. Licensed Insurers: All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from

any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

- 8.7. Endorsement: Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.
- 8.8. Proof of Insurance: At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage or policies required under this Agreement.

9. DAMAGES ARISING FROM BREACH OF PERFORMANCE OBLIGATIONS

- 9.1. Notwithstanding anything else set forth in this Agreement, if Contractor fails to comply with all terms of this contract, including but not limited to, its obligation to perform its work in a workmanlike manner in accordance with all codes, plans, specifications and industry standards, Contractor shall be liable to County for all damages arising from the breach, including but not limited to, all attorney fees, costs and other damages.

10. WARRANTY:

- 10.1. The Contractor warrants and guarantees to the County that all work, equipment, and materials furnished under the Agreement are free from defects in workmanship and materials for a period of one year after final acceptance by the County. The Contractor further warrants and guarantees that the plans and specifications incorporated herein are free of fault and defect sufficient for Contractor to warrant the finished product after completion date. Should the Contractor fail to proceed promptly in accordance with this guarantee, the County may have such work performed at the expense of the Contractor. This section does not relieve the Contractor from liability for defects that become known after one year.

11. TERMINATION:

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

Agreement, less payments previously made to the Contractor under this Agreement.

12. MUTUAL UNDERSTANDINGS:

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

12.2. Compliance with Laws: During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, the Clean Air Act (42 U.S.C. 7401-7671q), and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, and that no violation of such provisions are present. The Contractor warrants that it is in compliance with the residency requirements in §§ 8-17.5-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

12.3. OSHA: The Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.

12.4. Record Retention: The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized Federal, State, or County personnel.

12.5. Assignability: Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written consent of the County.

12.6. Waiver: Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.

12.7. Force Majeure: Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war,

embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.

12.8. Notice: Any notices given under this Agreement are deemed to have been received and to be effective:

1) Three (3) days after the same shall have been mailed by certified mail, return receipt requested;

2) Immediately upon hand delivery; or

3) Immediately upon receipt of confirmation that an E-mail was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

Department: Adams County Human Resources –
Organizational Effectiveness
Contact: Matt Rivera
Address: 4430 South Adams County Parkway
City, State, Zip: Brighton, Colorado 80601
Phone: 720-523-6194
E-mail: MRivera@adcogov.org

Department: Adams County Purchasing
Contact: Anna Forristall
Address: 4430 South Adams County Parkway
City, State, Zip: Brighton, Colorado 80601
Phone: 720-523-6297
E-mail: AForristall@adcogov.org

Department: Adams County Attorney's Office
Address: 4430 South Adams County Parkway
City, State, Zip: Brighton, Colorado 80601
Phone: 720.523.6116

Contractor: C.A. Short Company
Contact: Scott Hammer
Address: 4205 East Dixon Boulevard
City, State, Zip: Shelby, North Carolina 28152
Phone: 262-744-4098
E-mail: shammer@cashort.com

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

- 12.10. Severability: If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.
- 12.11. Authorization: Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.
- 12.12. Confidentiality: All documentation related to this Agreement will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act, C.R.S. 24-72-201 *et seq.* ("CORA"). The County does not guarantee the confidentiality of any records.

13. AMENDMENTS, CHANGE ORDERS OR EXTENSIONS:

- 13.1. Amendments or Change Orders: The County may, from time to time, require changes in the scope of the services of the Contractor to be performed herein including, but not limited to, additional instructions, additional work, and the omission of work previously ordered. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Solicitation, or, if no provision exists, pursuant to the terms of the Amendment or Change Order.
- 13.2. Extensions: The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor.

14. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08:

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

- 14.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.
- 14.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 14.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

- 14.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.
- 14.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.
- 14.6. If the Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three (3) days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- 14.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- 14.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY


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

**ADAMS COUNTY, COLORADO
COUNTY MANAGER**


Raymond H. Gonzales

7.23.2018
Date

C.A. SHORT COMPANY


Signature

7/18/18
Date

TODD M. SHANNON
Printed Name

VP OF SALES & MARKETING
Title

Attest:
Stan Martin, Clerk and Recorder


Deputy Clerk

Approved as to Form:


Adams County Attorney's Office


NOTARIZATION OF CONTRACTOR'S SIGNATURE:

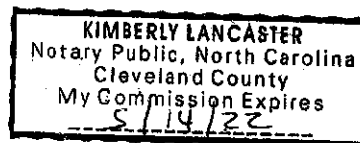
COUNTY OF Cleveland

STATE OF North Carolina)SS.

Signed and sworn to before me this 18 day of July, 2018,

by Kimberly Lancaster,


Notary Public



My commission expires on: 5/14/22

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:

C.A. Sport Company
Company Name

7/18/18
Date

[Signature]
Signature

Tom M. Shannon
Name (Print or Type)

VP Sales + Marketing
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.



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

REQUEST FOR PROPOSAL COVER SHEET

RFP Issue Date:	February 28, 2018
RFP Number:	RFP-AF-2018.012
RFP Title:	EMPLOYEE RECOGNITION SOLUTION
RFP Questions Due:	March 14, 2018 at midnight MST
Proposal will be received until:	March 22, 2018 at 2:00 pm MST, (our Clock) Adams County Government Center Central Front Lobby 4430 South Adams County Parkway, Brighton, CO 80601
For additional information please contact:	Anna Forristall, Contract Specialist III 720-523-6297 aforristall@adcogov.org
Documents included in this package:	Proposal Instructions General Terms and Conditions Scope of Work (SOW) Pricing Form Contractor's Certificate of Compliance Contractor's Statement Reference Form Vendor Information Form Appendix A – Sample Agreement



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

REQUEST FOR PROPOSAL PROPOSAL INSTRUCTIONS

1. **PURPOSE/BACKGROUND:** The purpose of this RFP is to purchase an **EMPLOYEE RECOGNITION SOLUTION** as specified herein from a source of supply that will provide prompt and efficient service to the County.
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(s) as follows:

Mailing Address:

Adams County Government Center
Purchasing Division
4430 South Adams County Parkway
Brighton, CO 80601
ATTN: Anna Forristall
Contract Specialist III
RFP-AF-2018.012

Hand Deliveries accepted:

Adams County Government Center
First Floor Central Lobby Receptionist
4430 South Adams County Parkway
Brighton, CO 80601
ATTN: Anna Forristall
Contract Specialist III
RFP-AF-2018.012

3. 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>
 - 3.1. Interested parties must register with this service (free) to view and download these documents.
4. **TERM OF AGREEMENT:** This is a one year agreement with the option of two one year renewals.
 - 4.1. **OPTION TO RENEW FOR TWO (2) SUBSEQUENT YEARS:** The prices or discounts quoted by the Contractor in its Proposal shall prevail for the first one year term of the Agreement, at which time the County shall have the option to renew the Agreement for two (2) subsequent one year periods and to negotiate price for each renewal term. Continuation of the Agreement beyond the initial period is a County prerogative and not a right of the Contractor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County and upon budget approval.

5. **CONTRACTUAL OBLIGATIONS**

- 5.1. The successful Contractor will be required to sign an Agreement substantially similar to the Sample Agreement form in Appendix A. The County reserves the right to add or delete provisions to the form prior to Agreement execution.
 - 5.2. Issuance of this Solicitation does not commit the County to award any Agreement or to procure or Agreement for any equipment, materials or services.
 - 5.3. 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.
 - 5.4. 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.
 - 5.5. 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.
 - 5.6. Incorrect Pricing/Invoicing. 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/invoiced incorrectly, Contractor(s) agree to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.
 - 5.7. The County may, during the term of the Agreement and any extensions/renewals, request additional work at other locations throughout Adams County by the successful Contractor.
6. **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.
- 6.1. Pricing **MUST** be submitted in a separate sealed envelope.
 - 6.2. The County reserves the right to schedule interviews and/or demonstrations. After proposal evaluations, selected Contractors will be provided information for these interviews and/or demonstrations.
 - 6.3. The top Contractors may be asked to provide a proof of concept demonstration of the proposed solution. The proof of concept demonstration should include, but not be limited to addressing the requirements stated in the RFP.

- 6.4. Evaluation criteria, other than costs, are evaluated first. After rating the written Responses, costs are then considered against trade-offs such as satisfaction of requirements in the Solicitation, qualifications and financial condition of the Contractor, risk and incentives.
- 6.5. 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.
- 7.7. Questions which arise during the Response preparation period regarding issues around this Solicitation, purchasing and/or award should be directed, via e-mail, to Anna Forristall, Contract Specialist III, aforristall@adcogov.org. The Contractor submitting the question(s) shall be responsible for ensuring the question(s) is received by the County by the due date listed on the Cover Sheet. Questions are to be submitted by **March 14, 2018 at midnight MST**.
7. 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.
8. 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.
- 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.
9. BUDGET: Budget for this project will not be disclosed.
10. DEBARMENT: By submitting this proposal, the Contractor warrants and certifies they are eligible to submit a proposal because their company and/or subcontract(s) is/are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction by any Federal, State, or local department or agency.



Adams County Finance Department
Purchasing Division
4430 South 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, qualifications and quotations (hereinafter referred to as "Proposal" or "Response") made to Adams County (hereinafter referred to as "County") by all prospective 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 understand the requirements 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 Procedures 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 Subcontractors, 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/Service 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 Cover Sheet 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 addendum/addenda will be posted and 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. **ADDENDUM/ADDENDA: CONTRACTOR IS RESPONSIBLE FOR OBTAINING AND ACKNOWLEDGING RECEIPT OF ALL ADDENDUM/ADDENDA POSTED ON THE ROCKY MOUNTAIN E-PURCHASING SYSTEM (BIDNET). EACH AND EVERY ADDENDUM SHALL BE SEPARATELY ACKNOWLEDGED ON THE CONTRACTOR'S STATEMENT FORM.**

5.2. PRICES CONTAINED IN PROPOSAL-DISCOUNTS, TAXES

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 (30) 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 AND COLLUSION

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 Contractor's Statement form. The Contractor's Statement form in this Solicitation must be included in all Proposals. If the Contractor's authorized agent fails to sign and return this form in its Proposal, the 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 is due.

7.2. SUBMISSION

- 7.2.1. The Proposal shall be sealed in an envelope with the Contractor's name and the Solicitation title and 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 by telephone, email, or facsimile machines are not acceptable.
- 7.2.2. Failure to provide any requested information may result in the rejection of the Proposal as non-responsive.
- 7.2.3. 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.
- 7.2.4. 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.
- 7.2.5. 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/closing 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:

EMPLOYEE RECOGNITION SOLUTION RFP-AF-2018.012

- 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 County Commissioners to close the County offices.

9. MODIFICATION AND 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.
- 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 Contractor's Statement form.
- 10.3. The County reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals.

11. ELIMINATION FROM CONSIDERATION

- 11.1. A Proposal may not be accepted from, nor any Agreement be awarded to, any person or firm which is in arrears to the County upon any debt or Agreement or which is a defaulter as surety or otherwise upon any obligation to the County.
- 11.2. A Proposal may not be accepted from, nor any Agreement awarded to, any person or firm who has failed to perform faithfully any previous Agreement with the County or other governmental entity, for a minimum period of three years after the previous Agreement was terminated for cause.
- 11.3. Any communications in regards to this RFP must go through the Adams County Purchasing Division only. Any contact with other County personnel or County Contractors may be cause for disqualification.

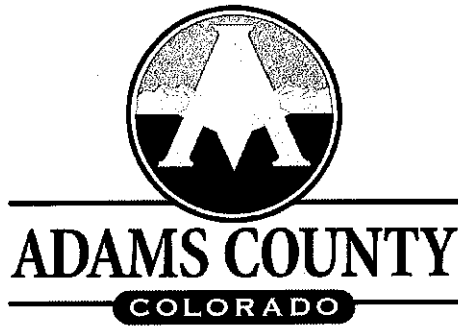
11.4. No damages shall be recoverable by any challenger as a result of the determinations listed in this Section or decisions by the County.

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

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

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

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

REQUEST FOR PROPOSAL SCOPE OF WORK

I. INTRODUCTION

Adams County (County) is seeking proposals from qualified and experienced firms for an Employee Recognition Solution.

II. REQUIRED DOCUMENTATION

Failure to provide required information may deem your submittal non-responsive.

Items which must be included in the response/submittal in order to be accepted and evaluated:

- RFP Response/Proposal
- W-9
- Pricing Form (In separate marked and sealed envelope)
- Contractor's Certification of Compliance (Signature required)
- Contractor's Statement (Signature required)
- References Form - Three (3) recent engagements
- Vendor Information Form
- One (1) marked ORIGINAL Proposal, One (1) USB or CD with a single PDF formatted Proposal and Six (6) paper copies of Proposal

III. RESPONSE FORMAT

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

SUBMISSION OF PROPOSALS: ONE (1) hardcopy marked ORIGINAL, ONE (1) electronic original version (USB or CD with a single PDF formatted proposal) and SIX (6) PAPER COPIES of the Proposal submittal. The Proposal must be received at the time and place specified in this Solicitation. Submittals should be prepared simply and economically providing a straightforward, concise description of the Contractor's ability to perform the requirements of this Solicitation. Failure to submit the required number of copies may deem the Contractor non-responsive. **Electronic copy shall be an EXACT reproduction of the original documents provided. All sections shall be combined into a single PDF electronic document.**

PRICING MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE. THERE MUST NOT BE ANY PRICING INFORMATION WITHIN THE HARD COPY PROPOSALS.

1. Provide submittal without reference to Adams County logo.
2. Submit proposal with a table of contents. Proposal should be in an organized and easy-to-find format.
3. 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.
4. Profile of the Firm (if applicable) – State whether your firm is local, national, or international.
Also include the following:
 - a. The Firm's key contact name, phone number and email address for this project. (Your Firm's "Project Manager")
 - b. Size of the firm and size of the local office
 - 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.

IV. STATEMENT AND SCOPE OF SERVICES

1. STATEMENT OF SERVICES:

The Adams County Board of Commissioners by and through its Purchasing Division of the Finance Department is seeking proposals from qualified firms who have delivered and implemented customized, integrative, and comprehensive employee engagement platforms. The system will be administered by the Adams County People and Culture Division, and shall utilize industry leading technology, practices, and expertise to achieve positive human capital outcomes. The solution presented to Adams County Colorado (refer to hereafter as the "County") must minimally address matters including, but not limited to: recognition, safety, wellness, years of service, norms & values, and incentives. The successful firm will assist the County Project Manager in implementing the performance management software.

2. BACKGROUND

The County is located in Brighton, Colorado and currently employs approximately 2,100 employees. The County occupies nearly 20 unique, County-owned facilities and operates out of four additional leased locations. For the purposes of this project, approximately 1,200 of the employees will participate in the program with other departments having the opportunity to join in the future.

- 2.1 The County has no uniform real-time recognition program currently in place. The County **does** offer significant wellness offerings, peer-to-peer seasonal recognition, annual recognition, years of service awards, and special events. The offerings outside of the “real-time recognition program” are individually funded, and at the County’s discretion, may be combined with the chosen solution.
- 2.2 The County’s current engagement strategies do not allow for a unified approach, including consistent branding, end-user experience, and single solution delivery. As a result, the County is unable to easily produce both comprehensive reports and analyze employee engagement and receptivity.
- 2.3 The County has an existing, robust set of norms and values that must be incorporated into any platform. Please find these at the end of the Statement and Scope of Services.
- 2.4 The County conducts a biennial survey and will use the information gleaned from that survey as a contributing factor in determining whether future initiatives return expected value.

