REQUEST FOR PROPOSAL
WELD COUNTY, COLORADO
1150 O STREET
GREELEY, CO  80634

DATE: January 7, 2019
BID NUMBER:  B1900025
DESCRIPTION:  Child Welfare – Various Services
DEPARTMENT:  Human Services
BID OPENING DATE:  January 28, 2019

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:

VARIOUS SERVICES – CHILD WELFARE

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 PROPOSAL FOLLOW ON PAGES 10-21.

Bids for the stated services will be received electronically by the Weld County Department of Human Services, Administration Support Unit, at HS_Contract_Management@co.weld.co.us through: Monday, January 28, 2019 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 Various Services – Child Welfare.

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.
C. **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/proposal.

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 proposals any conditions not contained in the instructions and specifications herein unless specifically requested by the special instructions attached hereto. Any proposal 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 proposal 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 proposal 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 proposal 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 reduced 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 Proposal.

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, subcontractors, independent contractors, 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 providers in various service areas willing to provide services throughout Weld County. Service areas include, but are not limited to Aftercare, Anger Management/Domestic Violence, Crisis Intervention and Stabilization Services, Day Treatment, Foster Parent Consultation, Foster Parent Training, Functional Family Therapy, Home Based Intervention, Home Studies, Kinship Services (Therapeutic), Life Skills (Therapeutic), Mediation, Mental Health Services, Multisystemic Therapy, Relinquishment Counseling, Sexual Abuse Treatment, and Substance Abuse Treatment Services (including Monitored Sobriety). Refer to pages 13-18 for specific definitions related to the above-mentioned service areas, and pages 19-21 for additional qualifications and submittal requirements for Home Studies.

II. 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 a period of three (3) 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 the WCDHS monthly according to billing requirements set forth in Exhibit A, Sample Agreement, and by the applicable funding source.

III. DUE DATE
All bids must be submitted electronically to the Weld County Department of Human Service at HS_Contract_Management@weldgov.com. Proposals will be accepted through Monday, January 28, 2019 at 5:00 p.m.

IV. QUESTIONS
All questions regarding the requirements in this Request for Proposal must be submitted via email to HS_Contract_Management@weldgov.com. To guarantee
sufficient time to provide bidders with a response, all questions must be received by Friday, January 18, 2019 at 5:00 p.m.

V.  INTRODUCTION LETTER

A bidder must submit a one (1) page or less letter in Microsoft Word that introduces the bidder and addresses, at a minimum, the following:

1) 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.

2) Capacity to be organized, responsive and to quickly and successfully schedule services as requested.

VI.  PROVIDER INFORMATION FORM

1) Bidder must complete and submit one (1) Provider Information Form, herein attached as Exhibit B.

VII.  PROPOSAL CONTENT

1) Proposal content must be submitted in Microsoft Word and may not exceed three (3) pages per proposed services.

2) A bidder must utilize the Proposal Template, herein attached as Exhibit C, for each service being proposed. All questions noted on the template must be addressed for each service proposed by the bidder.

3) 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).

VIII.  STAFF INFORMATION

1) Bidder must attach a list of applicable staff and/or contractors who will manage and/or administer the proposed service(s), utilizing the Staff Data Sheet, herein attached as Exhibit D. Bidder should submit one Staff Data Sheet per proposed service. Bidder should not combine services. Resumes and/or Curriculum Vitae should not be submitted with the proposal but may be requested later if bidder is awarded a contract.
IX. **CERTIFICATE OF INSURANCE (COI)**

Bidder must attach a standard 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 Proposal. If awarded a contract, bidder will be required to provide a Standard COI that meets the requirements set forth by Weld County in the Sample Agreement, herein attached as Exhibit A, and list Weld County on the COI as an Additional Insured.

X. **EVALUATION OF PROPOSALS**

All proposals 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 bidders upon final approval of the Board of Weld County Commissioners.
XI. SERVICE AREA DEFINITIONS (NOT LIMITED TO THIS LIST - OTHER SERVICES WILL BE CONSIDERED)

