DATE: October 18th, 2018  
BID NUMBER: B1800136  
DESCRIPTION: Child Welfare – South County Visitation Services  
DEPARTMENT: Human Services  
BID OPENING DATE: November 9th, 2018

I. NOTICE TO BIDDERS

The Human Services Advisory Commission (HSAC), on behalf of the Weld County Department of Human Services (WCDHS), by and through the Board of Weld County Commissioners, wishes to purchase the following:

SOUTH COUNTY VISITATION SERVICES

PAGES 1–9 OF THIS REQUEST CONTAINS GENERAL INFORMATION. NOT ALL OF THE INFORMATION CONTAINED IN PAGES 1–9 MAY BE APPLICABLE. SPECIFICATIONS UNIQUE TO THIS REQUEST FOR BID FOLLOW ON PAGES 10-16.

Bids for the stated services will be received electronically by the Weld County Department of Human Services, Contract Management Team, HS_Contract_Management@co.weld.co.us through: NOVEMBER 9, 2018 AT 5:00 P.M.

II. INVITATION TO BID

A. The Human Services Advisory Commission, on behalf of the Weld County Department of Human Services, by and through the board of Weld County Commissioners requests bids for the purchase of South County Visitation Services.

B. Bids shall include any and all charges for service(s) applied for by the bidder, and shall, in every way, be the total net price which the bidder will expect the Board of County Commissioners of Weld County to pay if awarded the bid.
Emailed Bids Are Required. Emailed (fully typed) bids are required. See Bid Specifications for specific instructions. After certification of the bid, the other copy will be routed for applicable review. An e-mail confirmation will be sent when we receive your bid.

III. INSTRUCTIONS TO BIDDERS

A. Bids shall be typewritten. Each bid must give the full business address of the bidder and be signed by him/her with his/her usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the partners of the partnership or by an authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the legal name of the corporation, followed by the name of the state of the incorporation and by the signature and title of the president, secretary, or other person authorized to bind it in this matter. Bids submitted by limited liability companies must furnish the full names of all members and managers and must be signed by a manager or by an authorized representative, followed by the signature and title of the person signing. The name of each person signing shall also be typed or printed below the signature. A bid by a person who affixes to his signature the word "president," "secretary," "agent," or other title without disclosing his principal, may be held to be the bid of the individual signing. When requested, satisfactory evidence of the authority of the officer signing in behalf of a corporation shall be furnished. All corrections or erasures shall be initialed by the person signing the bid. All bidders shall agree to comply with all of the conditions, requirements, specifications, and/or instructions of this bid as stated or implied herein. All designations and prices shall be fully and clearly set forth.

B. Bids may be withdrawn upon written request to the Weld County Department of Human Services received from bidders prior to the submission deadline. Negligence on the part of bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.

C. Bidders are expected to examine the conditions, specifications, and all instructions contained herein. Failure to do so will be at the bidder's risk.

D. Bidders shall not stipulate in their bids any conditions not contained in the instructions and specifications herein unless specifically requested by the special instructions attached hereto. Any bid which fails to comply with the letter of the instructions and specifications herein may be rejected.

E. Late or unsigned bids shall not be accepted or considered. It is the responsibility of the bidder to ensure that the bid arrives in the Weld County Department of Human Services, Service Utilization Unit, on or prior to the time indicated in Section I., entitled "Notice to Bidders."

F. When approximate quantities are stated, Weld County reserves the right to increase or decrease quantity as best fits its needs.
G. Whenever requested, samples or descriptive matter shall be filed prior to the opening of bids.

H. In accordance with Section 14-9(3) of the Weld County Home Rule Charter, the Board of County Commissioners of Weld County will give preference to resident Weld County bidders in all cases where said bids are competitive in price and quality. It is also understood that the Board of County Commissioners of Weld County will give preference to suppliers from the State of Colorado, in accordance with Section 30-11-110, CRS, when it is accepting bids for the purchase of any books, stationery, records, printing, lithographing or other supplies for any officer of Weld County.