3. SCOPE OF SERVICES

The proposed engagement platform must have the following functionalities:

- Dedicated point of contact from vendor selection to platform launch
- Customized solution for delivering real-time employee recognition
- Online marketplace for employees to redeem points
- Allow for custom offerings such as paid time off, gift cards, and organizational experiences, i.e. lunch with supervisor.
- COUNTY branded products via the marketplace
- Capable of expansion and strategic alignment of all engagement efforts - recognition, safety, wellness, years of service, norms & values, and incentives
- End user and administrator training
- Demonstrated desktop and mobile functionality
- Single sign-on functionality or similar user-friendly access
- A method for recognizing staff “in the field”
- Dynamic reporting
- Marketing and communication plans and materials
- Annual maintenance and support

3.1 Optional/Preferred

- A video tutorial of the product and its functionality, demonstrating end-user experience and administrator tools.
- Information, written or video, regarding the wellness system – specifically its functionality and features.
- Provide information regarding tax considerations, employer options, and the ability to account for taxable earnings in the County's existing payroll system.
- Any and all demonstrated integration with Workplace, Microsoft SharePoint, Halogen, and JD Edwards.
- Provide specific language and process maps to inform process and procedure development.

3.2 Training Services

County designated staff will require training for use of the employee engagement system.

4. **FEE SCHEDULE AND PAYMENTS**

The Offeror must submit fees for the line items identified on the Pricing Form to include all costs, if applicable.

The Offeror must submit incurred expenses monthly with supporting documents.

5. **SCHEDULE AND HOURS OF WORK**

The Offeror must provide a work schedule for review by the Project Manager once the Agreement is executed. The County or the Project Manager will not be responsible for approving the Offeror's work schedule for any acceleration or delays.

The County's normal work hours at the site are from 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

6. **PROPOSAL PREPARATION INSTRUCTIONS**

Proposals shall be as thorough and detailed as possible so the County may properly evaluate your capabilities to provide the required services. At a minimum, each proposal shall include the information below. Please prepare your proposal utilizing the prescribed format, and complete a response to each item.

6.1 Experience

- Clearly indicate the specific professional experience of the firm and experience in the industry
- Indicate the length of time your solution has been on the market and what version you are currently utilizing for new customers
- List the total number of clients that are using the proposed solution
- List the company name and contact information for at least three (3) similarly positioned organizations, preferably public sector, currently using the proposed solution
- Provide information on what differentiates your firm and product from your competitors
- Describe how your solution incorporates our branding and organizational identity
- Describe any outsourced functions or subcontracts relevant to your proposed solution, include the identity of the providers and what function(s) they provide, if any

6.2 Project Approach

- Describe your implementation methodology
- Describe any interfacing and integration requirements, data conversions, or systems communications required from current HR system
- Identify whether the County would be assigned an implementation specialist; provide their name, title, and length of time they have been with the company if this information hasn't already been provided. Describe the firm's and County's role during the planning and implementation process
- Describe the resources the County would need to provide, include number of employees and hours per week, work space, documentation, forms, processes, etc.
- Provide your implementation timeline and a detailed sample project plan from a similar project

6.4 Fee Schedule

Provide fee structure for each item listed on the Pricing Form

- a) Implementation
- b) Licensing
- c) Communication and marketing plan
- d) Print marketing materials
- e) Website and creative material translation
- f) Training

- g) Shipping, handling, transaction, and processing
 - h) Optional programs, services, and/or add-ons
 - i) Annual support and maintenance
 - j) Hosting/Subscription
 - k) Other Fees
- 6.5 Other Proposal Requirements
Provide Seven (7) hard copies of reports or commonly used printouts from the proposed system. Please include these in each proposal (Original and copies). Preferably include reports or printouts for various users, i.e., employee, manager, Human Resources Department, etc.

7. EVALUATION FACTORS FOR AWARD

Award will be made to the most responsive, responsible Offeror who submits the most technically acceptable proposal.

A review committee will make recommendations to the Board of County Commissioners. Award will be based on the Evaluation Criteria. The committee may request additional information from Offerors or request interviews with Offerors.

8. EVALUATION CRITERIA

1. System Functionality:
Full suite of offerings, including base programs and optional add-ons; Ability to integrate and/or leverage existing systems; Administrative resource requirements
2. Project approach; Project implementation plan and proposed schedule
3. Customer ease of use; System training
4. Supplier Experience and Qualifications; Project Team; References
5. Fee Schedule

End of Statement and Scope of Services

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ADDITIONAL INFORMATION ABOUT THE COUNTY' S CULTURE:

Mission

"To responsibly serve the Adams County community with integrity and innovation"

Vision

"To provide our community a safe, healthy environment in which to work, raise their families and build their businesses"

Goals

→ *PROSPERITY*

Provide opportunity for economic growth, while respecting Adams County's important natural resources

→ *CUSTOMER SERVICE*

Provide prompt, courteous, high-quality, and cost-effective services, while continuously striving to improve our service delivery

→ *COMMUNITY*

Work to build effective relationships within the community to assist in their pursuit of a high quality of life

Values

→ *POSITIVE WORK ENVIRONMENT*

We are committed to providing a respectful, professional work environment that will attract, retain, motivate, and reward a workforce that effectively and efficiently serves the Adams County community.

→ *SERVANT LEADERSHIP*

We are committed to serving the Adams County community with accountability and responsibility.

→ *TEAMWORK*

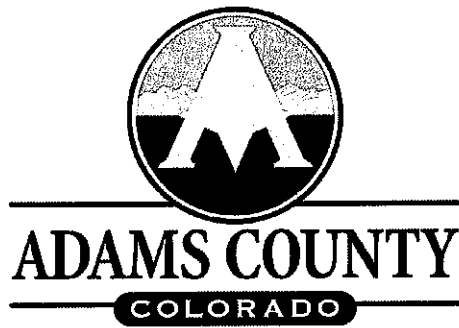
We are committed to working together on behalf of the Adams County community.

→ *TRANSPARENCY*

We are committed to engaging in open, honest, and respectful practices and communication.

→ *CREDIBILITY*

We are committed to earning the trust and respect of the Adams County community by acting with integrity and ethics in all we do.



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

**REQUEST FOR PROPOSAL
PRICING FORM: 2018.012
(Submit in separate sealed envelope)**

PRINT OR TYPE KEY CONTACT INFORMATION (Contractor Project Manager):

Contractor Name		Date
Contact Person	Title	Phone
Email Address		

Ln	Product or Service	Cost
1	Implementation	
2	Licensing	
3	Communication and Marketing	
4	Print Marketing Materials	
5	Website & Material Translation	
6	Training	
7	Shipping, Handling, Processing	
8	Optional Programs & Add-ons	
9	Estimated Annual Support and Maintenance	
10	Hosting/Subscription	
11	Other Fees (Write these in):	
	TOTAL PROJECT PRICE	\$

Percentage of prompt payment discount, if offered _____ %

Total submittal price with discount \$ _____



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

**REQUEST FOR PROPOSAL
PRICING FORM: 2018.012
(Submit in separate sealed envelope)**

Other Pricing:

Professional Hourly Rates:

Position Title	Regular Rate	Overtime Rate	Total Est. Hours
----------------	--------------	---------------	------------------

TOTAL PROJECT PRICE \$



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

**REQUEST FOR PROPOSAL
CONTRACTOR'S CERTIFICATION
OF COMPLIANCE**

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

Contractor Name

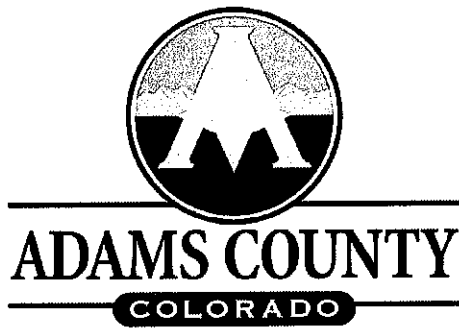
Printed or Typed Name

Signature

Title

Date

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



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

REQUEST FOR PROPOSAL CONTRACTOR'S STATEMENT

I have read and fully understand all the conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said conditions as stated or implied. In consideration of the above statement, the Bid/Proposal is hereby submitted.

If any of the documents listed on the Cover Sheet are missing from this package, contact Adams County Purchasing. If you require additional information, call the contact person named on the Cover Sheet.

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 Bid/Proposal, (3) the Contractor will accept any awards made to it as a result of the Bid/Proposal submitted herein for a minimum of 120 calendar days following the date of submission.

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

ADDENDA (List addendum numbers separately): _____

Contractor Name

Date

Signature

Printed Name

Title

Address

City, State, Zip Code

County

Telephone

Fax

Email



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

**REQUEST FOR PROPOSAL
REFERENCE FORM**

Company Name

Address

Contact Name & Phone

Contact Email Address

Project Name

Project Date & \$ Value

Company Name

Address

Contact Name & Phone

Contact Email Address

Project Name

Project Date & \$ Value

Company Name

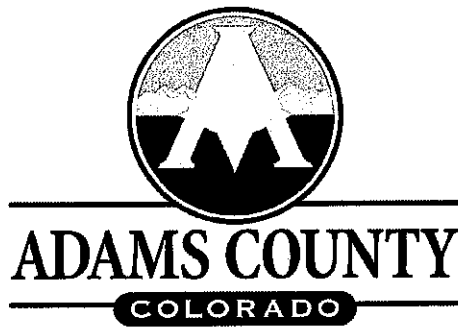
Address

Contact Name & Phone

Contact Email Address

Project Name

Project Date & \$ Value



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

**REQUEST FOR PROPOSAL
APPENDIX A
SAMPLE COUNTY AGREEMENT**

The Sample Agreement for Services is included in this Solicitation for informational and reference purposes only.

**ADAMS COUNTY
PROFESSIONAL SERVICE AGREEMENT**

THIS AGREEMENT ("Agreement") is made this ____ day of _____ 2018, 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 Company Name, located at Address123, 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 xxxxx and the Contractor's response to the RFP xxxxx 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.

3. TERM:

3.1. Term of Agreement: The Term of this Agreement shall be for one-year from DATE through DATE.

3.2. Renewal Option: The County, at its sole option, may offer to renew this Agreement as necessary for up to two, one year renewals providing satisfactory service is given and all terms and conditions of this Agreement have been fulfilled. Such renewals must be mutually agreed upon in writing by the County and the Contractor.

4. PAYMENT AND FEE SCHEDULE: The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for those services, the sum of:

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

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

6. NONDISCRIMINATION:

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

6.1.1. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the

foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

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

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

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

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

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

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

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

8.2.2. Personal Injury Protection: Per Colorado Statutes

8.3. Workers' Compensation Insurance: Per Colorado Statutes

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

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

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

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

8.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so

affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.

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

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

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

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

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

9. DAMAGES ARISING FROM BREACH OF PERFORMANCE OBLIGATIONS

9.1. Notwithstanding anything else set forth in this Agreement, if Contractor fails to comply with all terms of this contract, including but not limited to, its obligation to perform its work in a workmanlike manner in accordance with all codes, plans, specifications and industry standards, Contractor shall be liable to County for all damages arising from the breach, including but not limited to, all attorney fees, costs and other damages.

10. WARRANTY:

10.1. The Contractor warrants and guarantees to the County that all work, equipment, and materials furnished under the Agreement are free from defects in workmanship and materials for a period of one year after final acceptance by the County. The Contractor further warrants and guarantees that the plans and specifications incorporated herein are free of fault and defect sufficient for Contractor to warrant the finished product after completion date. Should the Contractor fail to proceed promptly in accordance with this guarantee, the County may have such work performed at the expense of the Contractor. This section does not relieve the Contractor from liability for defects that become known after one year.

11. TERMINATION:

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

12. MUTUAL UNDERSTANDINGS:

- 12.1.Jurisdiction and Venue: The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with Adams County, Colorado.
- 12.2.Compliance with Laws: During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, , the Clean Air Act (42 U.S.C. 7401-7671q), and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, and that no violation of such provisions are present. The Contractor warrants that it is in compliance with the residency requirements in §§ 8-17.5-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 12.3.OSHA: The Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
- 12.4.Record Retention: The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized Federal, State, or County personnel.

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

Department: Adams County (department name)
Contact:
Address:
City, State, Zip:
Phone:
E-mail:

Department: Adams County Purchasing
Contact:
Address: 4430 South Adams County Parkway
City, State, Zip: Brighton, Colorado 80601
Phone:
E-mail:

Department: Adams County Attorney's Office
Address: 4430 South Adams County Parkway
City, State, Zip: Brighton, Colorado 80601
Phone: 720-523-6116

Contractor: Winner123
Contact:
Address:
City, State, Zip:
Phone:
E-mail:

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

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

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

12.12. Confidentiality: All documentation related to this Agreement will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act, C.R.S. 24-72-201 *et seq.* ("CORA"). The County does not guarantee the confidentiality of any records.

13. AMENDMENTS, CHANGE ORDERS OR EXTENSIONS:

13.1. Amendments or Change Orders: The County may, from time to time, require changes in the scope of the services of the Contractor to be performed herein including, but not limited to, additional instructions, additional work, and the omission of work previously ordered. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Solicitation, or, if no provision exists, pursuant to the terms of the Amendment or Change Order.

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

14. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08:

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

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

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

- 14.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 14.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.
- 14.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.
- 14.6. If the Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three (3) days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- 14.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- 14.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

Remainder of this page is left blank intentionally.

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

BOARD OF COUNTY COMMISSIONERS

Chair

Date

CONTRACTOR

Signature

Date

Printed Name

Title

Attest:

Stan Martin, Clerk and Recorder

Deputy Clerk

Approved as to Form:

Adams County Attorney's Office

NOTARIZATION OF CONTRACTOR'S SIGNATURE:

COUNTY OF _____)

STATE OF _____)SS.

Signed and sworn to before me this ____ day of _____, 2018,

by _____,

Notary Public

My commission expires on: _____

(SAMPLE ONLY) 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:

Company Name

Date

Signature

Name (Print or Type)

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.



EXHIBIT A

Adams County

Employee Recognition Solution

RFP Number: RFP-AF-2018.012

Point of Contact: Scott Hammer
Phone: 262-744-4098
Email: shammer@cashort.com

Web Address: www.cashort.com



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ISO 9001 CERTIFIED

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- II.** Proposer's Background and Experience
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- IV.** People Are Everything Platform
- V.** Solutions Team Players
- VI.** Implementation
- VII.** Statement of Work



March 2018

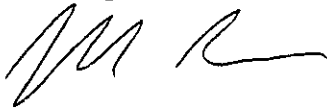
Attn: Anna Forristall
Adams County Government Center
Purchasing Division
4430 South Adams County Parkway
Brighton CO, 80601

C.A. Short Company is pleased to submit this request for your review and looks forward to working with Adams County on your Employee Recognition Program.

As CEO of C.A. Short Company, I assure you that we will not only exceed your expectations of quality but of service as well. We offer the most powerful recognition experience with the most diverse award selection in the industry to show your employees appreciation for their effort and loyalty.

I am confident that this proposal will adequately address any questions you may have about C.A. Short Company and our Recognition Program. C.A. Short Company greatly values the opportunity to share our experience and expertise. Should you have any questions, please give me a call anytime at 800-535-5690 ext. 2259.

Best Regards,



Jeff Ross
CEO & CFO
C.A. Short Company
800-535-5690 ext. 2259



Proposer's Background and Experience

Background

C.A. Short Company was established in 1937. We are a privately held corporation headquartered in North Carolina with offices across the U.S. and have more than 150 employees and thousands of clients. As of January 2018 the approximate number of users on the People are Everything platform was 1 million.

C.A. Short Company is a pioneer in the employee engagement and recognition award services industry by developing Individualized Employee Recognition Solutions that get results! Our experience in working with thousands of clients along with our recognition research partnerships with Enterprise Engagement Alliance, Recognition Professionals International and Engagement Advisory Council has taught us the best practices that are needed to make a solution successful.

Headquarters/Operations

Located at 4205 East Dixon Blvd., Shelby, NC 28152

The following operations are located at the Headquarters:

- Executive Offices
- Human Resources
- Sales
- In-House Customer Service Department
- Procurement
- IT
- Marketing
- Creative Services
- Data Operations
- Warehouse Operations
- Program Materials Department
- Receiving
- Shipping

Recognition Solutions Provided by C.A. Short Company

- Employee Engagement Platform
- Employee Recognition
- Service and Performance Awards
- OSHA® Compliant Safety Incentives
- Holiday Gift Solutions
- Instant Award Programs
- Corporate Store



EXECUTIVE SUMMARY

C.A. Short Company (CASC) is a thought leader in the national engagement solutions marketplace recognized for:

- Superior leadership
- Technological innovation
- Client experience
- Strategic product development

FACT: A large percentage of the workforce goes to work every day and is unengaged. An unengaged workforce is more prone to safety incidents, lower quality work output, mistakes, and turnover. These things cost businesses billions of dollars every year.

C.A. Short Company helps organizations identify behaviors they need to modify or enhance, benchmark their current performance, and then design a plan to create a culture of engagement.

We guide clients to assess where they currently are, identify areas for increased success, strategize and implement a structured employee engagement incentive program using our state of the art engagement platform and measure their successes along the way.

It is this innovative approach that is holistic and comprehensive, that has positioned C.A. Short Company as an industry leader, helping to drive innovation, excellence and a positive change in the global economy by delivering best-in-class solutions. C.A. Short Company is a pioneer in the Enterprise Engagement Framework.

When we benchmark our success in communicating and educating the business community, we are unequivocally ranked as one the most effective thought leaders by several ranking methods like MozRank and HubSpot's Website Grader. According to HubSpot's website grader, a holistic measure of a company's online presence, our website scores in the top quartile for educational value and industry authority.

For more than 78 years, organizations have been depending on C.A. Short Company to provide full service employee engagement solutions that get results. C.A. Short Company excels in integrating technology, organizational culture, and business goals into one comprehensive *recognition and engagement* strategy.

We apply the knowledge of our many years of experience, with the results of numerous customer and recipient surveys, focus groups, case studies, and interviews to ensure that every program is designed to create a **culture of engagement** that directly impacts the bottom line.

Over the years, the state of productivity in the workplace has shifted dramatically. We see more distributed workforces. We see Boomers aging out of the workplace, and Millennials taking critical roles in leadership. And we know that more than 2/3 of the general workforce is disengaged, resulting in a loss in productivity of more than **\$350 billion dollars annually**.



As the workplace has shifted, C.A. Short Company has shifted its focus areas toward strategies to recognize and engage workforces in ways that impact the company culture and increase the bottom line.

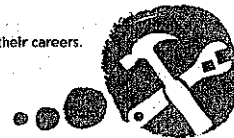
C.A. Short Company authored the **7 NEW Rules of Employee Engagement**. The 7 NEW Rules are focused primarily on creating a culture of engagement. These rules, along with the *Enterprise Engagement Framework* from the Enterprise Engagement Alliance, are the foundations on which we built our solutions, and the principles on which we designed our engagement platform.

the 7 NEW rules of employee engagement

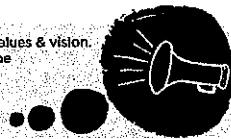
- 1 Create a culture of recognition that resonates through all aspects of the organization. Incorporate formal, informal, & day-to-day recognition into the strategic recognition platform.



- 2 Empower employees to develop new skills and advance their careers. Reward those employees who use those opportunities to learn and improve.



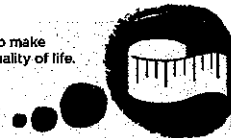
- 3 Consistently communicate and live your organization's values & vision. Recognize those employees who impact the quality of the organization's work, products, and services.



- 4 Value your employees and their ideas. Recognize employees for providing input and for taking initiative outside of their daily responsibilities.



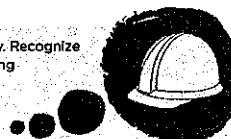
- 5 Promote work-life integration. Recognize employees who make positive & healthy lifestyle changes that improve their quality of life.



- 6 Inspire enthusiastic performances from your employees. Reward employees who show commitment to the future of your organization and are dedicated to making it a success.



- 7 Encourage employees to work both efficiently and safely. Recognize those employees who maintain a safe and healthy working environment for themselves and others.



Our major areas of focus include assisting companies to develop and maintain:

- Engaged Cultures
- High Performance Teams
- Less Turnover and Absenteeism
- Fewer Safety Incidents
- Happy, productive, and fully engaged workforces

We believe that engagement is rooted in emotional connection. Our consultative and collaborative services are focused on building the foundation described by the Enterprise Engagement Alliance in their *Enterprise Engagement Foundation*.

The Foundational Principles of Enterprise Engagement

- Clear Sense of Mission
- Clear Goals
- Emotional Bonding
- Capability
- Fun
- Support
- Task Value
- Feedback

As the marketplace continues to evolve, C.A. Short Company will be the pioneering organization that is committed to leading the industry toward measurable solutions that have a dynamic impact and maximize the investment in people and staff.

People Are Everything

At C.A. Short Company, our core belief is that PEOPLE ARE EVERYTHING. We believe that when we create an engaging business with goals greater than ourselves, and we align ourselves with teams of people who share our vision, work can be more fun, more productive, and ultimately more profitable. The C.A. Short Company Senior Leadership team has cast a vision for our own culture to be characterized by **high performance and accountability**, and is leading the way to an engaged and world-class workplace.

Think Differently

We believe in challenging the status quo and thinking differently about how employee recognition benefits a company and its employees. We achieve these goals by providing full service employee recognition and engagement solutions that not only include Years of Service and Safety Incentives, but that extend the scope to include Employee Performance, Peer2Peer, Holiday, Wellness, and more. We have evolved from a total recognition company to a total employee engagement company in which we measure employee behaviors and assist clients to add to the bottom line.

High Performance Initiatives

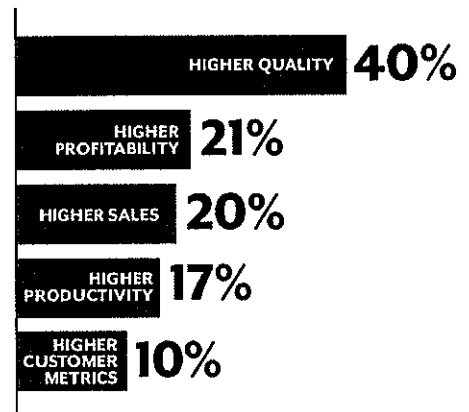
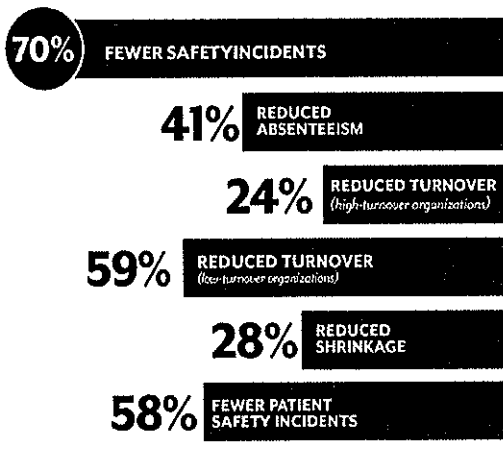
With the aforementioned shift with Boomers, we see distributed workforces more than we see traditional workplaces. And we see disruption in traditional business models. The same applies to our own company and culture. We must be innovative. We must lead high performance teams.



Engage Your People...

Increase Your Bottom Line

A 2017 Gallup study found that companies in the top quartile of employee engagement compared with those in the bottom-quartile exhibited:



FLEXIBLE AND AGILE

C.A. Short Company is driven to remain ahead of the industry in terms of web integration, reporting, security, and program design and deployment suited for best in class. Our internal processes around quality and performance facilitate this continuous improvement. Through the use of research and review, we are able to create individualized programs designed specifically for your organizational goals.

PEOPLE ARE EVERYTHING PLATFORM

C.A. Short Company's **People are Everything** Engagement Platform is an innovative tool allowing organizations to encourage employee engagement as well as to recognize their employees in multiple ways. The People are Everything engagement platform was built to ensure that every company has the ability to focus on the three areas of engagement and recognition: **Formal, Informal and Day to Day**. These three primary areas of interaction allow companies to begin building a culture of engagement. We further believe that recognized employees are engaged employees; and the act of recognizing peers fosters a culture of productivity.

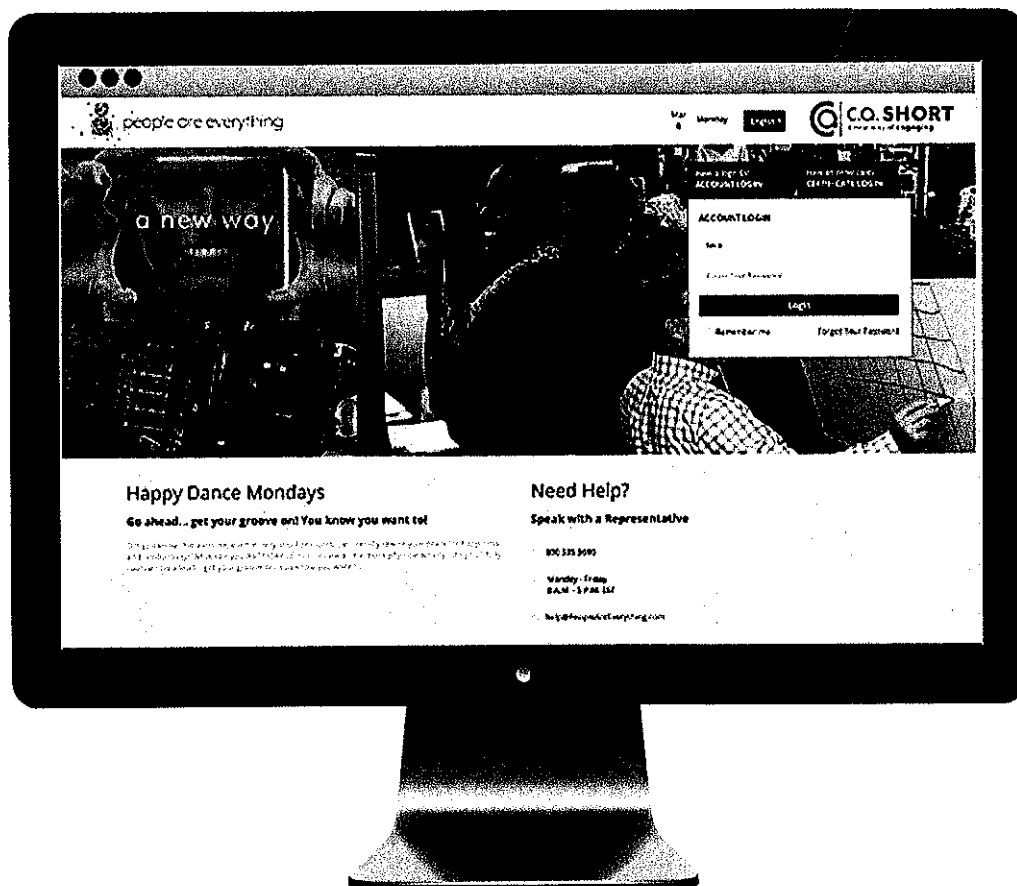


= Increased Employee Engagement



The Key Features of People Are Everything

- Customized Website
- See Who is Being Recognized
- Send eCards
- Go Social in the REC Room!
- Earn Achievement Badges
- Peer-2-Peer Recognition
- Manager-2- Team Recognition
- Online Surveys, Quizzes, Nominations
- Shop for Awards
- Access Photo Gallery, Forms and Documents
- Measure Engagement
- Managers Dashboard
- Go Mobile via the Mobile Responsive Website

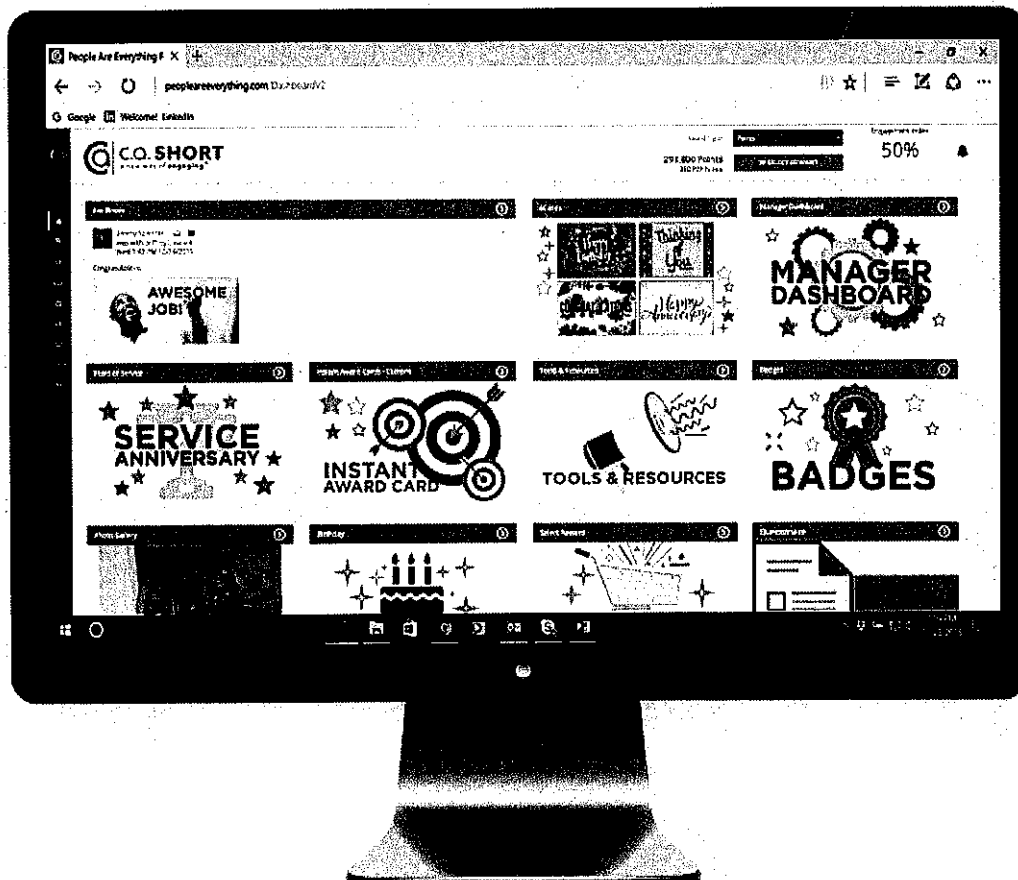


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Dashboard:

- Branded Recognition and Engagement Website – Tile Format Dashboard
- Associates earn **Recognition Points** for defined behavior, achievements and milestones.
- Awards site features more than 20,000 award choices.
- Associates receive a user name and password to access their Awards account, check point balance, view transactions, order awards and access engagement & recognition tools.
- Managers can interact and communicate with their team using the Manager's Dashboard set up for each store/department.
- Translation: English, Spanish, French



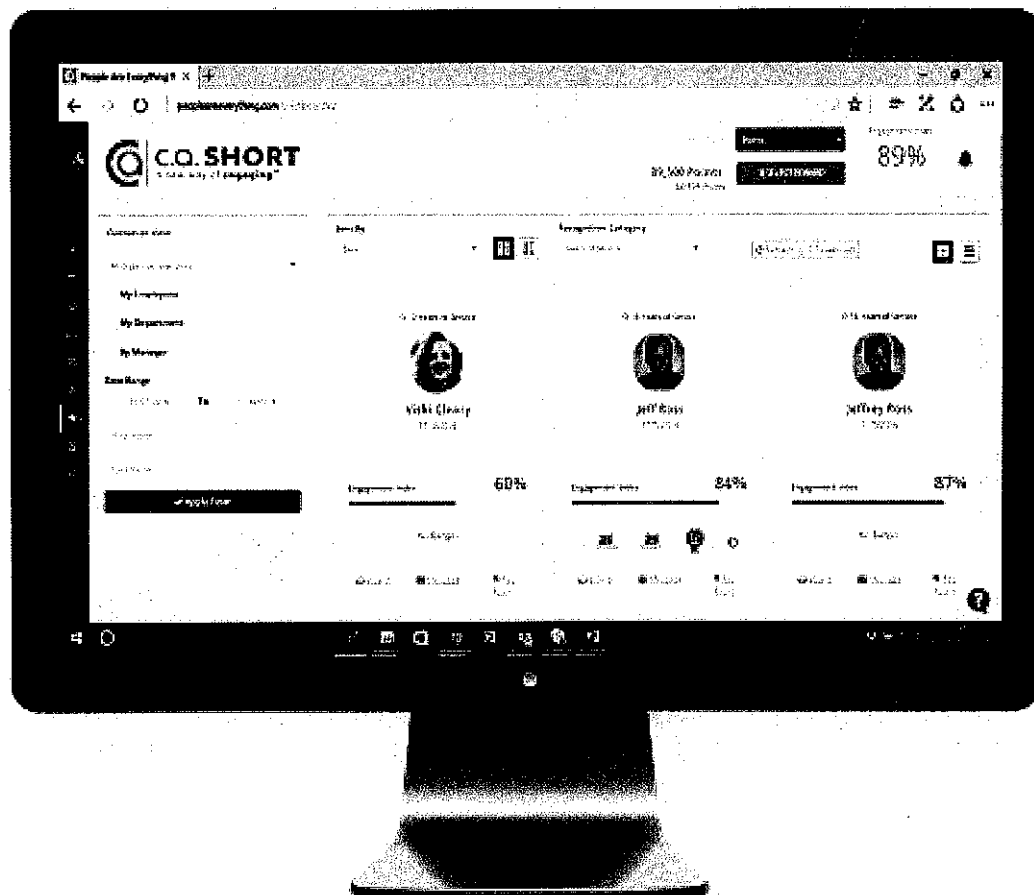
Who is Being Recognized?

The **Who Is Being Recognized** area allows your users to see who is being recognized for the outstanding achievements within the company. You can allow employees to be recognized for birthdays, anniversaries and so much more.

This section of your Engagement Platform will encourage team building by making it easy to congratulate their work family for their earned achievements by sending inbox messages, eCards, and public rec room posts.

This is one small way that C.A. Short Company will equip you to start building a **culture** of engagement through your day to day communications within your company.

- Company-wide recognition for outstanding achievements and milestones
- Birthdays, Anniversaries, Top Performers Safety Awards, Certifications and Team Awards
- Send eCards, visit colleague profiles or tag someone in the Rec Room



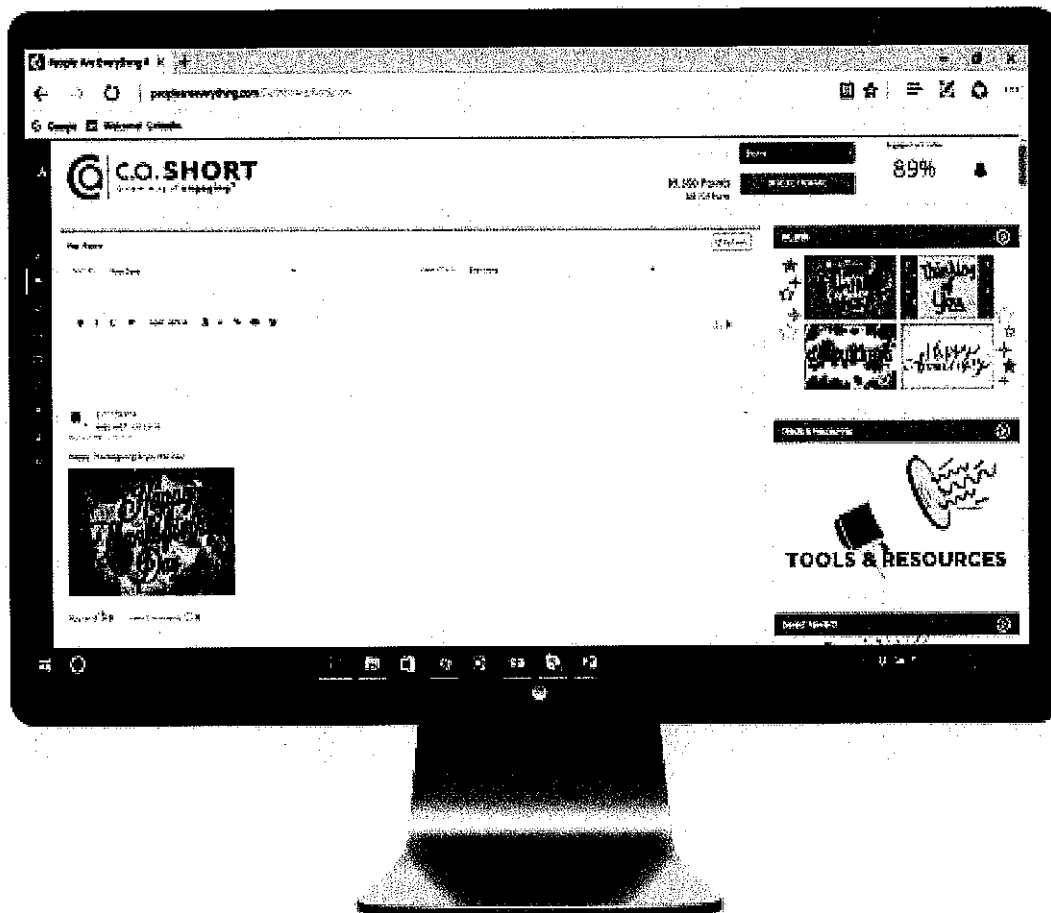
Rec Room

The **Rec Room** is designed to allow users to share their lives and publicly recognize their peers in a relaxed, social atmosphere. The value of a post is AMAZING! One post can actually multiply to an unbelievable engagement experience. The Rec Room is a fantastic tool to engage workers across numerous facilities, departments and shifts.

Most companies have a social media policy we add to the initial log in process. If your company does not have a social media policy, we have a generic policy that we can offer to you. This will allow users to be familiar with your company's social media policy before entering the website and held responsible for her/her own post in the Rec Room.

The Rec Room brings **Enthusiasm** and **Appreciation** to your program.

Your staff wants to share their lives with their work family. Imagine having a controlled Social Media environment where they could do just that.

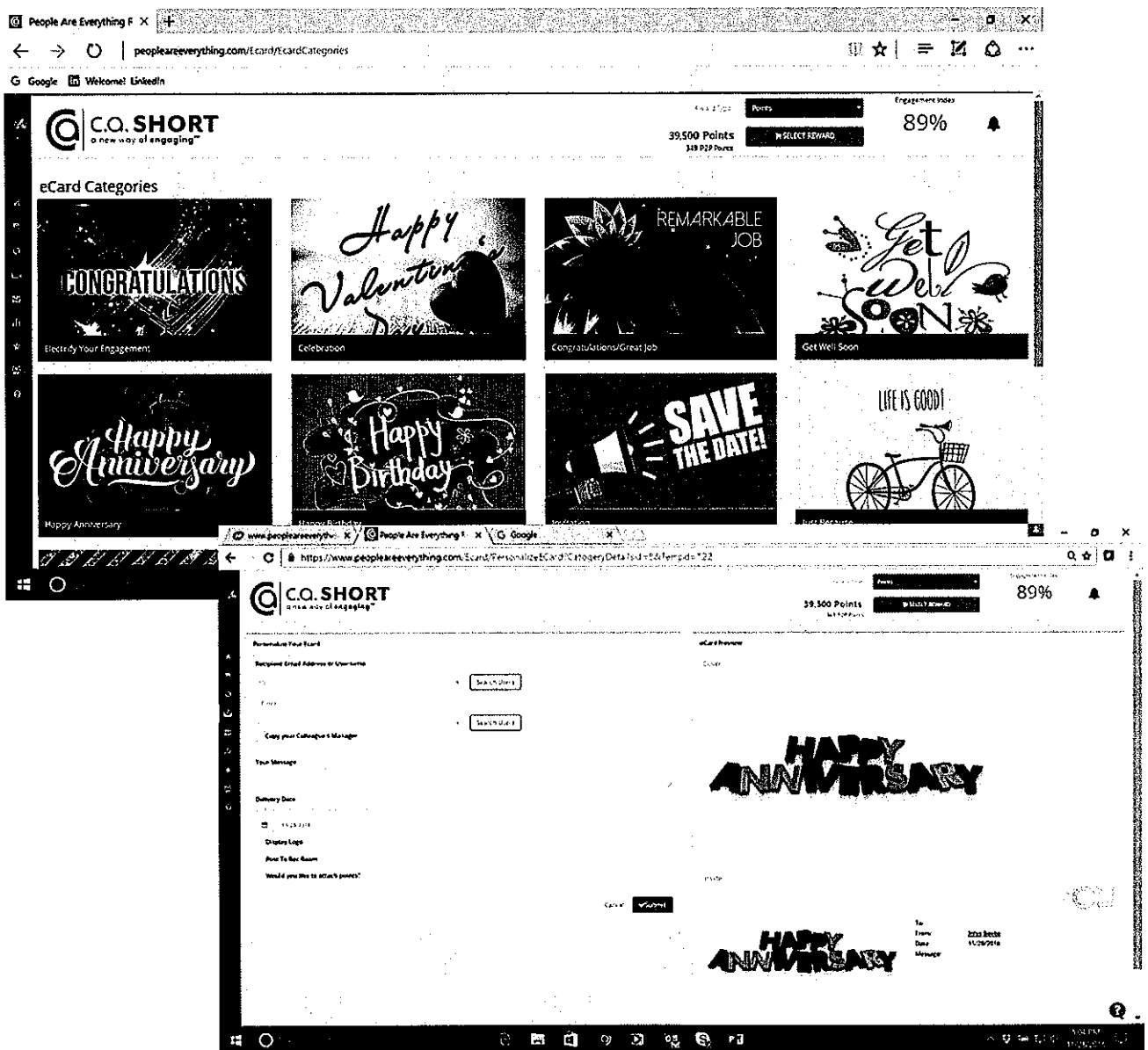


Send eCards

Click on the **Send eCard** tab and your users can quickly acknowledge coworkers for their commitment to excellence! By choosing one of our attractive eCard designs, your employees will be able to send on the spot recognition that is so vital in raising your engagement levels (and staff morale).

We have added the ability for Managers to gift points to employees through the eCard area as well.

Set-Up auto eCards to be delivered on the recipient's anniversary, birthday or other major events.



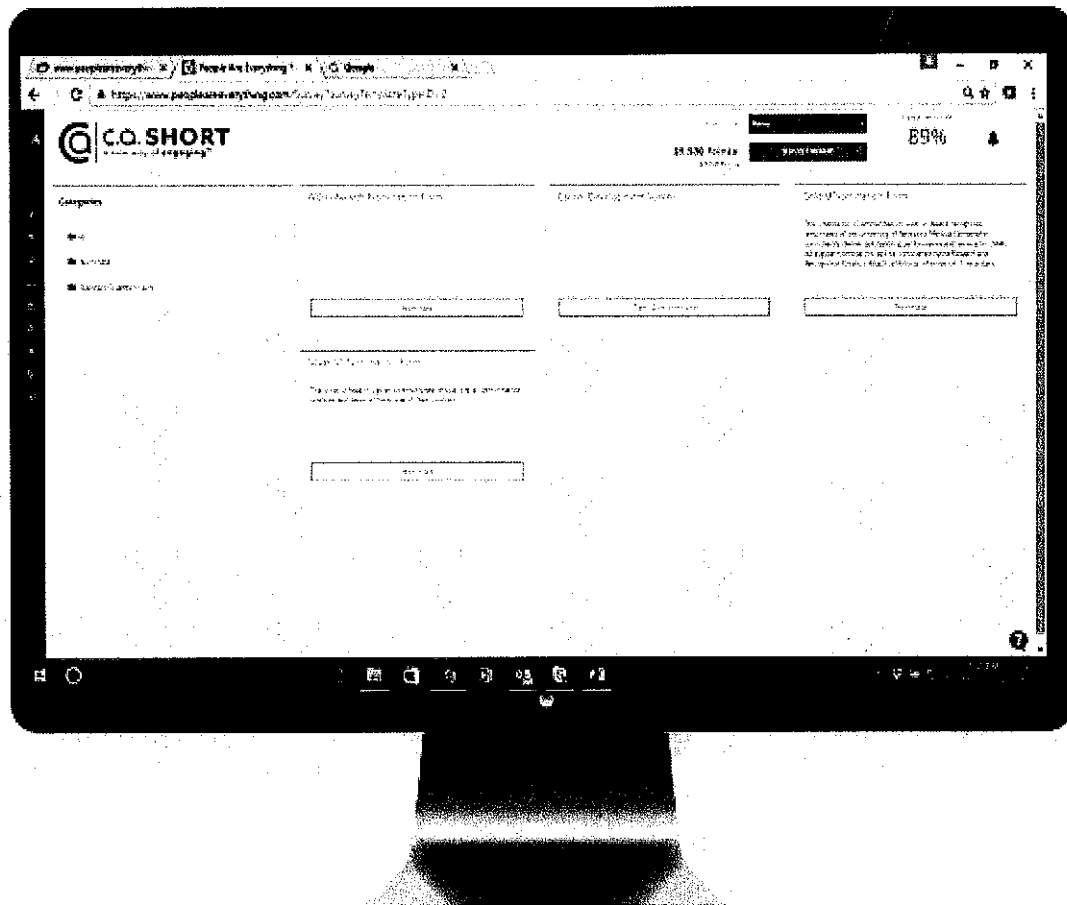
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Surveys/Nomination

One important feature for your recognition program is the ability to nominate and survey your employees. By clicking the **nominate feature** your users will be able to access the Employees can also access your **customer specific surveys**. Your staff gets to take a short breather and have fun filling out a survey, and you get to reap the benefits of knowing exactly how they feel!

