AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Colorado Department of Public Health and Environme

Action Requested: County Manager Signature

Parties to the Agreement: BOCC & CO Dept Public Health & Environ.

Term Begins: **Term Ends:** 6/29/2017 **Grant Contract #:**

Summary:

This program for uninsured women for breast and cervical cancer prevention has seen decline in participant numbers since the ACA that expanded Medicaid. This will allow low income insured women to receive care coordination through the WWC program.

Fiscal Impact: $3,250

Submitted by: C Worrall **Submitter's Email Address:** cworrall@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 2/5/2016

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok - gs

Reveiwed by: GUNCOUNTY1\gstuhr Discharge Date: 2/5/2016 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 2/9/2016

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted:

Agenda Date: 2/16/2016

Revised April 2015

GENERAL PROVISIONS

The following clauses apply to this contract. In some instances, these general clauses have been expanded upon in other sections/exhibits of/to this contract. To the extent that other provisions of the contract provide more specificity than these general clauses, the more specific provision shall control.

1. Governmental Immunity. Notwithstanding any other provision to the contrary, no term or condition of this contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protection or other provisions of the Colorado Governmental Immunity Act, Section 24-10-101 et.seq., CRS, as now or hereafter amended. The parties understand and agree that liability for claims for injuries to persons or property arising out of negligence of the State of Colorado, its departments, institutions, agencies, boards, officials and employees is controlled and limited by the provisions of Section 24-10-101 et.seq., CRS and the risk management statutes, Section 24-30-1501, et.seq., CRS as now or hereafter amended.

2. Available Funds-Contingency

   a. Available Funds. The State is prohibited by law from making commitments beyond the term of the State's current fiscal year; therefore, Contractor's compensation beyond the State's current Fiscal Year is contingent upon the continuing availability of State appropriations as provided in the Colorado Special Provisions. Payments pursuant to this Contract shall be made only from available funds encumbered for this Contract and the State's liability for such payments shall be limited to the available amount remaining of such encumbered funds. In the event that state funds become unavailable for this Contract, as determined by the State, the State may immediately terminate this Contract or amend it accordingly.
   b. Federal Funds Contingency. Payment pursuant to this contract, if in federal funds, whether in whole or in part, is subject to and contingent upon the continuing availability of federal funds for the purposes hereof. In the event that said funds, or any part thereof, become unavailable, as determined by the State, the State may immediately terminate this contract or amend it accordingly without liability including liability for termination costs.

3. Billing Procedures. The State shall establish billing procedures and requirements for payment due the Contractor in providing performance pursuant to this contract. The Contractor shall comply with the established billing procedures and requirements for submission of billing statements. The State shall comply with CRS 24-30-202(24) when paying vendors upon receipt of a correct notice of the amount due for goods or services provided hereunder.

4. Exhibits - Interpretation. Unless otherwise stated, all referenced exhibits are incorporated herein and made a part of this contract. Unless otherwise stated, the terms of this contract shall control over any conflicting terms in any of its exhibits. In the event of conflicts or inconsistencies between this contract and its exhibits or attachments, such conflicts or inconsistencies shall be resolved by reference to the documents in the following order of priority: 1) the Special Provisions of this Contract; 2) the Additional Provisions **Exhibit A** and its attachments if included; 3) the Contract (other than the Special Provisions); 4) the RFP if applicable and attached; 5) the Scope/Statement of Work **Exhibit B** and its attachments if included; 6) the Contractor's proposal if applicable and attached; 7) other exhibits/attachments in their order of appearance.

   The conditions, provisions, and terms of any RFP attached hereto, if applicable, establish the minimum standards of performance that the Contractor must meet under this Contract. If the Contractor's Proposal, if attached hereto, or any attachments or exhibits thereto, or the Scope/Statement of Work Exhibit B, establish or create standards of performance greater than those set forth in the RFP, then the Contractor shall also meet those standards of performance under this Contract.

5. Notice and Representatives. For the purposes of this contract, the representative for each party is as designated herein. Any notice required or permitted may be delivered in person or sent by registered or certified mail, return receipt requested, to the party at the address provided, and if sent by mail it is effective when posted in a

U.S. Mail Depository with sufficient postage attached thereto. Notice of change of address or change or representative shall be treated as any other notice.

6. Contractor Representations - Qualifications/Licenses/Approvals/Insurance. The Contractor certifies that, at the time of entering into this contract, it and its agents have currently in effect all necessary licenses, certifications, approvals, insurance, etc. required to properly provide the services and/or supplies covered by this contract in the state of Colorado. Proof of such licenses, certifications, approvals, insurance, etc. shall be provided upon the State's request. Any revocation, withdrawal or non-renewal of necessary license, certification, approval, insurance, etc. required for the Contractor to properly perform this contract, shall be grounds for termination of this contract by the State.

   Contractor certifies that it is qualified to perform such services or provide such deliverables as delineated in this contract.

7. Legal Authority. The Contractor warrants that it possesses the legal authority to enter into this contract and that it has taken all actions required by its procedures, by-laws, and/or applicable law to exercise that authority, and to lawfully authorize its undersigned signatory to execute this contract and bind the Contractor to its terms. The person(s) executing this contract on behalf of the Contractor warrant(s) that such person(s) have full authorization to execute this contract.

8. Insurance – Contractor. During the term of this contract, and any renewals or extensions thereof, Contractor, and its Subcontractors shall, and hereby agrees to, obtain, maintain, and keep in force at all times during the term of this contract an insurance policy or policies, issued by a company authorized to do business in Colorado, in the kinds and minimum amounts, and under the conditions specified below.

   a. Worker's Compensation Insurance as required by state statute, and Employer's Liability Insurance covering all of Contractor's employees acting within the course and scope of their employment.

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

      I. $1,000,000 each occurrence;
      II. $1,000,000 general aggregate;
      III. $1,000,000 products and completed operations aggregate; and
      IV. $50,000 any one fire.

      If any aggregate limit is reduced below $1,000,000 because of claims made or paid, the Contractor shall immediately obtain additional insurance to restore the full aggregate limit and furnish to the State a certificate or other document satisfactory to the State showing compliance with this provision.

   c. Automobile Liability Insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit as follows: $1,000,000 each accident combined single limit.

   d. The State of Colorado shall be named as an additional insured on the Commercial General Liability policy. Coverage required of the contract will be primary over any insurance or self-insurance program carried by Contractor or the State of Colorado.

   e. The insurance shall include provisions preventing cancellation or non-renewal without at least thirty (30) calendar days prior written notice to the State by certified mail.

   f. The Contractor will require all insurance policies in any way related to the contract and secured and maintained by the Contractor to include clauses stating that each carrier will waive all rights of recovery, under subrogation or otherwise, against the State of Colorado, its agencies, institutions, organizations, officers, agents, employees and volunteers.

g. All policies evidencing the insurance coverages required hereunder shall be issued by insurance companies satisfactory to the State.

h. The Contractor shall provide certificates showing insurance coverage required by this contract to the State by the effective date of the contract. No later than fifteen (15) calendar days prior to the expiration date of any such coverage, the Contractor shall deliver to the State certificates of insurance evidencing renewals thereof. At any time during the term of this contract, the State may request in writing, and the Contractor shall thereupon within ten (10) calendar days supply to the State, evidence satisfactory to the State of compliance with the provisions of this section.

i. The Contractor shall provide such other insurance as may be required by law, or in a specific solicitation.

9. Rights in Data, Documents and Computer Software or Other Intellectual Property. All intellectual property including without limitation, databases, software, documents, research, programs and codes, as well as all, reports, studies, data, photographs, negatives or other documents, drawings or materials prepared by the Contractor in the performance of its obligations under this contract shall be the exclusive property of the State. Unless otherwise stated, all such material shall be delivered to the State by the Contractor upon completion, termination, or cancellation of this contract. Contractor shall not use, willingly allow, or cause to have such materials used for any purpose other than the performance of the Contractor's obligations under this contract without the prior written consent of the State. All documentation, accompanying the intellectual property or otherwise, shall comply with the State requirements which include but is not limited to all documentation being in a paper, human readable format which is useable by one who is reasonably proficient in the given subject area. Software documentation shall be delivered by Contractor to the State that clearly identifies the programming language and version used, and when different programming languages are incorporated, identifies the interfaces between code programmed in different programming languages. The documentation shall contain source code which describes the program logic, relationship between any internal functions, and identifies the disk files which contain the various parts of the code. Files containing the source code shall be delivered and their significance to the program described in the documentation. The documentation shall describe error messages and the location in the source code, by page, line number, or other suitable identifier, where the error message is generated. The Contractor warrants that the delivered software will be sufficiently descriptive to enable maintenance and modification of the software. The State's ownership rights described herein shall include, but not be limited to, the right to copy, publish, display, transfer, prepare derivative works, or otherwise use the works.

If any material is produced under this Contract and the parties hereto mutually agreed that said material could be copyrighted by Contractor or a third party, then the State, and any applicable federal funding entity, shall, without additional cost, have a paid in full, irrevocable, royalty free, and non-exclusive license to reproduce, publish, or otherwise use, and authorize others to use, the copyrightable material for any purpose authorized by the Copyright Law of the United States as now or hereafter enacted. Upon the written request of the State, the Contractor shall provide the State with three (3) copies of all such copyrightable material.

10. Confidential or Proprietary Information. Subject to the Public (Open) Records Act, section 24-72-101, *et seq.*, C.R.S., as amended, if the Contractor obtains access to any records, files, or other information of the State in connection with, or during the performance of, this Contract, then the Contractor shall keep all such records, files, or other information confidential and shall comply with all laws and regulations concerning the confidentiality of all such records, files, or information to the same extent as such laws and regulations apply to the State. Contractor shall protect the confidentiality of all information accessed, used, held, created or received in connection with this Contract and shall insure that any subcontractors or agents of Contractor protect the confidentiality of all information under this Contract. Contractor shall access, use and disclose confidential information only for the operation and administration of the Contract, and shall not directly or indirectly disclose confidential information after the term of the Contract. Contractor shall implement appropriate safeguards as are necessary to prevent accidental or unauthorized use or disclosure of confidential information and shall maintain a comprehensive written information privacy and security program that includes administrative, technical and physical safeguards for maintaining and transmitting

electronic confidential information. Contractor shall promptly notify the State if Contractor breaches the confidentiality of any information covered by this Contract. Any breach of confidentiality by the Contractor, or third party agents of the Contractor, shall constitute good cause for the State to cancel this Contract, without liability to the State. Any State waiver of an alleged breach of confidentiality by the Contractor, or third party agents of the Contractor, does not constitute a waiver of any subsequent breach by the Contractor, or third party agents of the Contractor.

The Contractor must identify to the State the information that it considers confidential or proprietary. This is a continuing obligation. Confidential or proprietary information for the purpose of this paragraph is information relating to Contractor's research, development, trade secrets, business affairs, internal operations and management procedures and those of its customers, clients or affiliates, but does not include information lawfully obtained by third parties, information which is in the public domain, or information which is or could have been acquired/developed independently by the State or a third party. Notwithstanding the foregoing, the State shall not be in violation of its obligations under this section should it disclose confidential information if such disclosure is, in the sole opinion of the State's legal counsel, required by applicable law and/or legal process (including, but not limited to, disclosures required pursuant to the Colorado (Open) Public Records Act, sections 24-72-201, *et. seq*, C.R.S., as now or hereafter amended). The State shall endeavor to provide notice to the Contractor, as promptly as practicable under the circumstances, of any demand, request, subpoena, court order or other action requiring such disclosure, in order to afford Contractor the opportunity to take such lawful action as it deems appropriate to oppose, prevent or limit the disclosure, solely at its own instance and expense; but nothing herein shall be construed to require the State to refuse or delay compliance with any such law, order or demand.

11. Records Maintenance, Performance Monitoring & Audits. The Contractor shall maintain a complete file of all records, documents, communications, and other materials that pertain to the operation of the program/project or the delivery of services under this contract. Such files shall be sufficient to properly reflect all direct and indirect costs of labor, materials, equipment, supplies and services, and other costs of whatever nature for which a contract payment was made. These records shall be maintained according to generally accepted accounting principles and shall be easily separable from other Contractor records.

The Contractor shall protect the confidentiality of all records and other materials containing personally identifying information that are maintained in accordance with this contract. Except as provided by law, no information in possession of the Contractor about any individual constituent shall be disclosed in a form including identifying information without the prior written consent of the person in interest, a minor's parent, guardian, or the State. The Contractor shall have written policies governing access to, duplication and dissemination of, all such information and advise its agents, if any, that they are subject to these confidentiality requirements. The Contractor shall provide its agents, if any, with a copy or written explanation of these confidentiality requirements before access to confidential data is permitted.

The Contractor authorizes the State, the federal government or their designee, to perform audits and/or inspections of its records, at any reasonable time during the term of this contract and for a period of six (6) years following the termination of this contract, to assure compliance with the state or federal government's terms and/or to evaluate the Contractor's performance. Any amounts the State paid improperly shall be immediately returned to the State or may be recovered in accordance with other remedies.

All such records, documents, communications, and other materials shall be the property of the State unless otherwise specified herein and shall be maintained by the Contractor in a central location as custodian for the State on behalf of the State, for a period of six (6) years from the date of final payment or submission of the final federal expenditure report under this contract, unless the State requests that the records be retained for a longer period, or until an audit has been completed with the following qualification. If an audit by or on behalf of the federal and/or state government has begun but is not completed at the end of the six (6) year period, or if audit findings have not been resolved after a six (6) year period, the materials shall be retained until the resolution of the audit findings.

The Contractor shall permit the State, any other governmental agency authorized by law, or an authorized designee thereof, in its sole discretion, to monitor all activities conducted by the Contractor pursuant to the terms of this contract. Monitoring may consist of internal evaluation procedures, reexamination of program

data, special analyses, on-site verification, formal audit examinations, or any other procedures as deemed reasonable and relevant. All such monitoring shall be performed in a manner that will not unduly interfere with contract work.

12. Taxes. The State, as purchaser, is exempt from all federal excise taxes under Chapter 32 of the Internal Revenue Code [No. 84-730123K] and from all state and local government use taxes [C.R.S. 39- 26-114(a) and 203, as amended]. The Contractor is hereby notified that when materials are purchased for the benefit of the State, such exemptions apply except that in certain political subdivisions the vendor may be required to pay sales or use taxes even though the ultimate product or service is provided to the State. These sales or use taxes will not be reimbursed by the State.

13. Conflict of Interest. During the term of this contract, the Contractor shall not engage in any business or personal activities or practices or maintain any relationships which conflict in any way with the Contractor fully performing his/her obligations under this contract.

Additionally, the Contractor acknowledges that, in governmental contracting, even the appearance of a conflict of interest is harmful to the interests of the State. Thus, the Contractor agrees to refrain from any practices, activities or relationships which could reasonably be considered to be in conflict with the Contractor's fully performing his/her obligations to the State under the terms of this contract, without the prior written approval of the State.

In the event that the Contractor is uncertain whether the appearance of a conflict of interest may reasonably exist, the Contractor shall submit to the State a full disclosure statement setting forth the relevant details for the State's consideration and direction. Failure to promptly submit a disclosure statement or to follow the State's direction in regard to the apparent conflict shall be grounds for termination of the contract.

Further, the Contractor, and its subcontractors or subgrantees, shall maintain a written code of standards governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent of the Contractor, subcontractor, or subgrantee shall participate in the selection, or in the award or administration of a contract or subcontract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

a. The employee, officer or agent;
b. Any member of the employee’s immediate family;
c. The employee’s partner; or
d. An organization which employees, or is about to employ, any of the above,

has a financial or other interest in the firm selected for award. The Contractor’s, subcontractor’s, or subgrantee’s officers, employees, or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from Contractor’s potential contractors, or parties to subagreements.

14. Inspection and Acceptance (Services) and Contractor Warranty. The State reserves the right to inspect services provided under this contract at all reasonable times and places during the term of the contract. “Services” as used in this clause includes services performed or tangible material produced or delivered in the performance of services. If any of the services do not conform with contract requirements, the State may require the contractor to perform the services again in conformity with contract requirements, with no additional payment. When defects in the quality or quantity of service cannot be corrected by re-performance, the State may (1) require the contractor to take necessary action to ensure that the future performance conforms to contract requirements and (2) equitably reduce the payment due the contractor to reflect the reduced value of the services performed. These remedies in no way limit the remedies available to the State in the termination provisions of this contract, or remedies otherwise available at law.

Contractor warrants that all supplies furnished under this contract shall be free from defects in materials or workmanship, are installed properly and in accordance with manufacturer recommendations or other industry standards, and will function in a failure-free manner for a period of one (1) year from the date of delivery or installation. Contractor shall, at its option, repair or replace any supplies that fail to satisfy this

warranty during the warranty period. Additionally, Contractor agrees to assign to the State all written manufacturer warranties relating to the supplies and to deliver such written warranties to the State.

15. Adjustments in Price. Adjustments to contract prices are allowable only so long as they are mutually agreeable by the parties and so long as they are included within a contract amendment made prior to the effective date of the price adjustments and made pursuant to the State of Colorado Fiscal Rules, signed by the parties, and approved by the State Controller or designee. The Contractor shall provide cost or pricing data for any price adjustment subject to the provisions of the Cost or Pricing Data Section of the Colorado State Procurement Rules. Any adjustment in contract price pursuant to the application of a clause in this contract shall be made in one or more of the following ways:

    a. By agreement on a fixed-price adjustment;
    b. By unit prices specified in the contract;
    c. In such other manner as the parties may mutually agree; or
    d. In the absence of agreement between the parties, by a unilateral determination by the procurement officer of the costs attributable to the event or situation covered by the clause, plus appropriate profit or fee.

16. Contract Modifications. This contract is subject to such modifications as may be required by changes in Federal or State law, or their implementing regulations. Any such required modification shall automatically be incorporated into and be part of this contract on the effective date of such change as if fully set forth herein. If either the State or the Contractor desires to modify the terms and conditions of this Contract, then the parties shall execute a standard written amendment to this Contract initiated by the State. The standard written amendment must be executed and approved in accordance with all applicable laws and rules by all necessary parties including the State Controller or delegate.

17. Litigation. The Contractor shall within five (5) calendar days after being served with a summons, complaint, or other pleading which has been filed in any federal or state court or administrative agency notify the State that it is a party defendant in a case which involves services provided under this contract. The Contractor shall deliver copies of such document(s) to the State's Executive Director. The term "litigation" includes an assignment for the benefit of creditors, and filings in bankruptcy, reorganization and/or foreclosure.

18. Notice of Breach and Dispute Resolution: If the State or the Contractor believes in good faith that the other party has failed to timely complete a deliverable, or has otherwise committed a material breach of this Contract, then the non-breaching party shall notify the breaching party in writing of the alleged breach within ten (10) business days of: 1) the date of the alleged breach if the non-breaching party is aware of the breach at the time it occurs; or 2) the date that the non-breaching party becomes aware of the breach.

    Upon receipt of written notice of an alleged breach of the Contract, the breaching party shall have ten (10) business days, or such additional time as may be agreed to in writing between the parties, within which to cure the alleged breach or to notify the non-breaching party in writing of the breaching party's belief that a material breach of this Contract has not occurred. Failure of the breaching party to cure or respond in writing within the above time period shall result in the non-breaching party being entitled to pursue any and all remedies available at law or in equity.

    Except as herein specifically provided otherwise, disputes concerning the performance of this contract which cannot be resolved by the designated contract representatives shall be referred in writing to a senior departmental management staff designated by the department and a senior manager designated by the Contractor. Failing resolution at that level, disputes shall be presented in writing to the Executive Director and the Contractor's chief executive officer for resolution. This process is not intended to supersede any other process for the resolution of controversies provided by law.

    The Contractor and its sureties shall be liable for any damage to the State resulting from the Contractor's breach, whether or not the Contractor's right to proceed with the work is terminated. The State reserves the right, in its sole discretion, to determine whether or not to accept substituted performance tendered by the

Contractor or the Contractor's sureties and acceptance is dependent upon completion of all applicable inspection procedures.

19. Remedies: In addition to any other remedies provided for in this contract, and without limiting its remedies otherwise available at law, the State may exercise the following remedial actions if the Contractor substantially fails to satisfy or perform the duties and obligations in this contract. Substantial failure to satisfy the duties and obligations shall be defined to mean significant insufficient, incorrect or improper performance, activities, or inaction by the Contractor. Without limitation, these remedial actions include:

    a. withhold payment to Contractor until the necessary services or corrections in performance are satisfactorily completed; and/or
    b. require the vendor to take necessary action to ensure that the future performance conforms to contract requirements; and/or
    c. request the removal from work on the contract of employees or agents of Contractor whom the State justifies as being incompetent, careless, insubordinate, unsuitable, or otherwise unacceptable, or whose continued employment on the contract the State deems to be contrary to the public interest or not in the best interest of the State; and/or
    d. deny payment for those services or obligations which have not been performed and which due to circumstances caused by Contractor cannot be performed, or if performed would be of no value to the State; denial of the amount of payment must be reasonably related to the value of work or performance lost to the State; and/or
    e. suspend Contractor's performance pending necessary corrective action as specified by the State without Contractor's entitlement to adjustment in price/cost or schedule; and/or
    f. modify or recover payments (from payments under this contract or other contracts between the State and the vendor as a debt due to the State) to correct an error due to omission, error, fraud and/or defalcation; and/or
    g. terminate the contract.

    These remedies in no way limit the remedies available to the State in the termination provisions of this contract, or remedies otherwise available at law.

20. Termination.

    a. Termination for Default. The State may terminate the contract for cause. In the event this contract is terminated for cause, the State will only reimburse the Contractor for accepted work or deliverables received up to the date of termination. In the event this contract is terminated for cause, final payment to the Contractor may be withheld at the discretion of the State until completion of final audit. Notwithstanding the above, the Contractor shall not be relieved of liability to the State for any damages sustained by the State by virtue of any breach of the contract by the Contractor, and the State may withhold any payment to the Contractor for the purposes of mitigating its damages until such time as the exact amount of damages due to the State from the Contractor is determined. If it is determined that the Contractor was not in default then such termination shall be treated as a termination for convenience as described herein. In the event of termination, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the contractor under this contract shall, at the option of the State, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any services and supplies delivered and accepted. The Contractor shall be obligated to return any payment advanced under the provisions of this contract.

    b. Termination for Convenience. The State shall have the right to terminate this contract at any time the State determines necessary by giving the Contractor at least twenty (20) calendar days prior written notice. If notice is so given, this contract shall terminate on the expiration of the specified time period, and the liability of the parties hereunder for further performance of the terms of this contract shall thereupon cease, but the parties shall not be released from the duty to perform their obligations up to the date of termination. In the event of termination, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the contractor under this contract shall, at the option of the State, become its

property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory services and supplies delivered.

In the event that the State terminates this contract under the Termination for Convenience provisions, the Contractor is entitled to submit a termination claim within ten (10) days of the effective date of termination. The termination claim shall address and the State shall consider paying the following costs:

I. the contract price for performance of work, which is accepted by the State, up to the effective date of the termination;
II. reasonable and necessary costs incurred in preparing to perform the terminated portion of the contract;
III. reasonable profit on the completed but undelivered work up to the date of termination;
IV. the costs of settling claims arising out of the termination of subcontracts or orders, not to exceed 30 days pay for each subcontractor;
V. reasonable accounting, legal, clerical, and other costs arising out of the termination settlement.

In no event shall reimbursement under this clause exceed the contract amount reduced by amounts previously paid by the State to the Contractor.

c. Immediate Termination. This contract is subject to immediate termination, in whole or in part, by the State without further liability in all of the following circumstances:

I. In the event that the State determines that the health, safety, or welfare of persons receiving services may be in jeopardy;
II. Upon verifying that the Contractor has engaged in or is about to participate in fraudulent or other illegal acts; or
III. If State or federal funds are not appropriated, or otherwise become unavailable to fund this Contract.

21. Stop Work Order. Upon written approval by the State Procurement Officer or delegee, the State may, by written order to the Contractor, at any time, and without notice to any surety, require the Contractor to stop all or any part of the work called for by this contract. This order shall be for a specified period after the order is delivered to the Contractor. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, the Contractor shall forthwith comply with its terms and take all reasonable steps to minimize the incurring of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, as legally extended, the State Procurement Officer or delegee shall either:

a. Cancel the stop work order; or
b. Terminate the work covered by such order; or
c. Terminate the contract.

If a stop work order issued under this clause is properly canceled, the Contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or contract price, or both, and the contract shall be modified accordingly in writing pursuant to the terms of this contract dealing with contract modifications, if:

a. The stop work order results in increased time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
b. The Contractor asserts claim for such an adjustment within thirty (30) days after the end of the period of work stoppage.

If the work covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop work order shall be allowed by adjustment or otherwise and such adjustment shall be in accordance with the Price Adjustment Clause of this contract.

22. Venue. The parties agree that exclusive venue for any action related to performance of this contract shall be in the City and County of Denver, Colorado.

23. Understanding of the Parties.

a. Complete Integration. This contract is intended as the complete integration of all understandings between the parties. No prior or contemporaneous addition, deletion, or other amendment hereto shall have any force or effect whatsoever, unless embodied herein in writing. No subsequent novation, renewal, addition, deletion, or other amendment hereto shall have any force or effect unless embodied in a written contract executed and approved pursuant to the State Fiscal Rules.

b. Severability. To the extent that this contract may be executed and performance of the obligations of the parties may be accomplished within the intent of the contract, the terms of this contract are severable, and should any term or provision hereof be declared invalid or become inoperative for any reason, such invalidity or failure shall not affect the validity of any other term or provision hereof.

c. Binding Agreement. Except as herein specifically provided otherwise, it is expressly understood and agreed that this contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns. All rights of action relating to enforcement of the terms and conditions shall be strictly reserved to the State and the named Contractor. Nothing contained in this agreement shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the State and the Contractor that any such person or entity, other than the State or the Contractor, receiving services or benefits under this agreement shall be deemed an incidental beneficiary only.

d. Waiver. The waiver of any breach of a term hereof shall not be construed as a waiver of any other term, or the same term upon subsequent breach.

e. Continuing Obligations. The State and the Contractor's obligations under this contract shall survive following termination or expiration to the extent necessary to give effect to the intent and understanding of the parties.

f. Assignment and Change In Ownership, Address, Financial Status. Except as herein specifically provided otherwise, the rights, duties and obligations of the Contractor arising hereunder cannot be assigned, delegated, subgranted or subcontracted except with the express prior written consent of the State, which consent shall not be unreasonably withheld. In the case of assignment or delegation, Contractor and the State shall execute the standard State novation agreement prior to the assignment or delegation being effective against the State. The subgrants and subcontracts permitted by the State shall be subject to the requirements of this contract. The Contractor is responsible for all subcontracting arrangements, delivery of services, and performance of any subgrantor or subcontractor. The Contractor warrants and agrees that any subgrant or subcontract, resulting from its performance under the terms and conditions of this contract, shall include a provision that the said subgrantor or subcontractor shall abide by the terms and conditions hereof. Also, the Contractor warrants and agrees that all subgrants or subcontracts shall include a provision that the subgrantor or subcontractor shall indemnify and hold harmless the State. The subgrantors or subcontractors must be certified to work on any equipment for which their services are obtained.

This provision shall not be construed to prohibit assignments of the right to payment to the extent permitted by section 4-9-318, CRS, provided that written notice of assignment adequate to identify the rights assigned is received by the controller for the agency, department, or institution executing this contract. Such assignment shall not be deemed valid until receipt by such controller – as distinguished from the State Controller – and the Contractor assumes the risk that such written notice of assignment is received by the controller for the agency, department, or institution involved.

The Contractor is required to formally notify the State prior to, or if circumstances do no allow prior notification then immediately following, any of the following:

I. change in ownership;
II. change of address;
III. the filing of bankruptcy.

g. Force Majeure. Neither the Contractor nor the State shall be liable to the other for any delay in, or failure of performance of, any covenant or promise contained in this contract, nor shall any delay or failure constitute default or give rise to any liability for damages if, and only to the extent that, such delay or failure is caused by "force majeure." As used in this contract "force majeure" means acts of God; acts of the public enemy; acts of the State and any governmental entity in its sovereign or contractual capacity; fires; floods, epidemics; quarantine restrictions, strikes or other labor disputes; freight embargoes; or unusually severe weather.

h. Changes In Law. This contract is subject to such modifications as may be required by changes in applicable federal or State law, or their implementing rules, regulations, or procedures. Any such required modification shall automatically be incorporated into and be part of this contract on the effective date of such change as if fully set forth herein. Except as provided above, no modification of this contract shall be effective unless agreed to in writing by both parties in the form of a written amendment to this Contract that has been previously executed and approved in accordance with applicable law.

i. Media or Public Announcements. Unless otherwise provided for in this Contract, the Contractor shall not make any news release, publicity statement, or other public announcement, either in written or oral form that concerns the work provided under this Contract, without the prior written approval of the State. The Contractor shall submit a written request for approval to the State no less than ten (10) business days before the proposed date of publication. The State shall not unreasonably withhold approval of the Contractor's written request to publish. Approval or denial of the Contractor's request by the State, shall be delivered to the Contractor in writing within six (6) business days from the date of the State's receipt of Contractor's request for approval.

If required by the terms and conditions of a federal or state grant, the Contractor shall obtain the prior approval of the State and all necessary third parties prior to publishing any materials produced under this Contract. If required by the terms and conditions of a federal or state grant, the Contractor shall also credit the State and all necessary third parties with assisting in the publication of any materials produced under this Contract. It shall be the obligation of the Contractor to inquire of the State as to whether these requirements exist and obtain written notification from the State, as Contractor deems appropriate.

24. Intellectual Indemnity. Contractor shall defend, at its sole expense, any claim(s) or suit(s) brought against the State alleging that the use by the State of any product(s), or any part thereof, supplied by Contractor under this agreement constitutes infringement of any patent, copyright, trademark, or other proprietary rights, provided that the State gives Contractor written notice within twenty (20) days of receipt by the State of such notice of such claim or suit, provides assistance and cooperation to Contractor in connection with such action, and Contractor has sole authority to defend or settle the claim. Contractor shall consult the State regarding such defense and the State may, at its discretion and expense, participate in any defense. Should the State not choose to participate, Contractor shall keep the State advised of any settlement or defense.

Contractor shall have liability for all such claims or suits, except as expressly provided herein, and shall indemnify the State for all liability incurred by the State as a result of such infringement. Contractor shall pay all reasonable out-of-pocket costs and expenses, and damages finally awarded by a court of competent jurisdiction, awarded or agreed to by Contractor regarding such claims or suits.

If the product(s), or any part thereof, become the subject of any claim, suit or proceeding for infringement of any patent, trademark or copyright, or in the event of any adjudication that the product(s), or any part thereof, infringes any patent, trademark or copyright, or if the sub-license or use of the product(s), or any part thereof, is enjoined, Contractor, after consultation with the State, shall do one of the following at Contractor's expense:

a. produce for the State the right under such patent, trademark or copyright to use or sub-license, as appropriate, the product or such part thereof; or
b. replace the product(s), or part thereof, with other suitable products or parts conforming to the original license and State specifications; or
c. suitably modify the products, or part thereof.

Except as otherwise expressly provided herein, Contractor shall not be liable for any costs or expenses incurred without its prior written authorization.

Contractor shall have no obligation to defend against or to pay any costs, damages or attorney's fees with respect to any claim based upon:

a. the use of an altered release if Contractor had not consented to the alteration; or
b. the combination, operation or use of the product(s) with programs or data which were not furnished by Contractor, if such infringement would have been avoided if the programs or data furnished by persons or entities other than Contractor had not been combined, operated or used with the product(s); or
c. the use of product(s) on or in connection with equipment or software not permitted under this contract if such infringement would have been avoided by not using the product(s) on or in connection with such other equipment or software.

25. Conformance with Law. If this Contract involves federal funds or compliance is otherwise federally mandated, the Contractor and its agent(s) shall at all times during the term of this contract strictly adhere to all applicable federal laws, state laws, Executive Orders and implementing regulations as they currently exist and may hereafter be amended. Without limitation, these federal laws and regulations include:

a. Office of Management and Budget Circulars and The Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, as applicable;
b. the “Hatch Act” (5 U.S.C. 1501-1508) and Public Law 95-454, Section 4728
c. when required by Federal program legislation, the “Davis-Bacon Act”, as amended (40 U.S.C. 3141-3148) as supplemented by Department of Labor Regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”);
d. when required by Federal program legislation, the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building of Public Work Financed in Whole or in Part by Loans or Grants from the United States”).
e. 42 U.S.C. 6101 *et seq.*, 42 U.S.C. 2000d, 29 U.S.C. 794 (regarding discrimination);
f. the “Americans with Disabilities Act” (Public Law 101-336; 42 U.S.C. 12101, 12102, 12111 - 12117, 12131 - 12134, 12141 - 12150, 12161 - 12165, 12181 - 12189, 12201 - 12213 and 47 U.S.C. 225 and 47 U.S.C. 611);
g. if the Contractor is acquiring an interest in real property and displacing households or businesses in the performance of this Contract, then the Contractor is in compliance with the “Uniform Relocation Assistance and Real Property Acquisition Policies Act”, as amended, (Public Law 91-646, as amended, and Public Law 100-17, 101 Stat. 246 - 256);
h. when applicable, the Contractor shall comply with the provisions of the “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments” (Common Rule);
i. Section 2101 of the Federal Acquisition Streamlining Act of 1994, Public Law 103-355; and

j. If the Contractor is a covered entity under the Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. 1320d – 1320d-8, the Contractor shall comply with applicable HIPAA requirements. **If Contractor is a business associate under HIPAA, Contractor hereby agrees to, and has an affirmative duty to, execute the State's current HIPAA Business Associate Agreement. In this case, Contractor must contact the State's representative and request a copy of the Business Associate Agreement, complete the agreement, have it signed by an authorized representative of the Contractor, and deliver it to the State.**

k. The Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), as amended by §6062 of Public Law 110-252, including without limitation all data reporting requirements required there under. This Act is also referred to as FFATA.

