

**REQUEST FOR PROPOSALS**

**FOR**

**Family Child Care Network Services**

**RFP 07-016**

**Issued by**

**THE HAMILTON COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES**  
**222 E. CENTRAL PARKWAY**  
**CINCINNATI, OHIO 45202**

**(October 19, 2007)**

**Due date for proposal submission: November 19, 2007**

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# **REQUEST FOR PROPOSALS (RFP)**

## **FOR Family Child Care Network Services**

### **MISSION STATEMENT**

We, the staff of Hamilton County Department of Job and Family Services, provide services for our community today to enhance the quality of living for a better tomorrow.

## **1.0 REQUIREMENTS & SPECIFICATIONS**

### **1.1 Introduction & Purpose of the Request for Proposal**

The Hamilton County Department of Job and Family Services (HCJFS) is seeking proposals for the purchase of family child care network services. These services are aimed at ensuring there are quality child care options for eligible families in Hamilton County and improving the quality of early learning in these family child care homes, thereby improving school readiness for children of lower income families who use family child care homes. HCJFS reserves the right to award multiple contracts for this service. Vendor must submit proposal for the initial term of one (1) year and an additional optional renewal period for one (1) year. Vendors who do not submit pricing for the renewal option will not be disqualified; however a contract cannot be awarded for any term where a Vendor has not submitted a budget. Vendors are encouraged to submit bids for the renewal option where possible. The purpose of the total two (2) years term is to minimize the cost of the process for Vendors and for the County.

## **1.2 Scope of Service**

### **1. The selected Vendor will:**

- A. Develop and implement quality standards for vendors using Family Child Care Environment Ratings Scale (FCCERS). The vendor must provide a copy of their quality standards' evaluation and their evaluation of standards criteria with their bid.
- B. The vendor shall submit documentation that any individual who administers the FCCERS evaluation to HCJFS home vendors has achieved a reliability score of 85% or higher.
- C. Contract with a minimum of 3 maximum of 4, Community-Based Agencies (CBA's), which will each support a group of Hamilton County Certified Type B Family Child Care Vendors to improve the quality of their child care services and assist with the retention of these vendors.
- D. Ensure sub-contracting CBA's can service the Hamilton County region or area. The selected vendor must provide a letter of intent from their sub-contracting CBA's that the services requested in this proposal will be provided.
- E. Monitor the CBA's work with the vendors as verified through monthly meetings and reports to ensure vendors comply with the quality standards and increase their individual FCCERS scores.
- F. Monitor that CBA's issue certificates of attendance to vendors for completed trainings compliant with 5101:2-14-13 of the Ohio Administrative Code and/or for meeting any quality standard as outlined in FCCERS, during monthly meetings.
- G. Supply each CBA with educational materials, children's books and other items.
- H. The Vendor and CBA shall have an interpreter or services available for Limited English Proficiency consumers.
- I. Direct CBA's to train HCJFS home vendors on the following topics:

a) SHARED READING PROGRAM – The CBA will promote the Shared Reading Program to improve the child’s skill level in reading. This process should improve the child’s confidence and enjoyment in literacy.

b) EARLY CHILDHOOD DEVELOPMENT – Vendors will work with parents on reinforcing early development through learning materials that can be used in the vendor’s facility, as well as at home. Should include literature that addresses prenatal care and teach vendors and parents to identify developmental stages that are projected for children at different age groups.

c) DEVELOPMENTAL ACTIVITIES – Work with the vendors to coordinate internal and external home training that focuses on appropriate activities for the children in their care. The activity should embrace the children’s creativity and development. These activities should also increase school preparation and the literacy level of children receiving child care services.

d) NUTRITION – Provide training that will concentrate on the importance of nutrition, general health, and awareness. Vendors should be trained in providing appropriate meals for children in their care.

e) INFANT CARE – Provide training to prevent infant mortality. Vendors should be trained on the correct way to care for children and given training aids to share with parents.

f) STANDARDS – Vendors must be made aware of Ohio’s Early Learning Content Standards and receive training on the indicated benchmarks of these standards. The standards should be addressed in the vendor’s home.

J. Provide support to CBA’s during monthly coaching meetings where training will be provided on topics such as:

a) Parent involvement to increase parents’ skills and knowledge of their children’s development, such as the Shared Reading Program, parent conferences, daily child progress reports, etc.

b) Ohio’s Early Learning Content Standards

c) Meeting the Family Child Care Environment Rating scale standards

d) Social/emotional development

e) Understanding the elements of school readiness as defined by Cincinnati Public Schools

f) Working with families from diverse cultures (African, Hispanic, etc)

g) Additional emphasis on literacy and language development

h) Other topics to be determined

- K. Provide quarterly reports on the progress of retention and potential problems that prevent this effort.
- L. Encourage the CBA's to increase the number of HCJFS home vendors that are participating within each CBA group and subgroup.
- M. Submit monthly invoices and quarterly reports to HCJFS that includes information evaluating the CBA's performance and for the project as a whole. Prior to use, a sample report format should be submitted to HCJFS for approval, identifying all information to be captured on future monthly invoices and quarterly reports.

## 2. Community-Based Agency (CBA) Responsibilities

- A. Work with an average of 40 to 70 HCJFS home vendors, and at no point less than 40 vendors. A sub-group of no less than 25 of the HCJFS home vendors, shall receive intensive trainings and coaching home visits to become compliant with the FCCERS quality standards and to specifically address and overcome any deficiencies with this rating scale.
- B. Retention – Focus on retaining current vendors and recruiting efforts should show an increase in HCJFS home vendors for the contract period.
- C. Have a 3<sup>rd</sup> party administer the FCCERS evaluation standards to participating HCJFS home vendors to ensure that these standards are being met.
- D. Attend monthly meetings with the vendor, at which time they will share strategies, plan services, solve problems, and receive training on a specific child care content area for a quality standard.

- E. Administer educational materials, children's books and other items to HCJFS home vendors, who will use them to improve the quality of care in their child care home.

### **1.2.1 Population**

Hamilton County licensed Type B Family Child Care Vendors.



## 2.0 Vendor Proposal

To expedite and simplify the process for evaluating proposals, and to assure each proposal receives the same orderly review, it is required that all proposals be submitted in the format as described in this section. Each submission must have one (1) original proposal with eight (8) complete copies, using 12 point Arial font. Vendors are encouraged but not required to use double sided copies, where possible, in their proposal.

Proposals must contain all required elements of information **without exception**, (Including the completion and submission of Attachments A and C through F-1). Proposal sections must be numbered corresponding to the following format:

- 2.1 Cover Sheet
- 2.2 Service and Business Deliverables
  - 2.2.1 Program Components
  - 2.2.2 System and Fiscal Administration Components
  - 2.2.3 Budget and Cost Considerations

### 2.1 Cover Sheet

Each Vendor must include the completed cover sheet (Attachment A) in its proposal. The cover sheet must be signed by an authorized representative of the Vendor and also include the names of individuals authorized to negotiate with HCJFS. The signature line must indicate the title or position the individual holds in the company. All unsigned proposals will be rejected.

### 2.2 Services and Business Deliverables

The selected Vendor's performance objectives for this RFP are that scores for the FCCERS will improve; educational levels for participating HCJFS home vendors will also increase and the overall number of participating HCJFS home vendors will increase. The vendor shall submit reports to HCJFS for contract evaluation demonstrating progress with performance indicators. Payment Incentives will then be provided for timely reporting, HCJFS vendor participation and surveys.

A. Quarterly Reports:

The vendor shall submit reports to HCJFS for contract evaluation demonstrating progress with performance indicators. The following reports shall be submitted quarterly to HCJFS:

1. General Participation - documentation shall include the number of HCJFS home vendors who have participated with the CBA's (both their total group and subgroup numbers); who have received coaching and FCCERS scoring visits; who have completed trainings; who have increased their FCCERS scores or educational level; and/or who have participated in other CBA activities;
2. Increases in vendor educational levels which can be defined as obtaining a GED, High School Diploma, CDA; or an AS or BA/BS degree in a field related to Child Care or Child Care Management; or when a vendor completes the Accreditation process;
3. Vendor retention - each CBA must report the number of vendors in their support groups and subgroups;
4. CBA participation - The report must outline the activities in which each CBA offered;
5. Vendor training – each CBA must report training topics, training dates, names of HCJFS home vendors who attended trainings, and how vendors applied trainings in the child care setting;
6. Recruiting efforts - the vendor should report the number of vendors in each CBA;
7. Increase in FCCERS scores over a six month period - The vendor must supply reports to show the comparison of the rating score that the vendor received over the course of the contract. The report should also reflect what measures were used to improve the rating for the vendors; these measures should be indicated in the vendor's plan;
8. Shared Reading Program-The vendor should report how many vendors have received this training and how the vendor is using this concept in the home; and
9. Monthly coaching visits- The report should only document the number of monthly visits conducted which are equal to or exceed 1 hour.

B. Performance Survey

1. The Vendor shall be responsible for paying and contracting with a professional market research company or accredited university to administer a survey quarterly to HCJFS

home vendors who participate in the program administered by the Vendor and all sub-contracting Community –Based Agencies.

2. The survey shall be on a five (5) point scale and address participant satisfaction of quality and sufficient child care services being provided.
3. The participating consumers shall be randomly selected. The survey will be administered to an over sample by at least 25% to attempt with obtaining enough responses for a 90% confidence level with a +/- 5% margin of error.
4. The Vendor shall be liable for all scores, including subcontractor's scores.
5. The findings of the quarterly surveys shall be mailed, within sixty days post quarter surveyed, directly to HCJFS' Child Care Section Chief by the market research company or accredited university, with a copy to the primary contract of Vendor.
6. For the first three quarters of each year, the nine-month aggregate scores shall be mailed directly to HCJFS' Child Care Section Chief by November 30th.

#### C. Payment Incentives

1. Timely Reporting Pay Incentive - Each quarterly report will be due on the 25<sup>th</sup> day of the month following the completed quarter. If the 25<sup>th</sup> day falls on a weekend or holiday, the quarterly report will be due on the following business day. One percent (1%) of the quarterly reimbursement total will be deducted for each day the receipt of the report exceeds the deadline due date. The adjustment will be made on the invoice submitted for the second month following the end of the quarter. A quarter may be defined as follows: First Quarter- January through March; Second Quarter- April through June; Third Quarter- July through September; Fourth Quarter- October through December.
2. HCJFS Vendor Participation Pay Incentive - Each time a CBA's subgroup participation falls below the expected minimum, the benchmarks set below (see chart) will be used to assess payments quarterly to the vendor. Participation can be defined as either 1) any home visit that is equal to or exceeds 1 hour and/or 2) attendance at the CBA's 2 hour training class that addresses any of the FCCERS standards. The number of Subgroup Participants shall be included on the monthly invoices the vendor submits to HCJFS.

Subgroup Participants	Percent of Payment
25+	100%
20-24	95%
15-19	90%
10-14	85%
5-9	80%
0-4	75%

### 3. Survey Payment Incentives

Performance benchmarks and incentives: Any HCJFS Family Child Care Vendors' Satisfaction Survey, aggregate score of the Vendor (and subcontractor(s)) is below eighty-five percent (85%) of favorable responses:

- a. Vendor shall forfeit payment for December's Networking services provided;
- b. The Vendor shall be responsible for remediation of problems identified by the survey and shall ensure ongoing improvement in the quality of their services. Improvement should focus on but is not limited to; FCCERS score increase, increase in participating HCJFS home vendors, and HCJFS home vendor's satisfaction;
- c. If any HCJFS Family Child Care Vendors Satisfaction Survey score is below 85%, the Vendor shall develop, implement, and submit a quality assurance process that provides information for improving performance. The process will focus on enhancing the Community-Based Agency service delivery and HCJFS home vendors satisfaction. The report will be submitted to HCJFS one month after receipt of the Survey report.

## 2.2.1 Program Components

Describe how your organization will:

- A. Develop and implement quality standards for vendors using FCCERS;
- B. comply with the expectation of contracting with a minimum of 3 (three) to 4 (four) CBAs;
- C. ensure sub-contracting CBAs can service the Hamilton County area;
- D. monitor the CBA's work with vendors as verified through monthly meetings and reports to ensure vendors comply with the quality standards and increase their FCCERS scores;
- E. monitor the CBA's issuance of certificates of attendance to providers for completed trainings compliant with 5101:2-14-13 of the Ohio Administrative Code, and/or for meeting any quality standard as outlined in FCCERS, during monthly meetings;
- F. supply each CBA with educational materials, children's books and other items;
- G. direct the CBA's to train HCJFS home vendors on the shared reading program, early childhood development, developmental activities, nutrition, infant care, and standards;
- H. provide support to CBA's during monthly meetings where training will be provided;
- I. provide quarterly reports on the progress of retention of potential problems that prevent this effort; and
- J. will encourage the CBA's to increase the number of HCJFS home vendors that are participating within each CBA group and subgroup.

## 2.2.2 System and Fiscal Administration Components

**Please provide the following attached to the original proposal and all copies:**

### A. **Contact Information**

Provide the address of the agency's/company's headquarters or name of the Vendor's local office nearest to the City of Cincinnati, Ohio (if applicable). Include a contact name, address, and phone number.

**B. Agency/Company's History**

Provide a brief history of Vendor's organization. Include the Vendor's mission statement and philosophy of service.

**C. Subcontracts**

Submit a letter of intent from each subcontractor indicating their commitment, the service(s) to be provided and three (3) references. All subcontractors must be approved by HCJFS and will be held to the same contract standards as the Vendor.

**D. Vendor's Primary Business**

State the agency's/company's primary line of business, the date established, the number of years of relevant experience, and the number of employees.

**E. Table of Organization**

Clearly distinguish programs, channels of communication and the relationship of the proposed purchase of service to the total company.

**F. Job Descriptions**

For all positions in the program budget.

**G. Customer References**

Vendor must list at least three (3) references for which services were provided similar in nature and functionality to those requested by HCJFS. Each reference must be accompanied by:

1. Company name;

2. Address;
3. Phone number & fax number;
4. Contact person;
5. Nature of relationship and service performed; and
6. Time period of contract.

**H. Program Quality Documents**

Attach documents which describe and support the program evaluation process. For example, procedures and forms, or copies of awards received for excellent program quality.

**I. Agency's/Firm's Brochures**

A copy of the agency's/firm's brochures, which describe the services being proposed.

**Please provide the following attached only to the original proposal:**

**J. Agency/Company Ownership**

Describe how the agency/company is owned (include the form of business entity -i.e., corporation, partnership or sole proprietorship) and financed.

**K. Annual Report**

A copy of Vendor's most recent annual report, the most recent independent annual audit report, and a copy of all management letters related to the most recent independent annual audit report and the most recent Form 990. For a sole proprietor or for profit entities, include copies of the two (2) most recent year's federal income tax returns and the most recent year end balance sheet and income statement. If no audited statements are available, Vendor must supply equivalent financial statements certified by Vendor to fairly and accurately reflect the Vendor's financial status. It is the responsibility of the Vendor to redact tax identification numbers from all documents prior to submission to HCJFS.

**L. Articles of Incorporation**

Articles of Incorporation or other applicable organization documentation.

**M. Insurance and Worker's Compensation**

Provide a current certificate of insurance, endorsements, and Worker's Compensation verifications.

**N. Personnel Qualifications**

For key clinical and business personnel who will be working with the program, please submit resumes containing the following:

1. Proposed role;
2. Industry certification(s), including any licenses or certifications and, if so, whether such licenses or certifications have been suspended or revoked at any time;
3. Work history; and
4. Personal reference (company name, contact name and phone number, scope and duration of program).

### **2.2.3 Budget and Cost Considerations**

- A. HCJFS estimates services will begin December 1, 2007. Vendor must submit a budget for the initial term of one (1) year and an additional optional one (1) year renewal period. The vendor acknowledges that it will be reimbursed for its actual expenses. Contract reimbursement is based on approval of deliverables by HCJFS. Vendor can claim for payment for services already provided, in amount determined by the negotiated rate. Reimbursement by HCJFS is made within thirty (30) days of receipt of invoices and any required documentation. Vendor must warrant and represent the budget is based upon current financial information and programs, and include all costs relating to but not limited by the following:



1. Insurance;
2. Location; and
3. Other direct service (e.g. translation/interpreter, mileage).

Vendor will notify HCJFS, in writing, within five (5) business days when it knows or should have known the information contained in the budget is inaccurate.

All revenue sources available to Vendor to serve consumers identified in the Scope of Work shall be listed in the budget, and utilized. Specify the cost for the various parts of the program. Cost must be broken down by type of work as well as classifications for staff, i.e. senior program manager vs. lower level position. Total program cost for each year must be listed on the Cover Sheet, (Attachment A).

- B. Vendor must submit a detailed narrative which demonstrates how costs are related to each service presented in the proposal.
- C. Vendor must take note that “profit” will be a separately negotiated element of price pursuant to OAC 5101:9-4-07, if Vendor is a for-profit organization.
- D. For the purposes of this RFP, “**unallowable**” program costs include:
  1. the cost of equipment or facilities procured under a lease-purchase arrangement unless it is applicable to the cost of ownership such as depreciation, utilities, maintenance and repair;
  2. bad debt or losses arising from uncorrectable accounts and other claims and related costs;
  3. bonding costs;
  4. contributions to a contingency(ies) reserve or any similar provision for unforeseen events;
  5. contributions, donations or any outlay of cash with no prospective benefit to the facility or program;
  6. entertainment costs for amusements, social activities and related costs for staff only;
  7. costs of alcoholic beverages;
  8. goods or services for personal use;
  9. fines, penalties or mischarging costs resulting from violations of, or failure to comply with, laws and regulations;
  10. gains and losses on disposition or impairment of depreciable or capital assets;

11. cost of depreciation on idle facilities, except when necessary to meet Contract demands;
12. costs incurred for interest on borrowed capital or the use of a governmental unit's own funds, except as provided in OAC 5101:2-47-25(n);
13. losses on other contracts';
14. organizational costs such as incorporation, fees to attorneys, accountants and brokers in connection with establishment or reorganization;
15. costs related to legal and other proceedings;
16. goodwill;
17. asset valuations resulting from business combinations;
18. legislative lobbying costs;
19. cost of organized fund raising;
20. cost of investment counsel and staff and similar expenses incurred solely to enhance income from investments;
21. any costs specifically subsidized by federal monies with the exception of federal funds authorized by federal law to be used to match other federal funds;
22. advertising costs with the exception of service-related recruitment needs, procurement of scarce items and disposal of scrap and surplus;
23. cost of insurance on the life of any officer or employee for which the facility is beneficiary;
24. major losses incurred through the lack of available insurance coverage; and
25. cost of prohibited activities from section 501(c)(3) of the Internal Revenue Code.

If there is a dispute regarding whether a certain item of cost is allowable, HCJFS' decision is final.

Vendor's local program manager must have a minimum of three (3) years experience as a program manager with a similar program.

## 3.0 PROPOSAL GUIDELINES

### 3.1 Project Schedule

ACTION ITEM	DELIVERY DATE
RFP Issued	October 19, 2007
Deadline for Receiving Final RFP Questions	November 5, 2007
Deadline for Issuing Final RFP Answers	November 9, 2007
Deadline for Proposals Received by HCJFS Contact Person	November 19, 2007
Proposal Review Completed	November 26, 2007
Estimated Commencement of Contract	November 2007

### 3.2 HCJFS Contact Person

The RFP, the evaluation of responses, and the award of any resultant contract shall be made in conformance with current County procurement procedures.

**HCJFS Contact Person** and mailing address for questions about the proposal process, technical issues, the Scope of Service or to send a request for a post-proposal meeting is:

*Beverly Donald, Contract Services  
Hamilton County Department of Job and Family Services  
222 East Central Parkway, 3rd floor  
Cincinnati, Ohio 45202*

Questions may be faxed or e-mailed regarding the RFP or proposal process to the HCJFS Contact Person. No questions will be accepted after **November 5, 2007**.

The final responses will be posted on the HCJFS website

([www.hcjfs.hamilton-co.org](http://www.hcjfs.hamilton-co.org)) and [www.demandstar.com](http://www.demandstar.com) on **November 9, 2007**

at the close of business.

### **3.3 Prohibited Contacts**

Neither Vendor nor their representatives should communicate with individuals associated with this project during the RFP process. If the Vendor attempts any unauthorized communication, HCJFS will reject the Vendor's proposal.

The definition of individuals associated with this project is further defined as:

- A. Public officials;
- B. HCJFS project manager and his/her staff assigned to the project;
- C. **HCJFS Contact Person** as listed in **Section 3.2**; and
- D. HCJFS staff involved with the RFP development, management and evaluation process.

