

Scope of Work

Employee Services for Department of Public Safety: SAFTY 201734177

The vendor must be available 24 hours per day, 7 days per week on a call-out basis.

The City and County of Denver typical business hours are 8AM – 5PM, however the Denver Department of Public Safety operations are 24/7, 365 days per year. The City defines 'Regular business / scheduled hours' as Monday thru Friday, 7 AM to 5 PM and 'After business / unscheduled hours' as Monday through Friday 5 PM to 7 AM, Saturday and Sunday all day.

Maximum response time to be on-site for call-out services is 30 minutes. The rate will start door-to-door.

Pricing:

1. Individual, Couple, Adolescent, Group, and Family counseling (unlimited number of sessions): Flat fee of \$5.50 per eligible employee, per month. Eligible employee population rate will be determined by the number of Department of Public Safety employees identified in the 2017 City of Denver Budget book (4,164).
2. Critical Incident Interventions and debriefings: \$90 per hour
3. Consultation, clinical supervision, and emergency support for groups such as: Peer Support (eg - 911, Fire, Police, and Sheriff Departments) and Resiliency Programs: \$75 per hour
4. Consultation and emergency support for Critical Incident protocols (eg - 911, Community Corrections): \$90 per hour
5. Clinical supervision and debriefing services for members of the Denver Police Department Victim Assistance Unit, including the After Hours team: \$90 per hour
6. Consultation as requested by the Department: \$90 per hour
7. Substance abuse assessments and counseling: \$75 per hour
8. CIT Training and workshops as requested: \$110 per hour including \$110 per hour/per staff member for role-play days
9. Training/Workshops as requested by the Department: \$90 per hour (Class Timeframe and maximum attendance are dependent on topic and at the discretion of the Department).
10. Utilization, trend, and other reporting as requested: \$75 per hour. The Department reserves the right to request summary reports that may include the number of assignments, number of employees, number of training sessions, class rosters, course curriculums, etc.

Invoicing and Payment:

Vendor will provide to the Department a monthly invoice detailing the services provided and costs incurred for each service.

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- The agency requesting each service should be identified for each instance of the services provided.
- For the flat-fee counseling services, the prior month's utilization should be reported by agency (format example below). Names of employees or family members should not be provided to the Department.
- For consultation, clinical supervision, emergency support, and training requests, the subject of the consultation/training and name of the manger or supervisor requesting the service should be provided.
- The Department will provide periodic updated eligibility lists to the vendor listing all employees eligible to receive services under this contract. The vendor will be responsible for verifying employee eligibility at the time of appointment scheduling.

Sample billing format:

Page 1: Invoice

Date	Service Provided	Agency & Requesting Person	Cost
<i>eg – February 2 - 10</i>	<i>CIT Training (Trainers and Role-Players)</i>	<i>DPD, Manager ABC</i>	<i>\$XX,XXXX</i>
February 1 - 28	Counseling Services	See attached	\$22,916.66

Page 2: Counseling Utilization

(On a separate page from the invoice itself (therefore utilization information can be maintained separately from the official Accounts Payable invoice and payment files)):

February Counseling Utilization

Agency Name
Total Persons Seen: #
Total Counseling Hours: #
of Employees Seen
of Adult Family Members Seen
of Adolescents Seen
of Group/Family Sessions:
Primary Issues Presented: