

**ADAMS COUNTY  
PROFESSIONAL SERVICE AGREEMENT  
FOR PARENTING CLASSES FOR THE DETENTION CENTER**

THIS AGREEMENT ("Agreement") is made this 25 day of May 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 Darla Romp, RN, LCSW located at P.O. Box 36266, Denver, Colorado 80236 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 2018.413 and the Contractor's response to the RFP 2018.413 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 of the agreement.
- 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: seventy dollars (\$70.00) per hour for an amount not to exceed thirty-eight thousand dollars (\$38,000.00).

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 Sheriff's Office  
Contact: Scott Miller  
Address: 150 North 19<sup>th</sup> Avenue  
City, State, Zip: Brighton, Colorado  
Phone: 303-655-3415  
E-mail: [smiller@adcogov.org](mailto:smiller@adcogov.org)

Department: Adams County Purchasing  
Contact: Jennifer Tierney Hammer  
Address: 4430 South Adams County Parkway  
City, State, Zip: Brighton, Colorado 80601  
Phone: 720-523-6049  
E-mail: [jtierney@adcogov.org](mailto:jtierney@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: Darla Romp, RN, LCSW  
Address: PO Box 36266  
City, State, Zip: Denver, Colorado 80236  
Phone: 303-252-1451  
E-mail: [darlanow@comcast.net](mailto:darlanow@comcast.net)

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**

  
Raymone H. Gonzales

25 May 2018  
Date

**Contractor**

  
Signature


5/16/18  
Date

Darla Romp, RN, LCSW  
Printed Name

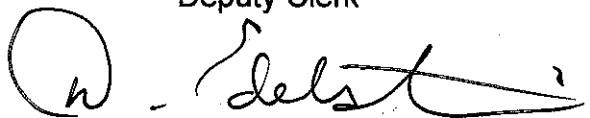
Contractor, Sole Proprietor  
Title

**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: \_\_\_\_\_

**LAWFUL PRESENCE AFFIDAVIT**

I, Darla Romp (aka Romp-Davos), swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

X I am a United States Citizen, or

\_\_\_\_\_ I am a legal Permanent Resident of the United States, or

\_\_\_\_\_ I am otherwise lawfully present in the United States pursuant to Federal law.  
(note: additional verification will be required through the "SAVE" program\*).

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Darla Romp  
Signature

05/16/18  
Date

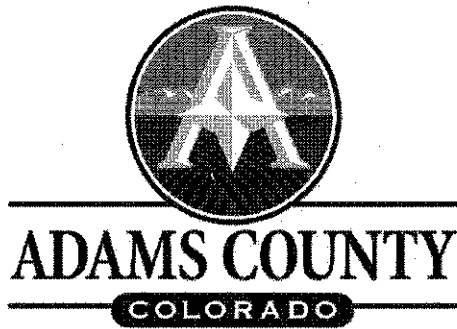
**COUNTY USE ONLY**

Identification Produced (check one):

- \_\_\_\_\_ Colorado Drivers License
- \_\_\_\_\_ Colorado Identification Card
- \_\_\_\_\_ United States Military Card
- \_\_\_\_\_ United States Military Dependent's Card
- \_\_\_\_\_ United States Coast Guard Merchant Mariner Card
- \_\_\_\_\_ Native American Tribal Document

\_\_\_\_\_ \*Verification to be completed through the "SAVE" program.

Identification produced to: \_\_\_\_\_, of Adams County. \_\_\_\_\_  
Name of county employee Initials



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

## REQUEST FOR PROPOSAL COVER SHEET

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RFP Issue Date: February 21, 2018

RFP Number: RFP-JTH-2018.413

RFP Title: **Parenting Classes**

RFP Questions Due: February 28, 2018

Proposal will be received until: March 8, 2018 MT, Our Clock  
4430 South Adams County Parkway  
Brighton, CO 80601

Goods or services to be delivered to or performed at: Adams County Detention Facility

For additional information please contact: Jen Tierney Hammer, Contract Specialist  
720-523-6049  
Email Address: [jtierney@adcogov.org](mailto:jtierney@adcogov.org)

Documents included in this package:

- Proposal Instructions
- General Instructions
- Scope of Work (SOW)/ Specifications
- Pricing Form
- Contractor's Certificate of Compliance
- Contractor's Statement
- Reference Form
- Term of Acceptance Form
- Appendix A – Sample Agreement

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## GENERAL INSTRUCTIONS

1. The Adams County Board of Commissioners by and through its Purchasing Division of the Adams County Sheriff's Office is accepting proposals for Parenting Classes at the Adams County Detention Facility.
2. **All documents related to this RFP will be posted on the Rocky Mountain Bid System at:**  
**<http://www.rockymountainbidsystem.com/Bids/ViewOpenSolicitations.asp>**
  - 2.1. Interested parties must register with this service to receive these documents.
  - 2.2. This service is offered free or with an annual fee for automatic notification services.
3. Written questions may be submitted through email. All questions are to be submitted to Jennifer Tierney Hammer, Lead Contract Specialist, by email at [jtierney@adcogov.org](mailto:jtierney@adcogov.org). The deadline for questions is **February 28, 2018 at 2:00 p.m.**
4. An Addendum to answer all questions will be issued after the submitted questions received.
5. **Proposals**
  - 5.1. Sealed proposals for consideration will be received at the office of the Purchasing Division of the Finance Department at the Adams County Government Center, 4430 South Adams County Parkway, Fourth Floor, C4000A Brighton Colorado 80601, up to **2:00 p.m. on March 18, 2018** to the Attention of Jennifer Tierney.
  - 5.2. The proposal opening time shall be according to our clock.
  - 5.3. Proposals will be publicly opened and the names of the companies submitting proposals will be read aloud.
  - 5.4. Proposals may be mailed or delivered in person and **must be** in a sealed envelope clearly labeled with Company Name, Proposal Number and Project Title.
  - 5.5. No proposals will be accepted after the time and date established above except by written addenda.
  - 5.6. The proposal must be submitted on a CD or Thumb Drive in a single PDF file not to exceed 20 pages and (3) three original paper copies. Brochures or other supportive documents may be included with the proposal narrative.