The integrity of the RFP process is very important to HCJFS in the administration of our business affairs, in our responsibility to the residents of Hamilton County, and to the Vendors who participate in the process in good faith.

Behavior by Vendors that violates or attempts to manipulate the RFP process in any way is taken very seriously.

Examples of unauthorized communications are:

- A. Telephone calls;
- B. Prior to the award being made, letters and faxes regarding the project or its evaluation made to anyone other than the **HCJFS Contact Person** as listed in **Section 3.2**;
- C. Visits in person or through a third party attempting to obtain information regarding the RFP; and
- D. E-mail except to the **HCJFS Contact Person** as listed in **Section 3.2**.

### **3.4 Vendor Disclosures**

Vendor must disclose any pending or threatened court actions and/or claims against the Vendor, its parent company or its subsidiaries. This information will not necessarily be cause for rejection of the proposal; however, withholding the information may be for cause rejection of the proposal.

### **3.5 Vendor Examination of the RFP**

Vendors shall carefully examine the entire RFP and any addenda thereto, all related materials and data referenced in the RFP or otherwise available, and shall become fully aware of the nature of the request and the conditions to be encountered in performing the requested services.

If Vendors discover any ambiguity, conflict, discrepancy, omission or other error in this RFP, they shall immediately notify the HCJFS Contact Person of such error in writing and request clarification or modification of the document.

Modifications shall be made by addenda issued pursuant to **Section 3.7 Addenda to RFP**. Clarification shall be given by fax or e-mail to all parties who registered without divulging the source of the request for same.

If a Vendor fails to notify HCJFS, prior to close of business day **November 12, 2007**, of an error in the RFP known to the Vendor, or of an error which reasonably should have been known to the Vendor, the Vendor shall submit its proposal at the Vendor's own risk. If awarded the contract, the Vendor shall not be entitled to additional compensation or time by reason of the error or its later correction.

### **3.6 Addenda to RFP**

HCJFS may modify this RFP no later than **November 15, 2007** close of business day, by issuance of one or more addenda to all parties who registered for the RFP.

In the event modifications, clarifications, or additions to the RFP become necessary, all Vendors who registered for the RFP will be notified and will receive the addenda via fax or e-mail. In the unlikely event emergency addenda by telephone inquiry are necessary, the HCJFS Contact Person, or designee, will be responsible for contacting only those Vendors who registered for the RFP as described in Section 3.3 (c) Vendor's Conference.

### **3.7 Availability of Funds**

This program is conditioned upon the availability of federal, state, or local funds which are appropriated or allocated for payment of the proposed services. If, during any stage of this RFP process, funds are not allocated and available for the proposed services, the RFP process will be canceled. HCJFS will notify Vendor at the earliest possible time if this occurs. HCJFS is under no obligation to compensate Vendor for any expenses incurred as a result of the RFP process.

## **4.0 Submission of Proposal**

### **4.1 Preparation of Proposal**

Proposals must provide a straightforward, concise delineation of qualifications, capabilities, and experience to satisfy the requirements of the RFP. Expensive binding, colored displays, promotional materials, etc. are not necessary. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. The proposal must include all costs relating to the solutions(s) submitted.

Hamilton County may entertain alternative proposals submitted by Vendor which may contain responses that differ from the specifications contained in this RFP. All alternative proposals must conform to the RFP instructions and outcomes.

Hamilton County is a governmental agency required to comply with the Ohio Public Records Act as set forth in ORC 149.43. If Hamilton County is required by law to disclose any material or information, Hamilton County will use its best efforts to notify Vendor prior to such disclosure. Notwithstanding the above, in the event Vendor provides Hamilton County with any material or information which Vendor deems to be subject to exemption under the Ohio Public Records Act, Vendor shall clearly identify and mark such documents accordingly before submitting them to Hamilton County. If Hamilton County is requested by a third party to disclose those documents which are identified and marked as exempt for disclosure under Ohio law, Hamilton County will notify Vendor of that fact. Vendor shall promptly notify Hamilton County, in writing, that either a) Hamilton County is permitted to release these documents, or b) Vendor intends to take immediate legal action to prevent its release to a third party. A failure of Vendor to respond with five (5) business days shall be deemed permission for Hamilton County to release such documents.

## **4.2 Proposal Cost**

The cost of developing proposals is entirely the responsibility of the Vendor and shall not be chargeable to HCJFS under any circumstances. Vendor must certify the proposal and pricing will remain in effect for a minimum of 180 days after the proposal submission date. All materials submitted in response to the RFP will become the property of HCJFS and may be returned only at HCJFS' option and at the Vendor's expense.

## **4.3 False or Misleading Statements**

If, in the opinion of HCJFS, such information was intended to mislead HCJFS, in its evaluation of the proposal, the proposal will be rejected.

## **4.4 Vendor Representative's Signature**

The Cover Sheet shall be signed by an individual who is authorized to contractually bind the Vendor. The signature must indicate the title or position the individual holds in the agency or firm. Agencies or firms which sign contracts with the name of the agency or firm must provide the name of a corporate officer or executive director for signature validation by HCJFS. All unsigned proposals will be rejected. In submitting a proposal, Vendor affirms all statements contained in the proposal are true and accurate.



## 4.5 Delivery of Proposals

One (1) signed original proposal and (eight) 8 duplicates of the entire written proposal must be received by the **HCJFS Contact Person** at the address listed in **Section 3.2 HCJFS Contact Person** no later than **11:00 a.m. EST on November 19, 2007**. Proposals received after this date and time will not be considered. Vendor shall use certified or registered mail, UPS, or Federal Express with return receipt requested. A receipt will be issued for all proposals received. No email, telegraphic, facsimile, or telephone proposals will be accepted.

**It is absolutely essential that Vendors carefully review all elements in their final proposals. Once received, proposals cannot be altered; however, HCJFS reserves the right to request additional information for clarification purposes only.**

## 4.6 Acceptance & Rejection of Proposals

HCJFS reserves the right to:

- A. award a proposal received on the basis of individual items, or on the entire list of items'
- B. reject any proposal, or any part thereof; and
- C. waive any informality in the proposals.

The recommendation of HCJFS staff and the decision by the HCJFS Director shall be final. Waiver of an immaterial defect in the proposal shall in no way modify the RFP documents or excuse the Vendor from full compliance with its specifications if Vendor is awarded the contract.

## **4.7 Evaluation & Award of Contract**

### **Preliminary Proposal Review**

The review process shall be conducted in four stages:

Stage 1. A preliminary review to ensure the proposal materials adhere to the minimum requirements (and mandatory conditions) specified in the RFP. Proposals which meet Stage 1 requirements described below will be deemed Qualified. Those which do not, shall be deemed Non-Qualified. Non-Qualified proposals will be rejected.

Stage 2. A thorough review of proposals by Review Committee. Qualified proposals will be given a preliminary score, in accordance with the review process.

Stage 3. Review of additional materials, such as references, and, if necessary as determined by Review committee, oral presentations, demonstrations, or written clarification. Modification, as appropriate, of preliminary scores, based on additional information.

Stage 4. Compilation of scores, and determination of winning proposal.

Although it is hoped and expected a Vendor will be selected as a result of this process, HCJFS reserves the right to discontinue the procurement process at any time.

## **1. Stage 1 Preliminary Review**

Qualified proposals in response to the RFP must meet the following requirements:

- A. Timely Submission – The proposal is received at the address designated in the RFP no later than **November 19, 2007** at 11:00 a.m. EST and according to instructions. Proposals mailed but not received at the designated location by the specified date shall be deemed Non-Qualified and shall not be considered.
- B. Signed and Completed Cover Sheet

## **2. Stage 2 Review**

All qualified proposals shall be reviewed, evaluated, and rated by the Review Committee. Review Committee shall be comprised of HCJFS staff and other individuals designated by HCJFS.

Review Committee shall evaluate each bidder's proposal and their responses to the questions identified in Section 2, Vendor's Proposal, any work samples and additional submitted materials using criteria developed by the HCJFS. Ratings will be compiled using a Review Committee Rating Sheet.

Responses to each question will be evaluated and ranked using the following scale:

- Inadequate - Vendor did not respond to the questions or the response reflects a lack of understanding of the requirements.
- Minimally Acceptable - Vendor demonstrates a minimal understanding of the requirements and demonstrates some strengths, but also demonstrates some deficiencies.
- Good - Vendor's response reflects a solid understanding of the issues and satisfies all the requirements.
- Excellent - Vendor's response is complete and exceeds all requirements.

At the end of Stage 2, a preliminary ranking of Vendors will be conducted, based solely on the scoring from this stage.

### **3. Stage 3 Additional Materials**

Review Committee members will determine what additional or clarifying information is required to complete its review process. HCJFS may also consider vendor's history and experience in providing similar services and Vendor's financial condition. All information obtained during Stage 3 will be evaluated using the scale set forth in Stage 2 Review. Review Committee may request information from sources other than the written proposal to evaluate vendor's programs or clarify Vendor's proposal. Other sources of information, may include, but are not limited to, the following:

- A. Written responses from Vendor to clarify questions posed by Review Committee. Such information requests by Review Committee and Vendor's responses must always be in writing;

- B. Reference Checks;
- C. Oral presentations. If HCJFS determines oral presentations are necessary, the presentations will be focused to ensure all of HCJFS' interests or concerns are adequately addressed. HCJFS reserves the right to video tape the presentations. Vendor representatives must include key personnel, who will make the primary presentation.

#### **4. Stage 4 Evaluation**

After Stage 2 and 3 are completed, final scoring for each proposal will be calculated. For this RFP, the evaluation percentages assigned to each section are:

- A. Program Components Evaluation, Section 2.2.1 is worth 60% of the total evaluation score.
- B. System and Fiscal Administration, Section 2.2.2 is worth 20% of the total evaluation score.
- C. Budget and Cost Considerations, Section 2.2.3 is worth 20% of the total evaluation score.

## **4.8 Proposal Selection**

Proposal selection does not guarantee a contract for services will be awarded. The selection process includes:

1. All proposals will be evaluated in accordance with Section 4.7 Evaluation & Award of Agreement. The proposal is rated based on the criteria in the RFP.
2. Based upon the results of the evaluation, HCJFS will select a vendor for the services who it determines to be the most responsive and responsible proposal, with price and other factors considered.
3. HCJFS works with selected vendor to finalize details of the Agreement using Attachment B, Contract Sample, to be executed between HCJFS and Vendor.
4. If HCJFS and Vendor are able to successfully finalize the Agreement, HCJFS will award Vendor a contract.
5. If HCJFS and successful Vendor are unable to come to terms regarding the Agreement, in a timely manner as determined by HCJFS, HCJFS will terminate the Agreement discussions with vendor. In such event, HCJFS reserves the right to select another vendor from the RFP process, cancel the RFP or reissue the RFP if it is deemed necessary.

## **4.9 Post-Proposal Meeting**

The post-proposal meeting process may be utilized only by Qualified Vendors passing the preliminary Stage 1 Review, who wish to obtain clarifying information regarding their non-selection. If a Vendor wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing and must be received by HCJFS within five (5) working days after receipt of notification of the decision.

The request shall state the reason(s) for the meeting, citing the law, rule, regulation or RFP procedures on which the request is based. All requests must be signed by an individual authorized to represent the Vendor and be addressed to the HCJFS Contact Person at the address listed in Section 3.2 HCJFS Contact Person. Certified or registered mail must be used unless the request is delivered in person, in which case the Vendor should obtain a delivery receipt.

A meeting will be scheduled within twenty-one (21) calendar days of receipt of the request and will be for the purpose of discussing a Vendor's non-selection. HCJFS has the final decision-making authority. HCJFS is under no obligation to approve a proposal as a result of the solicitation if, in the opinion of HCJFS, the proposal is not responsive to the needs of HCJFS and its consumers. The Vendor requesting the meeting will be notified in writing of HCJFS' decision within ninety (90) calendar days of the scheduled meeting. The administrative decision is final.

## **5.0 Terms & Conditions**

The contents of the RFP and the commitments set forth in the selected proposals shall be considered contractual obligations, if a contract ensues. Failure to accept these obligations may result in cancellation of the award.

### **5.1 Type of Contract**

The evaluation of proposals submitted in response to this RFP may result in the issuance of a contract. The contract shall incorporate the terms, conditions and requirements of the RFP, the Vendor's proposal, and any other mutually agreed upon terms.

### **5.2 Order of Precedence**

The successful Vendor's proposal, this RFP, and other applicable addenda will become part of the final contract. This RFP and all attachments are intended to supplement and compliment each other and shall where permissible be so interpreted. However, if any provisions of this RFP or the attachments are in conflict, this RFP takes precedence.



### **5.3 Contract Period, Funding & Invoicing**

A contract will be written for the initial term of one (1) year. An additional, optional one (1) year renewal period will be permitted. Vendor must submit a budget for the initial term and a budget for the renewal year. Vendor must submit to HCJFS a budget and line by line detailed narrative description supporting the initial term of the contract. For renewal year, any increase in budget will be limited to no more than 3%. Vendor must submit to HCJFS a budget and line by line detailed narrative description supporting such renewal year increase no later than 120 days prior to the end of the initial contract term. Contract renewal incorporating any budget increase, up to 3%, will be initiated at the sole discretion of HCJFS. HCJFS decision to renew the contract will be contingent on contract performance and funding availability.

Contract payment is based on authorized services already provided. HCJFS will use its best efforts to make payment within thirty (30) days of receipt of timely and accurate invoices and required documentation.

**See Attachment B for a sample Vendor Contract for minimum contractual requirements of all HCJFS Vendors. HCJFS reserves the right to add or delete contract language to meet program needs.**

### **5.4 Confidential Information**

HCJFS is required to maintain the confidentiality of consumer information. The sharing of consumer information with HCJFS business partners and service vendors is governed by numerous laws, regulations, policies and procedures. The governing requirements were developed to ensure that confidentiality is maintained and that appropriate security procedures are implemented and followed to address the exchange of information. Any Vendor engaging in any service for HCJFS that requires them to come into contact with confidential HCJFS information will be required to hold confidential such information.

As a means of ensuring the confidentiality of consumer information, all data exchanged by e-mail which is outside of the HCJFS e-mail network will be transmitted as an attached WORD

or Excel document which has been encrypted and password protected. The sender and receiver of confidential consumer information are required to initiate the use of new passwords on the first day of each quarter. The passwords will be established by HCJFS and given to the selected Vendor(s). Non-encrypted information must be sent to HCJFS via fax, regular mail or on a disk.

## **5.5 Insurance**

Vendor agrees to procure and maintain for the duration of this Contract the following insurance: insurance against claims for injuries to persons or damages to property which may arise from or in connection with Vendor's products or services as described in this Contract; auto liability; professional liability (errors and omissions) and umbrella/excess insurance. Further, Vendor agrees to procure and maintain for the duration of this Contract Workers' Compensation. The cost of all insurance shall be borne by Vendor. Insurance shall be purchased from a company licensed to provide insurance in Ohio. Insurance is to be placed with an insurer provided an A.M. Best rating of no less than A; VII. Vendor shall purchase the following coverage and minimum limits;

Commercial general liability insurance policy with coverage contained in the most current Insurance Services Office Occurrence Form CG 00 01 or equivalent with limits of at least One Million Dollars (\$1,000,000.00) per occurrence and One Million Dollars (\$1,000,000.00) in the aggregate and at least One Hundred Thousand Dollars (\$100,000.00) coverage in legal liability fire damage. Coverage will include:

- Additional insured endorsement;

- Product liability;

- Blanket contractual liability;

- Broad form property damage;

- Severability of interests;

- Personal injury; and

Joint venture as named insured (if applicable).

Business auto liability insurance of at least One Million Dollars (\$1,000,000.00) combined single limit, on all owned, non-owned, leased and hired automobiles. If the Contract contemplates the transportation of the users of Hamilton County services (such as but not limited to HCJFS clients) “Clients” and the Vendor provides this service through the use of its employees’ privately owned vehicles “POV”, then the Vendor’s Business Auto Liability insurance shall sit excess to the employees POV insurance and provide coverage above its employee’s POV coverage. The Vendor agrees the business auto liability policy will be endorsed to provide this coverage.

Professional liability (errors and omission) insurance of at least One Million Dollars (\$1,000,000) per claim and in the aggregate.

Umbrella and excess liability insurance policy with limits of at least One Million Dollars (\$1,000,000.00) per occurrence and in the aggregate, above the commercial general, professional liability and business auto primary policies and containing the following coverage:

- Additional insured endorsement;

- Pay on behalf of wording;

- Concurrency of effective dates with primary;

- Blanket contractual liability;

- Punitive damages coverage (where not prohibited by law);

- Aggregates: apply where applicable in primary;

- Care, custody and control – follow form primary; and

- Drop down feature.

Workers’ Compensation insurance at the statutory limits required by Ohio Revised Code.

The Vendor further agrees with the following provisions:

The insurance endorsement form and the certificate of insurance form will be sent to: Risk Manager, Hamilton County, room 607, 138 East Court Street, Cincinnati, Ohio 45202; and to HCJFS, Contract Services, 3rd floor, 222 East Central Parkway, Cincinnati, Ohio 45202. The forms must state the following: “Board of County Commissioners of Hamilton, County, Ohio

and Hamilton County Department of Job & Family Services, and their respective officials, employees, agents, and volunteers are endorsed as additional insured as required by Contract on the commercial general, business auto and umbrella/excess liability policies.”

Each policy required by this clause shall be endorsed to state that coverage shall not be canceled or materially changed except after thirty (30) days’ prior written notice given to: Risk Manager, Hamilton County, room 607, 138 East Court Street, Cincinnati, Ohio 45202; and to HCJFS, Contract Services, 3rd floor, 222 East Central Parkway, Cincinnati, Ohio 45202.

Vendor shall furnish the Hamilton County Risk Manager and HCJFS with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received by Hamilton County before the Contract commences. Hamilton County reserves the right at any time to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

Vendor shall declare any self-insured retention to Hamilton County pertaining to liability insurance. Vendor shall provide a financial guarantee satisfactory to Hamilton County and HCJFS guaranteeing payment of losses and related investigations, claims administration and defense expenses for any self-insured retention.

If Vendor provides insurance coverage under a “claims-made” basis, Vendor shall provide evidence of either of the following for each type of insurance which is provided on a claims-made basis: unlimited extended reporting period coverage which allows for an unlimited period of time to report claims from incidents that occurred after the policy’s retroactive date and before the end of the policy period (tail coverage), or; continuous coverage from the original retroactive date of coverage. The original retroactive date of coverage means original effective date of the first claim-made policy issued for a similar coverage while Vendor was under Contract with the County on behalf of HCJFS.

Vendor will require all insurance policies in any way related to the work and secured and maintained by Vendor to include endorsements stating each underwriter will waive all rights

of recovery, under subrogation or otherwise, against the County and HCJFS. Vendor will require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.

Vendor, the County, and HCJFS agree to fully cooperate, participate, and comply with all reasonable requirements and recommendations of the insurers and insurance brokers issuing or arranging for issuance of the policies required here, in all areas of safety, insurance program administration, claim reporting and investigating and audit procedures.

Vendor's insurance coverage shall be primary insurance with respect to the County, HCJFS, their officials, and their respective employees, agents, and volunteers. Any insurance maintained by the County or HCJFS shall be in excess of Vendor's insurance and shall not contribute to it.

Maintenance of the proper insurance for the duration of the Contract is a material element of the Contract. Material changes in the required coverage or cancellation of the coverage shall constitute a material breach of the Contract.

If any of the work or services contemplated by this Contract is subcontracted, Vendor will ensure that any and all subcontractors comply with all insurance requirements contained herein.

## **5.6 Declaration of Property Tax Delinquency**

As part of the submitted proposal, Vendor will include a notarized Declaration of Property Tax Delinquency form (Attachment C) which states the Vendor was not charged with any delinquent personal property taxes on the general tax list of personal property for Hamilton County, Ohio or that the Vendor was charged with delinquent personal property taxes on said list, in which case the statement shall set forth the amount of such due and unpaid delinquent taxes as well as any due and unpaid penalties and interest thereon. If the form indicates any delinquent taxes, a copy of the notarized form will be transmitted to the county treasurer within thirty (30) days of the date it is submitted. A copy of the notarized form shall also be

incorporated into the contract, and no payment shall be made with respect to the contract, unless the notarized form has been incorporated.

## **5.7 Campaign Contribution Declaration**

As part of the submitted proposal, Vendor will include the applicable notarized Affidavit in Compliance with Section 3517.13 of the Ohio Revised Code form (Campaign Contribution Declaration – HB694).

