

## PUBLIC CONTRACT FOR SERVICES

**THIS PUBLIC CONTRACT FOR SERVICES** (“Contract”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between the **BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF DOUGLAS, STATE OF COLORADO** (the “County”), and **CONTINUUM OF COLORADO, INC.** (the “Contractor”) authorized to do business in Colorado. The County and the Contractor hereinafter referred to collectively as the “Parties” and individually as a “Party.”

### RECITALS

**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 released Request for Qualifications (RFQ) #043-22 *Human Services Client and Staff Services* and the Contractor responded; and

**WHEREAS**, the County selected the Contractor as a preferred vendor during the RFQ process; and

**WHEREAS**, the Contractor can assist the County through its professional expertise, knowledge, and experience and is ready, willing and able to provide such services, subject to the conditions hereinafter set forth.

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

**1. LINE OF AUTHORITY:** Ruby Richards, (the “Authorized Representative”), is designated as the Authorized Representative of the County for the purpose of administering, coordinating and approving the work performed by the Contractor under this Contract.

**2. SCOPE OF SERVICES:** All services described in Exhibit A, attached hereto and incorporated herein, shall be performed by the Contractor.

The County may, from time to time, request changes to the scope of services to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon between the County and the Contractor, shall be in writing and shall become part of this Contract upon execution.

The Contractor agrees to diligently and professionally perform all the services described herein in a manner satisfactory to the Authorized Representative. It is also understood and agreed that the Contractor shall not, in performing services hereunder, undertake any action or activity prohibited by the terms of any lease, permit, license or other Contract in effect during the Term hereof between the Contractor and the County for the use and occupancy by the Contractor of any County facilities or space.

**3. COMPENSATION:** Subject to the Maximum Contract Expenditure and all other provisions of this Contract, the County agrees to pay the Contractor, and the Contractor agrees to

accept payment as described in Exhibit B, attached hereto and incorporated herein, during the Term hereof, in accordance with the terms set forth herein.

**4. MAXIMUM CONTRACT EXPENDITURE:** Any other provision of this Contract notwithstanding and pursuant to Section 29-1-110, C.R.S., the amount of funds appropriated for this Contract is One Hundred Seventy-Five Thousand, Three Hundred Sixty Dollars (\$175,360.00) for the Term. In no event shall the County be liable for payment under this Contract for any amount in excess thereof. The County is not under obligation to make any future apportionment or allocation to this Contract. No part of this Contract shall represent is a limitation of liability for the Contractor. Any potential expenditure for this Contract 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 A, the Contractor attests by virtue of executing this Public Contract for Services 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.

**5. SUSPENSION AND DISBARMENT:** The County may not pay any vendor who is suspended or disbarred from receiving federal funds. Contractor attests by virtue of executing this Public Contract for Services that: a) it is not suspended or disbarred at the time services begin or Contract execution, b) it has no knowledge of or reason to believe suspension or disbarment is pending or forthcoming, c) it will report within three business days to the Department any changes in items a or b; and d) it understands that it may be required to repay all funds received if the Department learns the Contractor was suspended or disbarred at any time during service delivery or while under Contract, or that Contractor failed to report any pending or forthcoming suspension or disbarment.

**6. TERM:** It is mutually agreed by the Parties that the Term of this Contract shall commence as of 12:01 a.m. on July 1, 2025 and terminate at 12:01 a.m. on July 1, 2026. This Contract 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.

**7. INVOICING PROCEDURES:** Payments shall be made to the Contractor based upon complete invoices submitted by the Contractor, provided such invoices have been approved by the Authorized Representative. Payments will be made to the Contractor within forty-five (45) days, or within a mutually agreed upon period after the County has received complete invoices and deliverables from the Contractor. The County reserves the right to require such additional documentation, including monthly activity reports detailing the Contractor's activities and services rendered, as the County deems appropriate to support the payments to the Contractor. The signature of an officer of the Contractor or someone reasonably able to verify the accuracy of the invoices shall appear on all invoices certifying that the invoice has been examined and found to be correct. Late payment or a delay in payment is not a Breach of Contract.

**8. CONFLICT OF INTEREST:** The Contractor agrees that no official, officer or employee of the County shall have any personal or beneficial interest whatsoever in the services or property described herein, and the Contractor further agrees not to hire, pay, or contract for

services of any official, officer or employee of the County. A Conflict of Interest shall include transactions, activities or conduct that would affect the judgment, actions, or work of the Contractor by placing the Contractor's own interests, or the interest of any party with whom the Contractor has a contractual arrangement, in conflict with those of County. Specifically, Contractor will notify Authorized Representative (or that person's designee) if anyone performing services outlined in Exhibit A: 1) is a past or current Human Services client, or 2) is related to or a close acquaintance of a past or current Human Services client. Providing services when a known or potential Conflict of Interest exists without previously informing the Authorized Representative and receiving approval, may be deemed a Breach of Contract.

**9. INDEMNIFICATION:** The County cannot and by this Contract does not agree to indemnify, hold harmless, exonerate or assume the defense of the Contractor or any other person or entity whatsoever, for any purpose whatsoever. The Contractor shall defend, indemnify and hold harmless the County, its commissioners, officials, officers, directors, agents, and employees from any and all claims, demands, suits, actions or proceedings of any kind or nature whatsoever, including Workers' Compensation claims, in any way resulting from or arising from the services rendered under this Contract; provided, however, that the Contractor need not indemnify or save harmless the County, its officers, agents and employees from damages resulting from the sole negligence of the County's commissioners, officials, officers, directors, agents, and employees.