I. All discounts shall be figured from the date of delivery and acceptance of the articles, or in the case of an incorrect invoice, from the date of receipt of corrected invoice, if this be subsequent to delivery and acceptance.

J. Substitutions or modifications to any of the terms, conditions, or specifications of this bid package which are made by Weld County, Colorado, after the bids have been distributed to prospective bidders, and prior to the date and time of bid opening, will be made in writing and signed by the Human Services Advisory Commission. No employee of Weld County, Colorado, is authorized in any way to modify any of the terms, conditions, or specifications of this bid without written approval of Human Services Advisory Commission. This is not to imply that bids will not be accepted or considered with specifications which are different from those herein. Any item which does not meet all the terms, conditions, or specifications of this bid, must be clearly indicated on a separate sheet of paper, attached to the bid specification and bid sheets and returned with the bid.

K. The successful bidder shall indemnify and hold harmless Weld County, Colorado, against all claims for royalties, for patents or suit for infringement thereon, which may be involved in the manufacture or use of the material to be furnished.

L. Contractor certifies that it shall comply with the provisions of Colorado Revised Statutes (C.R.S.) 8-17.5-101, et seq. Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract or enter into a contract with a subcontractor that fails to certify to Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract. Contractor represents, warrants, and agrees that it (a) has verified that it does not employ any illegal aliens, through participation in the Basic Pilot Employment Verification Program administered by the Social Security Administration and Department of Homeland Security, and (b) otherwise will comply with the requirements of C.R.S. 8-17.5-102(2)(b). Contractor shall comply with all reasonable requests made in the course of an investigation under C.R.S. 8-17.5-102 by the Colorado Department of Labor and Employment. If Contractor fails to comply with any requirement of this provision or C.R.S. 8-17.5-101, et seq., Weld County may terminate this Contract for breach and Contractor shall be liable for actual and consequential damages to Contractor.
Except where exempted by federal law and except as provided in C.R.S. 24-76.5-103(3), if Contractor receives federal or state funds under this Contract, Contractor must confirm that any individual natural person eighteen (18) years of age or older is lawfully present in the United States pursuant to C.R.S. 24-76.5-103(4) if such individual applies for public benefits provided under this Contract. If Contractor operates as a sole proprietor, it hereby swears or affirms under penalty of perjury that it (a) is a citizen of the United States or is otherwise lawfully present in the United States pursuant to federal law, (b) shall produce one of the forms of identification required by C.R.S. 24-76.5-101, et seq., and (c) shall produce one of the forms of identification required by C.R.S. 24-76.5-103 prior to the effective date of a Contract.

M. All goods shall remain the property of the seller until delivered to and accepted by Weld County, Colorado.

N. Bids received prior to the time of opening will be kept unopened in a secure place. No responsibility will attach to the Families, Youth and Children Commission, the Weld County Department of Human Services, or the Board of Weld County Commissioners, for the premature opening of a bid not properly addressed and identified.

O. In submitting the bid, the bidder agrees that the acceptance of any and all bids by the Board of County Commissioners of Weld County within a reasonable time or period does not constitute a contract. The Board of County Commissioners of Weld County, Colorado, reserves the right to reject any and all bids, to waive any informality in the bids, and to accept the bid, or part of a bid, that, in the opinion of the Board, is in the best interests of the Board and of the County of Weld, State of Colorado.

P. These instructions, the bid forms, and specifications have been developed with the hope of raising the standard of purchasing negotiations to a level wherein all transactions will be mutually satisfactory. Your cooperation is invited.

Q. Substitutions or modifications to any of the terms, conditions, or specifications of this which are made by Weld County after the bids have been distributed to prospective bidders and prior to the date and time of bid opening, will be made in writing. No employee of Weld County is authorized in any way to modify any of the terms, conditions, or specifications of this bid without written approval of said Director of the Weld County Department of Human Services. This is not to imply that bids will not be accepted or considered with specifications which are different from those herein. Any item which does not meet all the terms, conditions, or specifications of this bid, must be clearly indicated on a separate sheet of paper, attached to the bid specification and bid sheets and returned with the bid.

IV. General Specifications.

A. Fund Availability: Financial obligations of the Weld County payable after the
current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. By acceptance of the bid, Weld County does not warrant that funds will be available to fund the contract beyond the current fiscal year.

B. Governmental Immunity: No term or condition of the contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections or other provisions, of the Colorado Governmental Immunity Act §§24-10-101 et seq., as applicable now or hereafter amended.

C. Independent Contractor: The successful bidder shall perform its duties hereunder as an independent contractor and not as an employee. He or she shall be solely responsible for its acts and those of its agents and employees for all acts performed pursuant to the contract. Neither the successful bidder nor any agent or employee thereof shall be deemed to be an agent or employee of Weld County. The successful bidder and its employees and agents are not entitled to unemployment insurance or workers’ compensation benefits through Weld County and Weld County shall not pay for or otherwise provide such coverage for the successful bidder or any of its agents or employees. Unemployment insurance benefits will be available to the successful bidder and its employees and agents only if such coverage is made available by the successful bidder or a third party. The successful bidder shall pay when due all applicable employment taxes and income taxes and local head taxes (if applicable) incurred pursuant to the contract. The successful bidder shall not have authorization, express or implied, to bind Weld County to any agreement, liability or understanding, except as expressly set forth in the contract. The successful bidder shall have the following responsibilities with regard to workers’ compensation and unemployment compensation insurance matters: (a) provide and keep in force workers’ compensation and unemployment compensation insurance in the amounts required by law, and (b) provide proof thereof when requested to do so by Weld County.

D. Compliance with Law: The successful bidder shall strictly comply with all applicable federal and State laws, rules and regulations in effect or hereafter established, including without limitation, laws applicable to discrimination and unfair employment practices.

E. Choice of Law: Colorado law, and rules and regulations established pursuant thereto, shall be applied in the interpretation, execution, and enforcement of the contract. Any provision included or incorporated herein by reference which conflicts with said laws, rules and/or regulations shall be null and void.

F. Binding Arbitration Prohibited: Weld County does not agree to binding arbitration by any extra-judicial body or person. Any provision to the contrary in the contract or incorporated herein by reference shall be null and void.

G. No Third-Party Beneficiary Enforcement: It is expressly understood and agreed that the enforcement of the terms and conditions of the contract, and all rights of
action relating to such enforcement, shall be strictly reserved to the undersigned parties and nothing in the contract shall give or allow any claim or right of action whatsoever by any other person not included in the contract. It is the express intention of the undersigned parties that any entity other than the undersigned parties receiving services or benefits under the contract shall be an incidental beneficiary only.

H. Attorney’s Fees/Legal Costs: In the event of a dispute between Weld County and the successful bidder, concerning the contract, the parties agree that Weld County shall not be liable to or responsible for the payment of attorney fees and/or legal costs incurred by or on behalf of the successful bidder.

I. Insurance Requirements.

i. General Requirements: Contractors/Contract Professionals must secure, at or before the time of execution of any agreement or commencement of any work, the following insurance covering all operations, goods or services provided pursuant to this request. Contractors/Contract Professionals shall keep the required insurance coverage in force at all times during the term of the Agreement, or any extension thereof, during any warranty period, and for three (3) years after termination of the Agreement. The required insurance shall be underwritten by an insurer licensed to do business in Colorado and rated by A.M. Best Company as “A”VIII or better. Each policy shall contain a valid provision or endorsement stating “Should any of the above-described policies by canceled or should any coverage be reduced before the expiration date thereof, the issuing company shall send written notice to the Weld County Director of General Services by certified mail, return receipt requested. Such written notice shall be sent thirty (30) days prior to such cancellation or reduction unless due to non-payment of premiums for which notice shall be sent ten (10) days prior. If any policy is in excess of a deductible or self-insured retention, County must be notified by the Contractor/Contract Professional. Contractor/Contract Professional shall be responsible for the payment of any deductible or self-insured retention. County reserves the right to require Contractor/Contract Professional to provide a bond, at no cost to County, in the amount of the deductible or self-insured retention to guarantee payment of claims. The insurance coverages specified in this Agreement are the minimum requirements, and these requirements do not decrease or limit the liability of Contractor/Contract Professional. Contractor/Contract Professional shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this Agreement.