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<tr>
<th>Program Area</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Aftercare Services</td>
<td>Services provided to support the reunification of child with his/her family or other permanent placement and to support permanency and prevent future out-of-home placement of the child. Services to include, but not limited to psycho-education, ongoing bonding and attachment, behavioral management, systems-of-care navigation.</td>
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<td>Anger Management/Domestic</td>
<td>Diagnostic and/or therapeutic services to assist in the development of the family services plan, to assess and/or improve family communication, functioning and relationships, and to prevent further violence. It is expected that for criminal domestic violence cases, the provider will attend Multi-Disciplinary Team Meetings to provide input, insight and guidance into progress, safety planning, and next steps.</td>
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<td>Violence</td>
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<td>Crisis Intervention and</td>
<td>Services that provide an immediate, in-person/in-home response to families, youth and children, in *crisis, 24 hours a day, seven (7) days a week.</td>
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<td>Stabilization Services</td>
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<td>*A “crisis” is further defined as a situation or circumstance, usually acute (recent) in nature, which breaks down the normal functioning of an individual and/or family, and results in the inability of the individual and/or family to resolve the crisis through normal coping behaviors, or without immediate intervention. Provider will assist client in systems of care navigation.</td>
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<tr>
<th>Program Area</th>
<th>Definition</th>
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<td>Day Treatment</td>
<td>Comprehensive, highly structured services that provide education to children and therapy to children and their families. Day treatment is focused on the development of a client’s independent living skills, social skills, self-care, management of mental health, and community participation, thus maintaining or enhancing current levels of functioning and skills. Clients participating in treatment have access to crisis management, individual group, family therapy, and coordination with collateral contacts as clinically indicated. Provider will provide education to client and may be asked to accommodate Individual Education Plans and/or Behavior Plans. Provider will specify rates for education costs, therapeutic costs and education and therapeutic combined costs.</td>
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<td>Foster Parent Consultation</td>
<td>Services provided to foster and group home families caring for WCDHS children and youth in their homes to enhance and improve the quality of care being provided. Services will include psycho-education regarding trauma, abuse and neglect, and the provider will collect collateral information and observe current individual, and family functioning. Provider will use targeted strategies to improve foster parents’ skills with goal of decreasing conflict in the home and assist in building resiliency.</td>
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<td>Foster Parent Training</td>
<td>Topic specific training for new Weld County foster parents in individual and/or group format. Topics could include psycho-education regarding trauma, abuse and neglect, transitions, mental health system navigation, reunification, and baseline information about developmentally appropriate expectations and behaviors within the context of child welfare.</td>
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<td>Program Area</td>
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<td>Functional Family Therapy</td>
<td>Intensive family-based treatment that addresses the pervasive patterns of relational dysfunction known to be determinants of conduct disorder, violent acting out, and substance abuse among youth 10-18 years old. Provider must be willing to provide services in Weld County.</td>
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| Home-Based Intervention       | Services provided primarily in the home of the client that include a variety of services which can include therapeutic services, concrete services, collateral services and crisis intervention directed to meet the needs of the child and family.  

*Crisis Intervention is defined as 24/7 phone access and in-home counseling.  

Services should identify individual and/or familial needs including parent/behavior coaching, parenting skills, bonding/attachment, transitions, life skills, systems of care navigation, therapy (individual, family). Provider should be flexible and prepared to work with the client and/or family on individualized and targeted interventions. |
<p>| Home Studies                 | Structured Analysis Family Evaluation (SAFE) for foster home certification, kinship placement, and/or adoption.                                                                                              |
|                              | *Additional requirements for home study bidders noted on page 18.                                                                                                                                              |</p>
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<tr>
<td>Kinship Services (Therapeutic)</td>
<td>Services provided to kinship families caring for WCDHS children and youth to enhance and improve the quality of care being provided. Services will include psycho-education regarding trauma, abuse and neglect, and the provider will collect collateral information and observe current individual, and family functioning. Provider will use targeted strategies to improve kinship skills with goal of decreasing conflict in the home and assist in building resiliency.</td>
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<td>Life Skills</td>
<td>Visitation (both in-home and in-office) and services provided primarily in the home that teach household management, effective access to community resources, parenting techniques and family conflict management.</td>
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<td>All visitation services must include a therapeutic component, intervention and/or active teaching of skills during each episode and cannot consist of observation/monitoring only.</td>
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<td>Visitation, such as Safe Exchange and Monitored Visitation, that do not include a therapeutic component will not be considered.</td>
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<td>Mediation</td>
<td>Court-ordered professional meeting with attorneys present where the provider must be familiar with Dependency and Neglect cases and be able to facilitate resolution of adjudication and treatment plan issues.</td>
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<td>Program Area</td>
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<td>Mental Health Services</td>
<td>Diagnostic and/or therapeutic services to assist in the development of family services plan, to assess and/or improve family communication, functioning and relationships.</td>
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<td>Service should improve the clients’ mental health, assist the client in understanding how their mental health impacts their functioning, help identify triggers and stressors that impact their mental health, and help the client develop and utilize strategies for mental health management. Interventions should address child welfare specific needs such as the consequences of loss and grief, and abuse and neglect, and assist in building resiliency.</td>
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<td>Multisystemic Therapy</td>
<td>Intensive family- and community-based treatment program designed to make positive changes in the various social systems (home, school, community, peer relations) that contribute to the serious antisocial behaviors of children and adolescents who are at risk for out-of-home placement. Provider must be willing to provide services in Weld County.</td>
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<td>Relinquishment Counseling</td>
<td>Relinquishment specific counseling for parents and their children (when appropriate, ages 12 and up), when considering legal relinquishment of the parent/child relationship.</td>
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<td>Program Area</td>
<td>Definition</td>
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<td>Sexual Abuse Treatment</td>
<td>Therapeutic intervention designed to address issues and behaviors related to sexual abuse victimization, sexual dysfunction, sexual abuse perpetration, and to prevent further sexual abuse and victimization. It is expected that for criminal sex abuse cases, the provider will attend Multi-Disciplinary Team Meetings to provide input, insight and guidance into progress, safety planning, and next steps. Psycho-education for parents re: victim and perpetrator issues such as clarification and reunification, family therapy, informed supervision, safety planning, and general boundaries.</td>
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<tr>
<td>Substance Abuse Treatment Services</td>
<td>Diagnostic and/or therapeutic services to assist in the development of the Family Service Plan (FSP), to assess and/or improve family communication, functioning and relationships, and to prevent further abuse of drugs or alcohol. WCDHS is seeking providers able to assess and provide higher levels of care specifically IRT, TRT, and IOP in Weld County.</td>
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XII. ADDITIONAL MINIMUM QUALIFICATIONS FOR HOME STUDIES (These qualifications must be met in addition to those noted above.)