l. Contractor shall comply with the provisions of Section 601 of Title VI of the Civil Rights Act of 1964, as amended.

m. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 comply with the equal opportunity clause provided under 41 CFR 60-1.3(b), in accordance with Executive Order 11246, "Equal Employment Opportunity: (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.

n. where applicable, Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).

o. if the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into an agreement with a small business firm or nonprofit organization, comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

p. the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended.

q. if applicable, comply with the mandatory standards and policies on energy efficiency contained within the State of Colorado's energy conservation plan issued in compliance with the Energy Policy and Conservation Act, 42 U.S.C. 6201.

26. Contractor Affirmation. If this Contract involves federal funds or compliance is otherwise federally mandated, then by signing and submitting this Contract the Contractor affirmatively avers that:

a. the Contractor is in compliance with the requirements of the "Drug-Free Workplace Act" (Public Law 100-690 Title V, Subtitle D, 41 U.S.C. 701 et seq.);

b. the Contractor and all principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; the Contractor and all principals shall comply with all applicable regulations pursuant to Executive Order 12549 (3 CFR Part 1986 Comp., p. 189) and Executive Order 12689 (3 CFR Part 1989 Comp., p. 235), Debarment and Suspension; and,

c. the Contractor shall comply with all applicable regulations pursuant to Section 319 of Public Law 101-121, Guidance for New Restrictions on Lobbying, including, Certification and Disclosure, 29 C.F.R. 93.110(1990) and where applicable, the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).

27. Annual Audits. If the Contractor expends federal funds from all sources (direct or from pass-through entities) in an amount of $750,000 or more during its fiscal year, then the Contractor shall have an audit of that fiscal year in accordance with Office of Management and Budget (OMB) Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations). If the Contractor expends federal funds received from the State in an amount of $750,000 or more during its fiscal year, then the Contractor shall furnish one (1) copy of the audit report(s) to the State's Internal Audit Office within thirty (30) calendar days after the Contractor's receipt of its auditor's report or nine (9) months after the end of the Contractor's audit period, whichever is earlier. If (an) instance(s) of noncompliance with federal laws and regulations occurs, then the Contractor shall take all appropriate corrective action(s) within six (6) months of the issuance of (a) report(s).

28. Holdover. In the event that the State desires to continue the services provided for in this Contract and a replacement contract has not been fully executed by the expiration date of the Contract, this Contract may be extended unilaterally by the State for a period of up to two (2) months upon written notice to the Contractor under the same terms and conditions of the original Contract including, but not limited to, prices, rates, and service delivery requirements. However, this extension terminates when the replacement contract becomes effective when signed by the State Controller or an authorized delegate.

29. Survival of Certain Contract Terms. Notwithstanding anything in this contract to the contrary, the parties understand and agree that all terms and conditions of this contract which may require continued performance, compliance, or effect beyond the termination date of the contract and shall survive such termination date and shall be enforceable by the State as provided herein in the event of failure to perform or comply by the Contractor.

30. Indemnification. Contractor shall indemnify, save, and hold harmless the State, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees and related costs, incurred as a result of any act or omission by Contractor, or its employees, agents, subcontractors, or assignees pursuant to the terms of this contract.

31. **STATEWIDE CONTRACT MANAGEMENT SYSTEM** *[This section shall apply when the Effective Date is on or after July 1, 2009 and the maximum amount payable to Contractor hereunder is $100,000 or higher]*

By entering into this Contract, Contractor agrees to be governed, and to abide, by the provisions of CRS §24-102-205, §24-102-206, §24-103-601, §24-103.5-101 and §24-105-102 concerning the monitoring of vendor performance on state contracts and inclusion of contract performance information in a statewide contract management system.

Contractor's performance shall be evaluated in accordance with the terms and conditions of this Contract, State law, including CRS §24-103.5-101, and State Fiscal Rules, Policies and Guidance. Evaluation of Contractor's performance shall be part of the normal contract administration process and Contractor's performance will be systematically recorded in the statewide Contract Management System. Areas of review shall include, but shall not be limited to quality, cost and timeliness. Collection of information relevant to the performance of Contractor's obligations under this Contract shall be determined by the specific requirements of such obligations and shall include factors tailored to match the requirements of the Statement of Project of this Contract. Such performance information shall be entered into the statewide Contract Management System at intervals established in the Statement of Project and a final review and rating shall be rendered within 30 days of the end of the Contract term. Contractor shall be notified following each performance and shall address or correct any identified problem in a timely manner and maintain work progress.

Should the final performance evaluation determine that Contractor demonstrated a gross failure to meet the performance measures established under the Statement of Project, the Executive Director of the Colorado Department of Personnel and Administration (Executive Director), upon request by the Colorado Department of Public Health and Environment and showing of good cause, may debar Contractor and prohibit Contractor from bidding on future contracts. Contractor may contest the final evaluation and result by: (i) filing rebuttal statements, which may result in either removal or correction of the evaluation (CRS §24-105-102(6)), or (ii) under CRS §24-105-102(6), exercising the debarment protest and appeal rights provided in CRS §§24-109-106, 107, 201 or 202, which may result in the reversal of the debarment and reinstatement of Contractor, by the Executive Director, upon showing of good cause.

32. Performance Outside the State of Colorado and/or the United States
[Not applicable if Contract Funds include any federal funds]
Following the Effective Date, Contractor shall provide written notice to the State, in accordance with the Notices and Representatives provision, within 20 days of the earlier to occur of Contractor's decision to perform, or its execution of an agreement with a Subcontractor to perform, Services outside the State of Colorado and/or the United States. Such notice shall specify the type of Services to be performed outside the State of Colorado and/or the United States and the reason why it is necessary or advantageous to

perform such Services at such location or locations. All notices received by the State pursuant to this provision shall be posted on the Colorado Department of Personnel & Administration's website. Knowing failure by Contractor to provide notice to the State under this provision shall constitute a material breach of this Contract.

SPECIAL PROVISIONS

These Special Provisions apply to all contracts except where noted in *italics*.

1. **CONTROLLER'S APPROVAL**. **CRS §24-30-202(1)**. This contract shall not be valid until it has been approved by the Colorado State Controller or designee.

2. **FUND AVAILABILITY**. **CRS §24-30-202(5.5)**. Financial obligations of the State payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.

3. **GOVERNMENTAL IMMUNITY**. No term or condition of this contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections, or other provisions, of the Colorado Governmental Immunity Act, CRS §24-10-101 et seq., or the Federal Tort Claims Act, 28 U.S.C. §§1346(b) and 2671 et seq., as applicable now or hereafter amended.

4. **INDEPENDENT CONTRACTOR**. Contractor shall perform its duties hereunder as an independent contractor and not as an employee. Neither Contractor nor any agent or employee of Contractor shall be deemed to be an agent or employee of the State. Contractor and its employees and agents are not entitled to unemployment insurance or workers compensation benefits through the State and the State shall not pay for or otherwise provide such coverage for Contractor or any of its agents or employees. Unemployment insurance benefits will be available to Contractor and its employees and agents only if such coverage is made available by Contractor or a third party. Contractor shall pay when due all applicable employment taxes and income taxes and local head taxes incurred pursuant to this contract. Contractor shall not have authorization, express or implied, to bind the State to any agreement, liability or understanding, except as expressly set forth herein. Contractor shall **(a)** provide and keep in force workers' compensation and unemployment compensation insurance in the amounts required by law, **(b)** provide proof thereof when requested by the State, and **(c)** be solely responsible for its acts and those of its employees and agents.

5. **COMPLIANCE WITH LAW**. Contractor shall strictly comply with all applicable federal and State laws, rules, and regulations in effect or hereafter established, including, without limitation, laws applicable to discrimination and unfair employment practices.