ii. Types of Insurance: Contractor/Contract Professional shall obtain, and maintain at all times during the term of any Agreement, insurance in the following kinds and amounts:

(a). Workers’ Compensation Insurance as required by state statute, and Employer’s Liability Insurance covering all of Contractor’s Contract Professional’s employees acting within the course and scope of their employment. If Contractor is an
Independent Contractor, as defined by the Colorado Worker’s Compensation Act, this requirement shall not apply. Contractor must submit to the Department a Declaration of Independent Contractor Status Form prior to the start of this agreement.

(b). Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent Contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:

* $1,000,000 each occurrence;
* $2,000,000 general aggregate;
* $50,000 any one fire; and
* $500,000 errors and omissions.

(c). Automobile Liability: Contractor/Contract Professional shall maintain limits of $1,000,000 for bodily injury per person, $1,000,000 for bodily injury for each accident, and $1,000,000 for property damage applicable to all vehicles operating both on County property and elsewhere.

(d). Additional Provisions:

* Policies for all general liability, excess/umbrella liability, liquor liability and pollution liability must provide the following:
  * If any aggregate limit is reduce by twenty-five percent (25%) or more by paid or reserved claims, Contractor shall notify County within ten (10) days and reinstate the aggregates required;
  * Unlimited defense costs in excess of policy limits;
  * Contractual liability covering the indemnification provisions of this Agreement;
  * A severability of interests provision;
  * Waiver of exclusion for lawsuits by one insured against another;
  * A provision that coverage is primary; and
  * A provision that coverage is non-contributory with other coverage or self-insurance provided by County.

(e). For all general liability, excess/umbrella liability, liquor liability, pollution liability and professional liability policies, if the policy is a claims-made policy, the retroactive date must be on or before the contract date or the first date when any goods or services were provided to County, whichever is earlier.
iii. Contractors/Contract Professionals shall secure and deliver to County’s Risk Administrator ("Administrator") at or before the time of execution of this Agreement, and shall keep in force at all times during the term of the Agreement as the same may be extended as herein provided, a commercial general liability insurance policy, including public liability and property damage, in form and company acceptable to and approved by said Administrator, covering all operations hereunder set forth in the related Bid or Request for Bid.

iv. Proof of Insurance: Contractor/Contract Professional shall provide a copy of this information to its insurance agent or broker, and shall have its agent or broker provide proof of Contractor/Contract Professional’s required insurance to the County. County reserves the right to require Contractor/Contract Professional to provide a certificate of insurance, a policy, or other proof of insurance as required by the County’s Risk Administrator in his sole discretion.

v. Additional Insureds: For general liability, excess/umbrella liability, pollution legal liability, liquor liability, and inland marine, Contractor/Contract Professional’s insurer shall name County as an additional insured.

vi. Waiver of Subrogation: For all coverages, Contractor/Contract Professional’s insurer shall waive subrogation rights against County.

vii. Subcontractors: All subcontractors, sub-vendors, suppliers or other entities providing goods or services required by this Agreement shall be subject to all of the requirements herein and shall procure and maintain the same coverages required of Contractor/Contract Professional. Contractor/Contract Professional shall include all such subcontractors, independent contractors, sub-vendors suppliers or other entities as insureds under its policies or shall ensure that all subcontractors maintain the required coverages. Contractor/Contract Professional agrees to provide proof of insurance for all such subcontractors, independent contractors, sub-vendors suppliers or other entities upon request by the County.

A provider of Professional Services (as defined in the Bid or RFP) shall provide the following coverage:

Professional Liability: Contract Professional shall maintain limits of $1,000,000 for each claim, and $2,000,000 aggregate limit for all claims.