Amended Substitute House Bill 694 (“HB 694”) limits solicitations of and political contributions by owners and certain family members of owners of businesses seeking or awarded public contracts. HB 694 and The Ohio Legislative Service Commission’s Final Analysis of the Bill can be found on the Hamilton County Job & Family Service’s (HCJFS) public website located at <http://www.hcjfs.hamilton-co.org/>, under the Community Vendors information tab.

All individuals or entities interested in contracting with Hamilton County, Ohio are required by HB 694 to complete the applicable affidavit certifying compliance with contribution limits set forth by the Bill. The affidavits are listed as attachments F and F1 to this RFP. All current and potential Vendors should closely review HB 694 or risk loss of their opportunity to obtain or retain Hamilton County contracts. Please seek guidance from your legal counsel if you have questions pertaining to HB 694 as we are unable to provide individual legal advice.

## **5.8 Terrorist Declaration**

As part of the submitted proposal, the applicant will include a completed Ohio Department of Public Safety Form (Attachment D). A purchase order for services rendered will not be issued for payment if this form is not completed and returned with the submitted proposal.

**ATTACHMENT A**  
**PROPOSAL COVER SHEET FOR**

**Family Child Care Network Services**

**Bid No: RFP 07-016**

**Name of Vendor serving as Fiscal Agent:**\_\_\_\_\_

**Organization Address:**\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:**\_\_\_\_\_

**Authorized Representative** \_\_\_\_\_  
*(Please Print or type)*

**Title:** \_\_\_\_\_ **E-Mail Address:**\_\_\_\_\_

**Authorized Representative Signature:**\_\_\_\_\_

**Contact person(s) authorized to negotiate with the:**

**Name:**\_\_\_\_\_ **Title:** \_\_\_\_\_  
*(Please Print)*

**Phone Number:** \_\_\_\_\_ **Fax Number:**\_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Name:**\_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:**\_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

Total Cost for Initial Term of 12 Months 11/2007-11/2008	Total Cost for Renewal Year of 12 Months 11/2008 – 11/2009
\$ _____	\$ _____

\_\_\_\_\_  
**Signature - Authorized Representative**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

## ATTACHMENT B

Contract# \_\_\_\_\_

# HAMILTON COUNTY DEPARTMENT OF JOB & FAMILY SERVICES

## PURCHASE OF SERVICE CONTRACT

This Contract is entered into on MM/DD/YY between the Board of County Commissioners of Hamilton County through the Hamilton County Department of Job & Family Services (Hereinafter "HCJFS") and **Name of organization**, (Hereinafter "Vendor") doing business as **enter only if different name**, with an office at **Name and Street address, Cincinnati, Ohio, 452XX**, whose telephone number is **(513) XXX-XXXX**, for the purchase of **Family Child Care Network Services**.

### TERM

The Contract term shall commence on MM/DD/YYYY or the date which this Contract is executed by the Board of County Commissioners, Hamilton County, Ohio, whichever is later and shall expire on xxxx, 20xx unless otherwise terminated or extended by formal agreement.

The total amount of the Contract can not exceed **\$000,000.00** over the life of this Contract.

In addition to the terms set forth above, this Contract will automatically renew for one (1) additional one (1) year terms. Additional one (1) year term is subject to funds availability, satisfactory performance by the Vendor, and submission of all necessary paperwork required by HCJFS to implement a contract renewal.

### SCOPE OF SERVICE

#### EXHIBITS

Subject to terms and conditions set forth in this Contract and the attached exhibits (such exhibits are deemed to be a part of this Contract as fully as if set forth herein), Vendor agrees to perform the family Child Care Network services for Community Based Agencies (CBA) as more particularly described in Exhibit I, The Request for Proposal . The parties agree that a billable unit of service is defined in Exhibit I – Scope of Services.

1. Exhibit I – The Request for Proposal;
2. Exhibit II – Vendor's Proposal; and
3. Exhibit III – Vendor's Budget

#### ORDER OF PRECEDENCE



This Contract is based upon Exhibits I through III as defined in 2.A. EXHIBITS above. This Contract and all exhibits are intended to supplement and compliment each other and shall, where possible, be so interpreted. However, if any provisions of this Contract irreconcilably conflict with an exhibit, this Contract takes precedence over the exhibits. In the event there is an inconsistency between the exhibits, the inconsistency will be resolved in the following order:

1. Exhibit I – The Request for Proposal
2. Exhibit II – Vendor’s Proposal
3. Exhibit III – Vendor’s Budget

## VENDOR RESPONSIBILITY

1. Vendor shall develop and implement quality standards for vendors using (FCCERS). The Vendor must provide a copy of their quality standards’ evaluation and their evaluation of standards criteria with their bid. The Vendor shall submit documentation that any individual who administers the FCCERS evaluation to HCJFS home vendors has achieved a reliability score of 85% or higher.
2. Vendor shall be responsible for paying and contracting with a professional market research company or accredited university to administer a survey quarterly to HCJFS home vendors who participate in the program administered by the Vendor and all sub-contracting Community –Based Agencies. The performance survey shall be designed according to 2.2 B specifications in RFP #07-016.

The Vendor shall be liable for all scores, including subcontractor’s scores.

For any quarterly HCJFS Family Child Care Vendors Satisfaction Survey score below 85%, the Vendor shall be responsible for remediation of problems identified by the survey. The Vendor shall ensure ongoing improvement in the quality and child care services. Improvement should focus on but is not limited to; FCCERS score increase, increase in participating HCJFS home vendors, and HCJFS home vendor’s satisfaction.

If any HCJFS Family Child Care Vendors Satisfaction Survey score is below 85%, the Vendor shall develop, implement, and submit a quality assurance process that provides information for improving performance. The process will focus on enhancing the Community-Based Agency service delivery and HCJFS home vendors satisfaction. The report will be submitted to HCJFS one month after receipt of the Survey report.

3. Required Documentation and Reporting: Records of all service provided to all individuals in the contracted program(s) (whether reimbursed by this Contract or not) and all the expenses incurred in the operation of the programs must be maintained. Service and expenses for which there is no proper documentation will not be reimbursed, or will be recovered through the audit process.

The Vendor shall submit reports to HCJFS for contract evaluation which show performance indicators. Documentation shall include the number of HCJFS home vendors who have participated with the CBA's (both their total group and subgroup numbers); who have received coaching and FCCERS scoring visits; who have completed trainings and who have increased their FCCERS scores or educational level and/or who have participated in other CBA activities.

Records of all services provided to all CBAs and all expenses incurred in relation to the provision of services must be maintained and submitted monthly for reimbursement.

4. Quarterly Reports: The quarterly report shall be organized by month and shall include the names of the vendors involved in the CBA's reported activities. Vendor training attendance and home coaching visit information must also be contained in the quarterly report. Quarterly reports should include information outlined in Exhibit I, The Request for Proposal.
5. HCJFS reserves the right to request additional reports at any time during the Contract period. It is the responsibility of Vendor to furnish HCJFS with reports as requested. HCJFS may exercise this right without a Contract amendment. HCJFS reserves the right to withhold payment until such time as the requested and/or required reports are received.

## **BILLING AND PAYMENT**

- A. Expense Reimbursement: For services rendered during this Contract, Vendor shall be reimbursed for One Hundred Percent (100%) of its incurred expenses (except as mentioned in 2.2 Services and Business Deliverables, under C Payment incentives (1-3)). Notwithstanding the above, such expense reimbursement shall be limited to those expenses set forth in Exhibit III-Vendor's Budget, for which Vendor submitted proper verification as a part of its invoice. In no event, however, shall reimbursement to Vendor exceed \$00.00
- B. Invoices – Original invoices, signed by Vendor, will be sent each month to HCJFS within thirty (30) days of the end of the service month. Vendor shall make all reasonable efforts to include all service provided during the service month on the invoice.

HCJFS reserves the right to withhold payment until such time as requested and/or required reports are received.

1. HCJFS will not make payment for any service, either an initial invoice or a supplemental invoice, which is submitted to HCJFS more than ninety (90) calendar days from the end of the service month. The HCJFS Fiscal Department has the final authority in determining if an invoice is received timely and accurately. For invoices which are received timely but are not accurate, there will be no extension of the time limitations.
2. For accurate invoices which are received timely, HCJFS will make payment within thirty (30) calendar days after receipt of the invoice for all invoices received in accordance with the terms of this Contract. HCJFS will only pay for those services authorized and referred.

3. Invoices are to be submitted each month with only one (1) month of expenses being recorded on each invoice. All invoices must contain backup documentation to allow HCJFS to verify all expenses set forth on such invoice. Proper expense documentation includes copies of all invoices, payroll registers, etc. used to generate a dollar amount of expense for each line set forth on Exhibit III-Vendor's Budget.
- C. Vendor will indicate the purchase order, authorization number and Vendor number on all invoices submitted for payment.
- D. Vendor warrants that the following unallowable costs were not included in determining the rate of payment and that these costs will not be included in any invoice submitted for payment. For this project, unallowable costs are:
1. bad debt or losses arising from uncollectible accounts and other claims and related costs;
  2. bonding costs;
  3. contributions to a contingency(ies) reserve or any similar provision for unforeseen events;
  4. contributions, donations or any outlay of cash with no prospective benefit to the facility or program;
  5. entertainment costs for amusements, social activities and related costs;
  6. costs of alcoholic beverages;
  7. goods or services for personal use;
  8. fines, penalties or mischarging costs resulting from violations of, or failure to comply with, laws and regulations;
  9. gains and losses on disposition or impairment of depreciable or capital assets;
  10. cost of depreciation on idle facilities, except when necessary to meet Contract demands;
  11. costs incurred for interest on borrowed capital or the use of a governmental unit's own funds, except as provided in rule 5101:2-47-26.2 of the Administrative Code;
  12. losses on other contracts'
  13. organizational costs such as incorporation, fees to attorneys, accountants and brokers in connection with establishment or reorganization;
  14. costs related to legal and other proceedings;
  15. goodwill;
  16. asset valuations resulting from business combinations;
  17. legislative lobbying costs;
  18. cost of organized fund raising;
  19. cost of investment counsel and staff and similar expenses incurred solely to enhance income from investments;
  20. any costs specifically subsidized by federal monies with the exception of federal funds authorized by federal law to be used to match other federal funds;
  21. advertising costs with the exception of service-related recruitment needs, procurement of scarce items and disposal of scrap and surplus;
  22. cost of insurance on the life of any officer or employee for which the facility is beneficiary;
  23. major losses incurred through the lack of available insurance coverage; and
  24. cost of prohibited activities from section 501(C)(3) of the Internal Revenue Code.
- E. Vendor warrants that a separate General Ledger account has been established and will be maintained for the revenue and expenses of this contracted program.

- F. Vendor warrants that claims made to HCJFS for payment for services provided shall be for actual services rendered to eligible individuals and do not duplicate claims made by the Vendor to other sources of public funds for the same service.

## **AVAILABILITY AND RETENTION OF RECORDS**

- A. Vendor agrees that all records, documents, writing or other information, including but not limited to, financial records, census records, client records and documentation of compliance with Ohio Administrative Code rules, produced by Vendor under this Contract, and all records, documents, writings or other information, including but not limited to financial, census and client records used by Vendor in the performance of this Contract are treated according to the following terms:
1. All records relating to costs, work performed and supporting documentation for invoices submitted to HCJFS by Vendor, along with copies of all deliverables submitted to HCJFS pursuant to this Contract, will be retained and made available by the Vendor for inspection and audit by HCJFS, or other relevant governmental entities including, but not limited to the Hamilton County Prosecuting Attorney, Ohio Department of Job and Family Services (ODJFS), the Auditor of the State of Ohio, the Inspector General of Ohio or any duly appointed law enforcement officials and the United States Department of Health and Human Services for a minimum of three (3) years after reimbursement for services rendered under this Contract. If an audit, litigation or other action is initiated during the time period of the Contract, the Vendor shall retain such records until the action is concluded and all issues resolved or the three (3) years have expired, whichever is later.
- B. Vendor agrees that it will not use any information, systems or records made available to it for any purpose other than to fulfill the contractual duties specified herein, without permission of HCJFS. Vendor further agrees to maintain the confidentiality of all clients and families served. No information on clients served will be released for research or other publication without the express written consent of the HCJFS Director.
- C. Vendor agrees to keep all financial records in a manner consistent with generally accepted accounting principles.
- D. Vendor agrees that each financial transaction shall be fully supported by appropriate documentation. Vendor further agrees that such documentation shall be available for examination.

## **NO ASSURANCES**

Vendor acknowledges that, by entering into this Contract, HCJFS is not making any guarantees or other assurances as to the extent, if any, that HCJFS will utilize Vendor's services or purchase its goods. In

this same regard, this Contract in no way precludes, prevents, or restricts Vendor from obtaining and working under additional contractual arrangement(s) with other parties, assuming the contractual work in no way impedes Vendor's ability to perform the services required under this Contract. Vendor warrants that at the time of entering into this Contract, it has no interest in nor shall it acquire any interest, direct or indirect, in any contract that will impede its ability to provide the goods or perform the services under this Contract.

## **NON-EXCLUSIVE**

This is a non-exclusive Contract, and HCJFS may purchase the same or similar item(s) from other Vendors at any time during the term of this Contract.

## **CONFLICT OF INTEREST**

This Contract in no way precludes, prevents, or restricts Vendor from obtaining and working under an additional contractual arrangement(s) with other parties aside from HCJFS, assuming that the contractual work in no way impedes Vendor's ability to perform the services required under this Contract. Vendor warrants that at the time of entering into this Contract, it has no interest in nor shall it acquire any interest, direct or indirect, in any contract that will impede its ability to perform the services under this Contract.

Vendor further agrees that there is no financial interest involved on the part of any HCJFS officers, Board of County Commissioners or employees of the county involved in the development of the specifications or the negotiation of this Contract. Vendor has no knowledge of any situation that would be a conflict of interest. It is understood that a conflict of interest occurs when a HCJFS employee will gain financially or receive personal favors as a result of the signing or implementation of this Contract. Vendor will report the discovery of any potential conflict of interest to HCJFS. Should a conflict of interest be discovered during the term of this Contract, HCJFS may exercise any right under the Contract including termination of the Contract. Vendor further agrees to comply with Ohio ethics laws as listed in the Ohio Revised Code Chapters 102 and 2921, and the Ohio Administrative Code Chapter 5101. By signing this Contract, Vendor certifies to be in compliance with these provisions.

## **ASSIGNMENT AND SUBCONTRACTING**

The parties expressly agree that this Contract shall not be assigned by the Vendor without the prior written approval of HCJFS. Vendor may not subcontract any of the services agreed to in this Contract without the express written consent of the HCJFS. At the time of Contract signing, Vendor warrants that Vendor has a signed Contract with all approved subcontractors or will execute a signed Contract with all approved subcontractors within thirty (30) days of execution of Vendor's Contract with HCJFS. All subcontracts are subject to the same terms, conditions, and covenants contained within this Contract, including the insurance requirement in which Hamilton County, the BOCC, HCJFS and the Vendor are listed as additional insured. Vendor agrees it will remain primarily liable for the provision of all deliverables under this Contract and it will monitor any approved subcontractors to assure all requirements under this Contract are being met. HCJFS acknowledges and agrees that the following subcontractors may perform services in relation to this Contract:

- 1.
- 2.

Notwithstanding any other provisions of this Contract that would afford Vendor an opportunity to cure a breach, Vendor agrees the assignment of any portion of this Contract or use of any subcontractor, without HCJFS prior written consent, is grounds for HCJFS to terminate this Contract with one (1) day prior written notice. Vendor must notify HCJFS within one (1) business day when Vendor knows or should have known that the subcontractor is out of compliance or unable to meet Contract requirements. Should this occur, Vendor will immediately implement a process whereby subcontractor is immediately brought into compliance or the subcontractor's Contract with Vendor is terminated. Vendor shall provide HCJFS with written documentation regarding how compliance will be achieved. Under such circumstances, Vendor shall notify HCJFS of subcontractor's termination and shall make recommendations to HCJFS of a replacement subcontractor. All replacement subcontractors are subject to the prior written consent of HCJFS. Vendor is responsible for making direct payment to all subcontractors for any and all services provided by such contractor.

## **GOVERNING LAW**

This Contract and any modifications, amendments, or alterations, shall be governed, construed, and enforced under the laws of Ohio.

## **INTEGRATION AND MODIFICATION**

This instrument embodies the entire Contract of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this Contract shall supersede all previous communications, representations or contracts, either written or oral, between the parties to this Contract. This Contract shall not be modified in any manner except by an instrument, in writing, executed by the parties to this Contract.

Vendor acknowledges and agrees that only staff from the Contract Services Section of HCJFS may implement contract changes. In no event will an oral agreement with HCJFS be recognized as a legal and binding change to the Contract.

## **SEVERABILITY**

If any term or provision of this Contract or the application thereof to any person or circumstance shall, to any extent be held invalid or unenforceable, the remainder of this Contract or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term and provision of this Contract shall be valid and enforced to the fullest extent permitted by law.

## **TERMINATION**

This Contract may be terminated by either party upon notice, in writing, delivered upon the other party prior to the effective date of termination. Should Vendor wish to terminate this Contract, Vendor must deliver the notice of termination thirty (30) days prior to the effective date of termination. Based on substantiated allegations of inappropriate activities, behaviors and/or actions including, but not limited to, loss of required license, abuse or neglect of a consumer or unethical or business violations, HCJFS reserves the right to terminate immediately upon delivery of the termination notice. The parties further agree that should Vendor become unable to provide the services agreed to in this Contract for any reason or otherwise materially breach this Contract, such service as Vendor has provided upon the date of its inability to continue the terms of this Contract shall be eligible to be billed and paid according to the provisions of **Section 3 – BILLING AND PAYMENT**. HCJFS shall receive credit for reimbursement already made when determining the amount owed to Vendor.

Vendor, upon receipt of notice of terminations, agrees that it will cease work on the terminated activities under this Contract, terminate all subcontracts relating to such terminated activities, take all necessary or appropriate steps to limit disbursements and minimize costs and furnish a report as of the date of receipt of notice of termination describing the status of all work under this Contract, including without limitations, results accomplished, conclusion resulting therefrom and such other matters as HCJFS may require.

The parties further agree that should Vendor become unable to complete the work requested in this Contract for any reason, such work as Vendor has completed upon the date of its inability to continue the terms of this Contract shall become the property of HCJFS. HCJFS shall not be liable to tender and/or pay to Vendor any further compensation after the date of Vendor's inability to complete the terms hereof, which date shall be the date of termination, unless extended upon request by HCJFS.

Notwithstanding the above, Vendor shall not be relieved of liability to the HCJFS for damages sustained by HCJFS by virtue of any breach of the Contract by Vendor and HCJFS may withhold any compensation to Vendor for the purpose of off-set until such time as the amount of damages due HCJFS from Vendor is agreed upon or otherwise determined.

## **COMPLIANCE**

Vendor certifies that Vendor and all subcontractors who provide direct or indirect services under this Contract will comply with all requirements of federal laws and regulations, applicable Code of Federal Regulations cites including, but not limited to 2CFR Part 215 (OMB A-110), 2CFR Part 225 (OMB A-87), 2CFR Part 230 (OMB A-122), and 2CFR Part 220 (OMB A-21), state statutes and Ohio Administrative Code rules in the conduct of work hereunder. The Vendor accepts full responsibility for payment of any and all unemployment compensation premiums, all income tax deductions, pension deductions, and any and all other taxes or payroll deductions required for the performance of the work by the Vendor's employees.

## **NON-DISCRIMINATION**

Vendor certifies it is an equal opportunity employer and shall remain in compliance with state and federal civil rights and nondiscrimination laws and regulations including, but not limited to Title VI, and Title VII of the Civil Rights Act of 1964 as amended, the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act, as amended, and the Ohio Civil Rights Law.

During the performance of this Contract, Vendor will not discriminate against any employee, contract worker, or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, Vietnam-era veteran status, age, political belief or place of birth. Vendor will take affirmative action to ensure that during employment, all employees are treated without regard to race, color, religion, sex, national origin, ancestry, disability, Vietnam-era veteran status, age, political belief or place of birth. These provisions apply also to contract workers. Such action shall include, but is not limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising, layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices stating the Vendor complies with all applicable federal and state non-discrimination laws.

Vendor, or any person claiming through the Vendor, agrees not to establish or knowingly permit any such practice or practices of discrimination or segregation in reference to anything relating to this Contract, or in reference to any contractors or subcontractors of said Vendor.

## **VENDOR SOLICITATION OF HCJFS EMPLOYEES**

Vendor warrants that for one (1) calendar year from the beginning date of this Contract with HCJFS, Vendor will not solicit HCJFS employees to work for Vendor. The term "Vendor" includes all Vendor staff.