Using just a few of these tools will assist you in building a wonderful **communication** path for your employees and team.

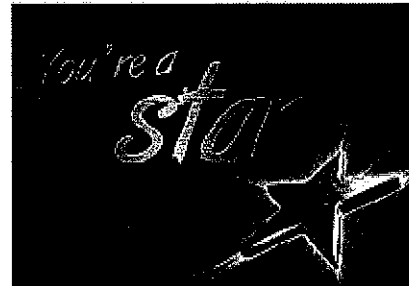
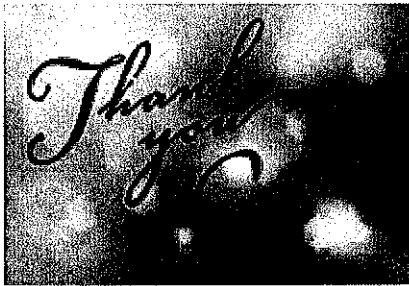


Instant Award Cards

Instant Award Cards are a highly effective way for organizations to add on-the-spot recognition by allowing management to recognize their employees for going above & beyond or accomplishing assigned task outside of their normal job functions. Cards can be presented to an employee on-the-spot in front of their peers. The employee receives instant benefits when they redeem their card at the www.PeopleAreEverything.com employee recognition website. Employees can start shopping or save the points for future award redemptions. Instant award cards have no expiration date, dormancy or program fees.

Here is a sample of the current offering of C.A. Short Company Instant Award Cards in the following themes.

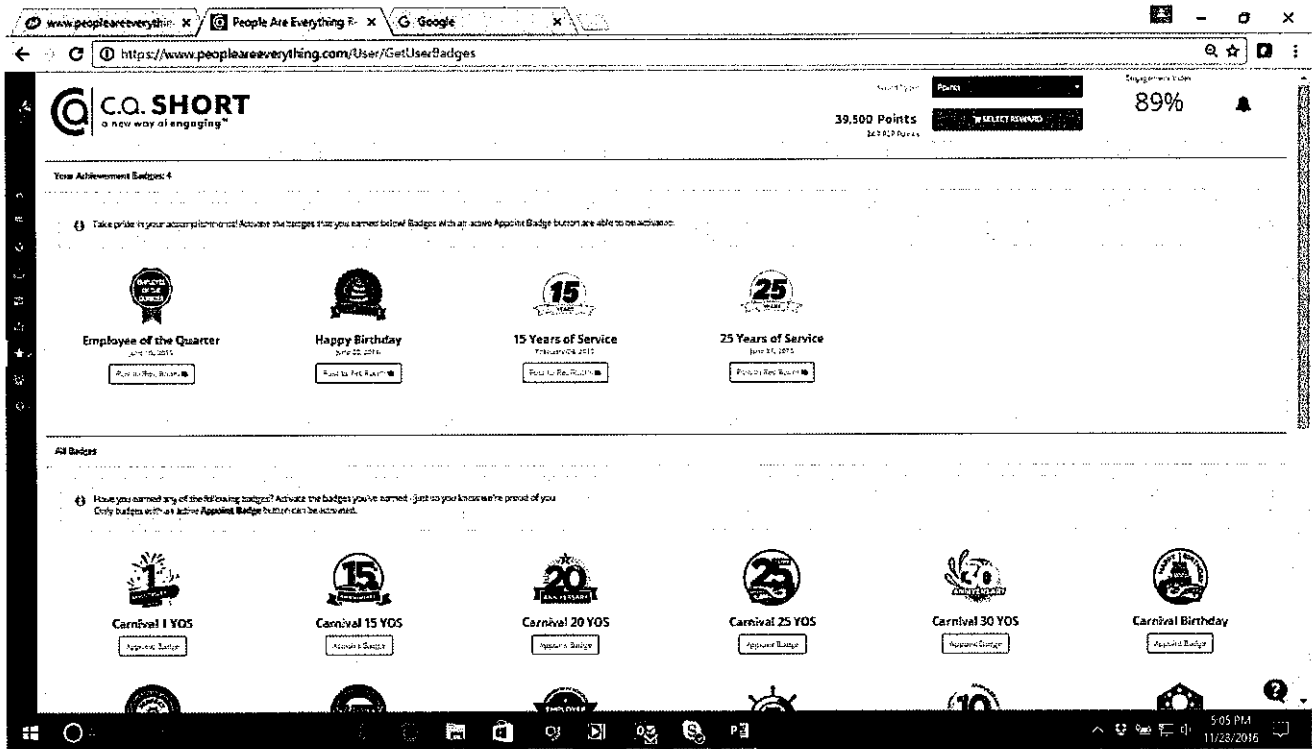
Yes – we can create a custom Instant Award Cards that fits your Company's brand, message and core values!



Nothing Says, "Recognition," Like a Badge

Our **badge collection** is a creative and engaging way for users to view their own and their peer's achievements within your organization. From years of service to special achievements, the badges appear automatically upon completion and will add a level of pride for the users for his/her accomplishments.

We offer hundreds badges to choose from and by working with your creative team, **we have the ability to add badges specific to your company's needs.** This will also allow you to work items into your program such as **Service**, well-being, and so much more!



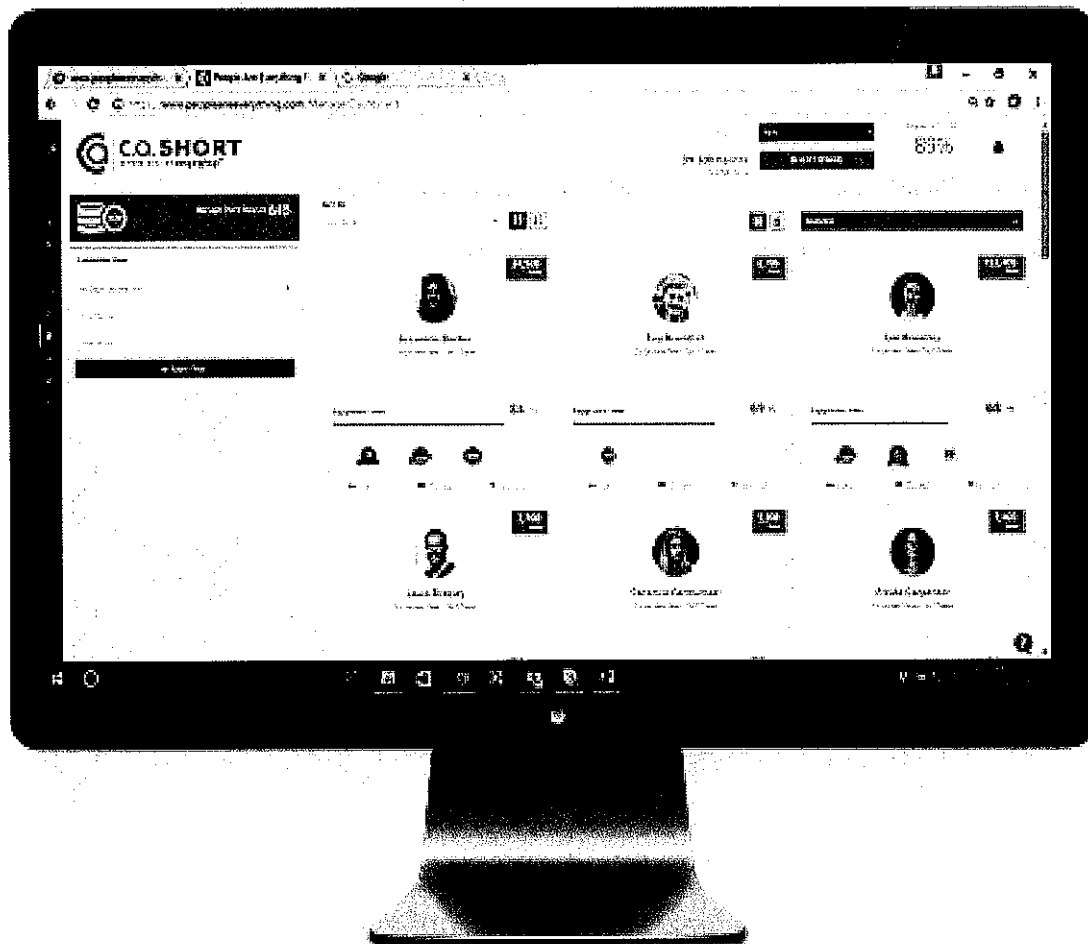
4205 East Dixon Blvd. • Shelby, NC 28152 • 800.535.5690 • www.coshort.com

ISO 9001 CERTIFIED

Manager Dashboard

Our **Manager Dashboard** is one of our most exciting tools! This dashboard gives your managers the information and tools that they need to engage directly with their "team."

This can be used to view user engagement levels, give immediate recognition through eCards, post to the Rec Room and promote the overall program. Your Managers will be amazed at team building opportunities that the People Are Everything platform affords them.



Recognition Resources

As the old saying goes, Communication is key! We have now developed an area for company designated authors to add documents, blog posts, company images, and even videos.

This tool gives you the ability to customize specific categories for your company.



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ISO 9001 CERTIFIED

Reward Center

No program is complete without its rewards and our **Reward Center** is complete with thousands of brand name products that your staff will be excited to receive. Through their hard work and dedication, your users can reach the goals within your organization, build their point balances and redeem for the items THEY CHOOSE while linking the recognition back to your organization! C.A. Short Company has the largest, most Exciting Awards Selection in the Industry!



Admin Portal

The Admin Portal will put your Administrators in the driver's seat. The Admin Portal is intuitive and flexible, providing more data-driven analytics that help you manage your program. Administrators or Managers can now select and filter the data that is important to them and save their dashboard layout.

The Admin Portal enables you to manage your awards program with a click of a button, 24 hours a day. Our 128-Bit Encrypted secure website ensures that all the data you provide to C.A. Short Company is safe.

Management of Participants:

Allows you to manage your employees with a couple clicks from our simplified menu. Under Manage, select Participants and gain access to the following:

- Search Participants – You can still search for employees by name and org unit, but we have added new ways to search, including by employee number, manager, and admin group. Additionally, you can download your participant search results into a spreadsheet for your own internal needs.
- Participant Details – A design that provides a cleaner look for your participant profiles so you can easily find the details you need, including personal information, employment status, balances, and customer data that you have asked us to retain.
- View Transactions – Want to know what makes up your employee's balance? Look at this view to see all the transactions associated with the employee. View by date range, and download to a spreadsheet if desired.
- View Events – Like the transactions list, you can see a list of program-specific events that have occurred for a quick snapshot of the employee's program activity. For each event, you can also see related transactions.
- Add Events – Add program-specific events for your employees. Add a single event or add multiple events at one time if they all occur on one day.
- User Managers – Want to assign your employee to a manager or a manager to a group of employees. Use this view to manage associates across your organization.



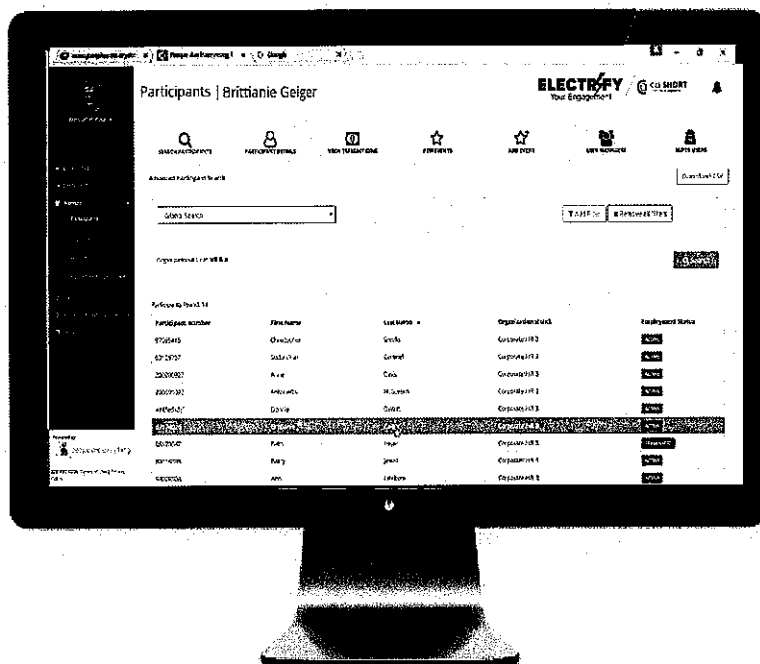
- **Delegates** – Allows delegates to log in as other users! This can be helpful tool for Executives and their Administrative Assistants or simply for an employee on vacation. When selecting delegates for an employee, you can set their permissions to define what actions they can perform within the People Are Everything platform, on behalf of that employee. All transactions performed by delegates are logged and available as a report should the need arise.

Org Units:

Provides a clean org unit hierarchy which allows you to expand and collapse each unit, as well as see specific detail about each as you select.

Batch Event Entry:

You will be able to add an event for a list of employees instead of one employee at a time. Simply select an event, provide date and description details, and select a list of employees who will get the event. Click the Add Event button, which creates an event for everyone on the list.



Upload Participant Data:

Kick off your updates to the People Are everything platform through the drag n' drop file upload feature. C.A. Short Company will work with you to establish the file mappings you need, specific to your programs. In no time you'll be ready to upload employee master loads, employee terminations, point distributions, and much more.

Rule Processing:

An easy way to look at your program rules. Rule processing functionality is required to issue your employees points and/or certificates as part of your program recognition. You can see a list of all your program rules and their current statuses. We will tell you what rules are ready for processing, ready for approval, pending process, or in process. We will even tell you whether there is any action required by you. You will be able to perform all rule related actions on this view to manage your recognition program.



Reports:

Run Standard Reports – Simply select a report from our new grouped report list and run it. Enter the default report parameters and click on Set to render a simple grid view of your data.

Download to Excel – Easily and quickly download your data to a Microsoft Excel file for off-line access.

Customize a Report Layout – Want a new column? Or, want to reorder your columns? Once a report is visible, adjust your column layout and/or select from a full list of columns to add other fields that aren't part of the standard report.