5.7. Submit Proposal in tab format.

5.8. Proposal shall include a Table of Contents – Include a clear identification of the material by section and by page number, i.e. Mandatory Requirements section, etc.

5.9. Proposal shall include 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.

5.10. Proposal shall include the profile of the firm. State whether your firm is local, national, or international. Include the following for the office this work would originate from:

5.10.1. Size of the firm and size of local office (if applicable).

5.10.2. Location of the office, where the work on this engagement is to be performed.

5.10.3. Provide any substantiated complaints against the firm in the last 3 years and any outstanding litigation.

5.10.4. References (minimum of 3)

5.10.5. Provide resume information concerning the key individuals to be assigned to this project. Names, titles, experience, job descriptions, professional training, functional role, professional licenses and/or associations of individuals, shall be included.

5.11. The two proposal signature pages "**CONTRACTOR'S CERTIFICATION OF COMPLIANCE**" pursuant to Colorado Revised Statute (C.R.S.), §8-17.5-101, *et. seq.*, as amended 5/13/08, and the "**PROPOSAL FORM**" acknowledging the receipt of addendum(s) must be signed and included as hard copy with the CD.

5.12. Proposals may not be withdrawn after date and hour set for closing. Failure to enter contract or honor the purchase order will be cause for removal of supplier's name from the Vendor's List for a period of twelve (12) months from the date of this opening.

5.13. In submitting the proposal, the vendor agrees that acceptance of any or all proposals by the Purchasing Manager within a reasonable time or period constitutes a contract. No delivery shall become due or be accepted unless a purchase order shall first have been issued by the Purchasing Division.

5.14. The County assumes no responsibility for late deliveries of mail on behalf of the United States Post Office or any other delivery system.

5.15. 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:  
**Parenting Classes for Adams County Detention Facility, 2017.646.**

5.16. In the event of a situation severe enough to cause the Adams County Board of Commissioners to close the County offices for any reason, the Purchasing Manager has the prerogative of rescheduling the proposal opening time and date. No proposal will be considered above all other proposals by having met the proposal opening time and date requirements to the exclusion of those who were unable to present their proposal due to a situation severe enough to cause the Board of Commissioners to close the County offices.

5.17. Proposal must be submitted in the format supplied and/or described by the County. Failure to submit in the format provided may be cause for rejection of the proposal. Proposals must be furnished exclusive of taxes.

5.18. No award will be made to any person, firm, or corporation, which is in arrears upon any obligation to the County.

5.19. 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 proposal.

5.20. The County reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals, including but not limited to:

- 5.20.1. Any Proposal which does not meet bonding requirements, or,
- 5.20.2. Proposals which do not furnish the quality, or,
- 5.20.3. Offer the availability of materials, equipment or services as required by the specifications, description or scope of services, or,
- 5.20.4. Proposals from offerors who lack experience or financial responsibility, or,
- 5.20.5. Proposals which are not made to form.

5.21. 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.

5.22. Issuance of this solicitation does not commit the County to award any Agreement or to procure or Agreement for any equipment, materials or services.

5.23. 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.

5.24. Only sealed proposals received by the Purchasing Division of the Finance Department will be accepted; proposals submitted telephone, email, or facsimile machines are not acceptable.

5.25. 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. The County does not guarantee the confidentiality of any records.

6. Adams County is an equal opportunity employer.

7. The County ensures that disadvantaged business enterprises will be afforded full opportunity to submit bids in response to all invitations and will not be discriminated against on the grounds of race, color, national origin, age, gender, or disability in consideration for an award.

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

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

9.1.1. Each Occurrence \$1,000,000

9.1.2. General Aggregate \$2,000,000

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

- 9.2.1. Bodily Injury/Property Damage                      \$1,000,000 (each accident)
- 9.2.2. Personal Injury Protection                      Per Colorado Statutes
- 9.3. Workers' Compensation Insurance:                      Per Colorado Statutes
- 9.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services.
  - 9.4.1. Each Occurrence                      \$1,000,000
  - 9.4.2. This insurance requirement applies only to Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.
- 9.5. 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:
  - 9.5.1. 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.
  - 9.5.2. The insurance companies issuing the policy or policies shall have no response against the County for payment of any premiums due or for any assessments under any form of any policy.
  - 9.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.
- 9.6. 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.
- 9.7. 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.
- 9.8. At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage's or policies required under this Agreement.



- 9.9. The Contractor shall not commence work under this contract until they have submitted to the County and received approval thereof, certificates of insurance showing that they have complied with the foregoing insurance.
- 9.10. All referenced insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured." The name of the proposal or project must appear on the certificate of insurance.
- 9.11. 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 covered by the described insurance.
- 9.12. The clause entitled "Other Insurance Provisions" contained in any policy including the County as an additional insured shall not apply to The County.
- 9.13. If any of the said policies shall be or at any time become unsatisfactory to the County as to form or substance, or if a company issuing any such policy shall be or at any time become unsatisfactory to the County, the Contractor shall promptly obtain a new policy, submit the same to the Purchasing Manager of Adams County for approval and thereafter submit a certificate of insurance as herein above provided. Upon failure of the Contractor to furnish, deliver and maintain such insurance as provided herein, this contract, at the election of the County, may be immediately declared suspended, discontinued or terminated.
- 10.** 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.
- 11. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08:**  
Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended 5/13/08, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:
- 11.1. 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.
- 11.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

- 11.3. 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.
- 11.4. 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.
- 11.5. 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.
- 11.6. If Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- 11.7. 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).
- 11.8. 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.