V. Warranty. The successful bidder shall warrant that:

A. The services to be supplied pursuant to this bid are fit and sufficient for the purpose intended;

B. The services sold to Weld County, Colorado pursuant to this bid conform to the minimum Weld County specifications as established herein.
VI. **Confidential Information:** Confidential financial information of the bidder should be transmitted separately from the main bid submittal, clearly denoting in red on the financial information at the top the word, “CONFIDENTIAL.” However, the successful bidder is advised that as a public entity, Weld County must comply with the provisions of C.R.S. 24-72-201, et seq. the Colorado Open Records Act (CORA), with regard to public records, and cannot guarantee the confidentiality of all documents. If Weld County receives a CORA request for bid information marked “CONFIDENTIAL”, staff will attempt to contact the bidder in order to allow the bidder to seek an appropriate court order preventing disclosure. Without such an order, Weld County will release the requested information in accordance with CORA.
BID SPECIFICATIONS

I. PROJECT OVERVIEW

The Weld County Department of Human Services (WCDHS) is seeking qualified vendors to facilitate and deliver visitation services and parenting education to families involved with the Department of Human Services, Division of Child Welfare, in South Weld County. Services must include Visitation Assessments, Intermittent Visitation (Level I), Supervised Visitation (Level II), Therapeutic Visitation (Level III), Safe Exchange, as defined below, and parent education in group, individual and class formats.

II. DEFINITIONS

Visitation Assessments

Visitation assessments will be completed after observing a family's visits on 3 separate occasions. The visitation assessments will be completed by a Visitation Worker who will make recommendations regarding the level of visits. Assessments will be given to the assigned caseworker and the assigned visitation worker. The assessments will recommend Unsupervised Parenting Time, Levels I, II, or III,

Intermittent Visitation (Level I)

Intermittent visits are observed at a less frequent basis, including checking in on the family. These visits do not include any recording or intervention by staff. These visits include random, unannounced check-ins for parenting time at the FSVC or in the community. This is a time-limited service for 30-45 days.

Supervised Visitation (Level II)

The parent has demonstrated low to moderate concerns during the initial assessment. Supervised visits are consistently in line of sight and hearing or one-on-one with a Family Support and Visitation Worker. Supervised visits have the option of being recorded for documentation purposes. Supervised visits can be used to improve parenting skills, maintain bond between parent and child(ren) and provide education for parents. This is a time-limited service for 60-90 days. After 90 days, a staffing will need to take place to justify continuation. Every 30 days after the continuation will need justification to continue services.

Therapeutic Visitations (Level III)

Families who are at risk for domestic violence, physical, sexual or verbal abuse and parents with a history of poor parenting skills require a higher level of visitation. Many families that require this service have higher-conflict and previous allegations of abuse, severe parental alienation or neglect.
Therapeutic Visitations are supervised by a Therapeutic Visitation Worker. These include one 1-hour intake appointment for the parents to discuss goals, needs, parenting skills and to develop a treatment plan surrounding therapeutic visitations. *This is a time-limited service for 60-90 days. After 90 days, a staffing will need to take place to justify continuation. Every 30 days after the continuation will need justification to continue services.*

**Safe Exchanges**

Safe exchanges are the supervision of the transfer of a child from the custodial parent to the non-custodial parent at the beginning and the end of contact. The supervision is limited to the exchanges and may occur at FSVC or in the community.

**Parent Education**

Parent Education is a process of helping parents understand children’s development, needs and uniqueness, and their own parental roles and responsibilities by providing guidance, strategies and tools for observing, interpreting, and responding to children’s behaviors in an effort to maximize positive outcomes for children and families.

### III. CONTRACT PERIOD AND PRICING

1) The initial contract period is to be determined and shall continue as allowable by the funding source, so long as both parties are satisfied. The agreement, if awarded, shall be for up to a period of three years, but shall require renewal by both parties, in writing, on an annual basis.

2) The initial contract will be funded through Core Services Program, Child Welfare Administration, or other funding, so long as funding is made available.