Add Filters – Filter on any column to find a subset of data.

Save for Future Use – You can save your customized report. Simply select your filter options and give it a name. You will find it in a personal group on the main report dashboard going forward. Run it anytime you want!

Groups:

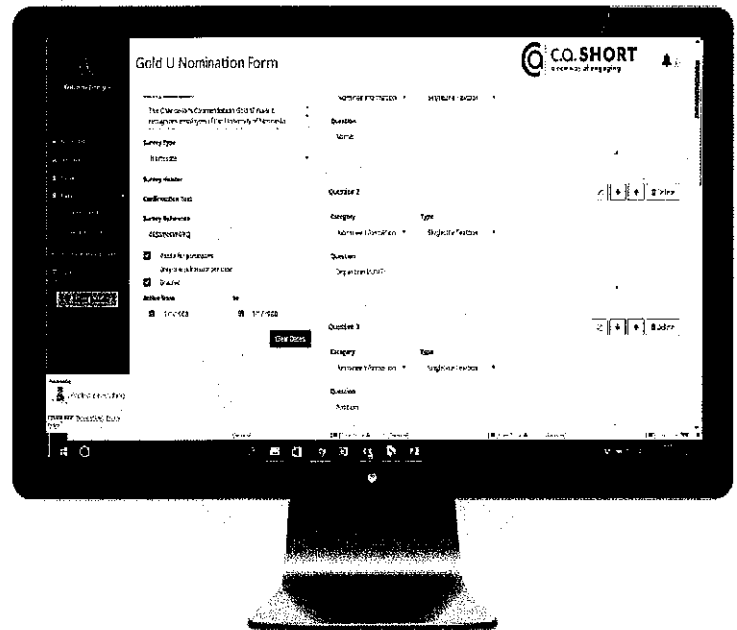
Admin Groups will allow you to define a set of employees in your organization and label them as a group that can be referenced within other features, such as filtering on reports and participant search.



Survey Builder:

With the survey builder, you can create many kinds of questions-based interactions. Common use cases include Surveys, Nominations Forms, Quizzes, and much more. Here are some aspects of the Survey Builder.

- Customizable questions and answer types
- Allow for notifications when surveys are taken – per survey or summarized daily.
- Points distribution upon submission
- Survey grading with points distribution based on the employee's score



Learning Center:

We know there is a lot to learn about recognition and engagement. So, we have created the Learning Center, a document repository that will give all Admin Portal users access to how-to and other helpful and important documentation to support your engagement and recognition program. Our Professional Services Department is dedicated to curating relevant content to help your program thrive.



C.A. Short Company's Program Solutions Team Players

We value our people above all else and they value you. They are the ones who will create an unrivaled

Employee Engagement Incentive Program experience for you. You will always be able to count on them to provide you with the finest level of customer service. They will strive to make your program perfect for your entire company.

With a combined strategy that incorporates an immense award selection, guaranteed budget control, excellent customer service, communication and design options that are tailored to your goals and values, and an administrative system that will leave you worry-free.

C.A. Short Company can provide you with a superior all-encompassing recognition solution.

Customer Service is where C.A. Short Company truly differentiates itself from other providers, where our clients get to see why we are the leader in Employee Engagement Incentive Programs.

Program Solutions Team

Jeff Ross, CPA, CRP, President & CFO, Corporate Office Shelby, NC

Jeff is a certified public accountant. He joined the C. A. Short Company as its controller in June 1993 and was promoted to Chief Financial Officer in November 1996. January 2010 Mr. Ross was promoted to President and Chief Financial Officer. Mr. Ross is a Certified Recognition Professional as designated by Recognition Professionals International. Mr. Ross was employed as an accountant by Hausser + Taylor, a large public accounting and consulting firm from September 1989, until June 1993. Mr. Ross serves on the Board of Directors of 2XSalt Ministries, Charlotte, NC and is a member of North Carolina Association of Certified Public Accountants, The Ohio Society of Certified Public Accountants and American Institute of Certified Public Accountants. Mr. Ross graduated from The Ohio State University with Bachelor of Science and Bachelor of Arts Degrees in 1989.

Bill Harris, VP Corporate Development, Austin, TX

Bill joined C. A. Short Company in June 2016 as its Vice President of Corporate Development. Bill has served in a number of executive roles over his 25+ year career in professional services and technology, most recently serving as Chief of Staff of CodeScience and Chief Strategy Officer of EnablePath. Bill's organization at C.A. Short Company includes the Sales Consulting, Professional Services, and Client Services teams. Additionally, Bill oversees numerous programs and initiatives aimed at process improvements, the introduction of new service and product offerings, and technology advancements – all designed to give our clients the very best experience. Bill attended Southwest Texas State University, and holds numerous technology and professional certifications. He lives in Austin, Texas with his wife, and they have seven children.



Todd Shannon, VP of Sales, Charlotte, NC

Todd has over 25+ years of sales and sales leadership experience. He has helped Fortune 500 Companies grow exponentially. He's worked to make the private sector prosper. He's guided family businesses to new heights. He develops processes and systems enveloped in a culture of empathy, compassion and respect. "Create predictable models and success is imminent." Todd is responsible for all that is sales, business development and account management here at C.A. Short Company.

Scott Russell, CRP, Director – Engagement Strategies, Corporate Office Shelby, NC

Scott joined C.A. Short Company with more than 15 years of experience in Rewards & Recognition. He is a Certified Recognition Professional (since 2006), as designated by Recognition Professionals International and has served as an officer on their Board of Directors since 2012. He is currently the RPI Executive Secretary and oversees the Community Action Team (membership.) Scott began his career in Rewards & Recognition as the Corporate Sales Manager for RedEnvelope, where he focused on Holiday Gift Giving for employees & loyalty programs. Scott brings his passion for engagement and unique style to his daily life with C.A. Short Company. When Scott isn't busy recognizing, motivating and inspiring others, he can be found riding his horse, songwriting or traveling the globe, where he encounters other cultures and studies their engagement practices. He lives by his always positive motto, "If at first you don't succeed...Redefine success."

Scott Hammer, CRP, National Account Manager

For 10 years, Scott Hammer has been assisting Human Resource Executives and Safety Directors Design, implement, and manage high impact employee recognition programs that engage employees and align with organizational culture. Scott graduated from the University of Wisconsin-Madison, with a BS in Consumer Science, Business, & Retail Management. He is a Certified Recognition Professional from the Recognition Professional International. In his free time, he enjoys golfing, coaching High School Cross Country and spending time with his family.

Jimmy Spencer, CRP, Sales Consulting Manager, Corporate Office Shelby, NC

Jimmy has been assisting Human Resources Executives & Safety Directors design, implement, and manage high impact employee recognition programs that engage employees and align with organizational culture for over 16 years. Jimmy served in the United States Marine Corps for 10 years before joining C.A. Short Company. He graduated from Limestone College, with a BS in Business Management and has earned his Certified Recognition Professional (CRP) accreditation from Recognition Professionals International. He enjoys spending time with his family and outdoor sports.

Chase Corry, CRP, Account Manager, Corporate Office Shelby, NC

Chase has been assisting Human Resources Executives & Safety Directors design, implement, and manage high impact employee recognition programs that engage employees and align with organizational culture for over five years. Chase graduated from the University of North Carolina at Charlotte, with a BA in Communication Studies with a concentration in Organizational Communication and is a Certified Recognition Professional (CRP) as designated by Recognition Professionals International. He enjoys spending time with his family and sports.



Dawn Leitner, Implementation Consultant, Corporate Office Shelby, NC

Dawn comes to C. A. Short Company with over 25 years of experience in various management and leadership roles across IT and healthcare industries. She served as the Service Delivery IT Director at Computer Sciences Corporation focusing on outsourced services involving a variety of technical implementations internally and for hosted clients. She managed a large implementation for creating a large service request system at one of the largest banks in Malaysia within a four month period. She has also had her own company focused on coaching and leadership development services serving individual clients, entrepreneurs, and senior executive teams. She most recently served as the implementation specialist for Encite, Inc. focusing on small and large dermatology practices implementing, customizing and training on a specialized EHR system. Dawn also provides assessments for new hires to Girls on the Run, a non-profit organization geared to mentoring young ladies in self-esteem, teamwork and fitness. Dawn continues to serve for the last six year on the fund raising committee for the American Heart Association and has a drive and passion for helping others succeed, a natural problem solver and aims to always a smile to share. Her motto is 'there is always a solution to problem, you just may need to change your perspective'.

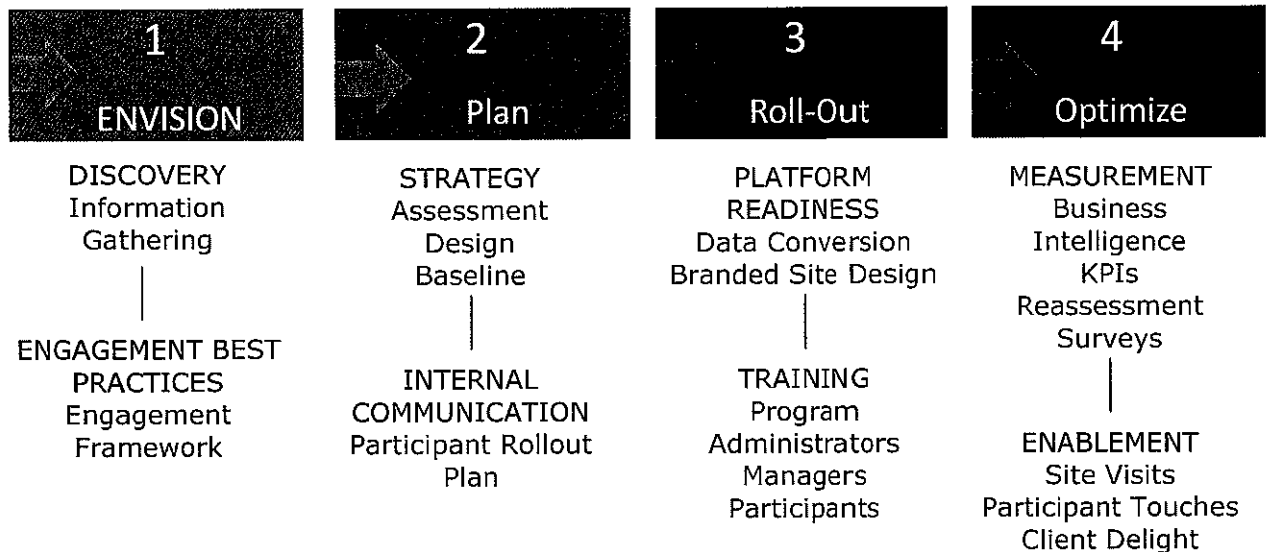
Denise Hullender, Client Account Specialist, Corporate Office Shelby, NC

Denise works directly with account administrators as their client account specialist. Denise must make certain that our clients are receiving the highest standard of customer service excellence. Denise will serve as your primary point of contact for administrator's day-to-day requirements.



Implementation

We will identify for where you currently are, identify areas for increased success, strategize and implement structured engagement plans using our state of the art engagement platform and measure their successes along the way.



Within 30-45 days, we can help get you up and going. During that time, we provide consulting time to help put a framework in place and design a program. Part of the design is establishing benchmarks so we can compare progress over time to measure the program.

Also during the 30-45 days, we assist you in marketing the program internally to your employees to build momentum and create demand. We want to get your team excited about the program.

After we launch, we come back at regular intervals, to measure and discuss program outcomes.

During the program design process, C.A. Short Company works closely with you to establish a structured and predictable implementation plan that ensures a smooth and seamless process. C.A. Short Company's designs programs in a six-step process.

- Step1: Initial Meeting with C.A. Short Company's Program Development Team
- Step2: Design/Customization/Evaluation
- Step3: Approvals
- Step4: Training
- Step5: Launch
- Step6: Program Evaluation & Modification



Statement of Work

Statement of Work for Adams County to provide an online customizable / personalized point based recognition platform for the administration of Adams County's employee recognition program.

Services Performed By:

C.A. Short Company
4205 E. Dixon Blvd.
Shelby, NC 28152

Services Performed For:

Adams County Government Center
Central Front Lobby
4430 South Adams County PKWY
Brighton, CO 80601

Scope of Work

C.A. Short Company will provide Adams County a point based recognition program.

C.A. Short Company's "People Are Everything" platform will provide the following components:

- Turn-Key point-based recognition program.
- C.A. Short will ensure a seamless and secure e-commerce
- Adams County will be provided a dedicated account manager and dedicated client services representative.
- C.A. Short Company will protect and maintain employee data.
- Provide an online catalog of name brand merchandise.
- C.A. Short Company's platform will integrate with Adams County emails.
- Automated recognition notifications
- Automated eCard recognition
- Custom Recognition Certificates and Badges
- C.A. Short Company has an internal Client Services Department that will support all of Adams County employees.
- C.A. Short Company will provide for web portal support and training.
- C.A. Short Company's portal provides for training documentation for user experience.
- C.A. Short Company can and will process electronic data files and integrate with HRIS Systems.
- C.A. Short Company will work with Adams County for any point rollovers into our system.
- C.A. Short Company will work with Adams County on the industry standards when it comes to point expiration and gift card expiration.



Employee Recognition Platform

C.A. Short Company's People are Everything Platform capabilities combine three types of recognition: Formal, Informal, and Day-to-Day Recognition.

The platform offers the following features:

- See Who is Being Recognized
- Send eCards
- Recognition Room
- Earn Achievement Badges
- Peer-2-Peer Recognition
- Manager-2-Peer Recognition
- Online Surveys, Quizzes, and Nominations
- Access Photo Gallery, Forms and Documents
- Measure Engagement
- Manager's Dashboard
- Program Reporting
- Shop for Awards

C.A. Short Company offer the following Branding:

- Dashboard with Adams County logo and colors
- Custom eCards
- Custom Achievement Badges
- Custom Instant Award Cards

C.A. Short Company will provide training to administrators and employees of Adams County.

Managers will receive automated emails one week prior to the anniversary month of employees celebrating an anniversary.

Reward Redemption

C.A. Short Company will provide Adams County a reward redemption site that will allow their employees to choose Branded Apparel and Accessories, Electronics, Jewelry, Home & Leisure, Gourmet, Watches, Outdoor, Traditional Items and Tools, and gift cards. Adams County will also be afforded the opportunity to award employees with some custom award options.

There are no minimum order requirements.



Reporting

C.A. Short Company provides an on-line Admin Portal System. The system allows administrators to manage their recognition program. Reports can be assigned per customer request. Most programs have a defined set of reports; however, additional customized reports can be provided and assigned.

Standard Reports:

- Employee Master Report
- Order History Report
- Item Usage Report
- Non-Response Report
- Points Issued
- Points Redeemed
- Point Balance
- Manager-2-Peer Point Issues
- Peer-2-Peer Point Issues
- Survey Summary

Engagement Reports:

- eCard Report
- Rec Room Post
- Messages
- Engagement Meter
- Login Reports
- Last Time Login to site
- Event analytics

All reports can be accessed 365/24 and can be ran for specific time periods.

Shipping and Returns

All award shipping is included.