## **End General Information**

## **12. Scope of Work**

- 12.1. Practical Training and education for parents in a prison setting.
- 12.2. Training and Education are in areas of childcare, child development, parent-child relationships, and experienced and responsibilities of parenthood.
- 12.3. Parenting classes will provide parenting education for inmates.
- 12.4. Preventative and educational parenting services should provide an opportunity for parents to learn the various developmental tasks that children

face while providing an opportunity for parents to anticipate growth and development of their children.

- 12.5. Parenting classes will meet 3 to 4 times a week for an hour and a half per class.
- 12.6. Class curriculum will be based on the Love and Logic Principles.
- 12.7. Support incarcerated parents' participation in making decisions for their children, especially relating to school and health.
- 12.8. There will also be two (2) additional classes for inmates based upon Compassion Power for 1.5 hours a week (one male and one female).
- 12.9. The proposal should state the size of the agency, how many staff it employs, and location of the office where it conducts business.
- 12.10. The proposal should discuss how long the agency has been in business and its capabilities to provide services for Parenting Education.

### **13. Work Environment**

- 13.1. High stress and potential danger is present due to jail setting.
- 13.2. Personal safety is of some concern due to the jail setting.
- 13.3. Possible contact with inmates having infectious diseases.
- 13.4. This position is subject to varying and unpredictable situations.
- 13.5. Contractor must be ready to handle emergency or crisis situations per ACDF expectations, training, policies, and procedures.

### **14. Minimum Requirements**

- 14.1. A minimum of a Bachelor's degree is required in a related discipline (Social Work, Psychology, etc).
- 14.2. The instructor should be licensed within the State of Colorado
  - 14.2.1. An affirmative statement should be included indicating that the agency/instructor is properly registered/licensed to operate in Colorado.
- 14.3. The candidate must have a minimum of five (5) years experience working within a jail or detention facility setting.
- 14.4. Contractor must provide a minimum of three (3) verifiable references.
- 14.5. The candidate must possess the ability to work with the public and a variety of people.
- 14.6. Contractor must pass NCIC/CCIC background review as determined by the Sheriff's Office HQ detective.
- 14.7. The Contractor will need to have an interview with the Background Detective.
- 14.8. The Contractor will also have to pass a 10-year background check, verification of all references and education, pass a possible drug test, and pass a voice stress/analyzer test or polygraph test.
- 14.9. Awarded Contractor must attend security courses prior to providing services for the Adams County Detention Facility. For example; 40 hour in-house academy and all mandatory civilian training (topics vary over the year – security, medical issues, workplace conduct, sexual harassment, etc.). Contractor will be paid for their time attending these mandatory courses.

- 14.10. It is mandatory that the awarded Contractor will be teaching all classes provided and will not be able to subcontract.

## **15. Evaluation Criteria**

This Request for Proposal will be evaluated on the following criteria:

- 15.1. Minimum Qualifications
- 15.2. Dependability and Schedule Commitment
- 15.3. Experience
- 15.4. Company Background
- 15.5. Pricing

### **Submittal Checklist**

- ☐ Response to RFP
- ☐ Vendor's Information Form
- ☐ W-9
- ☐ Contractor's Certification of Compliance
- ☐ Proposal Form Contractor's Statement
- ☐ References
- ☐ 3 paper copies
- ☐ One CD of submitted proposal in a single PDF document

## 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

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
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



## PROPOSAL FORM

Parenting Classes for Adams County Detention Facility 2018.413

### CONTRACTOR'S STATEMENT

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

\_\_\_\_\_  
 Written Amount (Per Hour)
 \$ \_\_\_\_\_  
Amount (Per Hour)

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # \_\_\_\_\_ Addenda # \_\_\_\_\_  
 If None, Please write NONE.

Company Name	Date
Address	Signature
City, State, Zip Code	Printed Name
County	Title
Telephone	Fax
Email Address	

## SAMPLE OF PURCHASE OF SERVICE AGREEMENT

THIS AGREEMENT ("Agreement") is made this \_\_\_\_ day of \_\_\_\_\_ 2016, 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 Winner123, 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 the date of this Agreement.

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

4. **PAYMENT AND FEE SCHEDULE:** The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for those services, 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. 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, comprehensive automobile liability, and professional liability insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured" and shall include the following provisions:

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. WARRANTY:

9.1. 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.

## **10. TERMINATION:**

- 10.1. 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.
- 10.2. 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.

## **11. MUTUAL UNDERSTANDINGS:**

- 11.1. 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.
- 11.2. Compliance with Laws: During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, and that no violation of such provisions are present. 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).
- 11.3. 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.
- 11.4. 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.
- 11.5. 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.

11.6. 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.

11.7. 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.

11.8. 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

E-mail:

Contractor: Winner123

Contact:

Address:

City, State, Zip:

Phone:

E-mail:

11.9. 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.

11.10. 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.

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

11.12. 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.

## **12. CHANGE ORDERS OR EXTENSIONS:**

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

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

## **13. 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:

13.1. 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.

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

13.3. 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.

13.4. 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.

- 13.5. 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.
- 13.6. 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.
- 13.7. 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).
- 13.8. 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.

The 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**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

**Winner123**

\_\_\_\_\_  
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** \_\_\_\_\_, 2016,

**by** \_\_\_\_\_,

\_\_\_\_\_  
**Notary Public**

**My commission expires on:** \_\_\_\_\_

## 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.



**Response to Request for Proposal  
RFP-JTH-2018.413**

**Parenting Classes**

Submitted to:

Purchasing Division of the Finance Department  
Adams County Government Center  
4430 South Adams County Parkway  
Fourth Floor  
C4000A  
Brighton, Colorado 80601  
Attn: Jennifer Tierney

Submitted by:

Darla Romp, RN, LCSW  
P.O. Box 36266  
Denver, Colorado 80236

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### **HARD COPIES (ENCLOSED):**

**W-9**

**CONTRACTOR'S CERTIFICATION OF COMPLIANCE  
PROPOSAL FORM**

## **1. EXECUTIVE SUMMARY**

I, Darla Romp, RN, LCSW, am pleased to offer my bid to provide Parenting and Compassion Power© Classes for the Adams County Detention Center.