## **RELATIONSHIP**

Nothing in this Contract is intended to, or shall be deemed to constitute a partnership, association or joint venture with Vendor in the conduct of the provisions of this Contract. Vendor shall at all times have the status of an independent contractor without the right or authority to impose tort, contractual or any other liability on HCJFS or its Board of County Commissioners.

## **DISCLOSURE**

Vendor hereby covenants that it has disclosed any information that it possesses about any business relationship or financial interest that said Vendor has with a county employee, employee's business, or any business relationship or financial interest that a county employee has with Vendor or in Vendor's business.



## **WAIVER**

Any waiver by either party of any provision or condition of this Contract shall not be construed or deemed to be a waiver of any other provision or condition of this Contract, nor a waiver of a subsequent breach of the same provision or condition.

## **NO ADDITIONAL WAIVER IMPLIED**

If HCJFS or Vendor fails to perform any obligations under this Contract and thereafter such failure is waived by the other party, such waiver shall be limited to the particular matter waived and shall not be deemed to waive any other failure hereunder. Waivers shall not be effective unless in writing.

## **CONFIDENTIALITY**

Vendor agrees to comply with all federal and state laws applicable to HCJFS and/or consumers of HCJFS concerning the confidentiality of HCJFS' consumers. Vendor understands that any access to the identities of any HCJFS consumers shall only be as necessary for the purpose of performing its responsibilities under this Contract. Vendor agrees that the use or disclosure of information concerning HCJFS consumers for any purpose not directly related to the administration of this Contract is prohibited. Vendor will ensure that all consumer documentation is protected and maintained in a secure and safe manner whether located in Vendor's office or taken out of Vendor's office.

## **AUDIT RESPONSIBILITY**

- A. Vendor agrees to accept responsibility for receiving, replying to and/or complying with any audit exception by appropriate federal, state or local audit directly related to the provision of this Contract.

Audits will be conducted using a "sampling" method. Depending on the type of audit conducted, the areas to be reviewed using the sampling method may include but are not limited to months, expenses, total units, and billable units. If errors are found, the error rate of the sample period will be applied to the entire audit period.

Vendor agrees to repay HCJFS the full amount of payment received for duplicate billings, erroneous billings, or false or deceptive claims. Vendor recognizes and agrees that HCJFS may withhold any money due and recover through any appropriate method any money erroneously paid under this Contract if evidence exists of less than full compliance with this Contract. When an overpayment is identified and the overpayment cannot be repaid in one month, Vendor will be asked to sign a REPAYMENT OF FUNDS AGREEMENT (the "Repayment Agreement"). If payments are not made according to the agreed upon terms, future checks may be held until the repayment of funds is current. Checks held more than sixty (60) days will be cancelled and will not be re-issued. HCJFS also reserves the right to not increase the rate(s) of payment or the overall Contract amount for services purchased under this Contract if there is any outstanding or unresolved issue related to an audit finding.

HCJFS may allow a change in the terms of the Repayment Agreement. Any change will require a formal amendment to the Repayment Agreement that will be signed by all parties. An amendment to the Repayment Agreement may also be processed if any additional changes or issues develop or need to be addressed.

- B. Vendor shall cause to be conducted an annual independent audit report. Within fifteen (15) days of receipt, Vendor agrees to give HCJFS a copy of Vendor's most recent annual report, most recent annual independent audit report and any report associated management letters.
- C. HCJFS reserves the right to evaluate programs of contracted vendors. Evaluation activities may include, but are not limited to reviewing records, observing programs, and interviewing program employees and consumers. Such evaluations will be deemed at Vendor's own time and expense.
- D. To the extent applicable, Vendor will cause a single or program-specific audit to be conducted in accordance with OMB Circular A-133. Vendor should submit a copy of the completed audit report to HCJFS within forty-five (45) days after receipt from the accounting firm performing such audit.

## **WARRANTY**

Vendor warrants and represents that its services shall be performed in a professional and work like manner in accordance with applicable professional standards.

Vendor warrants and represents that all other sources of revenue have been actively pursued prior to billing HCJFS for Services, including but not limited to, third party insurance, Medicaid, and any other source of local, state or federal revenue.

Vendor warrants that separate books and records, including, but not limited to the general ledger account journals and profit/loss statements have been established and will be maintained for the revenue and expenses of this program.

Vendor warrants and represents that they have followed the procurement and bidding practices set forth in the Administrative Procedure Manual ("APM"), Chapter 4000, Ohio Administrative Code Sections 5101:9-4-01, 5101:9-4-02, 5101:9-4-04, 5101:9-4-06, 5101:9-4-07, and 45 CFR part 92.

## **AVAILABILITY OF FUNDS**

This Contract is conditioned upon the availability of federal, state, or local funds that are appropriated or allocated for payment of this Contract. If funds are not allocated and available for the continuance of the function performed by the Vendor hereunder, the products or services directly involved in the performance of that function might be terminated by HCJFS at the end of the period for which funds are available. HCJFS will notify the Vendor at the earliest possible time of any products or services that will or may be affected by a shortage of funds. No penalty shall accrue to HCJFS in the event this provision is exercised, and HCJFS shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.

## **FORCE MAJEURE**

If by reason of force majeure, the parties are unable in whole or in part to act in accordance with this Contract, the parties shall not be deemed in default during the continuance of such inability provided, however, that Vendor shall only be entitled to the benefit of this paragraph for fourteen (14) days if the event of force majeure does not affect HCJFS' property or employees which are necessary to Vendor's ability to perform.

The term "Force Majeure" as used herein shall mean without limitation: acts of God; strikes or lockout; acts of public enemies; insurrections; riots; epidemics; lightning; earthquakes; fire; storms; flood; washouts; droughts; arrests; restraint of government and people; civil disturbances; and explosions.

Vendor shall, however, remedy with all reasonable dispatch any such cause to the extent within its reasonable control, which prevents Vendor from carrying out its obligations contained herein.

## **COORDINATION**

Vendor will advise HCJFS of any significant fund raising campaigns contemplated by the Vendor within Cincinnati and Hamilton County for supplementary operating or capital funds during the term of this Contract so that the same may be coordinated with any planned promotion of public or private funds by HCJFS for the benefit of this and other agencies within the community.

## **LEGAL ACTION**

Any legal action brought pursuant to the Contract will be filed in the courts located in Hamilton County, Ohio and Ohio law will apply.

## **PUBLIC RECORDS**

This Contract is a matter of public record under the laws of the State of Ohio. Vendor agrees to make copies of this Contract promptly available to any requesting party. Upon request made pursuant to Ohio law, HCJFS shall make available the Contract and all public records generated as a result of this Contract.

By entering into this Contract, Vendor acknowledges and understands that records maintained by Vendor pursuant to this Contract may be deemed public record and subject to disclosure under Ohio law. Vendor shall comply with the Ohio public records law.

## **DRUG-FREE WORKPLACE**

Vendor certifies and affirms that Vendor will comply with all applicable state and federal laws regarding a drug-free workplace as outlined in 45 CFR Part 76, Subpart F. Vendor will make a good faith effort to ensure that all employees performing duties or responsibilities under this Contract, while working on state, county or private property, will not purchase, transfer, use or possess illegal drugs or alcohol, or abuse prescription drugs in any way.

## **PUBLIC ASSISTANCE WORK PROGRAM PARTICIPANTS**

Pursuant to Chapter 5107 of the Ohio Revised Code and Prevention, Retention, and Contingency Program established under Chapter 5108 of the Revised Code, Vendor agrees to not discriminate in hiring and promoting against applicants for and participants for the Ohio Works Program. Vendor also agrees to include such provision in any such contract, subcontract, grant or procedure with any other party which will be providing services, whether directly or indirectly, to HCJFS consumers.

## **MEDIA RELATIONS, PUBLIC INFORMATION, AND OUTREACH**

Although information about and generated under this Contract may fall within the public domain, Vendor will not release information about or related to this Contract to the general public or media verbally, in writing, or by any electronic means without prior approval from the HCJFS Communications Director, unless Vendor is required to release requested information by law. HCJFS reserves the right to announce to the general public and media: award of the Contract, Contract terms and conditions, scope of work under the Contract, deliverables and results obtained under the Contract, impact of Contract activities, and assessment of Vendor's performance under the Contract. Except where HCJFS approval has been granted in advance, the Vendor will not seek to publicize and will not respond to unsolicited media queries requesting: announcement of Contract award, Contract terms and conditions, Contract scope of work, government-furnished documents HCJFS may provide to Vendor to fulfill the Contract scope of work, deliverables required under the Contract, results obtained under the Contract, and impact of Contract activities.

If contacted by the media about this Contract, Vendor agrees to notify the HCJFS Communications Director in lieu of responding immediately to media queries. Nothing in this section is meant to restrict Vendor from using contract information and results to market to specific clients or prospects.

## **AMENDMENTS**

This writing constitutes the entire agreement between Vendor and HCJFS with respect to all matters herein. This Contract may be amended only in writing and signed by Vendor and HCJFS; however, it is agreed by Vendor and HCJFS that any amendments to laws or regulations cited herein will result in the correlative modification of this Contract, without the necessity for executing written amendments. The impact of any applicable law, statute, or regulation not cited herein and enacted after the date of execution of this Contract will be incorporated into this Contract by written amendment signed by

Vendor and HCJFS and effective as of the date of enactment of the law, statute, or regulation. Any other written amendment to this Contract is prospective in nature.

## INSURANCE

Vendor agrees to procure and maintain for the duration of this Contract the following insurance: insurance against claims for injuries to persons or damages to property which may arise from or in connection with Vendor's products or services as described in this Contract; auto liability; professional liability (errors and omissions) and umbrella/excess insurance. Further, Vendor agrees to procure and maintain for the duration of this Contract Workers' Compensation. The cost of all insurance shall be borne by Vendor. Insurance shall be purchased from a company licensed to provide insurance in Ohio. Insurance is to be placed with an insurer provided an A.M. Best rating of no less than A;VII. Vendor shall purchase the following coverage and minimum limits;

- A. Commercial general liability insurance policy with coverage contained in the most current Insurance Services Office Occurrence Form CG 00 01 or equivalent with limits of at least One Million Dollars (\$1,000,000.00) per occurrence and One Million Dollars (\$1,000,000.00) in the aggregate and at least One Hundred Thousand Dollars (\$100,000.00) coverage in legal liability fire damage. Coverage will include:

1. Additional insured endorsement;
2. Product liability;
3. Blanket contractual liability;
4. Broad form property damage;
5. Severability of interests;
6. Personal injury; and
7. Joint venture as named insured (if applicable).

Endorsements for physical abuse claims and for sexual molestation claims must be a minimum of Three Hundred Thousand Dollars (\$300,000.00) per occurrence and Three Hundred Thousand Dollars (\$300,000.00) in the aggregate.

Business auto liability insurance of at least One Million Dollars (\$1,000,000.00), combined single limit, on all owned, non-owned, leased and hired automobiles. The Vendor agrees the business auto liability policy will be endorsed to provide this coverage.

- B. Professional liability (errors and omission) insurance of at least One Million Dollars (\$1,000,000) per claim and in the aggregate.
- C. Umbrella and excess liability insurance policy with limits of at least One Million Dollars (\$1,000,000.00) per occurrence and in the aggregate, above the commercial general,

professional liability and business auto primary policies and containing the following coverage:

1. Additional insured endorsement;
2. Pay on behalf of wording;
3. Concurrency of effective dates with primary;
4. Blanket contractual liability;
5. Punitive damages coverage (where not prohibited by law);
6. Aggregates: apply where applicable in primary;
7. Care, custody and control – follow form primary; and
8. Drop down feature.

D. Workers' Compensation insurance at the statutory limits required by Ohio Revised Code.

E. The Vendor further agrees with the following provisions:

1. The insurance endorsement form and the certificate of insurance form will be sent to: Risk Manager, Hamilton County, room 607, 138 East Court Street, Cincinnati, Ohio 45202; and to HCJFS, Contract Services, 3<sup>rd</sup> floor, 222 East Central Parkway, Cincinnati, Ohio 45202. The forms must state the following: "Board of County Commissioners of Hamilton, County, Ohio and Hamilton County Department of Job & Family Services, and their respective officials, employees, agents, and volunteers are endorsed as additional insured as required by Contract on the commercial general, business auto and umbrella/excess liability policies."
2. Each policy required by this clause shall be endorsed to state that coverage shall not be canceled or materially changed except after thirty (30) days' prior written notice given to: Risk Manager, Hamilton County, room 607, 138 East Court Street, Cincinnati, Ohio 45202; and to HCJFS, Contract Services, 3<sup>rd</sup> floor, 222 East Central Parkway, Cincinnati, Ohio 45202.
3. Vendor shall furnish the Hamilton County Risk Manager and HCJFS with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received by Hamilton County before the Contract commences. Hamilton County reserves the right at any time to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.
4. Vendor shall declare any self-insured retention to Hamilton County pertaining to liability insurance. Vendor shall provide a financial guarantee satisfactory to Hamilton County and HCJFS guaranteeing payment of losses and related investigations, claims administration and defense expenses for any self-insured retention.

5. If Vendor provides insurance coverage under a “claims-made” basis, Vendor shall provide evidence of either of the following for each type of insurance which is provided on a claims-made basis: unlimited extended reporting period coverage which allows for an unlimited period of time to report claims from incidents that occurred after the policy’s retroactive date and before the end of the policy period (tail coverage), or; continuous coverage from the original retroactive date of coverage. The original retroactive date of coverage means original effective date of the first claim-made policy issued for a similar coverage while Vendor was under Contract with the County on behalf of HCJFS.
6. Vendor will require all insurance policies in any way related to the work and secured and maintained by Vendor to include endorsements stating each underwriter will waive all rights of recovery, under subrogation or otherwise, against the County and HCJFS. Vendor will require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.
7. Vendor, the County, and HCJFS agree to fully cooperate, participate, and comply with all reasonable requirements and recommendations of the insurers and insurance brokers issuing or arranging for issuance of the policies required here, in all areas of safety, insurance program administration, claim reporting and investigating and audit procedures.
8. Vendor’s insurance coverage shall be primary insurance with respect to the County, HCJFS, their officials, and their respective employees, agents, and volunteers. Any insurance maintained by the County or HCJFS shall be in excess of Vendor’s insurance and shall not contribute to it.
9. Maintenance of the proper insurance for the duration of the Contract is a material element of the Contract. Material changes in the required coverage or cancellation of the coverage shall constitute a material breach of the Contract.
10. If any of the work or services contemplated by this Contract is subcontracted, Vendor will ensure that any and all subcontractors comply with all insurance requirements contained herein.

## **INDEMNIFICATION & HOLD HARMLESS**

To the fullest extent permitted by and in compliance with applicable law, Vendor agrees to protect, defend, indemnify and hold harmless the County in behalf of HCJFS and their respective members, officials, employees, agents, and volunteers (the Indemnified Parties) from and against all damages, liability, losses, claims, suits, actions, administrative proceedings, regulatory proceedings/hearings, judgements and expenses, subrogation’s (of any party involved in the subject of this Contract), attorneys’ fees, court costs, defense costs or other injury or damage (collectively “Damages”), whether actual,

alleged or threatened, resulting from injury or damages of any kind whatsoever to any business, entity or person (including death), or damage to property (including destruction, loss of, loss of use of resulting without injury damage or destruction) of whatsoever nature, arising out of or incident to in any way, performance of the terms of this Contract including, without limitation, by Vendor, its subcontractor(s), Vendor's or its subcontractor's (s') employees and agents, assigns, and those designated by Vendor to perform the work or services encompassed by the Contract. Vendor agrees to pay all damages, costs and expenses of the Indemnified Parties in defending any action arising out of the aforementioned acts or omissions.

## **LOBBYING**

During the life of the Contract, Vendor warrants that Vendor has not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, office or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C.1352. Vendor further warrants that Vendor shall disclose any lobbying with any non-Federal funds that takes place in connection with obtaining any Federal award. Upon receipt of notice, HCJFS will issue a termination notice in accordance with the terms of this Contract. If Vendor fails to notify HCJFS, HCJFS reserves the right to immediately suspend payment and terminate the Contract.

## **MAINTENANCE OF SERVICE**

Vendor certifies the services being reimbursed are not available from the Vendor on a non-reimbursable basis or for less than the unit cost and that the level of service existing prior to the Contract shall be maintained.

## **GRIEVANCE PROCESS**

Vendor will notify HCJFS in writing on a monthly basis of all grievances initiated by participants that involve the services provided through this Contract. Vendor shall submit any and all facts pertaining to the grievance and the resolution of the grievance. The monthly report will be submitted to the assigned Contract Manager. Vendor will post the grievance policy and procedure in a public or common area at each contracted site so all participants are aware of the process.

## **PROPERTY OF HAMILTON COUNTY**

Any Deliverable provided or produced by Vendor under this Contract or with funds hereunder, including any documents, data, photographs and negatives, electronic reports/records, or other media, are the



property of HCJFS which has an unrestricted right to reproduce, distribute, modify, maintain, and use the Deliverables. Vendor will not obtain copyright, patent, or other proprietary protection for the Deliverables. Vendor will not include in any Deliverable any copyrighted matter, unless the copyright owner gives prior written approval for HCJFS and Vendor to use such copyrighted matter in the manner provided herein.

Vendor agrees that all Deliverables will be made freely available to the general public unless HCJFS determines that, pursuant to state or federal law; such materials are confidential or otherwise exempted from disclosure.

The Deliverable(s) and any item(s) provided or produced pursuant to this Contract (collectively "Deliverables") shall be considered "works made for hire" within the meaning of copyright laws of the United States of America and the State of Ohio. HCJFS is and shall be deemed the sole author of the Deliverable(s) and sole owner of all rights therein. If any portion of the Deliverable(s) is/are deemed not to be a "work made for hire," or if there are any rights in the Deliverable(s) not so conveyed to HCJFS, then Vendor agrees to and by executing this Agreement hereby does assign to HCJFS all worldwide rights, title, and interest in and to the Deliverables. HCJFS acknowledges that its sole ownership of the Deliverable(s) under this Agreement does not affect Vendor's right to use general concepts, algorithms, programming techniques, methodologies, or technology that have been developed by Vendor prior to or as a result of this Contract or that are generally known and available.

## **DEBARMENT AND SUSPENSION**

OAC 5101:9-4-07(J)(7) Debarment and suspension

County family services agency and workforce development agency procedures must include requirements to ensure that no contracts are entered into with or purchases made from a person or entity which is debarred or suspended or is otherwise ineligible for participation in federal assistance programs under Executive Order 12549, debarment and suspension, and other applicable regulations and statutes, including 7 C.F.R. Part 3017, 29 C.F.R. Part 97, and 45 C.F.R. Part 76. Vendor will, upon notification by any federal, state, or local government agency, immediately notify HCJFS of any debarment or suspension of the Vendor being imposed or contemplated by the federal, state or local government agency. Vendor will immediately notify HCJFS if it is currently under debarment or suspension by any federal, state, or local government agency.

## **DEBT CHECK PROVISION**

Ohio Revised Code Section 9.24 prohibits public agencies from awarding a contract for goods, services, or construction, paid for in whole or in part from state funds, to a person or entity against who a finding for recovery has been issued by the Ohio Auditor of State, if the finding for recovery is unresolved. By entering into this Contract, Vendor warrants that a finding for recovery has not been issued to Vendor by the Ohio Auditor of State. Vendor further warrants and represents that Vendor shall notify HCJFS within

one (1) business day should a finding for recovery occur during the Contract term.

## **FAITH BASED ORGANIZATIONS**

Vendor agrees that it will perform the duties under this Contract in compliance with section 104 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 and in a manner that will ensure that the religious freedom of program participants is not diminished and that it will not discriminate against any Consumer based on religion, religious belief, or refusal to participate in a religious activity. No funds provided under this Contract will be used to promote the religious character and activities of Vendor. If any Consumer objects to the religious character of the organization, Vendor will immediately refer the individual back to HCJFS for an alternative Vendor.

## **CHILD SUPPORT ENFORCEMENT**

Vendor agrees to cooperate with HCJFS, ODJFS and any other Child Support Enforcement Agency in ensuring that Vendor's employees meet child support obligations established under state law. Further, by executing this Contract, Vendor certifies present and future compliance with any order for the withholding of support that is issued pursuant to sections 3113.21 and 3113.214 of the Ohio Revised Code.