- Return Policy:
 - Any recipient wishing to make a return or exchange may contact Client Services. Client Services will then issue a return authorization and enter an order for a replacement item. Items will be redelivered within 1 week of authorization.
 - C.A. Short Company incurs all costs associated with returned or replaced items.
 - Awards do not have to be returned in original packaging.
 - Any award returned within the first 30 days will receive full credit.





C.A. Short Company helps organizations identify behaviors they need to modify or enhance, benchmark their current performance, and then design a plan to create a culture of engagement. Solutions that are provided include Years of Service Awards, Performance Awards, OSHA® Compliant Safety Incentives, Corporate Store, Peer-2-Peer, Holiday, Wellness Initiatives, and Instant Award Programs.

a new way

Employee Recognition Solutions

OSHA® Compliant Safety Incentive Solutions

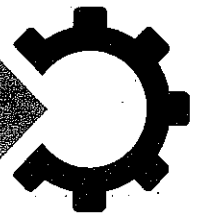
Instant Award Programs

Service & Performance Awards

Holiday Gift Solutions

- Safety
- Attendance
- Service
- Wellness
- New Hire Welcome
- Employment Referrals
- Birthday & Life Events
- Holiday
- Suggestions
- Peer-2-Peer
- Manager-2-Employee
- Participating on Committees
- Positive Work Behaviors
- Patient/Family to Staff nomination
- Customer/Client Satisfaction Scores
- Facility/Dept Rating Scores
- Client Compliment/Call Out
- BRAVO Awards
- GEM Awards (Going the Extra Mile)
- ICE Awards (Incredible Customer Experience)
- Employee of the Month
- Employee of the Quarter
- Employee of the Year
- Department & Team Achievements
- Training & Certifications
- Acting as a Trainer/Mentor
- Going Above & Beyond
- Housekeeping
- Team Player
- Instant Award Cards
- On the Spot Recognition
- Volunteer & Charity Events

INTEGRATES WITH MULTIPLE SYSTEMS

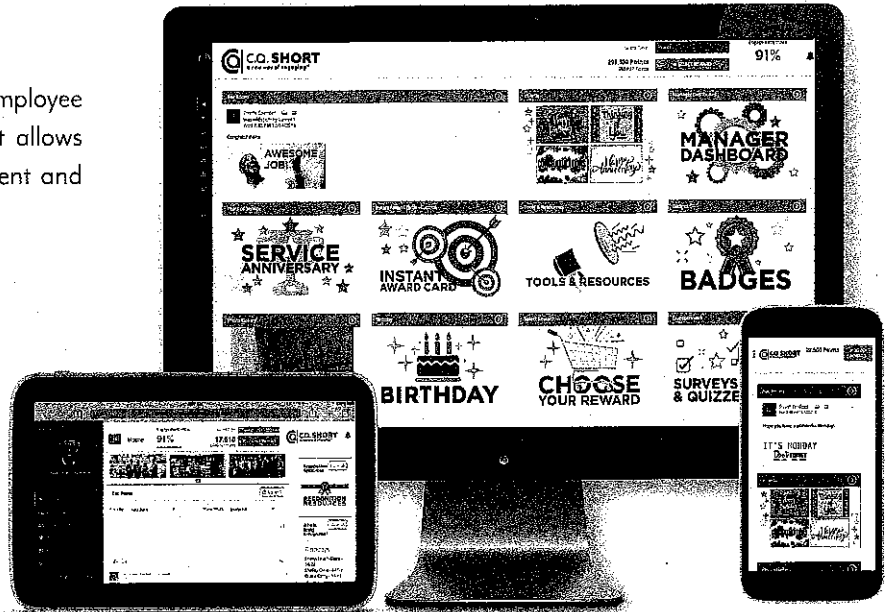


Our Employee Engagement Platform

people are everything

C.A. Short Company's People Are Everything employee engagement platform is an innovative tool that allows organizations to encourage employee engagement and recognize their employees in multiple ways.

- Helps Build a Culture of Engagement
- Provides Social Interaction
- Encourages Bi-Directional Communication
- Measures Program & Initiative Success
- Promotes Positive Behavior Change
- Stimulates Peer-2-Peer Recognition
- Allows Users to Redeem Points for Name Brand Rewards



We are the leaders in recognition **Program Design** and industry recognition **Best Practices**, delivering greater employee engagement that leads to increasing your bottom line.

Total Recognition
Service & Performance
OSHA® Compliant Safety Incentives
Holiday
Milestone
Instant Award
Corporate Marketplace

Put one, two or all of your recognition programs on our **People Are Everything** employee engagement platform.

RAPID DEPLOYMENT OF YOUR PROGRAMS DELIVERED BY RECOGNITION EXPERTS!

THE KEY BENEFITS OF PEOPLE ARE EVERYTHING

BUILD AN ENGAGED CULTURE:

People Are Everything is your inclusive internal communications platform to enable your employees to recognize one another and express appreciation in a collaborative and social way.

ENCOURAGE LIFESTYLE CHANGES VIRTUALLY ANYWHERE:

Interaction through People Are Everything promotes positive participation in a team atmosphere across multiple locations, both near and far. This "social interaction with a purpose" is especially beneficial for distributed workforces and fosters relationships through eCards and recognition of milestone events.

MEASURE SUCCESS AND PROGRAM IMPACT:

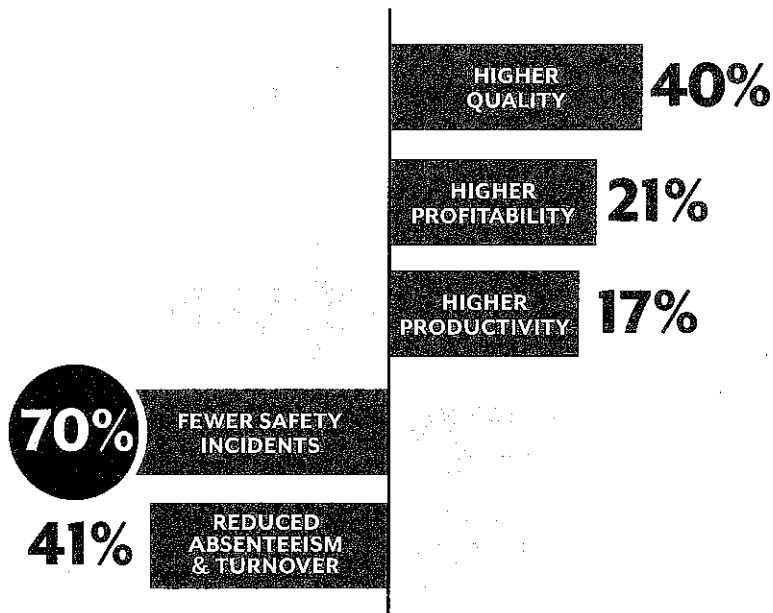
Reporting is available at all organizational levels using our Administrator and Manager tools. Participants can see their engagement score and achievement badges for themselves and their peers.

why now? *Identify, Benchmark and Outperform in the Market*

ENGAGE YOUR PEOPLE

Increase Your Bottom Line

A Gallup study found that companies in the TOP QUARTILE OF EMPLOYEE ENGAGEMENT compared with those in the bottom-quartile exhibited:



Fully engaged teams have greater results in core performance outcomes such as:

- Customer ratings
- Profitability
- Turnover
- Safety incidents
- Shrinkage (theft)
- Absenteeism
- Patient safety incidents
- Quality (defects)

****Active disengagement costs companies \$450-\$550 billion annually**

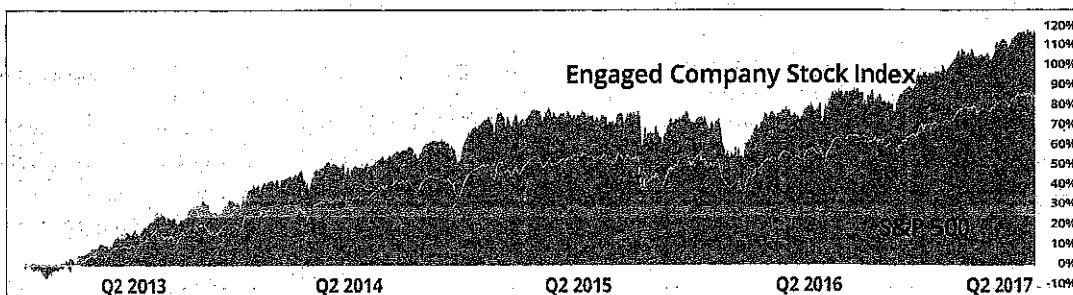
Source: Gallup - State of the American Workplace

THE POWER OF STRATEGIC

Recognition and Engagement

Have you heard of the *Engaged Company Stock Index*?

- Tracks the long-term results of companies with high levels of customer, employee, and community engagement
- Consists of 45 companies with high scores in all three areas



Source: Enterprise Engagement Alliance

The Engaged Company portfolio has outperformed the S&P 500 (including dividends) by 29.9 percentage points since October 1, 2012. October 1, 2012 to January 31, 2017

a new way

THIS IS NEXT LEVEL ENGAGEMENT

Meet all of the ways that we can build a program for you that fits your needs and budget.

Maximize Impact

Not every culture or budget are the same, we recognize this fact and are committed to building a program that meets your needs and budget – guaranteed!

- Mobile & Desktop Accessibility
- Total Recognition Program
- Global Integration & Shipping
- Program & Award Customization
- Reward Center
- Admin Dashboard

Improve Satisfaction

See an improvement in employee satisfaction when you provide employees, managers and admins with the tools that promote their success; then measure it regularly.

- Comprehensive Reporting
- User Guide
- Surveys
- Name Brand Items
- Thought Leadership

Engage Your Culture

Recognition is an emotional experience for the giver and the recipient. It is important to take the time to tell your employees, "You matter, and we've noticed your contribution."

- Peer-to-Peer (P2P)
- Social Interaction through Badges, eCards, Instant Award Cards and Online Recognition Feed
- Manager-to-Peer (M2P)
- Holiday Giving

Build Loyalty

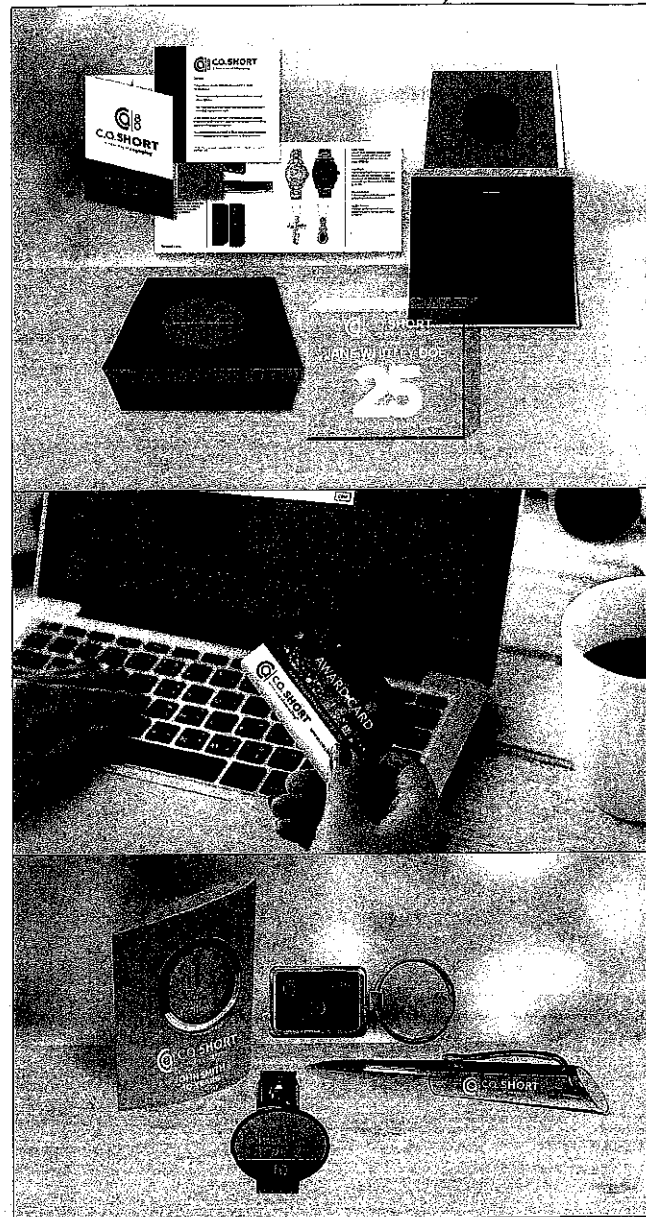
Create a deep emotional connection with your employees by making them your most vocal brand ambassadors. Thank them, in turn, they will thank you.

- Awards – Points, Service Awards, Stamps, Safety
- Corporate Marketplace
- Company Announcements

Change Behavior

The cost of an accident can far outweigh the cost of placing importance and focus on employee safety to the tune of millions of dollars. Recognize employees who maintain a safe and healthy working environment for themselves and others.

- OSHA® Compliant
- Quizzes
- Training Videos
- Leading Indicators



ask us how

C.A. Short Company's Shared Risk / Shared Reward Model is right for you!



C.A. SHORT
a new way of **engaging**

800.535.5690
www.CAShort.com
ISO 9001 Certified

C.A. Short Company is a thought leader in the international engagement solutions marketplace recognized for superior leadership, technological innovation, client experience, and strategic product development.

Let us show you how we can design an impactful engagement solution that encompasses total engagement through recognition, awards and incentives.

WHAT'S THE ROI IF WE MOVE The Needle By Just 2%

Employee Engagement (ROI) Calculation Individual

A					
Total Employees - 1,000			Average Salary + Benefits - \$60,016		
B			C		A x B x C
% Employees at Each Level	Engagement Level	Performance Delivered	Bottom Line Impact of Engagement		Financial Impact
13%	Fully Engaged	122%	Organization GAINS	\$13,204	\$1,716,458
20%	Engaged	100%	Employee delivers an organization's value equal to its costs (Salary + Benefits)		
55%	Disengaged	75%	Organization LOSSES		(\$8,252,200)
12%	Disengaged	40%	Organization LOSSES	(\$36,010)	(\$4,321,152)
Current Bottom Line Impact of Employee Engagement					(\$10,856,894)

Employee Engagement (ROI) Calculation Individual 2% Shift

A					
Total Employees - 1,000			Average Salary + Benefits - \$60,016		
B			C		A x B x C
% Employees at Each Level	Engagement Level	Performance Delivered	Bottom Line Impact of Engagement		Financial Impact
15%	Fully Engaged	122%	Organization GAINS	\$13,204	\$1,980,528
22%	Engaged	100%	Employee delivers an organization's value equal to its costs (Salary + Benefits)		
53%	Disengaged	75%	Organization LOSSES		(\$7,952,120)
10%	Disengaged	40%	Organization LOSSES	(\$36,010)	(\$3,600,960)
Current Bottom Line Impact of Employee Engagement					(\$9,572,552)

Over the years, the state of productivity in the workplace has shifted dramatically. We see more distributed workforces. We see Boomers aging out of the workplace, and millennials taking critical roles in leadership. And we know that more than 2/3 of the general workforce is disengaged, resulting in a loss in productivity of more than \$450 billion dollars annually. As the workplace has shifted, C.A. Short Company has shifted its focus areas toward strategies to recognize and engage workforces in ways that impact the company culture and unleash the ROI.

Current	(\$10,856,894)
2% Change	(\$9,572,552)
Positive Impact	(\$1,284,342)

why us?

C.A. Short Company is a pioneer in the Enterprise Engagement Framework

Human Interaction

Management physically presents the award to the employee either as part of a formal banquet or a special event.

Peer Recognition

A presentation option that includes either a certificate or plaque that can be displayed.

Useful & Desirable Awards

Provide diverse award choices that make your employee say, "Wow!"

"WE BELIEVE that anyone can provide a system to deliver awards, but C.A. Short Company also provides the expertise in employee recognition and engagement."

~ Jeff Ross, CEO & CFO

5 ELEMENTS of RECOGNITION



Family Involvement

The event, the award, and the recognition experience is able to be shared at home.

Immediate Gratification

Award is delivered in a timely manner, as soon as possible after the recognition event takes place.

CERTIFICATIONS & INDUSTRY AFFILIATIONS

- ISO 9001 Certified
- Agile Certified
- Society for Human Resources Management
- Recognition Professionals International
- Better Business Bureau
- National Safety Council
- Enterprise Engagement Alliance
- Engagement Advisory Council
- American Society of Safety Engineers
- International Standards Organization
- Incentive Marketing Association

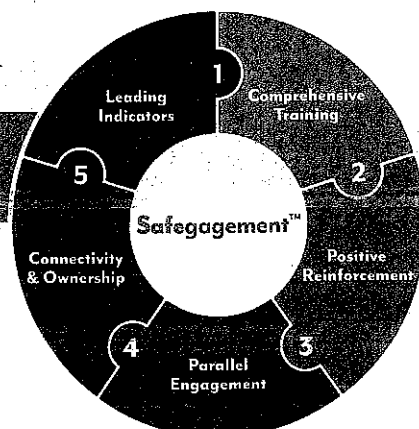
INDUSTRIES

- Communications
- Energy & Utilities
- Education
- Financial
- Food Services
- Healthcare
- Hospitality & Travel
- Real Estate
- Retail & eCommerce
- Senior Care
- Technology
- Transportation

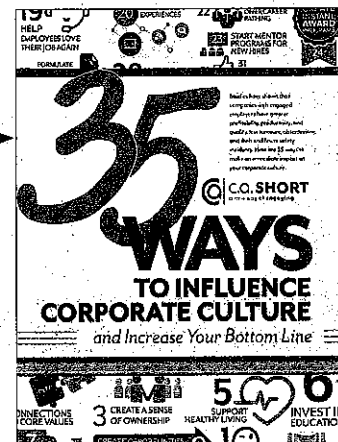
CREATORS OF:

- 5 Elements of Recognition
- 7 NEW Rules of Employee Engagement
- Safegagement™
- 35 Ways to Influence Corporate Culture and Increase Your Bottom Line
- B2E Marketing (Business to Employee)
- Health Check

The 5 Components of Safegagement™



Visit our complete Online Resource Library to download these items and many more at www.cashort.com/resource-library.



Employee Recognition Solution

RFP #: RFP-AF-2018.012

Presented To

Adams County

Submitted by

C.A. Short Company

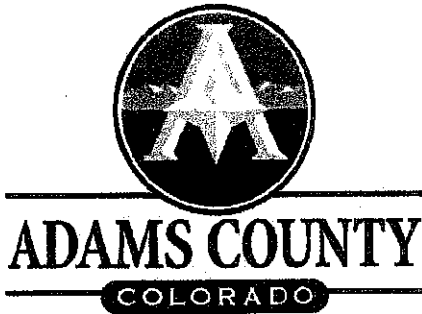


C.A.SHORT
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Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
CONTRACTOR'S CERTIFICATION
OF COMPLIANCE**

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

C.A. Short Company
Contractor Name

Jeff Ross
Printed or Typed Name


Signature

CEO & CFO
Title

01/30/2018
Date

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



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**REQUEST FOR PROPOSAL
CONTRACTOR'S STATEMENT**

I have read and fully understand all the conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said conditions as stated or implied. In consideration of the above statement, the Bid/Proposal is hereby submitted.

If any of the documents listed on the Cover Sheet are missing from this package, contact Adams County Purchasing. If you require additional information, call the contact person named on the Cover Sheet.

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 Bid/Proposal, (3) the Contractor will accept any awards made to it as a result of the Bid/Proposal submitted herein for a minimum of 120 calendar days following the date of submission.

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

ADDENDA (List addendum numbers separately): Addendum #1

C.A. Short Company

01/30/18

Contractor Name

Date

Signature

Jeff Ross

Printed Name

CEO & CFO

Title

4205 E. Dixon Blvd

Address

Shelby, NC 28152

Cleveland

City, State, Zip Code

County

(704) 482-9591

(704) 482-9953

Telephone

Fax

jross@cashort.com

Email



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**REQUEST FOR PROPOSAL
REFERENCE FORM**

Company Name	<u>FirstBank</u>
Address	<u>12345 W Colfax Ave Lakewood, CO 80215</u>
Contact Name & Phone	<u>Ed Diez de Medina (303) 202-7371</u>
Contact Email Address	<u>ed.diezdemedina@efirstbank.com</u>
Project Name	<u>Total Recognition Points Program – 3,000 participants</u>
Project Date & \$ Value	<u>2016</u>
Company Name	<u>QuickChek Corporation</u>
Address	<u>3 Old HWY 28 Whitehouse, NJ 08889</u>
Contact Name & Phone	<u>Mary Hengst (908) 534-7274</u>
Contact Email Address	<u>mhengst@qchek.com</u>
Project Name	<u>Total Recognition Points Program – 3,700 participants</u>
Project Date & \$ Value	<u>2015</u>
Company Name	<u>DSW, Inc.</u>
Address	<u>810 DSW Dr</u>
Contact Name & Phone	<u>Angela Holt (614) 872-1359</u>
Contact Email Address	<u>AngelaHolt@dswinc.com</u>
Project Name	<u>Total Recognition Points Program -13,000 participants</u>
Project Date & \$ Value	<u>2015</u>



Adams County

Employee Recognition Solution

RFP Number: RFP-AF-2018.012 - Pricing

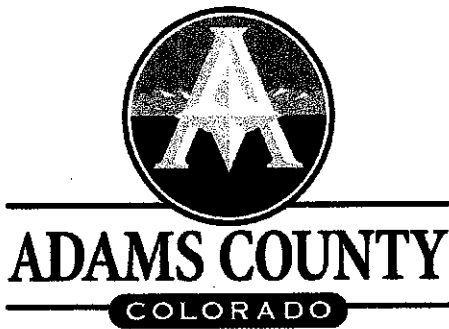
Point of Contact: Scott Hammer
Phone: 262-744-4098
Email: shammer@cashort.com

Web Address: www.cashort.com



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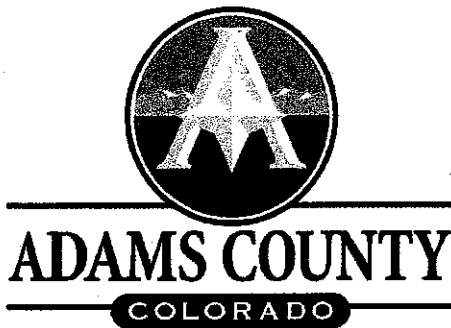
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**REQUEST FOR PROPOSAL
PRICING FORM: 2018.002
(Submit in separate sealed envelope)**

Ln	Product or Service	Price
1	Implementation	\$0.00
2	Licensing	\$0.00
3	Communication and Marketing	\$0.00
4	Print Marketing Materials	\$0.00
5	Website & Material Translation	\$0.00
6	Training	\$0.00
7	Shipping, Handling, Processing	\$0.00
8	Optional Programs & Add-ons	\$0.00
9	Estimated Annual Support and Maintenance	\$0.00
10	Hosting/Subscription	\$0.00
11	Other Fees (Write these in):	\$0.00
	See attached C.A. Short Company program recommendation.	
	TOTAL PROJECT PRICE	\$0.00

Percentage of prompt payment discount, if offered

0 %



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**REQUEST FOR PROPOSAL
PRICING FORM: 2018.002
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Other Pricing Method for this project:

Professional Hourly Rates:

Position Title	Regular Rate	Overtime Rate	Total Est. Hours
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C.A. Short Company does not have any program pricing for implementation or project needs.

TOTAL PROJECT PRICE \$ 0

TOTAL RECOGNITION PROGRAM RECOMMENDATION

SECTION A: PRICING (C.A. SHORT COMPANY'S PRICING IS STRAIGHTFORWARD)

The cost **\$0.01** per point issued plus any applicable sales tax.

The **\$0.01** per point includes the following:

Rewards

- Thousands of name brand rewards
- Reward shipping to the recipient's home address

Implementation

- C.A. Short Company's Solution Team to consult on recognition strategy
- Set-Up of program
- Ongoing support
- Project management support

"People Are Everything" Employee Engagement Platform

- Create a personalized branded website
- Design platform for formal, informal, and day-to-day recognition
- Formatting and data integration
- Communication set-up: auto email notification
- Ongoing project management support

Annual Corporate License

- Unlimited usage, license and access to C.A. Short Company's "People Are Everything" Employee Engagement Platform
- System updates
- Account management
- Employee reporting, social data management and support
- Administration of program

Communication Brand Strategy

- Personalization of the "People Are Everything" Employee Engagement Platform
- Employee Teasers
- Launch message for manager and employees
- Posters
- Announcement emails
- Monthly or Quarterly point issue emails

Training

- Executive, management and end user training
- Ongoing support training



Points

- Points never expire. Recipients can accumulate points and redeem when they are ready.
- Never lose points from terminated employees. Points from terminated employees will go into a corporate holding bucket use as bonus points, apply to next invoice or purchase reward items to give away.
- C.A. Short Company utilizes a unique pricing structure in which we invoice 1 penny per Point issued out. When employees redeem for merchandise, the point value in which the merchandise is listed at includes the cost of the item, shipping the item to the employee's home along with all program upkeep and support services. While all Adams County employees will have access to the platform, the County is only being invoiced when employees are actively utilizing the platform and earning Points. If an employee chooses not to participate and is not earning points, Adams County is not paying for that employee's access to the People Are Everything platform.

Reward Guarantee

- Return Policy:
 - Any recipient wishing to make a return or exchange may contact Client Services. Client Services will then issue a return authorization and enter an order for a replacement item. Items will be redelivered within 1 week of authorization.
 - C.A. Short Company incurs all costs associated with returned or replaced items.
 - Awards do not have to be returned in original packaging.
 - Less than 0.05% of our awards are returned due to damage or malfunction.
- Total Satisfaction Guarantee
 - All customer returns and exchanges are supported by our "Total Satisfaction Guarantee" customer service policy.
 - All awards are unconditionally guaranteed for 100% customer satisfaction and against manufacturer's defects.
 - Best in the industry unconditional 100% satisfaction guarantee on all awards with hassle-free no questions asked.
 - If your employees are not completely satisfied with the award within the first 30 days, they can return it for an exchange with no questions asked.
 - Guarantee against manufacturer's defects for 1 full year from date of order.



SECTION B: ADMINISTRATION

INDIVIDUAL WELCOME LETTERS-USERNAME & PASSWORD	INCLUDED
INDIVIDUAL POINT STATEMENTS (OPTIONAL BUT RECOMMENDED)	\$0.20 PER RECIPIENT
POINT STATEMENTS SHIPPED BULK TO LOCATION	C.A. SHORT PREFERRED CARRIER FEES
POINT STATEMENTS SHIPPED TO RECIPIENT'S HOME ADDRESS	STANDARD USPS FEES
EMAIL AND ONLINE POINT STATEMENTS	NO CHARGE
FULL COLOR PROGRAM "KICK-OFF" POSTER	INCLUDED

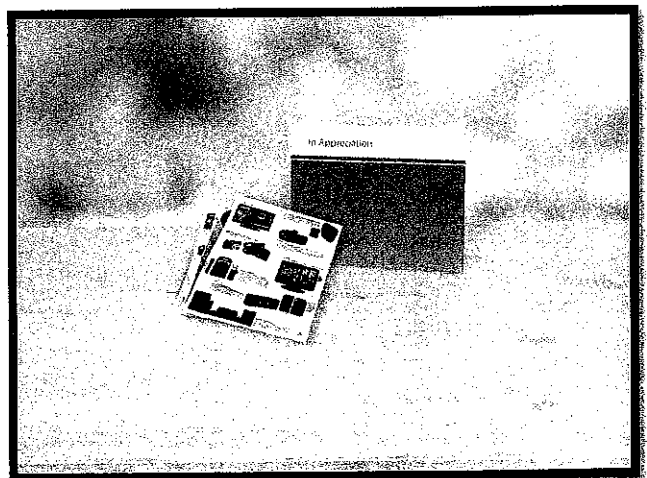
SECTION C: PROGRAM SET-UP

PLANNING, PLATFORM READINESS, TRAINING, SYSTEM WALKTHROUGHS, ROLL OUT TO "GO LIVE" LAUNCH	\$500.00 WAIVED
CUSTOM BRANDED ENGAGEMENT SOLUTION PLATFORM	\$1,000.00 WAIVED

SECTION D: PROGRAM RECOMMENDATION**Years of Service Program**

PRO100 –Presentation Folder \$1.00 per recipient

- Presentation Folder
- Congratulatory Letter
- Personalized Keychain with Company Logo



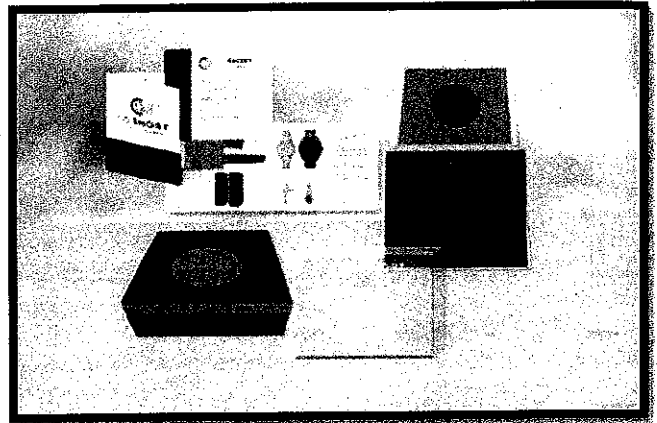
PRO 200 – Presentation Folder - \$4.50 per recipient

- Presentation Folder
- Personalized Certificate
- Personalized Congratulatory Letter with Company Logo and Authorized Signature
- Ordering Information



PRO530 - \$25.00 per recipient

- Presentation Box
- Personalized Lucite Framed Certificate
- Personalized Congratulatory Letter with Company Logo and Authorized Signature
- Ordering Information
-



Shipping

- Shipping of Presentation Packets bulk to locations and sorted to the specifications of the account. Shipping cost is determined by the size, weight, and ship-to zip code.