I have a proven record of working successfully with inmates in a correctional setting for over 30 years. After initiating and conducting the first Domestic Violence groups at the Adams County Detention Facility (ACDF) from 1987-1989, I went on to introduce and implement Parenting Classes in 1989 and Compassion Power© Groups in 2002. In addition, I provided mental health and substance abuse counseling services to women in a minimum security Department of Corrections (DOC) facility from 1989 until it closed in 1990. Under a separate contract, I have also run the ACDF Substance Abuse Program since September 1, 2015.

My experiences outside of the correctional setting provide a width and depth of knowledge and skills that prove helpful when working with inmates with multiple issues. While instructing at the Detention Center part-time, I also maintained a community-based counseling and consulting practice from 1990-2009 that allowed me not only to run an intensive therapy practice, but also to work in a day-treatment program for troubled youth, teach children in a Montessori classroom and adults at a community college, and provide a variety of workshops and groups.

Degrees and licenses in Nursing and Social Work uniquely position me to provide services that integrate the bio-psycho-social approaches to instruction and treatment.

## **2. PROFILE OF THE FIRM**

2.1 SIZE OF FIRM: I am a Sole Proprietor providing on-site services on a contract basis.

2.2 LOCATION: I have a P.O. Box and email address for written communications and have maintained the same business phone number since 1990:

Darla Romp, RN, LCSW  
P.O. Box 36266  
Denver, CO 80236  
darlanow@comcast.net  
303-252-1451

2.3 COMPLAINTS AND LITIGATION: There are no current or past complaints or litigation against me.

2.4 REFERENCES:

Lindsay Laughery – ACDF Programs Department Supervisor/Adams County Sheriff's Department – 720-655-3366 (supervises my current contract employment with the jail)

Candace Wuchter – ACDF Programs Department/Adams County Sheriff's Department - 720-685-3024 (has direct knowledge of my performance in the jail setting since 2001)

Mary McCotter – past GED Instructor ACDF/Adams County Sheriff's Department - 720-234-3547 (can attest to my effectiveness as a teacher in a correctional setting since 2006)

Amy Hendrickson – Westminster Police Department, Victim Services – 720-977-5183 (knows of my work since 1985)

2.5 RESUME – see attachement, pp. 12-18

### **3. RESPONSES TO SCOPE OF WORK [Sec. 12]**

#### **3.1 DESCRIPTION OF PARENTING CLASSES TAUGHT BY DARLA ROMP, RN, LCSW AT THE ADAMS COUNTY DETENTION FACILITY (ACDF)**

The Parenting Classes at the Adams County Detention Facility are offered to all non-maximum adult inmates in general population on a weekly basis. Through a variety of methods, pertinent and readily-applicable information and skills are discussed, modeled, and practiced so that participants can begin making immediate changes in their parenting practices.

Classes are taught in 1-1.5 hour increments for up to 25 inmates at a time in 3-4 classes/week, using as a base the "Becoming a Love and Logic Parent" curriculum. This material is supplemented with additional resources (including handouts, books, videos, and real life examples) that promote the authoritative parenting style – i.e. one in which parents are warm and responsive to the needs of their children while also setting firm limits and making age-appropriate demands on the child. Issues specific to inmates (e.g. maintaining a bond despite incarceration, how to explain jail to children) as well as general parenting concerns are addressed. Dealing with specific problems or populations – e.g. interventions for children with ADHD, dealing with adolescents who are already involved with the criminal justice system, interacting with the foster care/social service system, and common medical issues related to children - are addressed as needed within the framework of the class. Incarcerated parents are encouraged to be involved in making decisions for their children whenever possible.

In meta-analyses of literature over a number of decades and across cultures, the authoritative parenting style has been shown to "transcend the boundaries of ethnicity, socioeconomic status, and household composition" (Steinberg, 2001) and results in children who fare better than their peers in terms of juvenile delinquency rates, incidence of aggressive behaviors in relationships, school performance, physical and psycho-social well being, self-reliance and competence, adaptive

achievement strategies, and substance abuse (Hoeve et al, 2009). *Parenting Education at the Adams County Facility has both a direct effect on the inmates served and an indirect effect on their families in the community.*

### **3.2 OBJECTIVES OF PARENTING CLASSES TAUGHT BY DARLA ROMP, RN, LCSW AT ACDF**

1. To expand inmates' basic knowledge of the bio-psycho-social needs of youth so that they can understand the needs of their children at various developmental stages of growth from infancy through adolescence.
2. To provide a framework by which parents can immediately begin to employ an authoritative parenting style – i.e. one in which there is a balance between the child's need for affection and parental warmth and for discipline, limits and consequences.
3. To build specific skills related to empathy and consequences that inmates can use immediately and continue to use upon release from the facility.
4. To enable inmates to model and coach a 5-step problem solving process that guides children to solve their own problems and increase self-efficacy, esteem and confidence.
5. To assist inmates in identifying appropriate and productive parenting methods and compare them to inappropriate or non-productive ones and demonstrate how to replace the former with the latter.
6. To help inmates identify strengths and weakness in the way they were parented and have parented their own children so that they can break negative intergenerational patterns and assist their own children in becoming more successful.
7. To provide inmates with resources they can utilize upon release to support them in parenting their children appropriately.
8. When possible, to promote and strengthen the parent-child bond so that children of inmates do not become further at-risk as a result of absent, negative or neglectful parenting.

### **3.3 DESCRIPTION OF THE COMPASSION POWER © CLASSES TAUGHT AT ACDF BY DARLA ROMP, RN, LCSW**

Introduction to Compassion Power©, a program aimed at improving participants' ability to regulate their emotions and control their behaviors, is offered to all non-maximum adult inmates in general population at the Adams County Detention

Facility. This six-week series of classes in emotional regulation skills is scheduled once per week for 1.5 hours and attendance at all classes is expected unless a facility requirement precludes it.