**10. INDEPENDENT CONTRACTOR:** The Contractor is an Independent Contractor and is free to perform services for other clients. Notwithstanding any provision of this Contract, all personnel assigned by the Contractor to perform work under this Contract shall be, and remain at all times, employees of the Contractor for all purposes. The County shall have no responsibility for any federal and state taxes and contributions for Social Security, unemployment insurance, income withholding tax, and other taxes measured by wages paid to employees of the Contractor and/or its designated agents. The Contractor acknowledges that it and its employees are not entitled to Workers' Compensation benefits or Unemployment Insurance benefits from the County, unless the Contractor or a third party provides such coverage, and that the County does not pay for or otherwise provide such coverage. The Contractor shall provide and keep in force Workers' Compensation (and provide proof of such insurance when requested by the County) and Unemployment Compensation insurance in the amounts required by law, and shall be solely responsible for its own actions, its employees and agents.

**11. NO WAIVER OF GOVERNMENTAL IMMUNITY ACT:** The Parties hereto understand and agree that the County, its commissioners, officials, officers, directors, agents and employees, are relying on, and do not waive or intend to waive by any provisions of this Contract, the monetary limitations or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act, §§ 24-10-101 to 120, C.R.S., or otherwise available to the County.

**12. ASSIGNMENT:** The Contractor covenants and agrees that it will not assign or transfer its rights hereunder, or subcontract any work hereunder, either in whole or in part without the prior written approval of the Authorized Representative. Any attempt by the Contractor to assign or transfer its rights hereunder shall, at the option of the Authorized Representative, void the assignment or automatically terminate this Contract and all rights of the Contractor hereunder.

**13. COUNTY REVIEW OF RECORDS:** The Contractor agrees that, upon request of the Authorized Representative, at any time during the Term of this Contract, or four (4) years thereafter, it will make full disclosure to the County and make available for inspection and audit upon request by the Authorized Representative, the County Director of Finance, or any of their

authorized representatives, all of its records associated with work performed under this Contract for the purpose of making an audit, examination or excerpts. Under this item, records refer to the support documentation for expenses invoiced to the County and paid to the Contractor. The Contractor will retain any and all records, beyond the terms outlined above in this recital, as identified in a "litigation hold" notice provided by the County until receipt of a release from said hold.

**14. OWNERSHIP OF DOCUMENTS:** Documents, data compilations, and other client-based information prepared and maintained by the Contractor in connection with this Contract shall be the property of the County and shall be treated as confidential. Documents, data compilations, and other client-based information shall not be made available to any individual or entity without prior consent from the Authorized Representative. All client files and data may only be maintained on the County's network, or within the appropriate County and/or State computer applications; no client case documents may be retained in paper or digital form by the Contractor. The Contractor will notify the County immediately of any breaches of security or confidentiality as they pertain to client data regardless of the data format.

**15. ASSIGNMENT OF COPYRIGHTS:** The Contractor assigns to the County the copyrights to all works prepared, developed, or created pursuant to this Contract, including the right to: 1) reproduce the work; 2) prepare derivative works; 3) distribute copies to the public by sale, rental, lease, or lending; 4) perform the works publicly; and 5) to display the work publicly. The Contractor waives its rights to claim authorship of the works, to prevent its name from being used wrongly in connection with the works, and to prevent distortion of the works.

**16. TERMINATION:** The County shall have the right to terminate this Contract, with or without cause, by giving written notice to the Contractor of such termination and specifying the effective date thereof, which notice shall be given at least ten (10) days before the effective date of such termination. In such event, all documents and partial documents will be handled consistent with paragraphs 14 and 15 above. The Contractor shall be entitled to receive compensation in accordance with this Contract for any satisfactory work completed pursuant to the terms of this Contract prior to the date of notice of termination. Notwithstanding the above, the Contractor shall not be relieved of liability to the County for damages sustained by the County by any Breach of Contract by the Contractor.

**17. NOTICES:** Notices concerning Termination of this Contract, notices of alleged or actual violations of the terms or provisions of this Contract, and all other notices shall be made as follows:

by the Contractor to:

Ruby Richards, Director  
Department of Human Services  
4400 Castleton Court  
Castle Rock, Colorado 80109  
[rarichar@douglas.co.us](mailto:rarichar@douglas.co.us)  
Phone: (303) 814-5395  
Facsimile: (877) 285-8988

with a copy to:

Douglas County Attorney's Office  
100 Third Street  
Castle Rock, Colorado 80104  
Phone: 303-660-7414

with a copy to:

Erin Johnson  
Department of Human Services  
4400 Castleton Court  
Castle Rock, Colorado 80109  
[ejohns01@douglas.co.us](mailto:ejohns01@douglas.co.us)  
Phone: (303) 814-5329

and by the County to:

Alexa Lanpher, Executive Director  
[A.Lanpher@continuumcolo.org](mailto:A.Lanpher@continuumcolo.org)  
14280 E. Jewell Avenue, Suite B  
Aurora, CO 80012  
Telephone: (303) 434-8952  
Facsimile: (303) 341-0382

Said notices shall be delivered personally during normal business hours to the appropriate office above, or by prepaid first-class U.S. mail, e-mail, or other method authorized in writing by the Authorized Representative. Notices shall be deemed effective upon receipt or three (3) days after the date of mailing, whichever is earlier. The Parties may from time-to-time designate substitute addresses or persons where and to whom such notices are to be mailed or delivered, but such substitutions shall not be effective until actual receipt of written notification.

**18. BADGE ACCESS TO COUNTY FACILITIES:** This Contract may require access to various Douglas County facilities, including law enforcement and judicial buildings that may contain Criminal Justice Information (CJI). Accordingly, Douglas County will conduct prescreening background checks for the Contractor and its personnel. These background checks will be managed by the County.

Prior to beginning work or being granted access to any Douglas County facility, the Contractor and its personnel must successfully complete both state and federal fingerprint-based background checks. If access to secure areas of the Human Services building is required under this Contract, it is the Contractor's responsibility to ensure that all applicable personnel complete the required fingerprinting and background checks with passing results.

To initiate these checks, the Contractor and its personnel must establish vendor accounts with the Colorado Bureau of Investigation (CBI) via the following link:  
<https://cbi.colorado.gov/sections/biometric-identification-and-records-unit/new-accounts>.

Depending on the nature of access, the Contractor and its personnel may also be required to execute a Criminal Justice Information Services (CJIS) Security Addendum.

All costs associated with fingerprinting and background checks are the sole responsibility of the Contractor and are not reimbursable under this Contract.

**19. NONDISCRIMINATION:** In connection with the performance of work under this Contract, the Contractor agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.

**20. GOVERNING LAW; VENUE:** This Contract shall be deemed to have been made in and construed in accordance with the laws of the State of Colorado. Venue for any action hereunder shall be in the District Court, County of Douglas, and State of Colorado. The Contractor expressly waives the right to bring any action in or to remove any action to any other jurisdiction, whether state or federal.

**21. COMPLIANCE WITH ALL LAWS AND REGULATIONS:** All work performed under this Contract by the Contractor shall comply with all applicable laws, rules, regulations and codes of the United States and the State of Colorado. The Contractor shall also comply with all applicable ordinances, regulations, and resolutions of the County and shall commit no trespass on any public or private property in the performance of any of the work embraced by this Contract.

**22. FOREIGN ENTITY:** The Contractor is a Foreign Entity if its business was formed in a different state. A Foreign Entity that transacts business or conducts activities in Colorado must be registered with the Colorado Secretary of State by filing a Statement of Foreign Entity Authority. A Foreign Entity shall not transact business or conduct activities with the County until its Statement of Foreign Entity Authority is filed in the records of the Colorado Secretary of State.

**23. SEVERABILITY:** In the event any of the provisions of this Contract are held to be unenforceable or invalid by any court of competent jurisdiction, the validity of the remaining provisions shall not be affected. Should either Party fail to enforce a specific term of this Contract it shall not be a waiver of a subsequent right of enforcement, nor shall it be deemed a modification or alteration of the terms and conditions contained herein.

**24. NO THIRD-PARTY BENEFICIARIES:** The enforcement of the terms and conditions of this Contract and all rights of action relating to such enforcement, shall be strictly reserved to the County and the Contractor, and nothing contained in this Contract shall give or allow any such claim or right of action by any other or third person under such Contract.

**25. ADVERTISING AND PUBLIC DISCLOSURE:** The Contractor may include reference to this Contract in a broad description of the services provided. Outside of this broad description, the Contractor shall not include any detailed discussion of clients or cases served under this Contract in any advertising or public relations materials without first obtaining the written approval of the Douglas County Public Affairs Director. Nothing herein, however, shall preclude the transmittal of any information to officials of the County, including without limitation, the County Manager, the Assistant County Manager, and the Board of County Commissioners.

**26. PRIORITY OF PROVISIONS:** If any term of this Contract and any Exhibit, attachment, or other referenced document are inconsistent, the following order of priority shall control:

- |                 |   |
|-----------------|---|
| 1 <sup>st</sup> | This Contract, Sections 1 through 33  |
| 2 <sup>nd</sup> | <u>Exhibit A</u> - Scope of Services (inclusive of Attachment A1-Attachment A3) |
| 3 <sup>rd</sup> | <u>Exhibit B</u> - Method of Payment  |
| 4 <sup>th</sup> | <u>Exhibit C</u> - Insurance Requirements                                       |
| 5 <sup>th</sup> | Request for Qualifications (#043-22)  |
| 6 <sup>th</sup> | Response to Request for Qualifications  |

**27. HEADINGS; RECITALS:** The headings contained in this Contract are for reference purposes only and shall not in any way affect the meaning or interpretation of this Contract. The Recitals to this Contract are incorporated herein.

**28. CONFLICT WITH EXHIBITS:** If any Exhibit to this Contract, conflicts with the express terms of the Contract proceeding the Parties' signatures, for the purpose of interpretation and enforcement, the express terms of the contract are superior, supersede, and prevail.

**29. ENTIRE CONTRACT:** The Parties acknowledge and agree that the provisions contained herein constitute the Entire Contract and that all representations made by any commissioner, official, officer, director, agent or employee of the respective Parties unless included herein are null and void and of no effect. No alterations, amendments, changes or modifications to this Contract, except those which are expressly reserved herein to the Authorized Representative, shall be valid unless they are contained in writing and executed by all the Parties with the same formality as this Contract.

**30. INSURANCE:** The Contractor shall be required to maintain the insurance requirements provided in Exhibit C, attached hereto and incorporated herein by reference. The Contractor shall provide evidence upon request that such requirements have been met and shall provide updated information to the County in the event any changes are made to the Contractor's insurance coverage during the Term of this Contract.

**31. BREACH OF CONTRACT:** Failure to perform according to the specifications of this Contract will be considered a Breach of Contract and may be subjected to legal action, termination of this Contract and/or any additional applicable legal remedies available to the County.

