

EXHIBIT A- BLOCK
SCOPE OF SERVICES AGREEMENT 2026-2027
MANNA RESOURCE CENTER

THIS SCOPE OF SERVICES AGREEMENT (“SOSA”) is made and entered into this _____ day of _____ 2026, by and between the **BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF DOUGLAS, STATE OF COLORADO** (the “County”), and **MANNA RESOURCE CENTER**, authorized to do business in Colorado (the “Contractor”). The County and Contractor are sometimes collectively referred to herein as the “Parties”.

RECITALS

WHEREAS, the County has an active Master Services Agreement dated June 24, 2025, (the “MSA”) with the Contractor to perform services for the County governed and executed through Scope of Services Agreements (SOSA); and

WHEREAS, the County is undertaking certain activities in its role as the local Human Services Agency, in accordance with Colorado State laws and mandates; and

WHEREAS, the County has budgeted and appropriated the necessary funds to satisfy the financial obligations set forth in this SOSA.

NOW, THEREFORE, for and in consideration of the premises and other good and valuable consideration, the Parties agree as follows:

1. **MASTER SERVICES AGREEMENT:** This SOSA is subject and subordinate to the terms and conditions specified in the MSA, executed between the Parties.
2. **SCOPE OF WORK:** All services described in Exhibit 1, attached hereto and incorporated herein, shall be performed by Contractor.
3. **MAXIMUM CONTRACT LIABILITY:** Any other provisions of this SOSA notwithstanding and pursuant to Section 29-1-110, C.R.S., the amount of funds appropriated for this Contract is two-hundred and eighty thousand dollars and zero cents (\$280,000.00) for the Term. Payment terms are as described in Exhibit 2. The County is not under obligation to make any future apportionment or allocation to this SOSA. Any potential expenditure for this SOSA outside the current fiscal year is subject to future annual appropriation of funds for any such proposed expenditure.

Federal rule prohibits entities from supplanting, i.e., replacing or substituting, state or local funds with federal funds. Therefore, if the Contractor is already receiving state or local funds for a specific purpose described in Exhibit 3, the Contractor attests by virtue of executing this Scope of Services Agreement that they will not now use payments made under this Contract (which include federal funds) to cover costs related to those services that were previously covered by state or local funds. Federal funds may be used to supplement existing state or federal funds, but not replace them.

The Contractor will make reasonable efforts to review requirements to become a Medicaid provider and invoice all Medicaid services accordingly should they become a Medicaid provider. The Contractor will reimburse the Department for any funds paid by the Department for a service previously or subsequently paid for by Medicaid.

In the event that third-party payment is available for any service described in Exhibit 3 and the Contractor agrees to accept that payment, said compensation is payment in full. The Contractor will not subsequently invoice the County for any shortfall in third-party payments. Examples of third-party payors include Medicaid or Children's Health Plan from any state, private health insurance, victim's compensation, trust fund or disability trust, or settlement. Amounts paid by third-parties do not count against the Maximum Contract Expenditure.

In select circumstances if the Contractor accepts private insurance for a service described in Exhibit 3 and as mutually agreed upon between the Contractor and the County, should a client co-pay or deductible be due to the Contractor, the County will pay the client's co-pay and/or deductible. Such payments do count against the Maximum Contract Expenditure. Prior to this being considered, the Contractor agrees to verify allowable covered benefits, co-pays, and/or deductibles. The County will provide written approval should this circumstance be approved.

4. **TERM:** It is mutually agreed by the parties that the term of this SOSA shall commence as of 12:01 a.m. on July 1, 2026 and terminate at 11:59 p.m. on July 1, 2027. This SOSA and/or any extension of its original term shall be contingent upon annual funding being appropriated, budgeted and otherwise made available for such purposes and subject to the County's satisfaction with all products and services received during the preceding term.
5. **HEADINGS; RECITALS:** The headings contained in this SOSA are for reference purposes only and shall not in any way affect the meaning or interpretation of this SOSA. The Recitals and Exhibits 1-2 and Attachments 1-2 to this SOSA are incorporated herein.
6. **COUNTY EXECUTION OF AGREEMENT:** This SOSA is expressly subject to and shall not be or become effective or binding on the County, until execution by all signatories of the County.

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IN WITNESS WHEREOF, the County and the Contractor have executed this Contract as of the above date.

MANNA RESOURCE CENTER

BY: _____
Erin White, Director

DATE: _____

Exhibit 1 Block

Overview

The Department of Human Services (Department) with various community agencies participated in development of the Douglas County Child Abuse and Maltreatment Prevention Plan (Plan). One of the Plan's goals was to establish a family resource center as well as increase awareness of existing home visiting programs available in the County. Contractor co-established the Family Center of Douglas County (FCDC) with Catholic Charities of Central Colorado, and the FCDC became operational in 2021. In 2024, The Manna Resource Center is assuming the work and responsibilities of the FCDC and the name Family Center of Douglas County will be dissolved.

The Department intends to support the Manna Resource Center by making quarterly payments to Contractor as outlined in Exhibit 2. Permitted uses for these quarterly payments include but may not be limited to:

- 1) Salary and benefits for two and a half Family Support Coaches, and a pro-rated portion of their Supervisor's and/or Manager's salary and benefits, Hiring and retention expenses for Family Support Coaches, and a pro-rated portion of their Supervisor's and/or Manager's,
- 2) Family Support Coaches mileage and uniforms,
- 3) Training and conference attendance for Family Support Coaches as required by the Department or directly related to this work, and a pro-rated portion of their Supervisor's and/or Manager's training and conference attendance,
- 4) General office supplies and equipment for Family Support Coaches, and a pro-rated portion of their Supervisor's and/or Manager's supplies and equipment,
- 5) Marketing and promotional materials,
- 6) Enhancement of community partnerships for client referrals,
- 7) Development and operation of a Parent Café (a parent support/education group that meets in the community),
- 8) A pro-rated portion of rent and building related expenses (as applies to the Family Support Coaches and their direct Supervisor and/or Manager),
- 9) A pro-rated portion of general overhead, e.g., operational insurances, background checks, payroll processing, human resources and general management costs (as applies to the Family Support Coaches and their direct Supervisor and/or Manager),

It is incumbent upon the Contractor to verify that a specific expense not listed above is allowed. If an expense is not listed below but determined by the Department to be a permissible expense, the Department's written approval will be retained in the Contractor's file and does not require an Amendment. Expressly non-permitted uses for these funds include, but may not be limited to:

- 1) Alcohol, food, gifts or supplies for staff events such as anniversary/retirement parties or holiday celebrations,
- 2) Any proselytization or contributions to religious institutions or for religious activities,
- 3) Lobbying activities, events or fees,
- 4) Direct financial assistance or third-party payments for non-Douglas County residents,
- 5) Payment for any work, e.g., case management, or expense related to serving non-Douglas County residents, and

- 6) Payment for any work or cost that is otherwise reimbursed under Exhibit A or covered by any other Department, County, State or Federal funding source.

Services

The Manna Resource Center seeks to strengthen families through connections to community resources and supports. The primary services offered are a comprehensive needs assessment, case management, mental health counseling, resource navigation, referrals, and enrollment in human services benefits. Resources and referrals provided to families will fall into 5 categories based on the Strengthening Families Protective Factors: parental resilience; parenting and child development; social connections; concrete support; and social and emotional competence of children.

Department staff will provide virtual or on-site assistance at each location for families seeking public assistance benefits as available and practical.

Family Support Coaches will be provided a County email for County network access purposes. Contractor may use either the County email address or their own organization's email to conduct work performed under this Contract.

The Manna Resource Center is located in Highlands Ranch and serves all of Douglas County. The Center will be open 4-5 days per week during the course of this Contract. Families will be able to walk in or schedule in-person or virtual appointments. Staff invoiced under this Contract must be employed by Contractor and no other partner.

1. General Provisions

- a. The Contractor will comply with all applicable federal and state laws including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; the Age Discrimination Act of 1975; and the regulations of the U.S. Department of Health and Human Services issued pursuant to the above statutes at Title 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, and Title 28 CFR Part 35.
- b. The Contractor will comply with all mandatory child abuse and neglect reporting laws and policies outlined in §§ 19-3-307 and 19-3-304, C.R.S.
- c. Retain confidentiality of all client information. This includes all verbal, written, and electronic communication, and all service delivery information. Unless prior written approval is provided by the Authorized Representative, the Contractor may not release any information about the program and its applicants beyond what is outlined in Recitals 15 and 23 of the Master Services Agreement (MSA). All client data must be sent via secure email, secure file transfer or US mail between the Department and Contractor.
- d. Contractor will notify the Department if/when any criminal misdemeanor, or felony offenses or criminal charges occur that could impact assigned staff's fitness or ability to execute the work assigned in this Contract, or that violate a law, e.g., Adam Walsh Act, or program requirement.
- e. Comply with Douglas County and/or Department required training, including but that may not be limited to: 1) mandatory reporter, 2) building safety and security, 3) cyber and data security, and 4) Fulfill fingerprinting requirements in accordance with Term 17 of the Master Service Agreement (MSA) and Attachment 2-Block, both of which are incorporated into this Agreement.
- f. Contractor will meet with the Department as needed throughout the Contract to

review performance, discuss the developing program and ensure consistency of work, invoicing, approach and related items.