## **DEFAULT BY VENDOR**

In the event of a Material Breach of this Contract by Vendor, HCJFS may terminate this Contract, upon thirty (30) day prior written notice to Vendor specifying the nature of the breach; provided that Vendor shall have the opportunity to cure such breach within the thirty (30) day notice period. HCJFS reserves the right to invoke immediate termination as defined in Section 14, Termination.

MATERIAL BREACH shall mean an act or omission by a party which violates or contravenes an obligation required of the party under this Contract and which, by itself or together with one or more other breach (es), has a substantial negative effect on, or thwarts, the purpose of this Contract. Material Breach shall not include an act or omission which is merely a technical or immaterial variation from the form of the Contract, or which has a trivial or negligible effect on quality, quantity, or delivery of the goods or services to be provided under this Contract, to the extent that in the opinion on the non-breaching party such technical or non-material variation does not rise to the level of a Material Breach when viewed in light of the breaching party's overall conduct under this Contract.

Any extension of time to cure any breach given to Vendor by HCJFS shall be in writing and will not operate to preclude the future exercise of any rights HCJFS may have under this Contract.

## **HCJFS CONTACT INFORMATION**

<b>NAME</b>	<b>PHONE #</b>	<b>DEPARTMENT</b>	<b>RESPONSIBILITY</b>
	946-	Contract Services	Contract changes, contract language, Contract budget
	946-	Fiscal	billing and payment

## **CLEAN AIR AND FEDERAL WATER POLLUTION CONTROL ACT**

Vendor agrees to comply with all applicable standards, orders or regulations issued pursuant to section 306 of the Clean Air Act (42 U.S.C. 7401), section 508 of the Clean Water Act (33 U.S.C. 1386), Executive Order 11738, and environmental protection agency regulation (40 C.F.R. Part 30). Vendor understands that violations of all applicable standards, orders or regulations issued pursuant to section 306 of the Clean Air Act (42 U.S.C.7401), section 508 of the Clean Water Act (33 U.S.C. 1386), Executive Order 11738, and environmental protection agency regulation (40 C.F.R. Part 30) must be reported to the Federal awarding agency and the Regional Office of Environmental Protection Agency (EPA).

## **ENERGY POLICY AND CONSERVATION ACT**

Vendor agrees to comply with all applicable standards, orders or regulations issued relating to energy efficiency which is contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

## **CONTRACT CLOSEOUT**

At the discretion of HCJFS, a Contract Closeout may occur within ninety (90) days after the completion of all contractual terms and conditions. The purpose of the Contract Closeout is to verify there are no outstanding claims or disputes and to ensure all required forms; reports and deliverables were submitted to and accepted by HCJFS in accordance with contract requirements.

## **CAMPAIGN CONTRIBUTION DECLARATION**

Vendor shall provide the applicable notarized Affidavit in Compliance with Section 3517.13 of the Ohio Revised Code (Campaign Contribution Declaration – HB694). Amended Substitute House Bill 694 (“HB 694”) limits solicitations of and political contributions by owners and certain family members of owners of businesses seeking or has been awarded public contracts. Vendor further warrants Vendor shall notify HCJFS within one (1) business day should the status of the HB 694 change during the Contract term. HB 694 and The Ohio Legislative Service Commission’s Final Analysis of the Bill can be found on the Hamilton County Job & Family Service’s (HCJFS) public website located at <http://www.hcjfs.hamilton-co.org/>, under the Community Vendors information tab.

The terms of this contract are hereby agreed to by both parties, as shown by the signatures of representatives of each.

## SIGNATURES

In witness whereof, the parties have hereunto set their hands on this \_\_\_\_ day of \_\_\_\_, 2006.

Vendor or Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Honorable Board of County Commissioners  
Hamilton County, Ohio

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

OR

By: \_\_\_\_\_ Date: \_\_\_\_\_  
County Administrator  
Hamilton County, Ohio

OR

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Purchasing Director  
Hamilton County, Ohio

Recommended By:

\_\_\_\_\_ Date: \_\_\_\_\_  
Moir Weir, Director  
Hamilton County Department of Job & Family Services

Approved as to form:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Prosecutor's Office  
Hamilton County, Ohio

Prepared By: \_\_\_\_\_

Checked By: \_\_\_\_\_

Approved By: \_\_\_\_\_

**ATTACHMENT C**  
**Declaration of Property Tax Delinquency**  
**(ORC 5719.042)**

I, \_\_\_\_\_, hereby affirm that the Proposing Organization  
herein, \_\_\_\_\_, is \_\_\_\_ / is not \_\_\_\_ **(check**  
**one)** charged at the time of submitting this proposal with any delinquent property taxes on  
the general tax list of personal property of the County of Hamilton.  
If the Proposing Organization is delinquent in the payment of property tax, the amount of  
such due and unpaid delinquent tax and any due and unpaid interest is  
\$\_\_\_\_\_.

**State of Ohio**  
**County of Hamilton**

Before me, a notary public in and for said County, personally appeared

\_\_\_\_\_, authorized signatory for the Proposing  
Organization,  
who acknowledges that he/she has read the foregoing and that the information provided  
therein is true to the best of his/her knowledge and belief.

IN TESTIMONY WHEREOF, I have affixed my hand and seal of my office at  
\_\_\_\_\_, Ohio this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**ATTACHMENT D**  
**Ohio Department of Public Safety**

Division of Homeland Security  
<http://www.homelandsecurity.ohio.gov>

**GOVERNMENT BUSINESS AND FUNDING CONTRACTS**

In accordance with section 2909.33 of the Ohio Revised Code

DECLARATION REGARDING MATERIAL ASSISTANCE/NONASSISTANCE TO A TERRORIST  
ORGANIZATION

This form serves as a declaration of the provision of material assistance to a terrorist organization or organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List (see the Ohio Homeland Security Division website for a reference copy of the Terrorist Exclusion List).

Any answer of “yes” to any question, or the failure to answer “no” to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided. Failure to disclose the provision of material assistance to such an organization or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree.

For the purposes of this declaration, “material support or resources” means currency, payment instruments, other financial securities, funds, transfer of funds, and financial services that are in excess of one hundred dollars, as well as communications, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

LAST NAME		FIRST NAME		MIDDLE INITIAL
HOME ADDRESS				
CITY	STATE	ZIP	COUNTY	
HOME PHONE		WORK PHONE		

COMPLETE THIS SECTION ONLY IF YOU ARE A COMPANY, BUSINESS OR ORGANIZATION

BUSINESS/ORGANIZATION NAME			
BUSINESS ADDRESS			
CITY	STATE	ZIP	COUNTY
PHONE NUMBER			

DECLARATION

In accordance with division (A)(2)(b) of section 2909.32 of the Ohio Revised Code

For each question, indicate either "yes" or "no" in the space provided. Responses must be truthful to the best of your knowledge.

1. Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List?

☐ YES ☐ NO

2. Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List?

☐ YES ☐ NO

3. Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List?

☐ YES ☐ NO

4. Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List?

☐ YES ☐ NO

5. Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List?

☐ YES ☐ NO

6. Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism?

☐ YES ☐ NO

In the event of a denial of a government contract or government funding due to a positive indication that material assistance has been provided to a terrorist organization, or an organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List, a review of the denial may be requested. The request must be sent to the Ohio Department of Public Safety's Division of Homeland Security. The request forms and instructions for filing can be found on the Ohio Homeland Security Division website.

#### **CERTIFICATION**

I hereby certify that the answers I have made to all of the questions on this declaration are true to the best of my knowledge. I understand that if this declaration is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this declaration. I understand that failure to disclose the provision of material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List, or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree. I understand that any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided by myself or my organization. If I am signing this on behalf of a company, business or organization, I hereby acknowledge that I have the authority to make this certification on behalf of the company, business or organization referenced on page 1 of this declaration.

X \_\_\_\_\_

Signature

\_\_\_\_\_ Date



## **ATTACHMENT E**

### **HCJFS CONTRACT BUDGET USER GUIDE**

When contracting with the Hamilton County Department of Job & Family Services (HCJFS), it is required that a budget be completed for each program being proposed. In order to facilitate the process, we request that the attached budget be used. This budget consists of two parts: the User Guide to assist in the completion of the budget, and the budget itself.

This guide is designed to assist the user in completing the budget. In some instances field definitions and other information will be given. If possible, examples will be provided. Definitions and examples will occasionally not be provided. Should you have a question regarding that particular area, contact the HCJFS Contract Services Section.

Page 1 is a summary of expenses. It should be completed after all other budget pages are finalized. The totals from the information supplied on pages 2 through 9 are used to complete this page. Information at the bottom of the page should be completed regarding the total units and the cost of the service. Pages 2 through 9 should be prepared itemizing each line item.

There are three columns without a column header or title. These columns have been purposely left blank in order for each Vendor to enter the type of service being proposed. When completing the budget, it will be important to provide a header for each column being used. These columns are to be used to record the direct costs for the contracted program(s). If the program offers supportive services such as transportation, those costs should be broken out and entered in one of the other Contract Program columns. Costs for all other direct services of the agency should be combined and entered in the column titled "Other Direct Services".

Management, administrative, and indirect costs should be entered in the column entitled "MGMT/Indirect". Indirect costs are those costs incurred for a common or joint purpose benefiting more than one service area or cost center. Allowable indirect costs for the indirect cost column include, but are not limited to, the accounting and budgeting functions, disbursing services, personnel & procurement functions, and other agency administration.

<b>INSTRUCTIONS FOR SUMMARY PAGE – PAGE 1</b>
---

Page 1 of the budget is a summary of expenses. It should be completed after all other budget pages are finalized. Information at the bottom of the page should be completed regarding the total units and the cost of the service.

**AGENCY NAME:** The legal, and if applicable, incorporated name of the Vendor agency.

**NAME OF CONTRACT PROGRAM:** The name of the program being purchased.

**BUDGET PERIOD:** The specific time period for the budget completed.

**ACTUAL BUDGET AREA:** A total of all the figures carried over from the previous pages. This gives an overview of the budget for which the proposal is being submitted, as well as, an overall picture of the agency costs. The total figures given for each of these areas should match the same figures indicated in each of the appropriate sections.

For a more detailed explanation of each of the areas, use the instructions in each specific section. Once all totals have been carried to this section be sure to double check the figures to make sure all columns and rows balance.

**EXPENSES BY SERVICES COLUMN:** Each column header from pages 2 through 9 are listed in this column so that the totals for each of these items can be listed in each of the specific columns.

**EXPENSES BY PROGRAM SERVICES:** The horizontal row is used to define the column header. “MGMT Indirect, Other Direct Ser and TOTAL Expense” fields are already defined. The first three column headers have been purposely left blank in order to indicate the name of the program being purchased.

If a proposal includes more than one service within the program, then an additional column would be completed for the additional service. For example, the proposal being submitted is for employment development. The services included in this proposal are skill training, and employment retention. In this instance, one column would be completed for skill training and the other for employment retention.

If for example, a proposal is being submitted for an offender program, the header for that column would be titled “Offender Program”. In this instance, the other two column headers would be left blank.

If a proposal is being submitted is for workforce development and transportation and case management are two components of the program, then the first column header would indicate “Transportation” and the second column would indicate “Case Management”. In this instance, the third column would be left blank.

**MGMT INDIRECT:** The totals entered per line item for each item on the other pages.

**CONTRACT PROGRAM:** The totals entered per line for each item on the other pages.

**OTHER DIRECT SERVICES:** The figures entered here should represent the total calculations based on the figures and percentages entered for each item on the other pages.

**TOTAL EXPENSES:** The totals for all figures entered on this page. They are also the totals of all of the three previous fields (MGMT Indirect, Contract Program and Other Direct Services) as well as the programs being purchased.

**TOTAL UNITS:** The number of units that the program being purchased is planning to provide. Depending on the contract, a unit could be considered an hour, a session, a trip, etc...

**UNIT COST:** The total expenses divided by the total units.

**UNIT =:** Indicate whether the unit is an hour, trip, session, etc.

**INSTRUCTIONS FOR BUDGET SECTION A - PAGE 2; STAFF  
POSITIONS**

This section is used to list all positions that are included in the contracted program. This page will also capture the financial information needed on the rest of the agency. If a proposal is being submitted for one service being offered within a program, one column would be completed for the contracted program, one for the management indirect services and one for other direct services. Should a proposal being submitted include more than one service within the program, an additional column would be completed for the additional service. For example, the proposal being submitted is for employment development. The services included in this proposal are skill training, and employment retention. In this instance one column would be completed for skill training and another for employment retention.

**SALARIES:** List all position titles of staff who work for the Agency. If Vendor agency is extremely large, Vendor may list salary amounts for staff in other direct service programs by program total or by one total for all other programs. However, in order to complete the budget in this manner, Vendor must obtain permission from a Contract Services Supervisor or Section Chief. All staff who work in any capacity in the program or programs to be contracted, plus all management and administrative staff, must be listed separately with the specific amounts paid to each. In the second column, indicate the number of staff who have the same job title, i.e. teachers, and who earn the same annual wage. Indicate the number of staff and the annual cost - this is the amount paid annually to each of the teachers. If some teachers work more or less hours, and/or earn more, then a second, separate listing should be made. If the program has quite a number of staff then Vendor may want to copy the Salaries page, to be able to list all the variations. Total all Salaries at the bottom of each column. Make sure this page "balances" - each column adds across and down, to the sum listed in the total sections.

**POSITION TITLE:** Indicate the titles of the individuals **presently** working in the program being contracted. If the Vendor has an individual that has a percentage of time dedicated to the contracted program & another percentage dedicated to other areas, list

this individual separately as well.

For EXAMPLE: The agency has three social workers. In this instance, two of those employees are dedicated full time to the program being contracted however; the other only spends 60% of their time on this project and 40% of their time on another project. Given this example, then all three social workers would be listed and the actual weekly number of hours worked in the program area would be entered in the HRS Week field.

The “other” field represents all staff employed by the agency that do not work in the contracted program.

For EXAMPLE: There is the Director and three social workers for the contracted program, then another four social workers that report to the same director but work in another program area. In this instance, the Director and the three social workers are listed as program personnel and the four social workers are then listed as “Others” because they work for the same agency but do not have anything to do with the program being contracted.

**# STAFF:** This field must indicate the number of staff that hold the title listed in the “Position Title” field. However, in the “other: field, this number will be the total number of individuals employed by Vendor company that do not have anything to do with the contracted program. Remember, if an employee works in the contracted program for any percentage of time then that person would be counted separately.

**HRS WEEK:** Indicate the number of hours worked each week in the contracted program area, for each employee.

**ANNUAL COST:** This is the annual salary for each individual listed in the contracted program area. The first block will contain the total of all the salaries for those individuals counted as “Others”.

For example: There is the Director and three social workers for the contracted program, then another four social workers that report to the same director but work in another program area. In this instance, the Director and the three social workers are listed as

program personnel and the four social workers are then listed as “Others” because they work for the same agency but do not have anything to do with the program being contracted.

**CONTRACT PROGRAM:** Enter the salary for the amount of time spent in the contracted program. There are three columns to indicate amounts for each program in which a proposal is being written. For vacant positions that will be filled during the contract year, prorate the salary to reflect the anticipated start date.

**MGT INDIRECT:** This field should only be completed if the position title of an individual is in a management position. Duties performed that would be included in the “Percent to Mgt. Indirect” would include evaluations, writing checks, dealing with personnel issues, building management or other non-program issues.

**OTHER DIRECT SERVICES:** Enter the total salaries for each of the staff employed by the agency that is not related to the program being contracted.

**TOTAL EXPENSES:** This is the total of the Contracted Programs, Management Indirect, and any Other Direct Services.

<p style="text-align: center;"><b>INSTRUCTIONS FOR BUDGET SECTION B - PAGE 3;</b> <b>PAYROLL RELATED EXPENSES</b></p>
---

**PAYROLL TAXES:** Enter the percentage used in calculating the amount withheld in each of the categories listed. The amounts figured using this percentage should be listed on the appropriate line under the “Expenses by Program Services” column.

**UNEMPLOYMENT %:** When computing unemployment taxes, the percentage of time the staff devotes to the contracted program should be used to calculate the amount of unemployment taxes attributed to the contracted program for that staff person up to the first \$9,000.00 per employee wages, per year.

**BENEFITS:** The amounts charged to each column should be based on the staff and salaries shown in that column on page 2. Enter the totals in the spaces provided. The percentage used to calculate the retirement should be entered on the line indicated. The “OTHER” section should list all other deductions that are taken, listing each one separately.

**TOTAL EMPLOYEE BENEFITS & PAYROLL TAXES:** Indicate the total for the amounts indicated above.

<p style="text-align: center;"><b>INSTRUCTIONS FOR BUDGET SECTION C - PAGE 3;</b> <b>PROFESSIONAL FEES &amp; CONTRACTED SERVICES</b></p>
--

**PROFESSIONAL FEES & CONTRACTED SERVICES:** Contracted services are items such as janitorial, pest control, security, etc. Professional fees are when Vendor pay for auditors, accountants, payroll processors, program consultants, etc. These costs are used to pay for services from a company or individual who is not an employee of the agency, but who performs a service for which he/she is paid. Show the amounts related to each column heading.

Each service that has been purchased (contract or professional) should be listed in this



field, individually. For example, if the Vendor has a contract with Terminix to provide bug control then that would be one item. The accountant would be another item.

**TOTAL PROFESSIONAL FEES AND CONTRACTED SERVICES:** Indicate the totals for the amounts entered above.

<p style="text-align: center;"><b>INSTRUCTIONS FOR SECTION D - PAGE 4; CONSUMABLE SUPPLIES</b></p>
--

**CONSUMABLE SUPPLIES:** Enter amounts for items used or consumed by the respective programs per the column heading. Generally supplies are items such as stationary, paper, pens, file folders, and envelopes. Other types of supplies are items such as cleaning supplies, toilet paper, mops, brooms, paper towels and floor cleaner. Program and other supplies would also be included in this section such as printed pamphlets, text books and/or computer software. These items must be used or consumed within one year or less. List each item under "OTHER" separately and be specific.

<p><b>INSTRUCTIONS FOR SECTION E - PAGE 4; OCCUPANCY COSTS</b></p>
--

**OCCUPANCY COSTS:** Enter amounts in the proper column based on a proration of space used by the programs under the column headings. It may be necessary to actually measure the space used by the various programs to achieve a proper proration of these costs. Some Vendor's choose to put building and other occupancy costs in their Management and Indirect Costs column, and allocate them along with other "shared" types of costs. Telephone costs should be allocated or prorated based on actual usage, that is the number of phones used by Contract Program, and amount of long distance calls, rather than combined with other occupancy costs.

The occupancy cost includes a usage allowance that is similar to depreciation when the building is owned. In order to calculate the cost, the historical cost of the building must be used. The Vendor must calculate the percentage that is to be used by the contracted program. Once both figures are obtained, the cost of the building is multiplied by the percentage of space used to determine the dollar amount to be charged to the program. For example, the actual cost of the building was \$150,000.00. The building is 3 stories and each story is 1000 square feet. The third floor is the management, the second floor is another program and the first floor is the contracted program. In this case, the first floor or 1000 square feet would be charged to the program or 33%. Therefore,

\$150,000.00 divided by the 37.5 year life (life span per the IRS) of the building times 33% (program utilization) = \$1,320.00 per year. This amount can be charged to the program.

**RENTAL @ PER SQ. FT.:** Indicate the unit amount per square foot. For example, the rent is \$1000.00 per month for 100 square feet; however the unit amount is \$10.00. Indicate the total dollar amount in the block for the budget period. For example, the rent is \$1000.00 per month. The contract is for 10 months. The total dollar amount entered should be \$10,000.00.

**HEAT & ELECTRICITY:** If taking a straight line percentage of the total electric for the agency, identify the percentage used on the line indicated. If this is included in the rent, write the word “included” on this line.

**WATER:** If taking a straight line percentage of the total water for the agency, identify the percentage used on the line indicated. If this is included in the rent, write the word “included” on this line.

**TELEPHONE:** If taking a straight line percentage of the total phone cost for the agency, identify the percentage used on the line indicated.

**OTHER:** List all other deductions for occupancy costs separately and be specific.

<b>INSTRUCTIONS FOR SECTION F - PAGE 5; TRAVEL COSTS</b>
--

**TRAVEL COSTS:** The costs entered into each column should be based on a review of actual travel costs incurred by the respective programs. A study of past years records should be completed before this section of the budget is prepared. Enter the figure used to calculate the reimbursement rate on the line provided.

**TOTAL TRAVEL COSTS:** Enter the amount for each column on this line. Be sure the totals balance for all columns.

## **INSTRUCTIONS FOR SECTION G - PAGE 5; INSURANCE COSTS**

**INSURANCE:** Some agencies allocate all insurance costs to the Management and Indirect column of their budgets, and then allocate them along with all the other shared type of costs. If one program operated by the agency has disproportionate insurance costs (either higher or lower) than the other agency programs, then a more appropriate method would be to show that program's insurance costs in the column for that program.