**32. COUNTY EXECUTION OF CONTRACT:** This Contract is expressly subject to and shall not be or become effective or binding on the County, until execution by all signatories of the County.

**33. FORCE MAJEURE:** No Party shall be liable for failure to perform hereunder if such failure is the result of *Force Majeure*. Any time limit shall be extended for the period of any delay resulting from any *Force Majeure*, or this Contract may be terminated if such delay makes performance of the Contract impossible or impracticable. *Force Majeure* shall mean causes beyond the reasonable control of a Party such as, but not limited to, weather conditions, acts of God, strikes, work stoppages, unavailability of or delay in receiving labor or materials, faults by contractors, subcontractors, utility companies or third parties, fire or other casualty or action of government authorities.

(Remainder of Page Intentionally Blank)

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

**CONTINUUM OF COLORADO, INC.**

**BY:** \_\_\_\_\_  
Alexa Lanpher, Executive Director

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

**Signature of Notary Public Required:**

STATE OF \_\_\_\_\_ )  
 )  
COUNTY OF \_\_\_\_\_ )      **ss.**

**The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2025, by \_\_\_\_\_.**

**Witness my hand and official seal**

**Notary Public**

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



## **Exhibit A**

### **SCOPE OF SERVICES**

Contractor agrees to provide service(s) outlined herein. Services provided outside of this Exhibit will be deemed gratuitous and are subject to non-payment at the Department of Human Services' (Department) discretion.

The Contractor will work with families to establish initial and ongoing Colorado Works case management services for single-parent and two-parent families. The Department will determine eligibility for Basic Cash Assistance (BCA) clients. TANF eligibility is outlined below. The Department has determined that minimally TANF purposes i. and ii. are addressed by the services outlined in this Exhibit.

Temporary Assistance to Needy Families (TANF) permits the use of federal funds as long as they relate to one or more of the four federal purposes:

- i. To provide assistance to needy families so that children may be cared for in their own homes or the homes of relatives;
- ii. To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
- iii. To prevent and reduce out-of-wedlock pregnancies and to establish annual goals for preventing and reducing the incidence of these pregnancies; and
- iv. To encourage the formation and maintenance of two-parent families.

#### **I. The Contractor shall:**

##### **A. Conducting Business**

- a. 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, the Contractor may not release any information about the program and its applicants.
- b. Be able to proceed with the following staff identification and assignment process:
  - i. Complete whatever requirements are needed internal to Contractor's own organization.
  - ii. Fulfill fingerprinting requirements in accordance with Term 18 of the Intergovernmental Agreement (IGA) and Attachment 4, both of which are incorporated into this Agreement.
  - ii. Allow Douglas County staff to meet with the candidate(s).  
If potential staff assignment is acceptable to both Contractor and Douglas, make an offer or assignment change contingent upon successful completion of a: a) drug test, b) fingerprint background check, and c) Department review of Trails (Colorado's child welfare computer system) and CAPS (Colorado's adult protection computer system). (See Attachment A1.)
  - iv. Results of each item listed in A. ii. above will be reviewed by Douglas who will solely decide if the staff assignment is ultimately appropriate.
  - v. Note that staff may not begin any casework or receive any user IDs/temporary passwords for any system access until the County approval per A. iv. above is done.
- c. Contractor will notify the Department if/when any traffic 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.

- d. All client (or provider/third party, if applicable) paperwork, records and data must be stored on the County's network or ingested in the County's electronic content management (ECM) system(s) no later than within three (3) business days of receipt. County will provide training as needed for the ECM system(s).
- e. Utilize the Human Services Client and Reporting Enterprise System (HSCARES) for referencing programs with which a client is already associated.
- f. All client data must be sent via secure County email or secure file transfer (even to clients themselves). If client data must be transferred via a portable drive, facsimile, CD or some other means, that must be approved by the Department in advance. Documents may be mailed to clients or their Authorized Representative via US mail or a third-party mail delivery company without prior approval. Client communication may be sent via text message following County approval or using County issued devices or tools. Contractor staff will timely follow-up with all system or computer access issues or needs by contacting [DHSsecurity@douglas.co.us](mailto:DHSsecurity@douglas.co.us) or Douglas County Support Desk. Contractor shall notify the Department immediately: 1) if an employee accesses any County, State or third-party system or record for personal use or gain, or without any business need, and 2) when the individual no longer has authorization to access any State, County or third-party systems. County reserves the right to end access to any or all State, County or third-party system for inappropriate or unauthorized use which would result in the individual no longer being able to work under this contract.
- g. The County will provide Contractor staff who perform any client related work with a Douglas County email address that shall be used with clients, providers, State program staff and any third party when client data is being discussed, reviewed, shared or transmitted. This Douglas County email will also allow for the Contractor to use the County's secure email feature and secure file transfer tool.
- h. The Contractor will use the County's email and network for all client related work. If Contractor is not in a County building, Contractor will be set-up with the needed access to the Douglas virtual private network (VPN) and/or virtual desktop infrastructure (VDI) connection.
- i. Maintain hours of operation that correspond to the Department's, i.e., Monday through Thursday 8 a.m. to 5 p.m. Contract staff will respond to emails or phone calls from the Department on Fridays, in the event of an emergency. Reasonable holiday, emergency, and weather closures are permitted. Contractor will be available during hours of operation to answer client questions, and address concerns. Return customer calls and emails within 24 clock hours excluding weekends, holidays, or closures.
- j. Cooperate with community partners, providers and County staff as reasonable and appropriate to achieve program requirements and quality customer service.
- k. Be able to timely recruit and place staff in Douglas County offices so as to avoid delays in work and not impact customer service. Provide appropriately skilled supervision of staff and appropriate overall management.
- l. Notify the County in writing of any change in the persons authorized to bind the Contract.
- m. Not subcontract this work to any other entity.