- g. Provide appropriately skilled, continuous supervision of staff and appropriate overall management.
 - h. Notify the County in writing of any change in the persons authorized to bind this Contract.
 - i. Participate in any Federal, State or County audits or performance reviews, and allow access to all related records and systems, including an on-site visit if requested.
2. Recruitment and Supervision
- a. Contractor will recruit for and hire Family Support Coaches during Contract term. Depending on when the person is hired, if ample time remains within this Contract, Contractor and Department will meet to complete a six (6) month performance review. If there is not ample time within this Contract for the performance review, Contractor and Department will meet to review performance to determine if that person should continue and a subsequently prepared Contract.
 - b. Family Support Coaches work under the direct supervision of Contractor. As needed, the Department will coordinate with Contractor.
 - c. Department will provide training, resource connections, and program information when appropriate.
3. Staff Background Checks
- a. Various required checks are outlined in this section. The Department reserves the right to review all background checks at any time. The costs of the background checks are not reimbursable under this Contract. The Contractor accepts the disqualifying offenses as listed in 12 CCR 2509-8 and Colorado Department of Human Services Volume VII, 7.701.33, D. 7. The Contractor will notify the Department within two (2) business days of any staff charged with a disqualifying crime.
 - b. The Contractor will complete Colorado Bureau of Investigations (CBI) and Federal Bureau of Investigations (FBI) background checks as follows:
 - i. The Contractor shall ensure all employees, subcontractors, interns, mentors and volunteers who may have client contact or provide services under this Contract have submitted to and passed a fingerprint-based CBI and FBI criminal background check prior to commencing provision of services under this Contract.
 - ii. Any items listed in the results of the background checks must be communicated by the Contractor to the Authorized Representative (or their designee) and cleared prior to allowing the subject of the background check to have contact with clients.
 - iii. Confirmation of results or clearance letters of these criminal background checks must be kept by the Contractor in a secure location as directed by CBI and FBI guidance. Results must be made available for review by the Department upon request and maintained for three (3) calendar years after the date of the Contractor's final payment from the County under this Contract.
 - iv. Contractors eligible for automatic CBI and FBI updates, i.e., with five (5) or more employees, will timely review updates and inform the Department

of any changes. Contractors that are not eligible for or are not receiving automatic CBI and FBI updates for any reason will ensure that every five (5) years an updated fingerprint-based CBI and FBI criminal background check will be run on each employee, subcontractor, intern, mentor and volunteer, and kept in their secure file for review by the Department.

- v. If these conditions cannot be met, the Contractor will immediately notify the County's Authorized Representative.
- c. The Contractor will complete Colorado Department of Early Childhood (CDEC) background checks as follows:
 - i. The Contractor shall also conduct a Child Abuse and Neglect background check through the Colorado Department of Early Childhood (CDEC), Background Investigations Unit (BIU) on all employees, subcontractors, interns, mentors and volunteers prior to them providing services to Department clients under this Contract.
 - ii. The Contractor shall notify the Authorized Representative (or their designee) of any employee, subcontractor, or volunteer who has findings of child abuse or neglect; the Authorized Representative will provide a decision on whether the Department will allow that individual to provide services under this Contract.
 - iii. The Contractor must retain copies of all background check results in the employee, subcontractor, intern, mentor or volunteer secured files; copies must be available for review upon the Department's request and be maintained for three (3) calendar years after the date of the Contractor's final payment from the County under this Contract.
 - iv. The Contractor will ensure that every five (5) years an updated Child Abuse and Neglect background check will be run on each employee, subcontractor, intern, mentor and volunteer.
- d. When applicable, Contractor shall retain copies of employee credentialing qualifications from Colorado Department of Regulatory Affairs (DORA) in personnel files and make such records available to the County Representative upon request. The Contractor shall immediately notify the County of any suspension or revocation by DORA of an employee or subcontractor.
- e. The Contractor will complete a Sexual Offender Registry check and receive, at minimum, preliminary results before assigning and/or hiring employees, subcontractors, interns, mentors or volunteers to perform under this Contract.

4. Staff Assignments and Performance

- a. The Department has the right to approve or disapprove the Contractor's employees, subcontractors, interns, mentors or volunteers performing services under this Contract prior to the commencement of the work and shall have the right to review the employment files prior to granting approval. The Contractor will ensure said staff are familiar with the term Conflict of Interest in paragraph 8 of the Master Service Agreement (MSA) prior to commencing work under this Contract.
- b. If the Department becomes dissatisfied with the Contractor's performance (inclusive of employees, subcontractors, interns, mentors or volunteers), the Department will notify the Contractor. Disciplinary measures, if any, will be the sole responsibility of the Contractor. However, if the concerns are not resolved to

the Department's satisfaction, the Contractor's staff will not be allowed to provide services under this Contract.

- c. The Contractor and its employees, subcontractors, interns, mentors or volunteers shall remain in good standing with the appropriate licensing authority(ies) if applicable to performance of service provided. Temporary suspension, permanent loss, or any change of a license status that renders the person ineligible to provide service at any time during this Contract is considered a Breach of Contract, and payment will not be rendered for any services performed when required licensure was not in effect and good standing and may result in Contract termination.
5. Education, Training, and Other Requirements
- a. Education and experience strongly preferred includes:
 - i. Bachelor's degree in human services, social work, or related field,
 - ii. Two years of full-time experience working with direct client/family interaction in a human service-related field, and
 - iii. Demonstrated knowledge of the Child Welfare system.
 - b. Family Support Coach must:
 - i. Successfully complete (or be waived by the Colorado Department of Human Services) all mandatory new Child Welfare Caseworker training within the first four (4) months of employment, and
 - ii. Complete required 40 hours annual child welfare training, and any State or County required Child Welfare or Adult Protection training.
 - c. Various other requirements include:
 - i. Continuously hold a valid driver's license.
 - ii. Demonstrated ability to interact in a culturally appropriate manner with all clients, co-workers, volunteers, partner agencies, and other community members,
 - iii. Demonstrated excellent verbal and written communication; problem solving skills including the ability to locate and access resources and services; and ability to listening and form and maintain positive relationships.
 - iv. bilingual English/Spanish is preferred.
6. Deliverables
- a. Contractor will refer to Attachment A1.
7. Systems
- a. Use Colorado's Child Welfare computer system (Trails) to document status updates with regard to family engagement in services offered.
 - b. Update empowOR database regarding all key elements of case work and status.
8. Location and Space
- a. Contractor must fulfill all fingerprinting requirements in accordance with Term 7 of the MSA and Attachment A2, both of which are incorporated into this Agreement in order to receive building access.
 - b. For periodic use, Family Support Coaches will be provided a County badge and standard cube at the Department's location and have access to a phone, copier/scanner, and other basic office furniture and supplies. Family Support

Coaches may schedule interview rooms to meet with clients using the County's email system.

9. Services and Deliverables

- a. Services and deliverables are listed in Attachment A1.
- b. The Contractor will ensure staff are appropriately credentialed. This includes:
1) required training, certifications and licenses; 2) insurance; and 3) background checks as required by law and specified in this Contract, to render these services.
- c. Missing or incomplete deliverables with insufficient detail will result in slower invoice review and payment processing due to additional follow-up. Required deliverable(s) never provided or late deliverable(s) are subject to non-payment.

During the course of this Contract, the Department will:

1. Provide a County email address and access to Douglas County network and HSCARES, and Colorado child welfare computer systems, i.e., Trails.
2. Use appropriate funding streams and will solely determine the appropriate eligibility for services and applicable funding streams.
3. Provide clients information regarding rights and fair hearings.
4. Monitor the provision of services which includes various expenditure and outcomes analyses, practice enhancements, and meetings with Contractor.
5. Schedule meetings with Contractor as needed.

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Exhibit 2
Block
METHOD OF PAYMENT

1. The Contractor will provide service(s) and deliverable(s) for the rate(s) listed in Attachment A1 and accept any and all forms of payment.
2. Rates outlined in Table 1 constitute payment in full and the Contractor will not be paid for any additional fees, amounts, or costs. The Contractor will not be paid more than one time for the same service as outlined under the term Maximum Contract Liability in paragraph 3 of the Exhibit A, Scope of Services Agreement (SOSA).
3. Contractor may not request any pre-payment of expenses or pre-payment of a monthly invoice.