## **INSTRUCTIONS FOR SECTION H - PAGES 6 & 7; EQUIPMENT COSTS**

**EQUIPMENT COSTS:** There are some directions listed on the budget pages for completing the four areas of this section. Any individual equipment item costing less than \$5,000 should be included as equipment cost. The exception to the “individual equipment cost” is for computer components which are purchased as a group, i.e. hard drive, monitor, keyboard, printer, etc. While these components may individually cost less than \$5,000, the entire group is to be depreciated if the purchase price is \$5,000 or greater. For equipment items used for more than one program, show the percentage of time the contract program expects to use them and compute the amount based on that percentage. The large equipment items used by the Management and Indirect activities of the agency should also be listed, with the percentage used by both programs, i.e. the Contract Program and MGT/Indirect, computed.

## **INSTRUCTIONS FOR SECTION I - PAGE 8; MISCELLANEOUS COSTS**

**MISCELLANEOUS COSTS:** Enter any expense items, and the amount which Vendor expects to spend for them, that Vendor has not entered elsewhere in this document. Examples of miscellaneous costs are printing, advertising, and postage.

**TOTAL MISCELLANEOUS COSTS:** Enter the total of all miscellaneous costs in this section in the appropriate columns.

**PROFIT MARGIN:** For profit entities only - Enter the amount of profit being charged to the contract program.

**TOTAL OF ALL EXPENSES:** The total of all expenses should be calculated from the sub-totals of sections D through I.

**EXPLANATION:** Be sure to pay special attention to this section. It is important to note the rationale or basis for the figures used in the proration of MGT/INDIRECT costs. Specific instructions have been included on the budget to be followed.

<p style="text-align: center;"><b>INSTRUCTIONS FOR SECTION G - PAGE 9; INSTRUCTIONS FOR REVENUES BY PROGRAM SERVICES SECTION</b></p>
--

Revenues of the Agency should also be completed for the same time period for which the budget expenses are detailed. Please use the "Explanation" section and attach extra pages if needed. Be specific and list each funding separately. Government contracts, including the revenues expected to be received from the contract with HCJFS, should be listed separately (i.e., Hamilton County \$nnn,nnn.nn, Butler County \$nnn,nnn.nn). Donations from individual benefactors need not be listed separately unless they represent a significant proportion or amount of donated funds. Fees from clients do not mean fees paid by third parties (insurance, Medicaid, contracts), and should only represent monies gained directly from clients.

# FINAL REVIEW

1. Before submitting the budget, make a final check that each column of each page is correctly added, and that all figures are legible.
2. Review the Revenue page and make sure all revenue sources are listed. The total revenues shown MUST equal or exceed the total expenses shown in pages 1-8.
3. Please review Equipment section to make sure that all equipment purchases have been listed in proper section.

# ATTACHMENT E1

## HCJFS CONTRACT BUDGET

AGENCY \_\_\_\_\_ (Check for 4-month suppression of Unit Rate Alerts for new budgets)  
BUDGET PREPARED FOR PERIOD

NAME OF CONTRACT PROGRAM Medicaid Outreach 2007 TO 2008

INDICATE NAME OF SERVICE IN APPROPRIATE COLUMN BELOW

EXPENSES BY PROGRAM SERVICES	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
A. STAFF SALARIES						
B. EMPLOYEE PAYROLL TAXES & BENEFITS						
C. PROFESSIONAL & CONTRACTED SERVICES						
D. CONSUMABLE SUPPLIES						
E. OCCUPANCY						
F. TRAVEL						
G. INSURANCE						
H. EQUIPMENT						
I. MISCELLANEOUS						
J. PROFIT MARGIN						
SUB-TOTAL OF EACH COLUMN						
ALLOCATION OF MGT/INDIRECT COSTS						
TOTAL PROGRAM EXPENSES						

ESTIMATED TOTAL UNITS OF SERVICE TO BE PROVIDED: \_\_\_\_\_ UNIT= \_\_\_\_\_

TOTAL PROGRAM COST/TOTAL UNITS OF SERVICE = UNIT COST: \$ \_\_\_\_\_ \$ \_\_\_\_\_ EXHIBIT II \$ \_\_\_\_\_

\_\_\_\_\_

2.  
EXHIBIT II



<u>EXPENSES BY PROGRAM SERVICES</u>		PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SERVICES	TOTAL EXPENSE
B.	PAYROLL TAXES						
FICA	_____ %						
WORKER'S COMP.	_____ %						
UNEMPLOYMENT	_____ %						
BENEFITS							
RETIREMENT	_____ %						
HOSPITAL CARE							
OTHER (SPECIFY)							
TOTAL EMPLOYEE PAYROLL TAXES & BENEFITS							

C. PROFESSIONAL FEES & CONTRACTED SERVICES (Indicate type, function performed, and estimate of use (hours, days, etc.)	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SERVICES	TOTAL EXPENSE
TOTAL PROFESSIONAL FEES & CONTRACTED SERVICES						

3.  
EXHIBIT II

<u>EXPENSES BY PROGRAM</u> <u>SERVICES</u>	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SERVICES	TOTAL EXPENSE
D.CONSUMABLE SUPPLIES						
OFFICE						
CLEANING						
PROGRAM						
OTHER (SPECIFY)						
TOTAL CONSUMABLE SUPPLIES						
E. OCCUPANCY COSTS						
RENTAL @ _____ PER SQ.FT.						
USAGE ALLOWANCE OF BLDG. OWNED @2% OF ORIG.ACQUISITION COST						
MAINTENANCE & REPAIRS						
UTILITIES (MAY BE INCLUDED IN RENT)						
HEAT & ELECTRIC _____						
WATER _____						
TELEPHONE _____						
OTHER (SPECIFY)						
TOTAL OCCUPANCY COSTS						

4.  
EXHIBIT II

<u>EXPENSES BY PROGRAM</u>	<u>PROGRAM 1</u>	<u>PROGRAM 2</u>	<u>PROGRAM 3</u>	<u>MGMT</u>	<u>OTHER</u>	<u>TOTAL</u>
<u>SERVICES</u>				<u>INDIRECT</u>	<u>DIRECT SER</u>	<u>EXPENSE</u>
F. TRAVEL COSTS						
GASOLINE & OIL						
VEHICLE REPAIR						
VEHICLE LICENSE						
VEHICLE INSURANCE						
OTHER						
MILEAGE REIMBURSE.@						
PER MILE						
CONFERENCES &						
MEETINGS, ETC.						
PURCHASED						
TRANSPORTATION						
TOTAL TRAVEL COSTS						
G. INSURANCE COSTS						
LIABILITY						
PROPERTY						
ACCIDENT						
OTHER						
TOTAL INSURANCE COSTS						

5.  
EXHIBIT II

<u>EXPENSES BY PROGRAM</u>	<u>PROGRAM 1</u>	<u>PROGRAM 2</u>	<u>PROGRAM 3</u>	<u>MGMT</u> <u>INDIRECT</u>	<u>OTHER</u> <u>DIRECT SERV</u>	<u>TOTAL</u> <u>EXPENSE</u>
<u>SERVICES</u>						
H. EQUIPMENT COSTS						
SMALL EQUIPMENT (items costing under \$5,000.00, which are to be purchased during budget period should be listed)						
TOTAL SMALL EQUIPMENT COSTS						
EQUIPMENT MAINTENANCE & REPAIR (DETAIL)						
TOTAL EQUIPMENT & REPAIR						
EQUIPMENT LEASE COSTS (DETAIL)						
TOTAL LEASE COSTS						
TOTAL COST DEPRECIATION OF LARGE EQUIPMENT ITEMS (detail on page 7)						
TOTAL EQUIPMENT COSTS						

6.

EXHIBIT II

Any individual equipment item costing \$5,000 or more at time of purchase may be included in the budget and must be depreciated. The exception to the "individual equipment item" is for computer components which are purchased as a group, i.e. hard drive, monitor, keyboard, printer, etc. If the total cost for all the components is \$5,000 or greater, the equipment must be depreciated. Any item which was fully depreciated on the agency's books prior to the beginning date of the contract may not be used as a basis for determining costs of the program proposed for a contract, even though that item of equipment is used by the program. Any items of equipment used by the Management and indirect activities of the Agency for which costs are included in this budget must also be itemized on this sheet. If needed, extra copies may be made and numbered 7A, 7B, & 7C, etc.

[illegible]

EXHIBIT II



REVENUES BY PROGRAM SERVICES	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SER	TOTAL REVENUES
<b>A. GOVERNMENTAL AGENCY FUNDING</b> (specify agency & type)						
<b>B. OTHER FUNDING</b>						
FEES FROM CLIENTS						
CONTRIBUTIONS – (identify all contributions which exceed \$1000.00 by donor and amount)						
AWARDS & GRANTS						
OTHER (specify)						
<b>TOTAL REVENUE</b>						

EXPLANATION OF ANY ITEMS ABOVE: \_\_\_\_\_

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# HCJFS CONTRACT BUDGET

AGENCY \_\_\_\_\_

(Check for 4-month suppression of Unit Rate Alerts for new budgets)  
BUDGET PREPARED FOR PERIOD

NAME OF CONTRACT PROGRAM Medicaid Outreach 2008 TO 2009

INDICATE NAME OF SERVICE IN APPROPRIATE COLUMN BELOW

EXPENSES BY PROGRAM SERVICES	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
A. STAFF SALARIES						
B. EMPLOYEE PAYROLL TAXES & BENEFITS						
C. PROFESSIONAL & CONTRACTED SERVICES						
D. CONSUMABLE SUPPLIES						
E. OCCUPANCY						
F. TRAVEL						
G. INSURANCE						
H. EQUIPMENT						
I. MISCELLANEOUS						
J. PROFIT MARGIN						
SUB-TOTAL OF EACH COLUMN						
ALLOCATION OF MGT/INDIRECT COSTS						
TOTAL PROGRAM EXPENSES						

ESTIMATED TOTAL UNITS OF SERVICE TO BE PROVIDED: \_\_\_\_\_ UNIT= \_\_\_\_\_

TOTAL PROGRAM COST/TOTAL UNITS OF SERVICE = UNIT COST: \$ \_\_\_\_\_ \$ \_\_\_\_\_ EXHIBIT II \$ \_\_\_\_\_





<u>EXPENSES BY PROGRAM SERVICES</u>		PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SERVICES	TOTAL EXPENSE
<b>B. PAYROLL TAXES</b>							
FICA _____ %							
WORKER'S COMP. _____ %							
UNEMPLOYMENT _____ %							
BENEFITS							
RETIREMENT _____ %							
HOSPITAL CARE							
OTHER (SPECIFY)							
TOTAL EMPLOYEE PAYROLL TAXES & BENEFITS							

<b>C. PROFESSIONAL FEES &amp; CONTRACTED SERVICES</b> (Indicate type, function performed, and estimate of use (hours, days, etc.)	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SERVICES	TOTAL EXPENSE
<b>TOTAL PROFESSIONAL FEES &amp; CONTRACTED SERVICES</b>						

3.  
EXHIBIT II

<u>EXPENSES BY PROGRAM SERVICES</u>	<u>PROGRAM 1</u>	<u>PROGRAM 2</u>	<u>PROGRAM 3</u>	<u>MGMT INDIRECT</u>	<u>OTHER DIRECT SERVICES</u>	<u>TOTAL EXPENSE</u>
D.CONSUMABLE SUPPLIES						
OFFICE						
CLEANING						
PROGRAM						
OTHER (SPECIFY)						
TOTAL CONSUMABLE SUPPLIES						
E. OCCUPANCY COSTS						
RENTAL @ _____ PER SQ.FT.						
USAGE ALLOWANCE OF BLDG. OWNED @2% OF ORIG.ACQUISITION COST						
MAINTENANCE & REPAIRS						
UTILITIES (MAY BE INCLUDED IN RENT)						
HEAT & ELECTRIC _____						
WATER _____						
TELEPHONE _____						
OTHER (SPECIFY)						
TOTAL OCCUPANCY COSTS						

4.  
EXHIBIT II

<u>EXPENSES BY PROGRAM</u>	<u>PROGRAM 1</u>	<u>PROGRAM 2</u>	<u>PROGRAM 3</u>	<u>MGMT</u>	<u>OTHER</u>	<u>TOTAL</u>
<u>SERVICES</u>				<u>INDIRECT</u>	<u>DIRECT SFR</u>	<u>EXPENSE</u>
F. TRAVEL COSTS						
GASOLINE & OIL						
VEHICLE REPAIR						
VEHICLE LICENSE						
VEHICLE INSURANCE						
OTHER						
MILEAGE REIMBURSE.@						
PER MILE						
CONFERENCES &						
MEETINGS, ETC.						
PURCHASED						
TRANSPORTATION						
TOTAL TRAVEL COSTS						
G. INSURANCE COSTS						
LIABILITY						
PROPERTY						
ACCIDENT						
OTHER						
TOTAL INSURANCE COSTS						

5.  
EXHIBIT II

<u>EXPENSES BY PROGRAM SERVICES</u>	<u>PROGRAM 1</u>	<u>PROGRAM 2</u>	<u>PROGRAM 3</u>	<u>MGMT INDIRECT</u>	<u>OTHER DIRECT SERV</u>	<u>TOTAL EXPENSE</u>
<b>H. EQUIPMENT COSTS</b>						
<b>SMALL EQUIPMENT COSTS</b> (items costing under \$5,000.00, which are to be purchased during budget period should be listed)						
<b>TOTAL SMALL EQUIPMENT COSTS</b>						
<b>EQUIPMENT MAINTENANCE &amp; REPAIR (DETAIL)</b>						
<b>TOTAL EQUIPMENT &amp; REPAIR</b>						
<b>EQUIPMENT LEASE COSTS (DETAIL)</b>						
<b>TOTAL LEASE COSTS</b>						
<b>TOTAL COST DEPRECIATION OF LARGE EQUIPMENT ITEMS (detail on page 7)</b>						
<b>TOTAL EQUIPMENT COSTS</b>						

6.

EXHIBIT II

Any individual equipment item costing \$5,000 or more at time of purchase may be included in the budget and must be depreciated. The exception to the "individual equipment item" is for computer components which are purchased as a group, i.e. hard drive, monitor, keyboard, printer, etc. If the total cost for all the components is \$5,000 or greater, the equipment must be depreciated. Any item which was fully depreciated on the agency's books prior to the beginning date of the contract may not be used as a basis for determining costs of the program proposed for a contract, even though that item of equipment is used by the program. Any items of equipment used by the Management and Indirect activities of the Agency for which costs are included in this budget must also be itemized on this sheet. If needed, extra copies may be made and numbered 7A, 7B, & 7C, etc.

7.

HCJFS 0400 (REV. 12-06) page 94 of 4



REVENUES BY PROGRAM SERVICES	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SER	TOTAL REVENUES
<b>A. GOVERNMENTAL AGENCY FUNDING</b> (specify agency & type)						
<b>B. OTHER FUNDING</b>						
FEES FROM CLIENTS						
CONTRIBUTIONS – (identify all contributions which exceed \$1000.00 by donor and amount)						
AWARDS & GRANTS						
OTHER (specify)						
<b>TOTAL REVENUE</b>						

EXPLANATION OF ANY ITEMS ABOVE: \_\_\_\_\_

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# HCJFS CONTRACT BUDGET

(Check for 4-month suppression of Unit Rate Alerts for new budgets)  
 BUDGET PREPARED FOR PERIOD

AGENCY \_\_\_\_\_  
 NAME OF CONTRACT PROGRAM Medicaid Outreach \_\_\_\_\_ 2009 TO 2010

INDICATE NAME OF SERVICE IN APPROPRIATE COLUMN BELOW

EXPENSES BY PROGRAM SERVICES	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
A. STAFF SALARIES						
B. EMPLOYEE PAYROLL TAXES & BENEFITS						
C. PROFESSIONAL & CONTRACTED SERVICES						
D. CONSUMABLE SUPPLIES						
E. OCCUPANCY						
F. TRAVEL						
G. INSURANCE						
H. EQUIPMENT						
I. MISCELLANEOUS						
J. PROFIT MARGIN						
SUB-TOTAL OF EACH COLUMN						
ALLOCATION OF MGT/INDIRECT COSTS						
TOTAL PROGRAM EXPENSES						

ESTIMATED TOTAL UNITS OF SERVICE TO BE PROVIDED: \_\_\_\_\_ UNIT= \_\_\_\_\_

TOTAL PROGRAM COST/TOTAL UNITS OF SERVICE = UNIT COST: \$ \_\_\_\_\_ \$ \_\_\_\_\_ EXHIBIT II \$ \_\_\_\_\_



EXPENSES BY PROGRAM SERVICES	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SERVICES	TOTAL EXPENSE
B. PAYROLL TAXES						
FICA _____ %						
WORKER'S COMP. _____ %						
UNEMPLOYMENT _____ %						
BENEFITS						
RETIREMENT _____ %						
HOSPITAL CARE						
OTHER (SPECIFY)						
TOTAL EMPLOYEE PAYROLL TAXES & BENEFITS						

C. PROFESSIONAL FEES & CONTRACTED SERVICES (Indicate type, function performed, and estimate of use (hours, days, etc.)	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SERVICES	TOTAL EXPENSE
TOTAL PROFESSIONAL FEES & CONTRACTED SERVICES						

3.  
EXHIBIT II

<u>EXPENSES BY PROGRAM</u> <u>SERVICES</u>	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SERVICES	TOTAL EXPENSE
D.CONSUMABLE SUPPLIES						
OFFICE						
CLEANING						
PROGRAM						
OTHER (SPECIFY)						
TOTAL CONSUMABLE SUPPLIES						
E. OCCUPANCY COSTS						
RENTAL @ _____ PER SQ.FT.						
USAGE ALLOWANCE OF BLDG. OWNED @2% OF ORIG.ACQUISITION COST						
MAINTENANCE & REPAIRS						
UTILITIES (MAY BE INCLUDED IN RENT) HEAT & ELECTRIC _____ WATER _____						
TELEPHONE _____						
OTHER (SPECIFY)						
TOTAL OCCUPANCY COSTS						

4.  
EXHIBIT II

<u>EXPENSES BY PROGRAM</u>	<u>PROGRAM 1</u>	<u>PROGRAM 2</u>	<u>PROGRAM 3</u>	<u>MGMT</u>	<u>OTHER</u>	<u>TOTAL</u>
<u>SERVICES</u>				<u>INDIRECT</u>	<u>DIRECT SFR</u>	<u>EXPENSE</u>
F. TRAVEL COSTS						
GASOLINE & OIL						
VEHICLE REPAIR						
VEHICLE LICENSE						
VEHICLE INSURANCE						
OTHER						
MILEAGE REIMBURSE.@						
PER MILE						
CONFERENCES &						
MEETINGS, ETC.						
PURCHASED						
TRANSPORTATION						
TOTAL TRAVEL COSTS						
G. INSURANCE COSTS						
LIABILITY						
PROPERTY						
ACCIDENT						
OTHER						
TOTAL INSURANCE COSTS						

5.  
EXHIBIT II

<u>EXPENSES BY PROGRAM SERVICES</u>	<u>PROGRAM 1</u>	<u>PROGRAM 2</u>	<u>PROGRAM 3</u>	<u>MGMT INDIRECT</u>	<u>OTHER DIRECT SERV</u>	<u>TOTAL EXPENSE</u>
<b>H. EQUIPMENT COSTS</b>						
<b>SMALL EQUIPMENT COSTS</b> (items costing under \$5,000.00, which are to be purchased during budget period should be listed)						
<b>TOTAL SMALL EQUIPMENT COSTS</b>						
<b>EQUIPMENT MAINTENANCE &amp; REPAIR (DETAIL)</b>						
<b>TOTAL EQUIPMENT &amp; REPAIR</b>						
<b>EQUIPMENT LEASE COSTS (DETAIL)</b>						
<b>TOTAL LEASE COSTS</b>						
<b>TOTAL COST DEPRECIATION OF LARGE EQUIPMENT ITEMS (detail on page 7)</b>						
<b>TOTAL EQUIPMENT COSTS</b>						

6.

EXHIBIT II

Any individual equipment item costing \$5,000 or more at time of purchase may be included in the budget and must be depreciated. The exception to the "individual equipment item" is for computer components which are purchased as a group, i.e. hard drive, monitor, keyboard, printer, etc. If the total cost for all the components is \$5,000 or greater, the equipment must be depreciated. Any item which was fully depreciated on the agency's books prior to the beginning date of the contract may not be used as a basis for determining costs of the program proposed for a contract, even though that item of equipment is used by the program. Any items of equipment used by the Management and Indirect activities of the Agency for which costs are included in this budget must also be itemized on this sheet. If needed, extra copies may be made and numbered 7A, 7B, & 7C, etc.

