

## Expectations from the Colorado Division of Criminal Justice (DCJ) Staff

Consultants can expect:

1. Onboarding meetings to introduce consultants to the entire grant project and for each component of work to be accomplished.
2. Professional coaching from DCJ staff as requested.
3. Responsiveness from DCJ staff within **48 business hours** of communication.
4. The State of Colorado and agencies that are federally funded for their projects own the exclusive rights to any and all partial and completed Work Product (and its derivative works) created under the grant, though proper credit and acknowledgement is available.
5. Up to 3 hours of wellness hours paid at the maximum federal rate of \$81.25. With advanced approval from DCJ staff, these hours should invest in the consultants' health and well-being. Wellness hours must be directly related to the work on the project; consultants will need to provide justification.
6. Payment within 30 days of quarterly invoice submission to accounting. Due dates for consultants to submit their invoices are: April 15 (billing work from January-March), July 15 (billing April-June), October 15 (billing July-September), and January 15 (billing October-December). If any of these dates fall on a weekend, invoices will be due the following business day.

## Commitment and Responsibilities of Consultants

Consultants must be willing and able to:

1. Deliver on all the work and expectations outlined in the Scope of Work document (see attached)
2. Be responsive to communication requests from DCJ staff in a timely manner.
3. Attend regularly scheduled virtual meetings at agreed upon time.
4. Complete estimated:
  - a. 15 hours on content review for advanced service provider workshop
  - b. 17 hours guidance on toolkit and corresponding training curricula development
  - c. Up to 5 hours of individualized expertise to two participating multi-disciplinary teams on adaptation of MDT Toolkit materials (10 hours total)
  - d. 12 hours of attending MDT Working Group meetings to provide guidance on common challenges
5. Submit work products by agreed upon deadline. Proactive communication is expected if unable to meet a deadline.
6. Track hours worked on each activity and submit a payment invoice by the deadlines listed above.
7. Disclose any conflicts of interest.

*(Please see next page for signing)*

Please read carefully through the details listed in this document. Your participation in the program and your signature below acknowledge that you have read and understood the expectations of the Division of Criminal Justice and the responsibilities of being a consultant of the *Connecting Colorado: Building Effective Anti-Trafficking Systems* grant project.

Signature:

Date:

Printed Name:

Pronouns:

City:

State:

Phone:

Email:

Preferred communication method

Preferred communication method