6. **CHOICE OF LAW**. Colorado law, and rules and regulations issued pursuant thereto, shall be applied in the interpretation, execution, and enforcement of this contract. Any provision included or incorporated herein by reference which conflicts with said laws, rules, and regulations shall be null and void. Any provision incorporated herein by reference which purports to negate this or any other Special Provision in whole or in part shall not be valid or enforceable or available in any action at law, whether by way of complaint, defense, or otherwise. Any provision rendered null and void by the operation of this provision shall not invalidate the remainder of this contract, to the extent capable of execution.

7. **BINDING ARBITRATION PROHIBITED.** The State of Colorado does not agree to binding arbitration by any extra-judicial body or person. Any provision to the contrary in this contact or incorporated herein by reference shall be null and void.

8. **SOFTWARE PIRACY PROHIBITION. Governor's Executive Order D 002 00**. State or other public funds payable under this contract shall not be used for the acquisition, operation, or maintenance of computer software in violation of federal copyright laws or applicable licensing restrictions. Contractor hereby certifies and warrants that, during the term of this contract and any extensions, Contractor has and shall maintain in place appropriate systems and controls to prevent such improper use of public funds. If the State determines that Contractor is in violation of this provision, the State may exercise any remedy available at law or in equity or under this contract, including, without limitation, immediate termination of this contract and any remedy consistent with federal copyright laws or applicable licensing restrictions.

9. **EMPLOYEE FINANCIAL INTEREST/CONFLICT OF INTEREST**. **CRS §§24-18-201 and 24-50-507**. The signatories aver that to their knowledge, no employee of the State has any personal or beneficial interest whatsoever in the service or property described in this contract. Contractor has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of Contractor's services and Contractor shall not employ any person having such known interests.

10. **VENDOR OFFSET**. **CRS §§24-30-202 (1) and 24-30-202.4**. [***Not Applicable to intergovernmental agreements***] Subject to CRS §24-30-202.4 (3.5), the State Controller may withhold payment under the State's vendor offset

intercept system for debts owed to State agencies for: **(a)** unpaid child support debts or child support arrearages; **(b)** unpaid balances of tax, accrued interest, or other charges specified in CRS §39-21-101, et seq.; **(c)** unpaid loans due to the Student Loan Division of the Department of Higher Education; **(d)** amounts required to be paid to the Unemployment Compensation Fund; and **(e)** other unpaid debts owing to the State as a result of final agency determination or judicial action.

11. PUBLIC CONTRACTS FOR SERVICES. **CRS §8-17.5-101**. [***Not Applicable to agreements relating to the offer, issuance, or sale of securities, investment advisory services or fund management services, sponsored projects, intergovernmental agreements, or information technology services or products and services***] Contractor certifies, warrants, and agrees that it does not knowingly employ or contract with an illegal alien who will perform work under this contract and will confirm the employment eligibility of all employees who are newly hired for employment in the United States to perform work under this contract, through participation in the E-Verify Program or the Department program established pursuant to CRS §8-17.5-102(5)(c), Contractor shall not knowingly employ or contract with an illegal alien to perform work under this contract or enter into a contract with a subcontractor that fails to certify to Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this contract. Contractor **(a)** shall not use E-Verify Program or Department program procedures to undertake pre-employment screening of job applicants while this contract is being performed, **(b)** shall notify the subcontractor and the contracting State agency within three days if Contractor has actual knowledge that a subcontractor is employing or contracting with an illegal alien for work under this contract, **(c)** shall terminate the subcontract if a subcontractor does not stop employing or contracting with the illegal alien within three days of receiving the notice, and **(d)** shall comply with reasonable requests made in the course of an investigation, undertaken pursuant to CRS §8-17.5-102(5), by the Colorado Department of Labor and Employment. If Contractor participates in the Department program, Contractor shall deliver to the contracting State agency, Institution of Higher Education or political subdivision a written, notarized affirmation, affirming that Contractor has examined the legal work status of such employee, and shall comply with all of the other requirements of the Department program. If Contractor fails to comply with any requirement of this provision or CRS §8-17.5-101 et seq., the contracting State agency, institution of higher education or political subdivision may terminate this contract for breach and, if so terminated, Contractor shall be liable for damages.

12. PUBLIC CONTRACTS WITH NATURAL PERSONS. CRS §24-76.5-101. Contractor, if a natural person eighteen (18) years of age or older, hereby swears and affirms under penalty of perjury that he or she **(a)** is a citizen or otherwise lawfully present in the United States pursuant to federal law, **(b)** shall comply with the provisions of CRS §24-76.5-101 et seq., and **(c)** has produced one form of identification required by CRS §24-76.5-103 prior to the effective date of this contract.

RFA # 1886: FY 2015-16 WWC Care Coordination Grant Program
Attachment D: Work Plan

I. Definitions:

Care Coordination – For the purposes of this funding program, Care Coordination includes two (2) services, patient navigation and case management.

Case Management – Individualized assistance offered to clients to help overcome healthcare system barriers and facilitate timely access to quality diagnostics as well as initiation of treatment services for persons diagnosed with cancer. Case management of clinical services is based on WWC's clinical guidelines as outlined in the WWC Toolkit: www.colorado.gov/cdphe/wwc-toolkit.

CCGP – Care Coordination Grant Program

eCaST – Colorado Department of Public Health and Environment's (CDPHE) Electronic Cancer Surveillance Tracking data system

Patient Navigation – Individualized assistance offered to clients to help overcome healthcare system barriers and facilitate timely access to quality screening.

WWC – Women's Wellness Connection

II. Performance Requirements/Deliverables:

Goal #1: To reduce breast and cervical cancer morbidity and mortality rates in Colorado.	
Objective #1: No later than the expiration date of the Contract, provide patient navigation services for initial breast and/or cervical cancer screenings to eligible clients.	
Primary Activity #1	The Contractor shall enroll eligible clients into the Care Coordination Grant Program.
Primary Activity #2	The Contractor shall provide patient navigation services to eligible clients for breast and/or cervical cancer screenings.
Objective #2: No later than the expiration date of the Contract, the Contractor shall provide case management services to eligible clients who have an abnormal breast and/or cervical screening.	
Primary Activity #1	Case management services shall be provided to Care Coordination Grant Program eligible clients who have an abnormal breast and/or cervical screening up to the point of a final cancer diagnosis.
Primary Activity #2	The Contractor shall refer clients with breast and/or cervical cancers or pre-cancers to treatment.
Standards and Requirements	1. The Contractor shall use required forms and comply with the requirements in the WWC Provider Resources section of the website, incorporated and made part of this Contract by reference and made available on the following website https://www.colorado.gov/cdphe/wwc-provider-resources . 2. The Contractor shall enter client demographics, information to determine program eligibility (including income, insurance status and lawful presence status), breast and cervical cancer screening services, follow up, diagnostic services, and referral data into the eCaST data system. 3. The Contractor shall comply with the requirements stated in the Care Coordination Grant Program section of the WWC Provider Toolkit. This document is incorporated and made part of this Contract by reference and is available at the following website www.colorado.gov/cdphe/wwc-toolkit.

	4. At least one representative from the Contractor shall attend required meetings or conference calls hosted by WWC staff. Contractors can make up attendance by reviewing meeting minutes or a recorded version at a later time. 5. The Contractor shall not subcontract for patient navigation or case management services. 6. The Contractor shall report all changes to the staffing in the Contractor's Care Coordination Grant Program contacts during the Contract term to WWC no later than fifteen (15) calendar days of the staff change, via email to WWC Program Coordinator or in another format specified by WWC. 7. The Contractor shall enter all Women's Wellness Connection Care Coordination Grant Program services into eCaST within thirty (30) days of the service being performed, and ongoing throughout the term of the Contract. 8. The content of electronic documents located on CDPHE and non-CDPHE websites and information contained on CDPHE and non-CDPHE websites may be updated periodically during the contract term. The Contractor shall monitor documents and website content for updates and comply with all updates.	
Expected Results of Activity(s)	Clients complete breast and cervical cancer screenings, diagnostic services and treatment for identified breast or cervical cancer or pre-cancers.	
Measurement of Expected Results	Data from eCaST that demonstrates the number of women receiving patient navigation and case management services and the number of women referred to treatment.	
		Completion Date
Deliverables	The Contractor shall submit the *WWC Contacts Update Survey*, or another form provided by WWC, via email to WWC Program Coordinator.	No later than 10 business days after effective date of contract and July 1, annually.