7.

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REVENUES BY PROGRAM SERVICES	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SER	TOTAL REVENUES
<b>A. GOVERNMENTAL AGENCY FUNDING</b> (specify agency & type)						
<b>B. OTHER FUNDING</b>						
FEES FROM CLIENTS						
CONTRIBUTIONS – (identify all contributions which exceed \$1000.00 by donor and amount)						
AWARDS & GRANTS						
OTHER (specify)						
<b>TOTAL REVENUE</b>						

EXPLANATION OF ANY ITEMS ABOVE: \_\_\_\_\_

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**ATTACHMENT F**  
**AFFIDAVIT IN COMPLIANCE WITH**  
**SECTION 3517.13 OF THE OHIO REVISED CODE**

*(Corporation or Business Trust)*

*(R.C. 3517.13(J)(3))*

STATE OF OHIO

COUNTY OF \_\_\_\_\_ SS:

I, the undersigned, after being first duly cautioned and sworn, state the following with respect to Section 3517.13 of the Ohio Revised Code:

1. I am \_\_\_\_\_ and I am employed as \_\_\_\_\_  
\_\_\_\_\_  
[Name] [Title]  
for \_\_\_\_\_.  
[Name of Corporation/Business Trust]

2. In my position as \_\_\_\_\_, I have the authority to make the  
[Title]  
certifications contained herein on behalf of \_\_\_\_\_ -  
\_\_\_\_\_. [Name of  
Corporation/Business Trust]

3. On behalf of \_\_\_\_\_, I do hereby certify that  
all of  
[Name of Corporation/Business Trust]

the following persons, if applicable, are in compliance with division (J)(1) of Section 3517.13 of the Ohio Revised Code:

- (a) Each owner of more than twenty per cent of the corporation or business trust;
- (b) Each spouse of an owner of more than twenty per cent of the corporation or business trust;
- (c) Each child seven years of age to seventeen years of age of an owner of more than twenty per cent of the corporation or business trust;

- (d) Any political action committee affiliated with the corporation or business trust;
- (e) Any combination of persons identified in (a) through (d) of this section.

4. I further certify that if \_\_\_\_\_ is awarded a

[Name of Corporation/Business Trust]

contract, the following persons shall, beginning on the date the contract is awarded and extending until one year following the conclusion of that contract, maintain compliance with division (J)(2) of Section 3517.13 of the Ohio Revised Code:

- (a) An owner of more than twenty per cent of the corporation or business trust;
- (b) A spouse of an owner of more than twenty per cent of the corporation or business trust;
- (c) A child seven years of age through seventeen years of age of an owner of more than twenty per cent of the corporation or business trust;
- (d) Any political action committee affiliated with the corporation or business trust;
- (e) Any combination of persons identified in (a) through (d) of this section.

5. I do hereby acknowledge that to knowingly make any false statement herein may subject me and/or \_\_\_\_\_ to the penalties set forth in Section

[Name of Corporation/Business Trust]

3517.992 of the Ohio Revised Code.

Further, Affiant sayeth naught.

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Title]

Sworn to before me, and subscribed in my presence, this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary Public - State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**ATTACHMENT F1**  
**AFFIDAVIT IN COMPLIANCE WITH**  
**SECTION 3517.13 OF THE OHIO REVISED CODE**  
*(Individuals or Non-Corporate Entities)*  
(R.C. 3517.13(I)(3))

STATE OF OHIO

COUNTY OF \_\_\_\_\_ SS:

I, the undersigned, after being first duly cautioned and sworn, state the following with respect to Section 3517.13 of the Ohio Revised Code:

1. I am \_\_\_\_\_ and I am employed as \_\_\_\_\_  
\_\_\_\_\_  
[Name] [Title]  
for \_\_\_\_\_.  
[Name of Entity]

3. In my position as \_\_\_\_\_, I have the authority to make the  
[Title]  
certifications contained herein on behalf of \_\_\_\_\_ -  
\_\_\_\_\_. [Name of Entity]

5. On behalf of \_\_\_\_\_, I do hereby certify that  
the  
[Name of Entity]  
following persons, if applicable, are in compliance with division (I)(1) of Section  
3517.13 of the Ohio Revised Code:

- (a) The individual;
- (b) Each partner or owner of the partnership or other unincorporated business;
- (c) Each shareholder of the association;

- (d) Each administrator of the estate;
- (e) Each executor of the estate;
- (f) Each trustee of the trust;
- (g) Each spouse of any person identified in (a) through (f) of this section;
- (h) Each child seven years of age to seventeen years of age of any person identified in (a) through (f) of this section;
- (i) Any political action committee affiliated with the partnership or other unincorporated business, association, estate, or trust.
- (j) Any combination of persons identified in (a) through (i) of this section.

6. I further certify that if \_\_\_\_\_ is awarded a contract,

*[Name of Entity]*

the following persons shall, beginning on the date the contract is awarded and extending until one year following the conclusion of that contract, maintain compliance with division (I)(2) of Section 3517.13 of the Ohio Revised Code:

- (a) The individual;
- (b) Each partner or owner of the partnership or other unincorporated business;
- (c) Each shareholder of the association;
- (d) Each administrator of the estate;
- (e) Each executor of the estate;
- (f) Each trustee of the trust;
- (g) Each spouse of any person identified in (a) through (f) of this section;
- (h) Each child seven years of age to seventeen years of age of any person identified in (a) through (f) of this section;
- (i) Any political action committee affiliated with the partnership or other unincorporated business, association, estate, or trust.
- (j) Any combination of persons identified in (a) through (i) of this section.

5. I do hereby acknowledge that to knowingly make any false statement herein may subject me and/or \_\_\_\_\_ to the penalties set forth in Section

*[Name of Entity]*

3517.992 of the Ohio Revised Code.

Further, Affiant sayeth naught.

---

[*Signature*]

---

[*Title*]

Sworn to before me, and subscribed in my presence, this \_\_\_\_\_ day of \_\_\_\_\_, 200\_.

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Notary Public - State of \_\_\_\_\_

**Board of Commissioners:**

Pat DeWine, David Pepper, Todd Portune

**County Administrator:** Patrick J. Thompson

**Director:** Moira Weir

**General Information:** (513) 946-1000

**General Information TDD:** (513) 946-1295

[www.hcifs.org](http://www.hcifs.org)

[www.hcadopt.org](http://www.hcadopt.org)

[www.hcfoster.org](http://www.hcfoster.org)

22 E. Central Parkway • Cincinnati, Ohio 45202

(513) 946-1628 • Fax: (513) 946-2384

E-mail: [reevet01@jfs.hamilton-co.org](mailto:reevet01@jfs.hamilton-co.org)

November 2, 2007

### **ADDENDUM #1**

#### **RFP 07-016**

#### **Family Child Care Network Services**

**To All Potential Providers, please note the following change to Attachment E-1 (Budget):**

Please submit your budgets in the format using the attached revised budgets. These revised budgets have been structured to mirror the contract terms as defined in the RFP for the initial term (12 months) as well as the renewal term (12 months).

Please include these budgets with the proposal due on **November 19, 2007**.

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
Child Support Services • Children's Services/241-KIDS • Employment and Training  
Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control



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# HCJFS CONTRACT BUDGET

AGENCY \_\_\_\_\_

BUDGET PREPARED FOR PERIOD

NAME OF CONTRACT PROGRAM Family Child Care Network Services      11/2007 TO 11/2008

INDICATE NAME OF SERVICE IN APPROPRIATE COLUMN BELOW

<u>EXPENSES BY PROGRAM SERVICES</u>	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
A. STAFF SALARIES						
B. EMPLOYEE PAYROLL TAXES & BENEFITS						
C. PROFESSIONAL & CONTRACTED SERVICES						
D. CONSUMABLE SUPPLIES						
E. OCCUPANCY						
F. TRAVEL						
G. INSURANCE						
H. EQUIPMENT						
I. MISCELLANEOUS						
J. PROFIT MARGIN						
SUB-TOTAL OF EACH COLUMN						
ALLOCATION OF MGT/INDIRECT COSTS						
TOTAL PROGRAM EXPENSES						

ESTIMATED TOTAL UNITS OF SERVICE  
TO BE PROVIDED:

\_\_\_\_\_ UNIT= \_\_\_\_\_

TOTAL PROGRAM COST/TOTAL UNITS  
OF SERVICE = UNIT COST:

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
Child Support Services • Children's Services/241-KIDS • Employment and Training  
Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control

EXHIBIT II

**A. STAFF SALARIES – Attach Extra Pages for Staff, if needed**

POSITION TITLE	# STAFF	HRS WEEK	ANNUAL COST	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SERVICE	TOTAL EXPENSE
<b>TOTAL SALARIES</b>									

2.

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
 Child Support Services • Children's Services/241-KIDS • Employment and Training  
 Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control

## EXHIBIT II

<b><u>EXPENSES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SERVICES</b>	<b>TOTAL EXPENSE</b>
<b>B. PAYROLL TAXES</b>						
<b>FICA _____ %</b>						
<b>WORKER'S COMP. _____ %</b>						
<b>UNEMPLOYMENT _____ %</b>						
<b>BENEFITS</b>						
<b>RETIREMENT _____ %</b>						
<b>HOSPITAL CARE</b>						
<b>OTHER (SPECIFY)</b>						
<b>TOTAL EMPLOYEE PAYROLL TAXES &amp; BENEFITS</b>						

<b>C. PROFESSIONAL FEES &amp; CONTRACTED SERVICES (Indicate type, function performed, and estimate of use (hours, days, etc.)</b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SERVICES</b>	<b>TOTAL EXPENSE</b>
<b>TOTAL PROFESSIONAL FEES &amp; CONTRACTED SERVICES</b>						

3.

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
 Child Support Services • Children's Services/241-KIDS • Employment and Training  
 Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control

## EXHIBIT II

<b><u>EXPENSES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SERVICES</b>	<b>TOTAL EXPENSE</b>
<b>D.CONSUMABLE SUPPLIES</b>						
<b>OFFICE</b>						
<b>CLEANING</b>						
<b>PROGRAM</b>						
<b>OTHER (SPECIFY)</b>						
<b>TOTAL CONSUMABLE SUPPLIES</b>						
<b>E. OCCUPANCY COSTS</b>						
<b>RENTAL @ ____ PER SQ.FT.</b>						
<b>USAGE ALLOWANCE OF BLDG.OWNED @2% OF ORIG.ACQUISTION COST</b>						
<b>MAINTENANCE &amp; REPAIRS</b>						
<b>UTILITIES (MAY BE INCLUDED IN RENT) HEAT &amp; ELECTRIC _____ WATER _____</b>						
<b>TELEPHONE</b>						
<b>OTHER (SPECIFY)</b>						
<b>TOTAL OCCUPANCY COSTS</b>						

4.

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
 Child Support Services • Children's Services/241-KIDS • Employment and Training  
 Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control

## EXHIBIT II

<b><u>EXPENSES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SER</b>	<b>TOTAL EXPENSE</b>
<b>F. TRAVEL COSTS</b>						
<b>GASOLINE &amp; OIL</b>						
<b>VEHICLE REPAIR</b>						
<b>VEHICLE LICENSE</b>						
<b>VEHICLE INSURANCE</b>						
<b>OTHER</b>						
<b>MILEAGE REIMBURSE.@ PER MILE</b>						
<b>CONFERENCES &amp; MEETINGS, ETC.</b>						
<b>PURCHASED TRANSPORTATION</b>						
<b>TOTAL TRAVEL COSTS</b>						
<b>G. INSURANCE COSTS</b>						
<b>LIABILITY</b>						
<b>PROPERTY</b>						
<b>ACCIDENT</b>						
<b>OTHER</b>						
<b>TOTAL INSURANCE COSTS</b>						

5.

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
 Child Support Services • Children's Services/241-KIDS • Employment and Training  
 Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control

## EXHIBIT II

<b><u>EXPENSES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SERV</b>	<b>TOTAL EXPENSE</b>
<b>H. EQUIPMENT COSTS</b>						
<b>SMALL EQUIPMENT</b> (items costing under \$5,000.00, which are to be purchased during budget period should be listed)						
<b>TOTAL SMALL EQUIPMENT COSTS</b>						
<b>EQUIPMENT MAINTENANCE &amp; REPAIR (DETAIL)</b>						
<b>TOTAL EQUIPMENT &amp; REPAIR</b>						
<b>EQUIPMENT LEASE COSTS (DETAIL)</b>						
<b>TOTAL LEASE COSTS</b>						
<b>TOTAL COST DEPRECIATION OF LARGE EQUIPMENT ITEMS</b> (detail on page 7)						
<b>TOTAL EQUIPMENT COSTS</b>						

6.

## EXHIBIT II

**LARGE EQUIPMENT DEPRECIATION COSTS**

Any individual equipment item costing \$5,000 or more at time of purchase may be included in the budget and must be depreciated. The exception to the “individual equipment item” is for computer components which are purchased as a group, i.e. hard drive, monitor, keyboard, printer, etc. If the total cost for all the components is \$5,000 or greater, the equipment must be depreciated. Any item which was fully depreciated on the agency’s books prior to the beginning date of the contract may not be used as a basis for determining costs of the program proposed for a contract, even though that item of equipment is used by the program. Any items of equipment used by the Management and Indirect activities of the Agency for which costs are included in this budget must also be itemized on this sheet. If needed, extra copies may be made and numbered 7A, 7B, & 7C, etc.

ITEM(S) TO BE DEPRECIATED	NEW OR USED	DATE OF PURCHASE	TOTAL ACTUAL COST	SALVAGE VALUE	TOTAL TO DEPRECIATE	USEFUL LIFE	CHARGEABLE ANNUAL DEPRECIATION	PERCENT USED BY CONTRACT PROGRAM	AMOUNT CHARGED TO CONTRACT PROGRAM	WHICH CONTRACTED PROGRAM

7.

EXHIBIT II

<u>EXPENSES BY PROGRAM SERVICES</u>	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
<b>I. MISCELLANEOUS COSTS</b>						
<b>TOTAL MISCELLANEOUS COSTS</b>						
<b>J. PROFIT MARGIN</b> (For profit entities only- indicate the amount)						
<b>TOTAL PROGRAM EXPENSES</b>						

A rationale or basis for the proration of MGT/INDIRECT Cost must be included which details how the amount charged to this program was determined. Some agencies allocate these types of costs on staff salaries, total personnel costs, total direct program costs, and/or time studies. HCJFS staff are available to discuss the most appropriate basis for the program for which the budget is being prepared, if agency staff are unfamiliar with this process.

EXPLANATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



EXHIBIT II

<b><u>REVENUES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SER</b>	<b>TOTAL REVENUES</b>
<b>A. GOVERNMENTAL AGENCY FUNDING (specify agency &amp; type)</b>						
<b>B. OTHER FUNDING</b>						
FEES FROM CLIENTS						
CONTRIBUTIONS – (identify all contributions which exceed \$1000.00 by donor and amount)						
AWARDS & GRANTS						
OTHER (specify)						
<b>TOTAL REVENUE</b>						

EXPLANATION OF ANY ITEMS ABOVE: \_\_\_\_\_

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## HCJFS CONTRACT BUDGET

AGENCY \_\_\_\_\_

BUDGET PREPARED FOR PERIOD

NAME OF CONTRACT PROGRAM Family Child Care Network Services      11/2008 TO 11/2009

INDICATE NAME OF SERVICE IN APPROPRIATE COLUMN BELOW

<u>EXPENSES BY PROGRAM SERVICES</u>	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
A. STAFF SALARIES						
B. EMPLOYEE PAYROLL TAXES & BENEFITS						
C. PROFESSIONAL & CONTRACTED SERVICES						
D. CONSUMABLE SUPPLIES						
E. OCCUPANCY						
F. TRAVEL						
G. INSURANCE						
H. EQUIPMENT						
I. MISCELLANEOUS						
J. PROFIT MARGIN						
SUB-TOTAL OF EACH COLUMN						
ALLOCATION OF MGT/INDIRECT COSTS						
TOTAL PROGRAM EXPENSES						

ESTIMATED TOTAL UNITS OF SERVICE  
TO BE PROVIDED:

\_\_\_\_\_ UNIT=\_\_\_\_\_

TOTAL PROGRAM COST/TOTAL UNITS  
OF SERVICE = UNIT COST:

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

EXHIBIT II

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
Child Support Services • Children's Services/241-KIDS • Employment and Training  
Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control

**B. STAFF SALARIES – Attach Extra Pages for Staff, if needed**

POSITION TITLE	# STAFF	HRS WEEK	ANNUAL COST	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SERVICE	TOTAL EXPENSE
<b>TOTAL SALARIES</b>									

2.

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
 Child Support Services • Children's Services/241-KIDS • Employment and Training  
 Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control

EXHIBIT II

<b><u>EXPENSES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SERVICES</b>	<b>TOTAL EXPENSE</b>
<b>B. PAYROLL TAXES</b>						
FICA _____ %						
WORKER'S COMP. _____ %						
UNEMPLOYMENT _____ %						
<b>BENEFITS</b>						
RETIREMENT _____ %						
HOSPITAL CARE						
OTHER (SPECIFY)						
<b>TOTAL EMPLOYEE PAYROLL TAXES &amp; BENEFITS</b>						

<b>C. PROFESSIONAL FEES &amp; CONTRACTED SERVICES (Indicate type, function performed, and estimate of use (hours, days, etc.)</b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SERVICES</b>	<b>TOTAL EXPENSE</b>
<b>TOTAL PROFESSIONAL FEES &amp; CONTRACTED SERVICES</b>						

3.

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
 Child Support Services • Children's Services/241-KIDS • Employment and Training  
 Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control

EXHIBIT II

<b><u>EXPENSES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SERVICES</b>	<b>TOTAL EXPENSE</b>
<b>D.CONSUMABLE SUPPLIES</b>						
<b>OFFICE</b>						
<b>CLEANING</b>						
<b>PROGRAM</b>						
<b>OTHER (SPECIFY)</b>						
<b>TOTAL CONSUMABLE SUPPLIES</b>						
<b>E. OCCUPANCY COSTS</b>						
<b>RENTAL @ ____ PER SQ.FT.</b>						
<b>USAGE ALLOWANCE OF BLDG.OWNED @2% OF ORIG.ACQUISTION COST</b>						
<b>MAINTENANCE &amp; REPAIRS</b>						
<b>UTILITIES (MAY BE INCLUDED IN RENT) HEAT &amp; ELECTRIC _____ WATER _____</b>						
<b>TELEPHONE</b>						
<b>OTHER (SPECIFY)</b>						
<b>TOTAL OCCUPANCY COSTS</b>						

4.

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
 Child Support Services • Children's Services/241-KIDS • Employment and Training  
 Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control

EXHIBIT II

<b><u>EXPENSES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SER</b>	<b>TOTAL EXPENSE</b>
<b>F. TRAVEL COSTS</b>						
<b>GASOLINE &amp; OIL</b>						
<b>VEHICLE REPAIR</b>						
<b>VEHICLE LICENSE</b>						
<b>VEHICLE INSURANCE</b>						
<b>OTHER</b>						
<b>MILEAGE REIMBURSE. @ _____ PER MILE</b>						
<b>CONFERENCES &amp; MEETINGS, ETC.</b>						
<b>PURCHASED TRANSPORTATION</b>						
<b>TOTAL TRAVEL COSTS</b>						
<b>G. INSURANCE COSTS</b>						
<b>LIABILITY</b>						
<b>PROPERTY</b>						
<b>ACCIDENT</b>						
<b>OTHER</b>						
<b>TOTAL INSURANCE COSTS</b>						

5.

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
 Child Support Services • Children's Services/241-KIDS • Employment and Training  
 Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control

## EXHIBIT II

<b><u>EXPENSES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SERV</b>	<b>TOTAL EXPENSE</b>
<b>H. EQUIPMENT COSTS</b>						
<b>SMALL EQUIPMENT</b> (items costing under \$5,000.00, which are to be purchased during budget period should be listed)						
<b>TOTAL SMALL EQUIPMENT COSTS</b>						
<b>EQUIPMENT MAINTENANCE &amp; REPAIR (DETAIL)</b>						
<b>TOTAL EQUIPMENT &amp; REPAIR</b>						
<b>EQUIPMENT LEASE COSTS (DETAIL)</b>						
<b>TOTAL LEASE COSTS</b>						
<b>TOTAL COST DEPRECIATION OF LARGE EQUIPMENT ITEMS</b> (detail on page 7)						
<b>TOTAL EQUIPMENT COSTS</b>						

6.