To be considered, a bidder FOR HOME STUDIES must meet the following minimum qualifications:

a. A bidder must have an active certification in the use of the Structured Analysis Family Evaluation (SAFE) or be willing to become certified within 60-90 days of award of contract, if successful. WCDHS may assist a successful bidder with certification costs. All successful bidders will be required to attend a SAFE refresher training annually.

b. A bidder must have knowledge and competency in writing home studies including home studies for:
   i. Kinship Care
   ii. Foster Care
   iii. Kinship Foster Care
   iv. Parent Care
   v. Foster-Adopt
   vi. Adoption
   vii. Interstate Compact on the Placement of Children (ICPC)

c. A successful bidder must agree to receive referrals directly from the WCDHS, and to meet regularly with WCDHS staff during the home study process for quality contract management. At a minimum, the successful bidder will be required to meet with WCDHS staff as follows:
   i. Following the completion of individual applicant meetings.
   ii. Three (3) weeks after the completion of individual applicant meetings.
   iii. Prior to the final review with the applicant(s).

d. Additionally, a successful bidder must agree that a home study conducted for WCDHS under an awarded contract is subject to review and approval by designated WCDHS staff prior to review by the referred applicant(s). All home studies conducted for the WCDHS will be required to include, at a minimum, the following:
   i. The current SAFE Home Study template
ii. Compatibility Inventory

iii. References and documented direct follow-up with references (phone call and/or meeting)

iv. Psychosocial Inventory for all applicants

v. Questionnaire I and II for all applicants

vi. ICWA/Indian Heritage discovery and documentation

vii. All additional collateral information collected from the applicants

viii. Urinalysis (UA) Result from a certified testing facility, if request by WCDHS staff. (A UA will be required for any individual 18 or older residing in the home, when requested by the WCDHS, if substance abuse concerns are noted. The cost of the UA will be responsibility of the applicant.)

e. A bidder must demonstrate prior and current capacity to be organized, responsive and to quickly and successfully schedule home studies as requested.

f. A bidder must agree to enter into a contract, attached as Exhibit A, with the Weld County Department of Human Services and comply with all requirements of the contract, including Code of Colorado Regulations 12 CCR 2509-6, Volume 7.500.2.

g. Additional preferred qualifications:
   i. Bachelor’s degree or higher, with direct placement and/or casework experience.
   ii. Experience working with Child Welfare families, youth and children, and experience assessing families, youth and children.
   iii. Licensure with the State of Colorado as a Licensed Professional Counselor, Licensed Clinical Social Worker, Licensed Marriage and Family Therapist or Licensed Psychologist.
   iv. Bilingual, Full Proficiency Level.
XIII. ADDITIONAL SUBMITTAL REQUIREMENTS FOR HOME STUDIES (These submittal requirements must be met in addition to those noted above.)

a. Current resume, copy of SAFE completion certificate and/or card (if SAFE certified), and proof of inclusion on the State of Colorado approved vendor list (if SAFE certified). This applies for all individuals who will manage and/or administer services under the submitted bid.

b. If currently SAFE certified or conducting home studies, a recent redacted full home study, and all collateral documents, written by the bidder that includes all of the following:
   a. Completed SAFE home study
   b. Compatibility Inventory
   c. References for all parties
   d. Psychosocial Inventory for all parties
   e. Questionnaire I and II for all parties
   f. Additional information collected/documentated

c. A clear and concise rate schedule that accurately correlates to the proposed services and is inclusive of all possible charges related to the proposed service(s). Bidders should consider rates for partial home studies, full home studies, and home study updates, as well as rates for associated costs of doing business such as mileage. The rate schedule must demonstrate an exact fee for each proposed service. Approximate rates or a range of rates for a service will not be considered.
   a. All rates should be inclusive of a minimum of two (2) adult applicants. A rate for additional adults will only be considered after two (2).
   b. The WCDHS will consider reimbursement for a partial home study after the following have occurred:
      i. At least one (1) face-to-face meeting and two (2) phone contacts
      ii. A letter is submitted to the WCDHS documenting why the study cannot move forward.