- n. Attend program oversight meetings throughout the course of any resulting contract. Meeting frequency will be determined by the County Program Manager, or at Contractor request.
- o. Not speak with any member of the media without express consent by a County Commissioner, County Manager, Deputy County Manager, or Human Services Director. Not present to any entity that Contractor makes policy or funding decisions on behalf of the County or Department. Contractor shall not engage in any form of lobbying on behalf of the County. The Contractor may be asked to join a Department staff member at a meeting/conference, or to attend on the Department's behalf. However, the Contractor may not vote on behalf of the County, commit County resources, or otherwise obligate the County. The Contractor may not use the County's logo on any materials unless approved in writing by the County.
- p. Consistently collect client feedback and provide the results to the Department on at least an annual basis. The Department may provide a survey and/or data collection tool.
- q. Contractor will only use forms, templates, releases and other case related materials approved in advance by the Department. All vendor forms will be included in the written operating procedures mentioned in B. e. below. Any requests for new forms, or modifications to existing forms must be approved in advance in writing by the Program Manager.
- r. Contractor will stay apprised of all pertinent changes in the program including, but not limited to, changes in applicable law or regulations; changes in the eligibility requirements; changes in computer system requirements; and changes in data collection requirements.
- s. These services and all work related to it will be provided at the Contractor's address listed in Recital 17. NOTICES. However, if during an emergency the Department and Contractor mutually agree that work can be completed from Contractor's staff home or other location, the requirements and expectations outlined herein remain in effect. If any clarifications or modifications are required, the agreement(s) will be outlined in a letter from the Department to the Contractor (both parties outlined in Recital 17. NOTICES). The agreements outlined in said letter will immediately become an enforceable attachment to this Contract. If needed, multiple letters may be prepared. Any second or subsequent letter will identify what, if anything, remains in effect from the prior letter(s).

#### B. Compliance with Laws, Rules and Policies

- a. Immediately report suspected child and adult abuse, neglect and exploitation.
- b. Abide by all applicable Federal, e.g., HIPAA and Adam Walsh Act; State laws, rules, and regulations; and Douglas County program policies and procedures. Comply with Douglas County and/or Department required training, including but that may not be limited to: 1) civil rights, 2) ethics, 3) mandatory reporter, 4) fraud identification and prevention, 5) building safety and security (for staff working in any Douglas County building), 6) cyber and data security, and 7) Contractor and personnel are asked to complete any Douglas, State or Federal training to obtain system and/or building access, e.g., CJIS. The Contractor is responsible for ensuring their staff timely and adequately complete all training outlined in the Contract. Incomplete or untimely training will result in that individual's access being suspended, and no work outlined in the Contract can be performed by this person or submitted for reimbursement unless or until the

required training is done.

- c. Ensure staff are appropriately trained on: 1) laws, rules, regulations and policies, 2) authorized access and use of the required State, County, and third party computer system.
- d. Develop detailed written operating procedures and present these to the Department for review and approval. These should include items such as processing expectations, recoveries, case reviews, and confidentiality. The operating procedures and related administrative functions must be approved by the County and be in place within 15 calendar days from the start date of the Contract.
- e. Contact the Department's Program Integrity Unit with any questions regarding possible or known client or provider fraud or abuse, and complete fraud referrals as appropriate.

#### C. Applications, Re-certifications and Case Management

- a. Complete all data entry, including case comments, into the Colorado Benefits Management System (CBMS) within 3 business days.
- b. Emails and text messages do not have to be transferred into a CBMS case comment or ingested into the County's ECM system(s) if they are part of a general case interaction and are captured generally in a status CBMS case comment. However, 1) for all emails or texts in which a civil rights allegation is made, the Contractor will contact the Department immediately to determine how these communications will be addressed. If emails and text messages are expected to be saved into the Department's ECM system(s), it will be done in 3 business days.
- c. Contractor's supervisory and line staff must be able to timely complete all State required CBMS training, remain current with all CBMS changes, and correctly use the system.
- d. Conduct client orientations to familiarize recipients with the rules, regulations, expectations, services and supports in the Colorado Works program. Be available to clients to answer questions, address case concerns, provide information and referrals, accept written documentation and provide excellent customer service.
- e. Provide case management, crisis intervention, information and referral services for all clients as appropriate.
- f. Once a referral is made, Contractor will conduct an initial assessment, as well as ongoing assessments as needed, to determine client strengths and barriers to self-sufficiency. These assessments may vary in form or format based on State source system design or program requirements. Assessments will lead Contractor to develop appropriate, individualized service plans to include referrals to community partners, supportive services and a current, measurable Individual Plans. Individual Plans will be completed at the initial meeting between the contractor and their client. It is recommended that this meeting occur within fifteen (15) days from the date that the assessment was completed but must occur no later than the thirtieth day following the date the assessment was completed.
- g. Develop Individual Plans, as required, that are client-centered, realistic, specific, measurable and address specific barriers disclosed at assessment. Individual Plans are entered into the Colorado Benefits Management System (CBMS).
- h. Encourage and promote clients' ability to successfully meet Individual Plan terms and conditions to ensure continuation of benefits and successful completion of the

Colorado Works program. Assist all clients in addressing and overcoming barriers to self-sufficiency.