Table 1.

Services	Budget
Exhibit 1 - Manna Resource Center (Program Operations)	Contractor will invoice for twelve (12) monthly payments as outlined below. Funds are to be used for expenses outlined in Exhibit A1-Block, "Overview", paragraph 2, items 1 through 9.
	\$23,333.33 per month (July 2026 – May 2027) (11 months)
	\$23,333.37 (June 2027) (Final month)
Total	\$280,000.00

4. Monthly payments listed in Table 1 constitute payment in full and Contractor will not be paid for any additional fees, amounts, or costs.
5. Contractor will not charge any fees or co-pays for services to clients or use any part of payment made under this Contract as a co-pay or partial payment to any third-party.
6. In the event that any costs are shared by multiple clients, or a cost is shared across two or more contracts with Douglas County, the Contractor must prorate the expense(s). The Department will only reimburse the portion of the expense incurred for the execution of this Contract.
7. If the Contractor elects to simultaneously use any of the same staff members on this Contract and another contract with the Department, the Contractor must provide documentation that clearly identifies that the Contractor is not receiving more reimbursement for that expense than the appropriate share for each contract.
8. No expense or cost provided under this contract may not also be an invoiced and reimbursed expense covered by a separate contract with this Department. If requested, Contractor will provide within 30 calendar days of the request a sufficiently detailed accounting to the Department outlining how this expense is not also included in any payment made under a separate contract with this Department.
9. Invoices must be submitted by the 15th of each month after the month in which service(s) were rendered, except June 2026 is due July 7, 2026. Complete invoices will only use

the service names listed in Exhibit A3-Block and include the required deliverable(s) listed in Exhibit A1. Failure to submit invoices timely or without required deliverables may result in non-payment. Invoices cannot include estimates or requests for pre-payment. Contractor will post invoices to the County's OneDrive folder.

4. The Department does not receive federal or state reimbursement for delinquent claims. **Contractors are encouraged to reconcile their accounts every sixty (60) days to ensure all services have been invoiced and paid. Delinquent invoices are subject to non-payment.**
5. Invoices and back-up documentation may only be sent via:
 - a) secure email to HSAccounting@douglas.co.us,
 - b) posted to the Department's OneDrive contractor folder, or
 - c) mailed to:

Douglas County Human Services
Attn: Business Office
4400 Castleton Court
Castle Rock, CO 80109

The Contractor will email HSAccounting@douglas.co.us when new invoices have been added to OneDrive or existing documents edited in OneDrive.

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ATTACHMENT A1
Block
SERVICES, DELIVERABLES AND RATES

Invoices must be submitted by the 15th of each month after the month in which service(s) were rendered. Failure to submit invoices timely or without required deliverables may result in non-payment.

#	Service	Description	Deliverable(s)
1	Calling referred families for program enrollment, offering case management and program services using strength-based practices	Monthly written reports may include but are not limited to 1) Number of referrals received, 2) Number of families served, 3) Home visits completed, 4) Specific types of direct services provided, and 5) Other appropriate measures as required. Various - Documentation as requested to ensure continued quality improvement, e.g., quarterly outcome reports and utilization reviews.	Service included in monthly rate.
2	Conducting initial and follow-up assessments	Written Intake/Assessment- Completed to determine appropriateness of services.	Service included in monthly rate.
3	Linking families to financial services and community resources	Various - Documentation as requested to ensure continued quality improvement, e.g., quarterly outcome reports and utilization reviews.	Service included in monthly rate.
4	Completing the needs assessment using the CFSA2, and following-up with contacts to assess goal attainment and need for further referrals and provide resources that may not be available in the community such as financial planning, parenting skills, and communication skills	Various - Documentation as requested to ensure continued quality improvement, e.g., quarterly outcome reports and utilization reviews.	Service included in monthly rate.
5	Conducting home visits or other convenient location	Monthly written reports may include but are not	Service included in monthly