COLORADO
Department of Public Health & Environment

Institution/Organization Legal Name: Gunnison County Department of Health and Human Services (DHHS)

EIN: 84-6000-770

CONTACT INFORMATION
ALL ENTITIES (Vendors/Contractors/Grantees) ARE TO COMPLETE THIS SECTION

Institution/Organization Contact and Legal Address

Name Gunnison County **Address** 200 E. Virginia Avenue

City Gunnison **State** CO **Zip** 81230

Phone (970) 641-0248 **Fax** (970) 641-3061 **Email** mbirnie@gunnisoncounty.org

Performance Site the same as address above? Yes ☐ **No** ☑

Congressional District 3rd Congressional District

Place of Performance Congressional District if different

Contract Administrator

Name Jill Stahlnecker **Address** 225 N. Pine Street Suite E

City Gunnison **State** CO **Zip** 81230

Phone (970) 641-7637 **Fax** (970) 641-8346 **Email** jstahlnecker@gunnisoncounty.org

Principal Investigator (Place of Performance)

Name Joni Reynolds **Address** 225 N. Pine Street, Suite A

City Gunnison **State** CO **Zip** 81230

Phone (970) 641-7940 **Fax** (970) 641-3738 **Email** jreynolds@gunnisoncounty.org

Financial Contact

Name Jody Wise **Address** 200 E. Virginia Avenue

City Gunnison **State** CO **Zip** 81230

Phone (970) 641- 7679 **Fax** (970) 641-7643 **Email** jwise@gunnisoncounty.org

Financial Authorized Signature Official

Name Matthew Birnie **Address** 200 E. Virginia Avenue

City Gunnison **State** CO **Zip** 81230

Phone (970) 641-7602 **Fax** (970) 641-3061 **Email** mbirnie@gunnisoncounty.org

COLORADO
Department of Public Health & Environment

DUNS Number (Data Universal Numbering System)
ALL ENTITIES (Vendors/Contractors/Grantees) Complete this Section

Registered in System for Award Management (SAM) Current
Expiration Date Current
DUNS Number 133115220

OFFICER COMPENSATION
FFATA (Federal Funding Accountability and Transparency Act of 2006 Public Law 109-282, as amended by §6062 of Public Law 110-252. Reporting Information) SUBRECIPIENTS ONLY-Complete this Section

Provide the name and total compensation of the five most highly compensated officer **IF** subrecipient received 80% or more of its revenue from the Federal Government **and** $25million in gross revenue from the Federal Government **and** the public does not have access to the information.

Name and Title
Total Compensation

Name and Title
Total Compensation

Name and Title
Total Compensation

Name and Title
Total Compensation

Name and Title
Total Compensation

RFA # 1886: FY 2015-16 WWC Care Coordination Grant Program
Attachment B: Application Form

Organization Information:

Applicant Organization's Legal Name: Gunnison County Department of Health and Human Services

Website: www.gunnisoncounty.org

Organization Type (check all that apply)

- ☐ Non-Profit, 501 (c)3
- ☐ For-Profit
- ☐ Hospital
- ☐ Safety Net
- x Local Government (e.g., LPHA)
- ☐ Rural Healthcare Facility
- ☐ Federally Qualified Health Center
- ☐ Other _____

Geographic Area(s) Served by the Proposed Project:

Use the table below to list applicant's clinical sites (clinics) and the estimated number of eligible clients to receive care coordination services.

Name of clinic that will offer care coordination services	City/town in which the clinic is located	County (ies) served by the clinic	Estimated number of total eligible clients per clinic (total should add to same number of total proposed clients served, as listed in Question 2.a.i)
Gunnison County Department of Health and Human Services (DHHS)	Gunnison, CO	Gunnison and Hinsdale Counties	50

Capacity for Proposed Project:

Is the applicant contracted as a Medicaid provider for breast and cervical cancer screening services?

xYes ☐ No

Which insurance entities does the applicant currently bill? (Check all that apply.)

☐ Medicare
All Savers Insurance Company (part of United Healthcare)
xAnthem Blue Cross and Blue Shield
xCigna
☐ Colorado Access
Colorado Choice Health Plans
☐ Colorado Health
☐ Humana
☐ Kaiser Permanente
☐ New Health Ventures
xRocky Mountain Health Plans
xUnited Healthcare
☐ Other(s) Cofinity/Coresource, CNIC, Aetna, UMR, Providence and Golden Rule.

Applicant Contact Information:

Authorized Signature Official:

Name:	Matthew Birnie
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Organization Director:

Name:	Joni Reynolds
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Administrative Contact:

Name:	Jill Stahlnecker
Phone:	(970) 641-7637
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Email:	jstahlnecker@gunnisoncounty.org

Financial Contact/Chief Fiscal Officer:

Name:	Jody Wise
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Application Narrative

(50 points max)

The applicant shall address each section clearly and concisely, and include all of the required information for the section. ***Items in < > require input modification of text.***

SECTION 1. All Applicants must complete the following section. (20 points max)

1. **Organization Description**

   a. Please provide a short description of the applicant's organization, including the applicant's organizational mission and how that mission aligns with the proposed outreach project. *(Narrative, 1 paragraph max)* **(0 points)**

   The mission of the Gunnison County Department of Health and Human Services (DHHS) is to provide prevention, protection, advocacy and support services to Gunnison and Hinsdale County-area individuals and families across the life spectrum, so they can have an improved quality of life. This program will provide Care Coordination for clients (44-64 years of age) on Medicaid with getting their annual examinations, pap's, mammograms and other diagnostic services. Enhancing our mission of providing improved quality of life to the women of Gunnison and Hinsdale Counties.

2. **Funding Request Capacity**

   a. How many eligible clients does the applicant plan to serve through provision of care coordination during Year 1, September 15, 2015 – June 29, 2016. The average cost per woman is $65.00. Please refer to the Care Coordination Bundled Payment System (BPS) to review payment amounts and procedures found at www.colorado.gov/cdphe/wwc-funding. **(0-8 points)**

      i. Number of women to be served during Year 1 (September 15, 2015 – June 29, 2016):

      Number: **<50>** X $65.00/client equals (=) **<$3,250>** Total Funding Request

      ii. Based on applicant's responses to 2.a.i., please provide a justification and rationale for number of eligible clients to be served *(narrative, 1 page max)*:

      I reviewed the Icare data reports for Family Planning client's age 40-64 years for the last two years and the numbers were between 40 - 50 respectfully for 2014 and 2015.

3. **Capacity for Delivery of Care Coordination Services**

   a. Use the table below to describe the applicant's existing or planned personnel resources to provide patient navigation and case management services directly within the applicant's organization.

KEY STAFF FOR DELIVERY OF CARE COORDINATION SERVICES					
Name	Credentials	Experience (Years/ Months)	Care Coordination Services Provided (Patient Navigation, Case Management, or Both)	Status*	Hours per Month providing Care Coordination
Example: Mary Jones	*Registered Nurse (RN)*	*5 years*	*Case Management*	*Employed*	*20 Hrs/Mo*
Jill Stahlnecker	Administrative Assistant	15 Years Months	Case Management	Employed	36 hrs./week
Emily Fitzgerald	Registered Nurse (RN)	5 months	Case Management	Employed	20 hrs/week

Colie Talbert	Physician Assistant - C	10 Years Months	Case Management	Employed	12 hrs./mo
Erin Sunday	Women's Health Nurse Practitioner	10 Years Months	Case Management	Employed	12 hrs./mo
Kim Bemis	Health Educator	25 Years Months	Case Management	Employed	32 hrs./week
Carol Worrall	Registered Nurse (RN) Public Health Director	16 Years Months	Case Management	Employed	40 hrs./week
**Status Options: Employed, Volunteer, Recruited but not yet employed*					

b. Based on the table above, describe the applicant's ability to provide patient navigation services to assist clients to completion of breast and cervical cancer screening *(narrative, 1 page max)*. **(0-6 points)**

Our clinic provides Women's Annual Exams to Family Planning and WWC clients currently, complete with CBE's, pelvic and pap (HPV) testing. These clients can get an order for a screening or diagnostic mammogram/and or ultrasound if deemed necessary. Currently we have MOU's with Gunnison Valley Hospital, St. Mary's Hospital in Grand Junction and St. Joseph's Hospital in Denver, CO, if further diagnostics are needed.

c. Based on the table above, describe the applicant's ability to provide case management services after an abnormal breast or cervical cancer screening result to assist clients to completion of breast and/or cervical cancer diagnostic services through final diagnosis *(narrative, 1 page max)*. **(0-6 points)**

As our WWC record has shown over the past several years we have navigated approximately a half dozen clients through the screening to diagnosis of a cervical or breast cancer. The clients have often had to seek medical treatment outside of our County. These clients have also been able to obtain BCCP Medicaid which has provided funding for treatment of these services. We have received assistance from the Nurse Consultant from the state WWC program throughout all of these cases. It is all connected to our County mission of providing improved quality of life for both Gunnison and Hinsdale County area individuals and families across the life spectrum.