Material is presented utilizing a variety of methods, including lectures, videos, written packets, in-class demonstrations, practice of the H.E.A.L.S. self-regulatory technique, and targeted homework assignments. Upon thorough completion of ALL homework assignments and the demonstrated ability to use H.E.A.L.S., a participant is awarded a Certificate of Completion.

Using the work of Steven Stosny, LICSW, PhD, this is an intensive, abbreviated version of the original Compassion Power © Program that Dr. Stosny developed and first tested with multiple-murderers in a federal detention facility. The outcome in that original group was an increase in the inmates' ability to regulate emotions and control their behaviors; subsequently, the goal of decreasing prison violence (both between inmates and toward staff was achieved). Since that time, the Compassion Power © Program has been adapted to a range of populations, including spouse and child abusers, rageful drivers, and those court-ordered into anger management programs.

While traditional anger management and domestic violence treatment programs have a recidivism rate of approximately 50%, participants who successfully complete the Compassion Power © Programs consistently demonstrate a 14% recidivism rate based on court records and victim reports. (For complete statistical data, refer to the text, *Treating Attachment Abuse* by Steven Stosny or go to the Compassion Power© website at [www.compassionpower.com](http://www.compassionpower.com))

### **3.4 OBJECTIVES OF THE COMPASSION POWER© CLASSES TAUGHT BY DARLA ROMP, RN, LCSW AT ACDF**

Compassion Power © focuses on helping participants develop basic emotional self-regulation skills in order to decrease frustration, anger, and negative acting out. The building of a compassionate self enables individuals to see that power comes from within and not through controlling external forces. Feelings of self-esteem and self-control increase as new skills are learned and practiced.

1. To develop in inmates an understanding of the Compassion Power© model.
2. To provide basic information regarding the physiology, psychology, and social implications of emotions and have inmates identify how their ability or inability to regulate emotions has affected their lives.
3. To engage participants in setting short-, intermediate- and long-term goals with regards to the ability to self-regulate and demonstrate functional attachment/pro-social behaviors.

4. To show how failures in compassion and the inability to hold onto a positive, coherent sense of self when experiencing emotional discomfort results in negative symptoms and behaviors (e.g. anger, anxiety, depression, substance abuse, obsessions, controlling behaviors, abuse, anti-social behaviors).
5. To teach participants modes of self-empowerment and shame-reduction that empower both self and others, especially loved ones – including the H.E.A.L.S. emotional self-regulation technique and functional, pro-social skills they can employ on a daily basis.
6. To help inmates identify their own emotional arousal cues, so that they can effectively apply the tools learned in class.
7. To decrease blaming and justification and increase participants' sense of personal responsibility for their actions.
8. To teach negotiation skills and assertiveness as an alternative to controlling behaviors.
9. To build realistic self-esteem and self-confidence through the practice of regulating one's emotions and behaviors.
10. To provide inmates with resources they can utilize upon release to further reinforce their new skills and prevent recidivism into old, negative patterns.

### **3.5 DEMONSTRATED CAPABILITIES OF DARLA ROMP, RN, LCSW AS PARENTING/COMPASSION POWER © INSTRUCTOR**

- Develop, implement, evaluate, and revise Parenting Class curriculum and instructional methods based on the needs of a diverse population
- Teach the foundational elements of effective parenting – empathy and consequences – along with collateral units on such topics as choice, problem-solving, and enforceable statements
- Integrate special topics (e.g. substance use/abuse, sexuality education, domestic violence, effects of parental incarceration on children, gang susceptibility) into the general parenting framework
- Implement the Compassion Power© Program in such a way as to address both the needs of the facility and the diverse inmate population
- Pace material in accordance with inmates' grasp of it (as measured through in-class checks for understanding and through homework responses)
- Effectively coach class members through the H.E.A.L.S. process using student-generated situations
- Employ diverse teaching strategies and modalities in order to address the differing learning styles and educational levels of participants

- Grade and comment on student homework; assist students when deficits are observed
- Ability to effectively manage group dynamics, including handling inmates with behavioral disorders
- Ability to teach and communicate effectively with adults of varying ages, educational levels, abilities, and experiences
- Understand cultural differences that exist within the classroom
- Handle emotions and fears of inmates facing family problems, loss, court dates, etc.
- Provide information on community-based resources available to inmates upon release
- Copy and collate all materials needed to teach the class
- Track student progress and issue Certificates of Completion
- Track and report statistical data
- Regular and ongoing consultation with Program Staff and Program Manager to keep abreast of changes in the inmate population in general, individual inmate risk issues, class participation restrictions, and procedural and scheduling issues
- Keep abreast of developments in the field by reading current literature, consulting with colleagues, and participating in trainings

#### **4. RESPONSES TO WORK ENVIRONMENT [sec. 13]**

I have the demonstrated ability to handle the high stress and potential danger of the jail environment and a proven record of providing services to groups of inmates while adhering to the policies and procedures of the Detention Center.

As a Registered Nurse, I practice and incorporate principles of infectious disease prevention into my classes.

#### **5. RESPONSES TO MINIMUM REQUIREMENTS [sec. 14]**

- B.A. in Social Work; M.S.W. (Master of Social Work); LCSW (Licensed Clinical Social Worker), State of Colorado, #992048
- B.S.N. (Bachelor of Science in Nursing); RN (Registered Nurse), State of Colorado, #0188446
- Adams County Detention Facility Contractor - 1987-present
- References - see pp. 3-4
- References and work history show ability to work with the public and a wide variety of people
- Most recently passed a full background check in 2012 - including voice stress analysis, reference and education verification, etc. - and would be able to continue teaching classes without interruption of services to inmates. (Detective David Shaklee - Adams County Sheriffs Department, 303-654-1850)



- Willingness to attend required trainings (e.g. in-house academy); Lindsay Laughery, ACDF Programs Coordinator, can verify past attendance at mandatory civilian trainings

## **6. RESPONSES TO SAMPLE OF PURCHASE OF SERVICE AGREEMENT**

I, Darla Romp, RN, LCSW (Contractor) am in alignment with the provisions of the Sample of Purchase of Service Agreement:

1. All work shall be in accordance with RFP-JTH-2018.413 Parenting Classes for Adams County Detention Center and shall comply with the Purchase of Service Agreement.
2. Emergency Services as requested by the Adams County Board of County Commissioners will be performed in a timely fashion pursuant to the terms of the Agreement.
3. The Term of the Agreement shall be for one-year from the date of the approved Agreement. This term may be extended as per the provisions listed in sec. 3.2 of the Purchase of Service Agreement.
4. The County shall pay the agreed upon sum for services rendered, with the understanding that this is contingent upon continuing availability of County funds for the stated purposes.
5. As an Independent Contractor and Sole Proprietor who will be providing all services related to RFP-JTH-2018.413, I am not an employee of Adams County and will be solely and entirely responsible for all my acts during the term and performance of the Agreement.  
I understand that I am not eligible for workers' compensation benefits from the County and that it is my sole responsibility to pay all required state and federal taxes on any monies earned pursuant to the agreement.
6. As a Sole Proprietor who will not subcontract work, I am not required to post non-discrimination notices. However, non-discrimination will be practiced in my interactions with inmates and staff; services will be provided without discrimination based age, race, color, religion, marital status, disability, sex, or national origin.
7. The County (and all its officers, agents, and employees) shall have indemnification against any and all claims that result from my performance or failure to perform the terms of this agreement as set forth in item 7 of the Purchase of Service Agreement.
8. As per a prior Addendum (Addendum #1 2013.223 Parenting Classes for Inmates at Adams County Jail, question 2), Proof of Professional Liability/Malpractice

Insurance with amounts equal to or exceeding \$1,000,000 for each occurrence will be provided to the County, as will proof of comprehensive personal automobile insurance.

9. As this is a professional services contract, materials or equipment guarantees and warranties do not apply.

10. Termination For Cause or Convenience will follow the form outlined in section 10 of the Purchase of Service Agreement.

11. All Mutual Understandings will be followed as set forth in the Purchase of Service Agreement:

11.1 The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of the Purchase of Service Agreement. The Jurisdiction and Venue for any disputes arising under the Agreement shall be Adams County, Colorado.

11.2 All applicable federal, state, and local laws, rules, and regulations (including all licensing and permit requirements) will be adhered to during the performance of the Purchase of Service Agreement. This includes all specific provisions listed in section 11.2 of the Agreement.

11.3 Any applicable OSHA requirements will be observed.

11.4 Documentation/records of services provided will be maintained during the period of the Agreement and retained for three (3) years from the date of termination of the agreement. Such records will be available for inspection, review, or audit as required. In addition, information will be provided to the Program Supervisor for the purposes of tracking inmate utilization of services.

11.5 No part of the Agreement will be assigned or transferred without written consent of the County.

11.6 Failure to strictly perform the duties as outlined or a breach of any provision of the Agreement shall not imply a waiver as outlined in sec. 11.6 of the Agreement

11.7 If the obligations of the Agreement cannot be met by either the County or the Contractor due to forces or events beyond the control of the parties (Force Majeure), neither party shall be held liable

11.8 Notices shall be addressed to the contacts listed in the Agreement and will be deemed to have been received immediately upon hand-delivery or receipt of confirmation that an email was received or three days after the notice has been mailed by certified mail with return receipt requested.

11.9 The mutually signed Purchase of Service Agreement will contain the entire understanding of the Parties and will only be considered changed when such changes are made in writing and signed by both Parties.

11.10 If any provisions are deemed to be unenforceable or invalid, the remainder of the Agreement will remain in effect.

11.11 I, Darla Romp, RN, LCSW have the power and ability to enter into an Agreement with the County and will perform the duties and meet the obligations described in RFP-JTH-2018.413 and the Purchase of Service Agreement.

11.12 All documentation related to the Agreement will become the property of Adams County and shall be subject CORA as outlined. It is understood that the County does not guarantee the confidentiality of any records.

12. As conditions dictate, changes in scope of service or modifications to timelines for completing services may be required. These changes - including extensions - will be handled as outlined in sec. 12.1 and 12.2 of the Purchase of Service Agreement.

13. As the sole provider Parenting and Compassion Power/Emotional Self-Regulation classes, I attest that I am a citizen of the United States and will participate fully in the E-Verify Program. No other employees or subcontractors will be involved in providing services under this contract.

**DARLA ROMP, B.S.N., R.N., M.S.W, L.C.S.W.**  
**P.O. Box 36266**  
**Denver, CO 80236**  
**303-252-1451**

**EDUCATION/LICENSURE**

MASTER OF SOCIAL WORK (M.S.W.), University of Denver, May 1989.

BACHELOR OF ARTS, SOCIAL WORK, Colorado State University, Summer 1985.  
Graduated "with high distinction."

BACHELOR OF SCIENCE, NURSING (B.S.N.), Regis University, Summer 2008.  
Graduated Summa Cum Laude.

LICENSED CLINICAL SOCIAL WORKER, State of Colorado, current

REGISTERED NURSE, State of Colorado, current

EMERGENCY MEDICAL TECHNICIAN-BASIC, State of Colorado, 2006-2009

NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS, EMT-BASIC,  
2006-2009

**PROGRAM PROFICIENCIES & CERTIFICATIONS**

INSTRUCTOR, "Becoming a Love and Logic Parent," 2000

INSTRUCTOR, "How to Talk So Kids Will Listen...And Listen So Kids Will Talk," 1986

TRAINER/INSTRUCTOR, "Partners In Parenting." Colorado State University  
Cooperative Extension Office, 1993

CERTIFIED TRAINER, "Understanding and Responding to the Sexual Behavior of  
Children," Kempe National Center for the Prevention and Treatment of Child Abuse and  
Neglect, 1990