	at least monthly as determined by the family to provide needs assessment, establish client rapport, set family-centered and strengths-based service plan, and provide direct services and follow-up to assigned families	limited to 1) Number of referrals received, 2) Number of families served, 3) Home visits completed, 4) Specific types of direct services provided, and 5) Other appropriate measures as required.	rate.
6	Collaborate with community partners (including but not limited to Child Welfare, juvenile justice, mental health, education, and medical) to ensure cohesive coordination of services	Various - Documentation as requested to ensure continued quality improvement, e.g., quarterly outcome reports and utilization reviews.	Service included in monthly rate.
7	Facilitating the connection to community referrals for services to maintain a safe environment and enhance child and family wellbeing. Referrals include meeting basic, safety, social, esteem, and cognitive needs of individuals within the family and/or the family as a whole. Intensive follow-up required for any referrals provided	Various - Documentation as requested to ensure continued quality improvement, e.g., quarterly outcome reports and utilization reviews.	Service included in monthly rate.
8	Develop case plans for families regarding parenting skills, family problems, economic stressors, parent/child relationships, and community connectedness. Work toward keeping children safe in their home and the community	Case Plan- Written report detailing specific family treatment objectives and outcomes including target dates. Discharge Summary- Written summary following close of service. Report will include documentation of outcome of services, achievement of treatment objectives, and recommendations for family.	Service included in monthly rate.
9	Participating in ongoing trainings and being responsible for following quality standards for family strengthening and support and trauma-informed care	Various - Documentation as requested to ensure continued quality improvement, e.g., quarterly outcome reports and utilization reviews.	Service included in monthly rate.
10	Participating in state meetings and trainings with the approval of Contractor supervisor in order to implement new and ongoing rules and regulations	Various - Documentation as requested to ensure continued quality improvement, e.g., quarterly outcome reports and utilization reviews.	Service included in monthly rate.
11	Providing advocacy to entities involved with referred	Various - Documentation as requested to ensure	Service included in monthly

	families, including but not limited to welfare and public benefit agencies, landlords, and educational entities	continued quality improvement, e.g., quarterly outcome reports and utilization reviews.	rate.
12	Board of County Commissioners Report	Contractor will provide a report (in Microsoft Word), suitable for distribution to the Board of County Commissioners and potentially shared at a public Board Business Meeting. No client identifying information may be used. The report is due no later than July 7, 2025 and must include: 1) Summary of services provided, 2) Number of clients served, 3) How service delivery was approached, and 4) Any additional data or information relevant to the services provided	Service included in monthly rate.

Attachment A2 Block FINGERPRINTING INSTRUCTIONS FOR VENDOR MANAGEMENT PROGRAM PARTICIPANTS

The following fingerprinting instructions must be followed by the vendor in order to obtain access to Douglas County buildings and/or systems.



COLORADO
Bureau of Investigation
Department of Public Safety

690 Kipling Street
Denver, CO 80215
(303) 239-4201 | www.colorado.gov/cbi

Fingerprinting Instructions for Vendor Management Program Participants

The CBI implemented on September 24, 2018 the Colorado Applicant Background Services (CABS) program in response to Senate Bill 17-189. This bill authorizes, under the management of the CBI, third party vendors to print and submit non-criminal applicant fingerprints to the state.

Applicants are required to pre-enroll and schedule an appointment to have their fingerprints taken and submitted electronically to CBI for processing. To better serve all Colorado citizens, enrollment sites have been strategically placed throughout Colorado.

In the event an applicant resides outside of Colorado or is physically unable to visit an enrollment location, they will submit their fingerprints to our vendor for cardscan conversion processing (see link below for instructions). This process will convert physical fingerprint cards to allow these submissions to be processed electronically utilizing the CABS program.

	Website	Fees	Service Code	Mail-In Option
IdentoGo	https://enroll.identogo.com/workflows/#5YB99	\$39.50 CBI fee • \$10.00 IdentoGo fee	25YR99	Visit https://enroll.identogo.com/workflows/#5YB99/hardcard/hjo for instructions.
Colorado Fingerprinting	http://www.coloradofingerprinting.com/enroll	\$39.50 CBI fee • \$10.00 Colorado Fingerprinting fee	None	Applicants register online, select "out-of-state applicant" and pay for their order online. Mail fingerprint card with order receipt to Colorado Fingerprinting for processing at 110 16 th St. 8 th Floor, Denver, CO 80202.

Fingerprint processing times are typically less than 24 hours for the fingerprint processing; up to an additional week for further screening and authorization into the Vendor Management Program. Please bear in mind that, even if the fingerprint processing is complete, there is still an additional review process conducted by the CBI for enrollment into the program. An applicant to the Vendor Management Program is not considered authorized until the Vendor Administrator receives an email declaring them as such.