SECTION 2. Only applicants not currently funded by WWC need to continue. (30 points max)

Current WWC Clinical Services contractors should not complete this section. **All criteria outlined in Section 2 have previously been assessed for applicants who are current WWC Clinical Services contractors; therefore, WWC Clinical Services contractors will be automatically awarded the full point value (30 points) of Section 2.**

4. Capacity to Serve Women from Disparate Populations

a. **Part 1:** Use the checkboxes below to indicate which disparate populations the applicant currently serves.

- ☐ Asian American
- ☐ Black/African American
- ☐ Hispanic/Latino
- ☐ Native American/Alaskan
- ☐ Native
- ☐ Native Hawaiian/Pacific Islander
- ☐ Geographically isolated
- ☐ Medically Underserved
- ☐ Never or rarely screened for cervical cancer
- ☐ Physically disabled
- ☐ Women who have sex with women

☐ Other

Part 2: Document current and/or prior success working with each selected population, such as "100 percent of clients served by applicant are medically underserved." *(Narrative, 1 page max)* **(0-5 points)**

b. Use the table below to list how the applicant will provide services to all Limited English Proficient (LEP) clients **(0-4 points)**

PLAN FOR SERVICES TO LIMITED ENGLISH PROFICIENT POPULATIONS			
		Check one:	
Service offered	**Languages included**	**Current**	**Planned**
Translation of written materials		☐	☐
Trained medical interpreters (on site)		☐	☐
Telephone or video interpreters		☐	☐
Other		☐	☐

5. Capacity for Clinical Service Delivery

a. Applicants must currently provide direct breast and cervical cancer screening services including clinical breast examinations (CBEs), Pap tests and pelvic examinations. These screening services must be performed directly by the applicant on site. Eligible women receiving screening services must be direct clients of the applicant. Applicant cannot sub-contract with or refer clients to another service delivery organization for these services. Use the table below to describe the applicant's existing resources to screen eligible clients for breast and cervical cancer. **(0-6 points)**

CAPACITY FOR CLINICAL SERVICE DELIVERY	
Does applicant currently provide the following services on site to clients: clinical breast exams (CBEs), Pap tests and pelvic examinations?	☐ Yes ☐ No
How many provider full time equivalents (FTEs) perform breast and cervical cancer screenings (including Pap testing, pelvic exams and CBEs) directly within the applicant's organization?	FTEs
How many total hours per week or month are providers available to do breast and cervical cancer screening exams for eligible clients?	hours per week, OR hours per month
How many total appointments per week or month do providers anticipate performing for eligible clients?	appointments per week, OR appointments per month

b. Complete the table below to indicate the applicant's ability to provide or refer clients for mammograms, ultrasound, breast biopsy, colposcopy, Loop Electrosurgical Excision Procedure (LEEP), Magnetic Resonance Imaging (MRI) or other approved breast or cervical diagnostic services. The WWC Current Procedural Terminology (CPT) code list located under "Billing and

reimbursement" may be a helpful reference for applicants: https://www.colorado.gov/cdphe/wwc-provider-resources

For each procedure, please indicate whether procedures are provided by the applicant (directly on site) or by referral to another clinical service organization with an existing relationship to applicant. **(0-5 points)**

CLINICAL SERVICES PROVIDED ON SITE AND BY REFERRAL	
Procedures	Check if service is provided by applicant or referred to another provider
Screening mammogram, diagnostic mammogram, breast ultrasound	☐ Applicant ☐ Referral
Breast biopsy (excisional, stereotactic, ultrasound [US] vacuum assisted, US guided percutaneous core)	☐ Applicant ☐ Referral
Fine Needle Aspiration (FNA), cyst aspiration, ductogram	☐ Applicant ☐ Referral
Surgical consultation	☐ Applicant ☐ Referral
Colposcopy	☐ Applicant ☐ Referral
Loop Electrosurgical Excision Procedure (LEEP)	☐ Applicant ☐ Referral
Endometrial biopsy	☐ Applicant ☐ Referral
Polyp removal	☐ Applicant ☐ Referral
Cold Knife Cone	☐ Applicant ☐ Referral

6. **Capacity for Grant Management**

   a. Use the table below to describe the applicant's prior work and accomplishments in similar grant-managed programs. Please include WWC or other grants that included patient navigation and case management services if appropriate. **(0-5 points)**

RELATED GRANT EXPERIENCE		
Dates of funding *mm/yy – mm/yy*	Funding source	Accomplishments
-		
-		
-		
-		
-		

7. **Capacity for Data Entry**

   a. Use the table below to describe the applicant's capacity for data entry. This includes technical capacity as well as the staff's capacity and ability to enter patient enrollment data, medical history, procedures and case management activities into WWC's data system (eCaST) within 30 days. Note: eCaST data entry takes approximately 5 minutes per cancer screening. **(0–5 points)**

CAPACITY FOR DATA ENTRY		
Does Applicant Have:	**Check one:**	**Additional Information**
The ability for all data users to watch a 1.5 hour training video to gain eCaST system access	☐ Yes ☐ No	
Access to computers for all data users - whenever they need to perform eCaST data entry	☐ Yes ☐ No	
Google Chrome	☐ Yes ☐ No	
IT support to troubleshoot any local computer problems	☐ Yes ☐ No	
Is applicant currently doing similar data entry?	☐ Yes ☐ No	
Additional Questions	**Answer**	**Additional Information**
Approximate number of staff to perform data entry		

Approximately how much staff time will be allotted for data entry per week/month?	hrs/wk hrs/mo	

STATE OF COLORADO

John W. Hickenlooper, Governor
Larry Wolk, MD, MSPH
Executive Director and Chief Medical Officer

Dedicated to protecting and improving the health and environment of the people of Colorado

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www.colorado.gov/cdphe

Colorado Department of Public Health and Environment

REQUEST FOR APPLICATIONS COVER SHEET & SIGNATURE PAGE

Date:	June 16, 2015	**RFA Number:**	1886
Submit Sealed Applications to:	Colorado Department of Public Health & Environment Women's Wellness Connection 4300 Cherry Creek Drive South Denver, CO 80246	**CDPHE Contact:**	cdphe_wwc@state.co.us
RFA Submission Deadline:	July 13, 2015 12:00 p.m. (Mountain Time) Applicants are responsible to ensure timely receipt.	**Number of Copies:**	One Electronic Copy is Required in MS WORD or other software as specified.

All Pricing Shall be Submitted F.O.B. Destination unless Otherwise Specified
Care Coordination Grant Program

Per the attached specifications, terms and conditions

***F.E.I.N.:** 84-6000-770
DUNS:
Payment Terms: (Minimum of Net 30) Net 30

Authorized Signature:
Original signature (in ink) acknowledges acceptance of all terms and conditions of the solicitation.

Typed/Printed Name: Matthew Birnie
Title: Gunnison County Manager
Company Name: Gunnison County
Address: 200 E. Virginia Avenue
City: Gunnison **State:** CO **Zip:** 81230
Phone Number: (970) 641-7602 **Fax Number:** (970) 641-3061
Contact for Clarifications: Jill D. Stahlnecker
Title: Administrative Assistant
Phone Number: (970) 641-7637 **Fax Number:** (970) 641-8346
Email Address: jstahlnecker@gunnisoncounty.org

IMPORTANT: The following information must be on the outside of the Application Packaging or referenced in the subject line if the application may be submitted electronically:

RFA # 1886 - >June 16, 2015

Please be advised that telegraphic or electronic responses (Fax, Western Union, Telex, email, etc.) cannot be accepted as a sealed application. Applicants are urged to read the solicitation document thoroughly before submitting an application.
*Applicants are required to submit Federal Employer Identification Number (F.E.I.N.) via a W-9 form prior to contracting with the State of Colorado. F.E.I.N. referenced above must match BIDS registration to be eligible to submit a response and must match the required W-9 for contracting and payment.

THIS PAGE MUST BE COMPLETED, SIGNED (in ink) AND RETURNED WITH RESPONSE

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