- i. Promptly communicate any compliance concerns with eligibility workers and/or referral source so as to assist client in resolving such issues and encouraging appropriate conflict resolution strategies.
- j. Establish meeting times with clients on a weekly, semi-monthly, monthly or other frequency adequate to meet the severity of self-sufficiency barriers, client needs and level of support needed from the Department to help clients overcome barriers.
- k. Ensure all documents necessary to maintain program compliance, and other necessary case documentation, are obtained, recorded and maintained in databases, including but not limited to CBMS, the Department's internal client tracking system and the case file when required. In addition, all Workforce Development documentation will be maintained in client case files.
- l. Collaborate to provide integrated services between other units such as Eligibility (Food Assistance, Medicaid, Low-Income Energy Assistance, and Child Care), Child Welfare, Child Support Enforcement, and other community partners providing client services. Communicate with Department staff to avoid any disruption in benefits that may occur. Coordinate with the Department and clients to ensure all necessary paperwork is turned in timely so as to ensure benefits can be issued timely.
- m. Recommend supportive service and Individual Plan bonus payments, obtain necessary documentation, and enter into CBMS.
- n. Maintain open lines of communication and coordinate treatment planning with other agencies. Advocate on client's behalf to ensure appropriate services with community partners are put in place when authorization to release information has been signed by client.
- o. Complete referrals on behalf of clients needing additional assistance from the Department, as well as referrals to community partners in order to connect families in need with appropriate services and supports. Manage resources including supportive service payments and arranging for services that lead to client self-sufficiency within specified time frames.
- p. Attend program oversight and contract monitoring meetings. Program oversight meetings will include discussion of: 1) progress toward achieving outcomes, 2) caseload volume and statistical data, 3) customer service concerns, 4) case audits, and overall status of the program. Contract monitoring meetings may include a discussion of any element the executed contract, e.g., timeliness or accuracy of invoices, ongoing performance compared to performance measures outlined, turnover, and are not intended to address case specific issues.
- q. Ensure that all client cases follow Fair Labor Standards Act (FLSA) regulations, and that the Contractor accurately determines and enters calculations and payments.
- r. Provide 30 days post-employment services following case closure.
- s. Notify Department immediately of any potential client appeals, consumer complaints, contractor employee issues related to the contract, and/or claims of discrimination. Prepare written documentation, statistical reports and/or other materials needed for a Department review and/or Administrative Court review. Support the County and Department in any dispute resolution process that may occur.

#### D. Case Reviews

- a. 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. If an audit or review results in a corrective action plan, the Contractor shall develop such plan, obtain County approval, and implement it by the defined deadline. If such an audit or review results in a financial penalty for the County, the Contractor shall be expected to reimburse the Department. Contractor's liability is at least the amount of any sanction(s) incurred by Douglas County as a result of an audit or review, no matter when the audit occurs, based upon Contractor's failure to take any timely required action in compliance with program requirements and/or this contract.

#### E. Work Locations, Facilities and Space

- a. Generally, work will be performed at: 1) 14280 E. Jewell Avenue, Aurora, and 2) 4400 Castleton Court, Castle Rock. Virtual visits are allowed as long as permitted by Colorado Department of Human Services rules. Case Managers may meet clients at other locations, e.g., the client's home or work site, or some other public meeting place on a case by case basis.
- b. Contractor location(s) must have reasonable accommodations in place and maintain adequate space, staff and operations throughout the Contract that maintain client confidentiality. This includes but is not limited to adequate technological infrastructure and the ability to obtain computer system access to the Colorado Department of Human Services (CDHS) portal, Douglas County network and electronic content management (ECM) system(s), and any other needed third party systems, and be able to support its own infrastructure.

#### F. Staffing Requirements

- a. Contractor's case management staff will have at least one (1) year of case management experience, and supervisory staff will have at least two (2) years of case management.
- b. Staff will be dedicated to this project at the time the contract is initiated, and coverage must be provided for these services without regard to staff turnover. Contractor will recruit and train staff as needed within a reasonable timeframe.

#### G. Outcomes and Reporting

- a. Obtain and maintain the Federal Work Participation Rates (WPR). Generally, 35% is the WPR for single-parent families and 50% for two-parent families.
- b. Contractor would be expected to meet any metrics established at the State or Federal levels.
- c. As part of a complete invoice, Contractor will provide the monthly report. Complete a monthly report which shall include:
  - i. Number of referrals received for the month, broken down by one parent and two parent
  - ii. Current caseload count and list
  - iii. Number of individuals who have gained employment for the month
  - iv. Number of individuals who have completed/obtained a new credential and what credential for the month
  - v. Number of cases closed in an invoice month
    - 1) Case closure reason and/or outcome
  - vi. Number of cases currently sanctioned

- vii. Number of cases at 55 or more months of TANF
- d. Contractor will provide a report (in Microsoft Word), cumulative of the Monthly Report and 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, 2026, and must include:
  - i. Summary of services provided,
  - ii. Number of clients served,
  - iii. How service delivery was approached, and
  - iv. How funds were used
  - v. Identification of all TANF purposes met
  - vi. At least one quantifiable measure related to the goal identified
  - vii. Any additional qualitative goals, measures or information relevant to the services provided.