CERTIFIED DOMESTIC VIOLENCE OFFENDER'S COUNSELOR, Colorado, 1990-  
1995

CERTIFIED Imago Relationship Therapist, 1998

WORKSHOP PRESENTER, "Hot Monogamy: a Workshop for Committed Couples,"  
1999

WORKSHOP PRESENTER, "Power of Two Workshop: Secrets to a Strong and Loving Marriage," 2000

INSTRUCTOR, "Fighting for Your Marriage: The PREP/CPREP Workshops," 2000

ASSOCIATE & INSTRUCTOR, Compassion Power Programs for Emotional Regulation, 2002

DEVELOPER, "Picking Up the Pieces: When Your Child Has Been Sexually Abused," 1997

DEVELOPER, "Why Fools Fall In Love...And How Smart People Make It Last!" (tm), 1998

DEVELOPER, "Overcoming Anxiety: From Stress to Success," 1998

### **HONORS/AWARDS**

EXCELLENCE IN NURSING AWARD: PRE-LICENSURE, Regis University, 2008

THOMAS E. GREEN AWARD, Adams County Victim Advocate Coalition, for "Outstanding and Caring Services to Victims of Crime," 1989

1998 PROGRAM PROVIDER OF THE YEAR AWARD, Adams County Sheriff's Department, for providing over 1200 hours of parenting instruction and therapy to inmates for the period 1987-1998

2002 PROGRAM PROVIDER OF THE YEAR AWARD, Adams County Sheriff's Department, for continued excellence in providing parenting instruction and emotional regulation (CompassionPower) classes to inmates

### **EXPERIENCE**

4/87 - present Adams County Detention Facility (ACDF), Brighton, CO

INSTRUCTOR - Domestic Violence Prevention and Treatment, Parenting, The Compassion Power© Workshop for Emotional Regulation

1987-1989 - Implemented and conducted Domestic Violence Prevention and Treatment classes at ACDF (as an employee of Alternatives to Family Violence).

1989- present - Plan, implement, evaluate and provide parenting education for 60 inmates (male and female) per week.

2002-present - Piloted and implemented the state's first Compassion Power© Program in a jail facility. Carry out all aspects of the Compassion Power©/Emotional regulation skills program.

5/90 – 04/09 Private Practice, Thornton, CO

#### COUNSELOR/PSYCHOTHERAPIST and CONSULTANT

Counseling/psychotherapy and education services for adults and children. Education and consultation for professionals. Emphasis on relationships (marital, family): parenting issues; disruption, divorce, and abuse in families; sexual assault and incest; post-traumatic stress; and anxiety disorders. Individual, couples, family, and group modalities. Play therapy, psychoeducational workshops, and consultation services. Expert testimony in the areas of child abuse, child sexual abuse, domestic violence, effects of family discord, violence and divorce on children and visitation issues.

Professional and community education and training - Adams County Sheriff's Department, Westminster Police Department, Victim Outreach and Information, Thornton/Northglenn Police Department, Commerce City Police Department, Federal Heights Police Department, YMCA youth in the schools program, Clear Lake Counseling, the Freedom Center (substance abuse treatment).

10/02 - 06/03 Jefferson County Public Schools, Free Horizon Montessori, Golden, CO

#### CO-TEACHER and SPECIAL EDUCATION CONSULTANT

Instruction and classroom management in an upper elementary (4th, 5th, and 6th grade) classroom with up to 30 students. Reviewed and developed curriculum. Assisted students in setting challenging and appropriate educational goals and objectives to promote active learning and integration of information. Provided individual, small-group, and full-class instruction. Assessed student progress (including administration of CSAP tests). Promoted character and interpersonal development through use of classroom meetings and approved curricula – including “HELP Yourself, Kid!” which I authored..

Promoted parent and community involvement through weekly newsletters, periodic meetings, and special projects (e.g. the Denver Post/Rocky Mountain News “Stock Market Game,” the Council on Economic Development’s, Mini Society,” and IBM’s “Candy Caper). Assisted in development of school’s disciplinary police and took disciplinary action in tandem with principal.

Assisted in the development and implementation of IEPs. Provided supervision and coaching for Special Ed paraprofessional. Assisted in development and implementation of individualized behavior programs.

8/01 - 10/02 Devereux Cleo Wallace/Denver Public Schools, Denver, CO

DAY TREATMENT CLINICIAN

Provided comprehensive range of therapeutic services to severely emotionally and behaviorally disturbed children in a self-contained day treatment classroom housed in a public elementary school. Milieu therapy (including classroom management, assisting with instruction, and development of IEPs), group treatment, individual and family therapy, and case management.

4/01 - 8/02 North American Corporation of Weight Watchers International

GROUP LEADER

Educational and motivational groups.

6/93 - 2/95 Alternatives To Family Violence (ATFV), Thornton, CO

OUT-CLIENT PROGRAM COORDINATOR

Supervised and coordinated out-client services for women and children in domestic violence agency. Intake interviewing, assessment, and individual and group counseling services to court-ordered and voluntary clients. Evaluations for court and monitoring agencies (e.g. probation, social services); reporting on offender/client progress and status. Hiring and supervision of staff and interns. Periodic review of services, procedures and forms; implementation of necessary revisions. Community and professional education programs regarding issues of female offenders and survivors of domestic violence and child-related issues. Served on professional and community committees related to both perpetrator and victim issues.

5/89 - 5/94 Community College of Aurora (CCA), Aurora, CO

INSTRUCTOR - "Violence Against Children"

Course included in-depth study of physical, sexual, and emotional abuse of children, as well as the effects of neglect and parental domestic violence. Focusing on the identification and treatment of abusive families and victims of abuse and on the response of the legal system, the community, and human service agencies.

8/85 - 4/86 Arthritis Foundation, Rocky Mountain Chapter, Denver, CO

PROGRAM COORDINATOR (Colorado-Wyoming region)

Initiated, supervised, and maintained patient service, public awareness, and professional education programs throughout the Colorado-Wyoming chapter area. Supervised patient support groups in the metro Denver area and consulted with similar groups in rural Colorado and Wyoming. Initiated and implemented training programs for the Arthritis Self-Help Course, and the Arthritis Exercise Program. Coordinated public education forums for communities throughout the two states. Provided education on the psychosocial aspects of chronic illness. Coordinated the work of Foundation volunteers.