3) Selected vendors will be required to bill Weld County monthly according to billing requirements set forth by the Department and by the applicable funding source.
IV. **DUE DATE**

All bids must be submitted electronically to the Weld County Department of Human Service at HS_Contract_Management@weldgov.com. Bids will be accepted through Friday, November 9, 2018, at 5:00 p.m.

V. **QUESTIONS**

All questions regarding the requirements in this Request for Bid must be submitted by email to HS_Contract_Management@weldgov.com. To guarantee sufficient time to provide bidders with a response, all questions must be received by Friday, November 2, 2018 at 5:00 p.m.

VI. **MINIMUM STAFF QUALIFICATIONS**

1) Safe Exchange, Intermittent Visitation (Level I), Supervised Visitation (Level II), and Parent Education

   MINIMUM QUALIFICATIONS: Bachelor’s degree.

   DESIRED QUALIFICATIONS: Bachelor’s degree preferably in counseling, psychology, social work or a related field. Preferred experience working with children and families

2) Visitation Assessments and Therapeutic Visitation (Level III)

   MINIMUM QUALIFICATIONS: Mental health training and experience that allows them to intervene and attempt to correct any issues that prevent the parents from having a healthy and productive relationship with their children. Prior experience in Child Welfare or working with children in a therapeutic capacity.

   DESIRED QUALIFICATIONS: Listed in the Department of Regulatory Agency’s (DORA) database as an LCSW, LPC, MFT or a licensure candidate for the beforementioned licenses.

VII. **ADDITIONAL STAFF QUALIFICATIONS**

In addition to providing the service, each worker will be required to complete the following:
• Conduct assessments and intakes and interpret results
• Review goals and objectives of family treatment plan
• Develop visitation goals and objectives
• Provide parenting education individually
• Facilitate parenting classes
• Participate in all required Family Engagement Meetings (FEM’s).
• Communicate with treatment team, county officials, GAL’s, caseworkers, foster parents, kinship and care providers
• Testify in court hearings if subpoenaed to do so
• Make recommendations on level of visits (therapeutic workers only) and provide parenting recommendations
• Contacting all parties involved and scheduling all visitations
• Utilize a provided template for visit notes
• Complete monthly reports and submit to caseworker on a timely basis
• Participate in regular supervision with contracted supervisor
• Prior to award, all Bidders staff must be screened with the Federal Bureau of Investigations (FBI), Colorado Bureau of Investigations (CBI) and protective services (Colorado Child Welfare).

VIII. TRANSPORTATION REQUIREMENTS

Bidder must occasionally provide transportation of children to and from the service location, whether in-office, in the community or in-home, when other means of transportation are not available, such as the foster parent, biological parent whom the child resides with, or other caregivers. Costs associated with providing transportation must be encompassed in the service rate. Transportation cannot be billed separately. Bidder should consider this when proposing reimbursement rates, such as proposing rates with transportation and rates without transportation.

IX. MANDATORY SERVICE HOURS

Bidder must provide a minimum of two-hundred (200) hours a month of services between the hours of 8 a.m.-7 p.m., Monday through Sunday.

X. REQUIRED SERVICE LOCATIONS

Bidder must provide office-based, community-based and in-home services. It is preferred that a bidder have their own office location in Fort Lupton, or a nearby alternate South Weld County community. If a bidder does not have an established location, office-based services may be provided at Department facilities located at 2950 9th Street, in Fort Lupton, Colorado, and at 4209 CR 24 ½, in Longmont, Colorado.
Community-based services may occur anywhere deemed safe in the community that both parties agree upon. In-home services will occur in the identified home.

XI. FACILITY USE

Weld County facilities are equipped with toys and games for all ages. Facilities are set up to record visits and are installed with cameras and digital audio devices. Selected Bidder will be required to comply with a Facilities Use Agreement.

XII. REPORTING REQUIREMENTS

Bidder will be required to submit monthly reports, visitation notes and court letters, as applicable. Monthly reports will be due by the 5th of the month, following the month of service, and visitation notes will be due within seven (7) days of the visitation.