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
 Child Support Services • Children's Services/241-KIDS • Employment and Training  
 Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control

EXHIBIT II

**LARGE EQUIPMENT DEPRECIATION COSTS**

Any individual equipment item costing \$5,000 or more at time of purchase may be included in the budget and must be depreciated. The exception to the “individual equipment item” is for computer components which are purchased as a group, i.e. hard drive, monitor, keyboard, printer, etc. If the total cost for all the components is \$5,000 or greater, the equipment must be depreciated. Any item which was fully depreciated on the agency’s books prior to the beginning date of the contract may not be used as a basis for determining costs of the program proposed for a contract, even though that item of equipment is used by the program. Any items of equipment used by the Management and Indirect activities of the Agency for which costs are included in this budget must also be itemized on this sheet. If needed, extra copies may be made and numbered 7A, 7B, & 7C, etc.

ITEM(S) TO BE DEPRECIATED	NEW OR USED	DATE OF PURCHASE	TOTAL ACTUAL COST	SALVAGE VALUE	TOTAL TO DEPRECIATE	USEFUL LIFE	CHARGEABLE ANNUAL DEPRECIATION	PERCENT USED BY CONTRACT PROGRAM	AMOUNT CHARGED TO CONTRACT PROGRAM	WHICH CONTRACTED PROGRAM

7.



EXHIBIT II

<b><u>EXPENSES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SER</b>	<b>TOTAL EXPENSE</b>
<b>II. MISCELLANEOUS COSTS</b>						
<b>TOTAL MISCELLANEOUS COSTS</b>						
<b>J. PROFIT MARGIN</b> (For profit entities only- indicate the amount)						
<b>TOTAL PROGRAM EXPENSES</b>						

A rationale or basis for the proration of MGT/INDIRECT Cost must be included which details how the amount charged to this program was determined. Some agencies allocate these types of costs on staff salaries, total personnel costs, total direct program costs, and/or time studies. HCJFS staff are available to discuss the most appropriate basis for the program for which the budget is being prepared, if agency staff are unfamiliar with this process.

EXPLANATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EXHIBIT II

<b><u>REVENUES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SER</b>	<b>TOTAL REVENUES</b>
<b>A. GOVERNMENTAL AGENCY FUNDING (specify agency &amp; type)</b>						
<b>B. OTHER FUNDING</b>						
<b>FEES FROM CLIENTS</b>						
CONTRIBUTIONS – (identify all contributions which exceed \$1000.00 by donor and amount)						
<b>AWARDS &amp; GRANTS</b>						
<b>OTHER (specify)</b>						
<b>TOTAL REVENUE</b>						

EXPLANATION OF ANY ITEMS ABOVE: \_\_\_\_\_

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**Board of Commissioners:**

Pat DeWine, David Pepper, Todd Portune

**County Administrator:** Patrick J. Thompson

**Director:** Moira Weir

**General Information:** (513) 946-1000

**General Information TDD:** (513) 946-1295

[www.hcifs.org](http://www.hcifs.org)

[www.hcadopt.org](http://www.hcadopt.org)

[www.hcfoster.org](http://www.hcfoster.org)

22 E. Central Parkway • Cincinnati, Ohio 45202

(513) 946-1628 • Fax: (513) 946-2384

E-mail: [reevet01@jfs.hamilton-co.org](mailto:reevet01@jfs.hamilton-co.org)

November 2, 2007

### **ADDENDUM #1**

#### **RFP 07-016**

#### **Family Child Care Network Services**

**To All Potential Providers, please note the following change to Attachment E-1 (Budget):**

Please submit your budgets in the format using the attached revised budgets. These revised budgets have been structured to mirror the contract terms as defined in the RFP for the initial term (12 months) as well as the renewal term (12 months).

Please include these budgets with the proposal due on **November 19, 2007**.

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
Child Support Services • Children's Services/241-KIDS • Employment and Training  
Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control



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# HCJFS CONTRACT BUDGET

AGENCY \_\_\_\_\_

BUDGET PREPARED FOR PERIOD

NAME OF CONTRACT PROGRAM Family Child Care Network Services      11/2007 TO 11/2008

INDICATE NAME OF SERVICE IN APPROPRIATE COLUMN BELOW

<u>EXPENSES BY PROGRAM SERVICES</u>	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
A. STAFF SALARIES						
B. EMPLOYEE PAYROLL TAXES & BENEFITS						
C. PROFESSIONAL & CONTRACTED SERVICES						
D. CONSUMABLE SUPPLIES						
E. OCCUPANCY						
F. TRAVEL						
G. INSURANCE						
H. EQUIPMENT						
I. MISCELLANEOUS						
J. PROFIT MARGIN						
SUB-TOTAL OF EACH COLUMN						
ALLOCATION OF MGT/INDIRECT COSTS						
TOTAL PROGRAM EXPENSES						

ESTIMATED TOTAL UNITS OF SERVICE  
TO BE PROVIDED:

\_\_\_\_\_ UNIT= \_\_\_\_\_

TOTAL PROGRAM COST/TOTAL UNITS  
OF SERVICE = UNIT COST:

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
Child Support Services • Children's Services/241-KIDS • Employment and Training  
Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control

EXHIBIT II

**A. STAFF SALARIES – Attach Extra Pages for Staff, if needed**

POSITION TITLE	# STAFF	HRS WEEK	ANNUAL COST	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SERVICE	TOTAL EXPENSE
<b>TOTAL SALARIES</b>									

2.

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
 Child Support Services • Children's Services/241-KIDS • Employment and Training  
 Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control

## EXHIBIT II

<b><u>EXPENSES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SERVICES</b>	<b>TOTAL EXPENSE</b>
<b>B. PAYROLL TAXES</b>						
<b>FICA _____ %</b>						
<b>WORKER'S COMP. _____ %</b>						
<b>UNEMPLOYMENT _____ %</b>						
<b>BENEFITS</b>						
<b>RETIREMENT _____ %</b>						
<b>HOSPITAL CARE</b>						
<b>OTHER (SPECIFY)</b>						
<b>TOTAL EMPLOYEE PAYROLL TAXES &amp; BENEFITS</b>						

<b>C. PROFESSIONAL FEES &amp; CONTRACTED SERVICES (Indicate type, function performed, and estimate of use (hours, days, etc.)</b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SERVICES</b>	<b>TOTAL EXPENSE</b>
<b>TOTAL PROFESSIONAL FEES &amp; CONTRACTED SERVICES</b>						

3.

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
 Child Support Services • Children's Services/241-KIDS • Employment and Training  
 Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control

## EXHIBIT II

<b><u>EXPENSES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SERVICES</b>	<b>TOTAL EXPENSE</b>
<b>D.CONSUMABLE SUPPLIES</b>						
<b>OFFICE</b>						
<b>CLEANING</b>						
<b>PROGRAM</b>						
<b>OTHER (SPECIFY)</b>						
<b>TOTAL CONSUMABLE SUPPLIES</b>						
<b>E. OCCUPANCY COSTS</b>						
<b>RENTAL @ ____ PER SQ.FT.</b>						
<b>USAGE ALLOWANCE OF BLDG.OWNED @2% OF ORIG.ACQUISTION COST</b>						
<b>MAINTENANCE &amp; REPAIRS</b>						
<b>UTILITIES (MAY BE INCLUDED IN RENT) HEAT &amp; ELECTRIC _____ WATER _____</b>						
<b>TELEPHONE</b>						
<b>OTHER (SPECIFY)</b>						
<b>TOTAL OCCUPANCY COSTS</b>						

4.

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
Child Support Services • Children's Services/241-KIDS • Employment and Training  
Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control



## EXHIBIT II

<b><u>EXPENSES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SER</b>	<b>TOTAL EXPENSE</b>
<b>F. TRAVEL COSTS</b>						
<b>GASOLINE &amp; OIL</b>						
<b>VEHICLE REPAIR</b>						
<b>VEHICLE LICENSE</b>						
<b>VEHICLE INSURANCE</b>						
<b>OTHER</b>						
<b>MILEAGE REIMBURSE.@ PER MILE</b>						
<b>CONFERENCES &amp; MEETINGS, ETC.</b>						
<b>PURCHASED TRANSPORTATION</b>						
<b>TOTAL TRAVEL COSTS</b>						
<b>G. INSURANCE COSTS</b>						
<b>LIABILITY</b>						
<b>PROPERTY</b>						
<b>ACCIDENT</b>						
<b>OTHER</b>						
<b>TOTAL INSURANCE COSTS</b>						

5.

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
 Child Support Services • Children's Services/241-KIDS • Employment and Training  
 Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control

## EXHIBIT II

<b><u>EXPENSES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SERV</b>	<b>TOTAL EXPENSE</b>
<b>H. EQUIPMENT COSTS</b>						
<b>SMALL EQUIPMENT</b> (items costing under \$5,000.00, which are to be purchased during budget period should be listed)						
<b>TOTAL SMALL EQUIPMENT COSTS</b>						
<b>EQUIPMENT MAINTENANCE &amp; REPAIR (DETAIL)</b>						
<b>TOTAL EQUIPMENT &amp; REPAIR</b>						
<b>EQUIPMENT LEASE COSTS (DETAIL)</b>						
<b>TOTAL LEASE COSTS</b>						
<b>TOTAL COST DEPRECIATION OF LARGE EQUIPMENT ITEMS</b> (detail on page 7)						
<b>TOTAL EQUIPMENT COSTS</b>						

6.

## EXHIBIT II

**LARGE EQUIPMENT DEPRECIATION COSTS**

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ITEM(S) TO BE DEPRECIATED	NEW OR USED	DATE OF PURCHASE	TOTAL ACTUAL COST	SALVAGE VALUE	TOTAL TO DEPRECIATE	USEFUL LIFE	CHARGEABLE ANNUAL DEPRECIATION	PERCENT USED BY CONTRACT PROGRAM	AMOUNT CHARGED TO CONTRACT PROGRAM	WHICH CONTRACTED PROGRAM

7.

EXHIBIT II

<u>EXPENSES BY PROGRAM SERVICES</u>	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
<b>I. MISCELLANEOUS COSTS</b>						
<b>TOTAL MISCELLANEOUS COSTS</b>						
<b>J. PROFIT MARGIN</b> (For profit entities only- indicate the amount)						
<b>TOTAL PROGRAM EXPENSES</b>						

A rationale or basis for the proration of MGT/INDIRECT Cost must be included which details how the amount charged to this program was determined. Some agencies allocate these types of costs on staff salaries, total personnel costs, total direct program costs, and/or time studies. HCJFS staff are available to discuss the most appropriate basis for the program for which the budget is being prepared, if agency staff are unfamiliar with this process.

EXPLANATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EXHIBIT II

<b><u>REVENUES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SER</b>	<b>TOTAL REVENUES</b>
<b>A. GOVERNMENTAL AGENCY FUNDING (specify agency &amp; type)</b>						
<b>B. OTHER FUNDING</b>						
FEES FROM CLIENTS						
CONTRIBUTIONS – (identify all contributions which exceed \$1000.00 by donor and amount)						
AWARDS & GRANTS						
OTHER (specify)						
<b>TOTAL REVENUE</b>						

EXPLANATION OF ANY ITEMS ABOVE: \_\_\_\_\_

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## HCJFS CONTRACT BUDGET

AGENCY \_\_\_\_\_

BUDGET PREPARED FOR PERIOD

NAME OF CONTRACT PROGRAM Family Child Care Network Services      11/2008 TO 11/2009

INDICATE NAME OF SERVICE IN APPROPRIATE COLUMN BELOW

<u>EXPENSES BY PROGRAM SERVICES</u>	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SER	TOTAL EXPENSE
A. STAFF SALARIES						
B. EMPLOYEE PAYROLL TAXES & BENEFITS						
C. PROFESSIONAL & CONTRACTED SERVICES						
D. CONSUMABLE SUPPLIES						
E. OCCUPANCY						
F. TRAVEL						
G. INSURANCE						
H. EQUIPMENT						
I. MISCELLANEOUS						
J. PROFIT MARGIN						
SUB-TOTAL OF EACH COLUMN						
ALLOCATION OF MGT/INDIRECT COSTS						
TOTAL PROGRAM EXPENSES						

ESTIMATED TOTAL UNITS OF SERVICE  
TO BE PROVIDED:

\_\_\_\_\_ UNIT=\_\_\_\_\_

TOTAL PROGRAM COST/TOTAL UNITS  
OF SERVICE = UNIT COST:

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

EXHIBIT II

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
Child Support Services • Children's Services/241-KIDS • Employment and Training  
Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control

**B. STAFF SALARIES – Attach Extra Pages for Staff, if needed**

POSITION TITLE	# STAFF	HRS WEEK	ANNUAL COST	PROGRAM 1	PROGRAM 2	PROGRAM 3	MGMT INDIRECT	OTHER DIRECT SERVICE	TOTAL EXPENSE
<b>TOTAL SALARIES</b>									

2.

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
 Child Support Services • Children's Services/241-KIDS • Employment and Training  
 Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control

EXHIBIT II

<b><u>EXPENSES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SERVICES</b>	<b>TOTAL EXPENSE</b>
<b>B. PAYROLL TAXES</b>						
FICA _____ %						
WORKER'S COMP. _____ %						
UNEMPLOYMENT _____ %						
<b>BENEFITS</b>						
RETIREMENT _____ %						
HOSPITAL CARE						
OTHER (SPECIFY)						
<b>TOTAL EMPLOYEE PAYROLL TAXES &amp; BENEFITS</b>						

<b>C. PROFESSIONAL FEES &amp; CONTRACTED SERVICES (Indicate type, function performed, and estimate of use (hours, days, etc.)</b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SERVICES</b>	<b>TOTAL EXPENSE</b>
<b>TOTAL PROFESSIONAL FEES &amp; CONTRACTED SERVICES</b>						

3.

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
Child Support Services • Children's Services/241-KIDS • Employment and Training  
Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control



EXHIBIT II

<b><u>EXPENSES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SERVICES</b>	<b>TOTAL EXPENSE</b>
<b>D.CONSUMABLE SUPPLIES</b>						
<b>OFFICE</b>						
<b>CLEANING</b>						
<b>PROGRAM</b>						
<b>OTHER (SPECIFY)</b>						
<b>TOTAL CONSUMABLE SUPPLIES</b>						
<b>E. OCCUPANCY COSTS</b>						
<b>RENTAL @ ____ PER SQ.FT.</b>						
<b>USAGE ALLOWANCE OF BLDG.OWNED @2% OF ORIG.ACQUISTION COST</b>						
<b>MAINTENANCE &amp; REPAIRS</b>						
<b>UTILITIES (MAY BE INCLUDED IN RENT) HEAT &amp; ELECTRIC _____ WATER _____</b>						
<b>TELEPHONE</b>						
<b>OTHER (SPECIFY)</b>						
<b>TOTAL OCCUPANCY COSTS</b>						

4.

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
 Child Support Services • Children's Services/241-KIDS • Employment and Training  
 Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control

EXHIBIT II

<b><u>EXPENSES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SER</b>	<b>TOTAL EXPENSE</b>
<b>F. TRAVEL COSTS</b>						
<b>GASOLINE &amp; OIL</b>						
<b>VEHICLE REPAIR</b>						
<b>VEHICLE LICENSE</b>						
<b>VEHICLE INSURANCE</b>						
<b>OTHER</b>						
<b>MILEAGE REIMBURSE. @ _____ PER MILE</b>						
<b>CONFERENCES &amp; MEETINGS, ETC.</b>						
<b>PURCHASED TRANSPORTATION</b>						
<b>TOTAL TRAVEL COSTS</b>						
<b>G. INSURANCE COSTS</b>						
<b>LIABILITY</b>						
<b>PROPERTY</b>						
<b>ACCIDENT</b>						
<b>OTHER</b>						
<b>TOTAL INSURANCE COSTS</b>						

5.

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
 Child Support Services • Children's Services/241-KIDS • Employment and Training  
 Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control

## EXHIBIT II

<b><u>EXPENSES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SERV</b>	<b>TOTAL EXPENSE</b>
<b>H. EQUIPMENT COSTS</b>						
<b>SMALL EQUIPMENT</b> (items costing under \$5,000.00, which are to be purchased during budget period should be listed)						
<b>TOTAL SMALL EQUIPMENT COSTS</b>						
<b>EQUIPMENT MAINTENANCE &amp; REPAIR (DETAIL)</b>						
<b>TOTAL EQUIPMENT &amp; REPAIR</b>						
<b>EQUIPMENT LEASE COSTS (DETAIL)</b>						
<b>TOTAL LEASE COSTS</b>						
<b>TOTAL COST DEPRECIATION OF LARGE EQUIPMENT ITEMS</b> (detail on page 7)						
<b>TOTAL EQUIPMENT COSTS</b>						

6.

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
 Child Support Services • Children's Services/241-KIDS • Employment and Training  
 Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control

EXHIBIT II

## LARGE EQUIPMENT DEPRECIATION COSTS

Any individual equipment item costing \$5,000 or more at time of purchase may be included in the budget and must be depreciated. The exception to the “individual equipment item” is for computer components which are purchased as a group, i.e. hard drive, monitor, keyboard, printer, etc. If the total cost for all the components is \$5,000 or greater, the equipment must be depreciated. Any item which was fully depreciated on the agency’s books prior to the beginning date of the contract may not be used as a basis for determining costs of the program proposed for a contract, even though that item of equipment is used by the program. Any items of equipment used by the Management and Indirect activities of the Agency for which costs are included in this budget must also be itemized on this sheet. If needed, extra copies may be made and numbered 7A, 7B, & 7C, etc.

ITEM(S) TO BE DEPRECIATED	NEW OR USED	DATE OF PURCHASE	TOTAL ACTUAL COST	SALVAGE VALUE	TOTAL TO DEPRECIATE	USEFUL LIFE	CHARGEABLE ANNUAL DEPRECIATION	PERCENT USED BY CONTRACT PROGRAM	AMOUNT CHARGED TO CONTRACT PROGRAM	WHICH CONTRACTED PROGRAM

7.

Adult Services/421-LIFE • Cash Assistance • Child Care Services  
 Child Support Services • Children’s Services/241-KIDS • Employment and Training  
 Food Stamps • Medicaid • Mt. Airy Shelter • Tuberculosis Control

EXHIBIT II

<b><u>EXPENSES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SER</b>	<b>TOTAL EXPENSE</b>
<b>II. MISCELLANEOUS COSTS</b>						
<b>TOTAL MISCELLANEOUS COSTS</b>						
<b>J. PROFIT MARGIN</b> (For profit entities only- indicate the amount)						
<b>TOTAL PROGRAM EXPENSES</b>						

A rationale or basis for the proration of MGT/INDIRECT Cost must be included which details how the amount charged to this program was determined. Some agencies allocate these types of costs on staff salaries, total personnel costs, total direct program costs, and/or time studies. HCJFS staff are available to discuss the most appropriate basis for the program for which the budget is being prepared, if agency staff are unfamiliar with this process.

EXPLANATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EXHIBIT II

<b><u>REVENUES BY PROGRAM SERVICES</u></b>	<b>PROGRAM 1</b>	<b>PROGRAM 2</b>	<b>PROGRAM 3</b>	<b>MGMT INDIRECT</b>	<b>OTHER DIRECT SER</b>	<b>TOTAL REVENUES</b>
<b>A. GOVERNMENTAL AGENCY FUNDING (specify agency &amp; type)</b>						
<b>B. OTHER FUNDING</b>						
<b>FEES FROM CLIENTS</b>						
CONTRIBUTIONS – (identify all contributions which exceed \$1000.00 by donor and amount)						
<b>AWARDS &amp; GRANTS</b>						
<b>OTHER (specify)</b>						
<b>TOTAL REVENUE</b>						

EXPLANATION OF ANY ITEMS ABOVE: \_\_\_\_\_

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**Board of Commissioners:**

Pat DeWine, David Pepper, Todd Portune

**County Administrator:** Patrick J. Thompson

**Director:** Moira Weir

**General Information:** (513) 946-1000

**General Information TDD:** (513) 946-1295

[www.hcifs.org](http://www.hcifs.org)

[www.hcadopt.org](http://www.hcadopt.org)

[www.hcfoster.org](http://www.hcfoster.org)

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November 9, 2007

**ADDENDUM #2**

**RFP 07-016**

**Family Child Care Network Services**

**To All Potential Providers,**

Answers to questions received prior to RFP Conference:

**Q1.** What is the actual expected start date of the new contract?

**A1.** An exact date cannot be given. The contract should be finalized no later than mid January but could be sooner.