II. The Department of Human Services shall:

- A. Provide the Contractor with access to the State, County and third-party computer systems as necessary.
- B. Be able to request that a specific individual be removed from working on Douglas County cases should their performance or customer service warrant it; in the event of a conflict of interest; for misuse of any client data or misuse of system access; or breach of client confidentiality or data.
- C. Manage all civil rights complaints.
- D. Monitor the Contractor's performance which includes, but may not be limited to:
  - a. customer service with both clients and other stakeholders,
  - b. evaluation of complaints and resolution,
  - c. review of billing processes and determination of allowable of expenses,
  - d. review overall contract compliance, and
  - e. review of case work as deemed necessary.

**Exhibit B**  
**METHOD OF PAYMENT**

1. Contractor will accept any and all forms of payment. The Department will determine which funding stream(s) are appropriate for the services and may switch between funding streams if needed.
2. Rates outlined in Table 1 constitute payment in full and Contractor will not be paid for any additional fees, amounts, or costs. Contractor will not be paid more than one time for the same service as outlined in 4. MAXIMUM CONTRACT EXPENDITURE.

Table 1.

#	Service	Description	Rate
1	BCA Case Management -Single Parent	This is an all-inclusive case rate for each single parent household referred, for each occurrence. Occurrence is defined as a referral made for a new case and worked by Contractor. If a case closes and then reopens within 365 days, this is considered the same occurrence and no additional fee may be charged. Contractor may not bill for services if the client does not attend their intake appointment and/or the case closes within 30 days of the referral. This is considered an all-inclusive rate and no additional costs, fees, or expenses may be invoiced to this Contract. Contractor may not invoice for cases carried over from the prior contract into this one as those referrals were already paid	\$3,630.00 per case for 36 cases
2	BCA Case Management – Two Parent	Same as above except referral is for a two-parent household.	\$5,585.00 per case for 8 cases
	Total		\$175,360.00

3. 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.
4. 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 for the portion of the expense incurred for the execution of this Contract.
5. If Contractor elects to simultaneously use any of the same staff people on this contract as another contract with the Department, 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.
6. Contractor will submit a complete invoice and only complete invoices will be paid. If the invoice is not complete, the Department will reject the invoice by emailing the Contractor's Office Director and delete all documents from the OneDrive folder. The



Contractor is responsible for reposting the correct and complete invoice once it is available.

- a. A complete invoice is defined as:
  - i. Invoice completed, printed off and signed;
  - ii. Submission of monthly report.
7. No computer hardware or software may be purchased under this contract. Assets referenced in Recital 14. OWNERSHIP OF DOCUMENTS AND ASSETS include the following purchased by the Department and used by Contractor:

Item	Douglas Asset Number	Status
Cell Phone	303-968-5287	Assigned to Manager/Supervisor.
Cell Phone	303-923-0738	Assigned to Case Manager.
Cell Phone	720-262-0556	Assigned to Case Manager.
		Additional County cell phones will be issued as new staff are assigned. It is the Contractor's responsibility to ensure all phone are returned to the County as staff are reassigned or resign.

8. Invoices submitted must reflect actual services rendered and cannot be estimates or requests for pre-payment. The Contractor will submit complete invoices no later than 30 days after the service delivery date. Failure to submit invoices timely or without required deliverables may result in non-payment.
9. Invoices will be submitted monthly by the 15<sup>th</sup> of the month following the month in which the expense occurred except the invoice for June 2026 is due to the County by July 7, 2026 at noon. Invoices cannot include estimates or requests for pre-payment. Contractor will post invoices to the County's OneDrive folder.
10. Invoices and back-up documentation may only be posted to the Department's OneDrive contractor folder, or mailed to:

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

Contractor will email [HSAccounting@douglas.co.us](mailto:HSAccounting@douglas.co.us) when new invoices have been added to OneDrive or existing documents edited in OneDrive.

## Exhibit C

### 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](mailto: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.

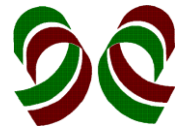
**Failure to Procure or Maintain Insurance.** The Contractor will not be relieved of any liability, claims, demands, or other obligations assumed by its failure to procure or maintain insurance, or its failure to procure or maintain insurance in sufficient amounts, durations, or types. Failure on the 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.

**Attachment A1**  
**BACKGROUND CHECK POLICY**

(See following 3 pages.)



## Douglas County Department of Human Services

<b>Policy Name</b>	Background Checks
<b>Supersedes</b>	N/A
<b>Effective Date</b>	
<b>Director's/Designee's Approval &amp; Date</b>	

### A. Policy Statement

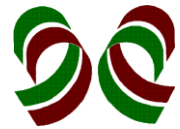
1. The Douglas County Department of Human Services staff provide supports and services to vulnerable children, adults, and their families. As such, Douglas County Department of Human Services mandates background checks for all employees and contractors that surpass county and state requirements. Additionally, employees may be subject to reassignment or discipline, up to and including termination, for any arrest, charge, conviction, or finding which calls into question their ability to work safely with vulnerable clients. Contractors who do not pass the background check will not be able to begin working or will be removed from their Douglas assignment as appropriate.
2. The Department may be required to make a law enforcement referral on an employee or contractor depending on the facts.

### B. Definitions

1. CAPS is the Colorado Adult Protective Services (APS) data system.
2. CCU is the CAPS Check Unit at the State Department of Human Services
3. Direct Care or Direct Contact of at-risk adults and children includes anyone who provides services or supports. Direct Care or Direct Contact includes case management, protective services, physical care, mental health services, or any other service necessary for the at-risk adult or child's health, safety, or welfare.
4. Trails is the Child Welfare Case Management System.

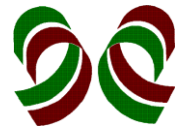
### C. Procedure

1. All human service employees or contractors shall be required to submit to enhanced background checks as follows:
  - a. Fingerprint and name-based criminal background check at the time of hire, allowing Colorado Bureau of Investigations (CBI) to update the Douglas County Department of Human Services upon any arrest, charge, or conviction as reported to CBI.



## Douglas County Department of Human Services

- b. Additional criminal background checks at any time during employment, whether random or upon suspicion the employee has engaged in criminal activity.
  - c. Department of Motor Vehicles Records at the time of hire and annually thereafter.
  - d. Trails and CAPS name search for substantiated abuse, neglect of a child or adult, or exploiting an at-risk adult. Such background checks shall be completed at the time of hire and annually thereafter.
- 2. Douglas County Department of Human Services must register with the CCU and receive a unique CAPS Check Employer ID# in order to complete CAPS checks for Adult Protection staff.
  - a. The employee must complete and sign the State Written Authorization form prior to completing the CAPS check.
  - b. The State Written Authorization form shall be kept in the employee's personnel file.
  - c. A positive CAPS match must include all four criteria:
    - i. Substantiated finding must have been made after July 1, 2018.
    - ii. The substantiated perpetrator must have been age 16 or older at the time of the substantiated finding.
    - iii. There must be a match of at least two unique data points between the employee and the substantiated perpetrator.
    - iv. The finding was either not appealed or the Appeal Status is one of the following:
      - 1. Under Appeal,
      - 2. Upheld,
      - 3. Upheld – Modified,
      - 4. Upheld – Abandoned,
      - 5. Upheld – Settlement Conditions Not Met,
      - 6. Expunged – Time delayed, or
      - 7. Modified Expunged – Time delayed
  - d. Prior to receiving CAPS access for a new APS employee, the APS Manager must submit a CAPS Support ticket requesting CAPS access and must attest they have completed the CAPS background check.
- 3. A positive Trails match must include the following:
  - a. The substantiated perpetrator must have been age 16 or older at the time of the substantiated finding.
  - b. There must be a match of at least two unique data points between the employee and the substantiated perpetrator.
  - c. The finding was either not appealed or the Appeal Status is one of the following:



## Douglas County Department of Human Services

- i. Under Appeal,
  - ii. Upheld,
  - iii. Upheld – Modified,
  - iv. Upheld – Abandoned,
  - v. Upheld – Settlement Conditions Not Met,
  - vi. Expunged – Time delayed, or
  - vii. Modified Expunged – Time delayed
4. Any finding of a criminal, civil or motor vehicle arrest, charge, conviction, or finding which calls into question the employee's ability to safely transport or work with vulnerable clients will be reported to the employee's supervisor, department administrator, and agency director for review and consideration.
5. Upon a finding, by the preponderance of the evidence, that the employee engaged in the alleged criminal, civil or motor vehicle offence, the employee may be subject to reassignment or discipline, up to and including termination.



**Attachment A2**  
**COLORADO WORKS ELIGIBILITY AFFIDAVIT**

The Affidavit below must be completed by anyone who is 18-years or over in a household for which reimbursement will be requested.

(Remainder of Page Intentionally Blank)

## Colorado Works Eligibility Affidavit

### Receipt of Colorado Works (TANF):

\_\_\_\_\_ I am currently receiving Colorado Works (TANF) Basic Cash Assistance  
\_\_\_\_\_ I am not currently receiving Colorado Works (TANF) Basic Cash Assistance  
from any Colorado County

### Residency in the United State (Please check one box below):

\_\_\_\_\_ I am citizen of the United States, or  
\_\_\_\_\_ I am a Permanent Resident of the United States, or  
\_\_\_\_\_ I can verify lawful presence in the United States, pursuant to state law, or  
\_\_\_\_\_ None of the above

### Family Income (Income from all family members living at your address who are 18 and over):

\_\_\_\_\_ Less than \$75,000/year  
\_\_\_\_\_ Greater than \$75,000/year

### Family:

# of adult (18 and over) members in household \_\_\_\_\_  
# of children (under age 18) \_\_\_\_\_  
# of biological or legally adopted children (under age 18) who do not live in your house \_\_\_\_\_

### Race/Ethnicity (Optional):

White \_\_\_\_\_ Black/African American \_\_\_\_\_  
American Indian/Alaskan Native \_\_\_\_\_ Asian \_\_\_\_\_  
Native Hawaiian/Other Pacific Islander \_\_\_\_\_  
Other: (Please specify) \_\_\_\_\_

**Ethnicity (Optional):** Hispanic \_\_\_\_\_ Non-Hispanic \_\_\_\_\_

**County of Residence:** \_\_\_\_\_

## AFFIDAVIT

I, \_\_\_\_\_, do hereby declare and represent the information provided above to be TRUE and CORRECT to the best of my knowledge on this date signed below. The information you provided above could be subject to verification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachment A3 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](http://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	<a href="https://enroll.identogo.com/workflow/25YR99">https://enroll.identogo.com/workflow/25YR99</a>	\$39.50 CBI fee + \$10.00 IdentoGo fee	25YR99	Visit <a href="https://enroll.identogo.com/workflow/25YR99/hardcard/hio">https://enroll.identogo.com/workflow/25YR99/hardcard/hio</a> for instructions.
Colorado Fingerprinting	<a href="http://www.coloradofingerprinting.com/cabs/">http://www.coloradofingerprinting.com/cabs/</a>	\$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 16th St, 8th 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](http://cdpsweb.state.co.us)  
Jared Polis, Governor | Stan Hilkey, Executive Director