XIII. SUPERVISION EXPECTATIONS

Bidder’s identified supervisor will be required to meet with Weld County’s Family Support Visitation Center (FSVC) supervisor a minimum of twice (2) per month; one (1) time a month in Greeley, and one (1) time per month in South Weld County. Supervision must comply with the Department of Regulatory Agencies (DORA) for all therapeutic or higher visitation workers. For Supervised Visitation workers, or lower, Bidder must provide direct supervision per their agency rules and regulations.

XIV. ADDITIONAL REQUIREMENTS

If selected, Bidder must agree to accept referrals verbally, by e-mail, and text or other non-formal means in emergency situations and must agree to notify Weld County within 24 hours if a referral has been accepted. Such referrals will be followed up with formal electronic referrals received from the Weld County Department of Human Services, Division of Child Welfare. If accepted, referrals must be assigned within 48-72 hours of receipt. Weld County acknowledges that client circumstances may affect scheduling of actual service delivery. Bidder must agree to initiate contact immediately upon acceptance of referral and follow through with services as soon as possible given client circumstances. Bidder must conduct a visitation intake to determine level of services within one (1) week of receiving the referral.

Bidder further agrees that it will hire or lease employees as necessary to deliver the services proposed if selected. Bidder agrees that all expectations noted here, and executed in an agreement, will apply equally to Bidder’s staff whether they are regular employees, leased employees or subcontractors.
**XV. REQUIRED BID CONTENT**

1) Letter of introduction, one (1) page or less, that introduces the Bidder and addresses, at a minimum, the following:
   a. Ability to deliver the service(s) as proposed and comply with the specific requirements set forth by the Weld County, as stated in the Request for Proposal (RFP) and in Exhibit A, Sample Agreement.
   b. Capacity to be organized, responsive and to quickly and successfully schedule services as requested.

2) Completed Exhibit B, Provider Information Form (PIF).

3) Completed Exhibit C, Proposal Template. Bidder must submit sufficient information for Weld County to evaluate whether or the not the bidder can provide each of the required services and meet all requirements as set forth in this RFB.

   If submitting to provide services in a language other than English, a bidder must demonstrate language proficiency at Full Professional Proficiency or higher, as defined by the U.S. Department of State, and as noted below.
   a. Full Professional Proficiency: Able to use and read the language fluently and accurately on all levels pertinent to professional needs.
   b. Native or Bilingual Proficiency: Equivalent to that of an educated native speaker (both speaking and reading).

   All rates must be an exact amount per a specific unit and must include a clear description of what the rate encompasses. A range will not be accepted for any service proposed.

4) Completed Exhibit D, Staff Data Sheet. Bidder must demonstrate that it, and any and all associated staff and/or contractors, have the knowledge, training and expertise to provide the requested services.

   Bidder should further outline in a separate document the supervisory structure of staff members and/or contractors of the bidder. This should include the ratio of supervisor to staff and/or contractors, frequency and duration of supervision, and credentials of all supervisors.

5) Bidder should clearly outline in a separate document the bidder’s internal referral acceptance and assignment protocol, including communication of
acceptance and assignment, that demonstrates compliance with the requirements set forth in this RFB. The document should further outline the Bidder’s intake procedures, cancellation policy, and other pertinent practice information.

6) Bidder must attach a Certificate of Insurance (COI), or letter of intent from an insurance company authorized to do business in the State of Colorado stating its willingness to insure the Bidder pursuant to the terms of this Request for Bid. If awarded a contract, Bidder will be required to provide a Standard COI that meets the requirements set forth by Weld County and lists Weld County on the COI as an Additional Insured.

XVI. EVALUATION OF BIDS

All bids that meet the requirements will be reviewed by the Division of Child Welfare and the Human Services Advisory Commission (HSAC), Contracted Services Workgroup. The HSAC will make recommendations regarding bid awards to the Board of Weld County Commissioners by and through the Weld County Department of Human Services. The Weld County Department of Human Services will make its award of contract to the successful bidder upon final approval of the Board of Weld County Commissioners.