In the rare instance that fingerprints are rejected for poor print quality, the applicant will be notified and instructed to reschedule an appointment at no charge.

If your company has elected to set up an invoiced account with the CBI in the past, the CBI will no longer be invoicing you directly. Payment to cover CBI/FBI processing as well as the fingerprint capture fee will be collected by the fingerprint vendor.

For more information, visit the Colorado Bureau of Investigation website:

- Fingerprints and CABS: <https://www.colorado.gov/pacific/cbi/employment-background-checks>
- Vendor Management Program: <https://www.colorado.gov/pacific/cbi/cjis-vendor-management-program>

700 Kipling Street Suite 1000, Lakewood, CO 80215 cdpsweb.state.co.us
Jared Polis, Governor | Stan Hilkey, Executive Director



Exhibit B
INSURANCE REQUIREMENTS

The Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury (including coverage for contractual and employee acts) with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit. \$2,000,000.
2. **Automobile Liability:** Insurance Services Office Form covering, Code 1 (any auto), or if the Contractor has no owned autos, Code 8 (hired) and 9 (non- owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** Insurance as required by the State of Colorado, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions):** Insurance appropriate to the Contractor’s profession, with limit no less than **\$1,000,000** per occurrence or claim, \$2,000,000 aggregate.

The Insurance obligations under this Contract shall be the minimum Insurance coverage requirements and/or limits shown in this Contract; whichever is greater. Any insurance proceeds in excess of or broader than the minimum required coverage and/or minimum required limits, which are applicable to a given loss, shall be available to the County. No representation is made that the minimum Insurance requirements of this Contract are sufficient to cover the obligations of the Contractor under this Contract.

OTHER INSURANCE PROVISIONS

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status. The County, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance (at

least as broad as ISO Form ISO CG 20 01 04 13 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used).

Primary Coverage. For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance. Any insurance or self- insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess and non-contributory to the Contractor's insurance.

Notice of Cancellation. Each insurance policy required above shall state that coverage shall not be canceled, except with a 30-day notice to the County.

Waiver of Subrogation. The Contractor hereby grants to the County a waiver of any right to subrogation which any insurer of said Contractor may acquire against the County by virtue of the payment of any loss under such insurance. The Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether the County has received a waiver of subrogation endorsement from the insurer.

Self-Insured Retentions, Deductibles and Coinsurance. The Contractor agrees to be fully and solely responsible for any costs or expenses as a result of a coverage deductible, coinsurance penalty, or self-insured retention. The County may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the County. The Contractor will indemnify the County, in full, for any amounts related to the above.

Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the County.

Claims Made Policies. If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the Contract or the beginning of Contract work.
2. Insurance must be maintained, and evidence of insurance must be provided for at least three (3) years after completion of the Contract of work.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the Contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of three (3) years after completion of Contract work.

Verification of Coverage. The Contractor shall furnish the County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be

received and approved by the County before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The County reserves the right, but not the obligation, to review and revise any insurance requirement, not limited to limits, coverage, and endorsements. Additionally, the County reserves the right, but not the obligation, to review and reject any insurance policies failing to meet the criteria stated herein. Failure on the part of the Contractor to provide insurance policies within ten (10) working days of receipt of the written request will constitute a material breach of contract upon which the County may immediately terminate this Contract.

The completed certificates of insurance with additional insured endorsements and waivers of subrogation and any notices, within twenty (20) days of cancellation, termination, or material change will be sent via mail or e-mail to:

Douglas County
Government Attn:
Risk Management
100 Third Street
Castle Rock, Colorado
80104
risk@douglas.co.us

Subcontractors. The Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and the Contractor shall ensure the County is an additional insured on insurance required from subcontractors.

Failure to Procure or Maintain Insurance. The Contractor will not be relieved of any liability, claims, demands, or other obligations assumed by its failure to procure or maintain insurance, or its failure to procure or maintain insurance in sufficient amounts, durations, or types. Failure on the part of the Contractor to procure or maintain policies providing the required coverage, conditions and minimum limits will constitute a material breach of contract upon which the County may immediately terminate this Contract.

Governmental Immunity. The Parties hereto understand and agree that the County is relying on and does not waive or intend to waive by any provision of this Contract, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101 *et seq.* as from time to time amended, or otherwise available to the County, its commissioners, officers, officials, employees or volunteers.

Special Risks or Circumstances. The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.