1/85 - 8/85 The Women's Center/Loveland Resource Center, Ft. Collins/Loveland, CO

ASSOCIATE STAFF MANAGER/INTERN COUNSELOR

Designed, implemented, and administered Associate Staff Program (Volunteer Program). Recruited, trained and supervised volunteers. Instituted monthly in-services and newsletter. Wrote training book. Co-wrote revised Personnel and Counseling Program Policies. Provided employment and transitional counseling to individual clients. Designed and facilitated training and support groups.

8/84 - 8/85 Colorado State University (CSU) Office of Women's Programs/Women's Resource Center, Ft. Collins, CO

PARAPROFESSIONAL

Organized, publicized, and supervised CSU Women's Resource Center and assisted in programming and community education for the Office of Women's Programs. Provided counseling to students, both individually and in groups.

9/84 - 8/85 Larimer County Crisis and Information Helpline, Ft. Collins, CO

CRISIS INTERVENER

Provided crisis intervention and information referral services by phone and in person.

8/82 - 8/85 CSU Victim Assistance Team, Ft. Collins, CO

VICTIM ADVOCATE

Provided support, advocacy, and information and referral services to sexual assault victims. Assisted in planning and running Sexual Assault Awareness Week activities. Provided education to community and law enforcement groups. Participated in training new advocates



## 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:

Darla Romp, RN, LCSW 03/01/18  
Company Name Date

Darla Romp, RN, LCSW  
Signature

Darla Romp, RN, LCSW  
Name (Print or Type)

Sole Proprietor/Contractor/Instructor  
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.



**PROPOSAL FORM**  
**Parenting Classes for Adams County Detention Facility 2018.413**

**CONTRACTOR'S STATEMENT**

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

Seventy and 00/100                      \$ 70.00  
 Written Amount (Per Hour)                      Amount (Per Hour)

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # none                      Addenda # none  
 If None, Please write NONE.

<u>Darla Romp, RN, LCSW</u>	<u>03/01/18</u>
Company Name	Date
<u>P.O. Box 36266</u>	<u>Darla Romp RN, LCSW</u>
Address	Signature
<u>Denver, CO 80236</u>	<u>Darla Romp, RN, LCSW</u>
City, State, Zip Code	Printed Name
<u>Denver</u>	<u>Sole Proprietor/Contractor/</u>
County	Title <u>Instructor</u>
<u>303-252-1451</u>	<u>303-561-0059</u>
Telephone	Fax
<u>darlanow@comcast.net</u>	
Email Address	



HEALTHCARE PROVIDERS SERVICE  
ORGANIZATION PURCHASING GROUP

**Certificate of Insurance**  
OCCURRENCE POLICY FORM



<b>Producer</b>	<b>Branch</b>	<b>Prefix</b>	<b>Policy Number</b>	<b>Policy Period</b>
018098	970	HPG	0270450687	from 08/14/17 to 08/14/18 at 12:01 AM Standard Time

**Named Insured and Address:**

Darla Romp  
Po Box 36266  
Denver, CO 80236-0266

**Program Administered by:**

Nurses Service Organization  
159 E. County Line Road  
Hatboro, PA 19040-1218  
1-800-247-1500  
www.nso.com

**Medical Specialty:**

Registered Nurse  
Social Worker, Clinical  
Excludes Cosmetic Procedures

**Code:**

80964  
80723

**Insurance is provided by:**

American Casualty Company of Reading, Pennsylvania  
333 S. Wabash Avenue, Chicago, IL 60604

<b>Professional Liability</b>	\$ 1,000,000 each claim	\$ 3,000,000 aggregate
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Your professional liability limits shown above include the following:

- \* Good Samaritan Liability
- \* Malplacement Liability
- \* Personal Injury Liability
- \* Sexual Misconduct Included in the PL limit shown above subject to \$ 25,000 aggregate sublimit

**Coverage Extensions**

License Protection	\$ 25,000	per proceeding	\$ 25,000	aggregate
Defendant Expense Benefit	\$ 1,000	per day limit	\$ 25,000	aggregate
Deposition Representation	\$ 10,000	per deposition	\$ 10,000	aggregate
Assault	\$ 25,000	per incident	\$ 25,000	aggregate
Includes Workplace Violence Counseling				
Medical Payments	\$ 25,000	per person	\$ 100,000	aggregate
First Aid	\$ 10,000	per incident	\$ 10,000	aggregate
Damage to Property of Others	\$ 10,000	per incident	\$ 10,000	aggregate
Information Privacy (HIPAA) Fines and Penalties	\$ 25,000	per incident	\$ 25,000	aggregate

**Workplace Liability**

Workplace Liability	Included in Professional Liability Limit shown above
Fire & Water Legal Liability	Included in the PL limit shown above subject to \$150,000 aggregate sublimit
Personal Liability	\$1,000,000 aggregate

**Total: \$ 365.00**

Base Premium \$365.00

Premium reflects Self Employed , Full Time

**Policy Forms & Endorsements**(Please see attached list for a general description of many common policy forms and endorsements.)

G-121500-D	G-121503-C	G-121501-C	G-145184-A	G-147292-A	GSL15563	GSL15564
GSL15565	GSL17101	GSL13424	CNA80051	CNA80052	G-123846-C05	CNA81753
CNA81758	CNA82011	CNA79575				

Chairman of the Board

Secretary

Keep this document in a safe place. It and proof of payment are your proof of coverage. There is no coverage in force unless the premium is paid in full. In order to activate your coverage, please remit premium in full by the effective date of this Certificate of Insurance.

Master Policy # 188711433

G-141241-B (03/2010)

Coverage Change Date:

Endorsement Change Date:

