



GENESEE COUNTY PURCHASING
A Division of the Genesee County Controller's Office
COUNTY ADMINISTRATION BLDG
1101 BEACH STREET, ROOM 343,
FLINT, MICHIGAN 48502
Phone: (810) 257-3030 Fax (810)257-3380
www.gc4me.com

November 16, 2017

GENESEE COUNTY REQUEST FOR PROPOSALS #17-124

Sealed proposals will be received until **3:00 p.m. (EST), Tuesday, December 12, 2017** at the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, MI, 48502 for **INTENSIVE FAMILY SUPPORT PROGRAM**.

This procurement is conducted in accordance with the Genesee County Purchasing Regulations, a copy of which is on file and available for inspection at the Genesee County Purchasing Department or at the website www.gc4me.com.

Each offeror is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. The proposal request number and due date for this RFP are:

DUE DATE: 3:00 p.m. (EST), Tuesday, December 12, 2017
PROPOSAL REQUEST NUMBER: #17-124

Cindy Carnes
CINDY CARNES, PURCHASING MANAGER

bid2\2017\17-124
Attachments

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RFP #17-124 INTENSIVE FAMILY SUPPORT PROGRAM

SECTION 1 - INSTRUCTIONS TO PROPOSERS

1. Sealed proposals will be received until **3:00 p.m. (EST), Tuesday, December 12, 2017**, at the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, MI, 48502. The Genesee County Purchasing Department hours of operation are 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., closed noon to 1:00 p.m. for lunch, closed holidays and furlough days, check website for closed days. Label the envelope containing the proposal response as described on page 1. **LATE PROPOSALS AND PROPOSALS SENT BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED.**
2. **Submit one original, one paper copy and one electronic copy of your proposal.** All proposals become the property of Genesee County. The original must include a signature on the Signature Page of a person authorized to make a binding offer. Additionally the proposal response must consist of one copy in electronic format on a CD, DVD or USB flash drive formatted in Adobe (.pdf), Microsoft Word, and/or Microsoft Excel. Failure to provide the required number of duplicate copies may result in rejection of your proposal. Proposals may not be submitted at the MITN site for this offering.
3. Michigan Inter-governmental Trade Network– an alternate review of the INTENSIVE FAMILY SUPPORT PROGRAM can be done at <https://www.bidnetdirect.com/mitn>.
 - a. Genesee County has partnered with BidNet as part of the Michigan Inter-governmental Trade Network (MITN) and will post their bid opportunities to this site. As a vendor, you can register with [Michigan Inter-governmental Trade Network](#) (use hyperlink or <https://www.mitn.info/Registration.asp?ID=2340>) and be sure that you see all available bids and opportunities. By selecting automatic bid notification, your company will receive emails once Genesee County has a bid opportunity that matches your company's business. In addition, the site handles bid opportunities, RFPs, and RFQs for other member governmental agencies. If you need help registering, please call [Michigan Inter-governmental Trade Network](#) support department toll free 1-800-835-4603.
4. All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this RFP, shall be made by and through the purchasing contact reference in this solicitation. No contact regarding this solicitation made with other County employees is permitted. Any violation of this condition may result in immediate rejection of proposal.
5. All prospective proposers shall be responsible for routinely checking the Genesee County Purchasing Department website at <http://www.gc4me.com/departments/purchasing> for issued addenda and other relevant information. Genesee County shall not be responsible for the failure of a prospective proposer to obtain addenda and other information issued at any time related to this RFP.

6. The County's Standard Proposed Contract is attached to this RFP. After the award is made to the successful proposer, the County and the successful proposer will negotiate a final contract that substantially conforms to the Standard Proposed Contract. Any exceptions to the terms and conditions of the Standard Proposed Contract and this RFP must be clearly set forth in your proposal and referenced on company letterhead. The County will not entertain negotiations to change any terms and conditions of the Standard Proposed Contract or RFP unless those changes are requested in your proposal.
7. The County of Genesee requires a signed Genesee County Insurance Checklist with each proposal submitted. Insurance required per the specifications governing this work must be provided prior to the contract starting date and kept in full effect and compliance during entire contract period. Failure to comply with these provisions will cause termination of the contract.

The contractor agrees to be responsible for any loss or damage to property or persons due to the performance of services herein contracted and further agrees to protect and defend the County of Genesee against all claims or demands whatsoever, and to hold the County of Genesee harmless from any loss or damage resulting therefrom.

8. Proposal Format: Proposals must be submitted in the format outlined in SECTION 6 - INFORMATION REQUIRED FROM PROPOSERS to be deemed responsive.

SECTION 2 - STANDARD TERMS & CONDITIONS

1. See Genesee County website, Purchasing Department for Standard Terms and Conditions

SECTION 3 - ADDITIONAL TERMS & CONDITIONS

1. **Purpose**: Through this RFP, Genesee County ("the County") is soliciting proposals from qualified firms who can provide an Intensive Family support Program for the GENESEE COUNTY CIRCUIT COURT - FAMILY DIVISION.
2. **Issuing Office**: This RFP is issued by the Genesee County Purchasing Department on behalf of the GENESEE COUNTY CIRCUIT COURT - FAMILY DIVISION. The contact person is Ms. Cindy Carnes, Purchasing Manager, Genesee County, 1101 Beach Street, Room 343, Flint, Michigan 48502, phone: (810)-257-3030, fax: (810) 257-3380 and ccarnes@co.genesee.mi.us. Email is the preferred method of contact.
3. **Questions & Inquiries**: All questions regarding this RFP shall be submitted in writing and received no later than **Monday, December 4, 2017 by 12:00 p.m. (ET)**, to the Genesee County Purchasing Department as listed above. E-mail is the preferred method of contact for all inquiries concerning this RFP. No verbal interpretation to any respondent as to the meaning of any requirement stated in this RFP shall be binding on Genesee County. All responses to questions

regarding this RFP shall be issued in writing and distributed as an addendum by Genesee County.

4. **Addenda:** Genesee County reserves the right to amend and provide clarification of this RFP prior to the date for proposal submission. In such an event, an addendum will be posted on the Purchasing Department website (<http://www.gc4me.com/Purchasing/currentbids.htm>). Further, all proposers shall acknowledge having seen any and all addendums issued (1, 2, 3, etc.) on the Signature Page.
5. **Responsive Proposals:** To ensure proper consideration, all proposers are encouraged to submit a complete response to this RFP using the format outlined in Section 6, **INFORMATION REQUIRED FROM PROPOSERS**. In addition, at least one of the paper proposals must be signed with an **original signature** of the official authorized to bind the proposer to its provisions.
6. **Validity Period:** Any proposal submitted as a result of this Request for Proposal shall be binding on the proposer for 120 calendar days following the due date.
7. **Disclosure:** All information in an offeror's proposal is subject to disclosure under the provisions of Public Act N. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments thereto. In the event that a proposer wishes to designate any portion of their submission as "confidential" or "proprietary," the proposer must contact the Purchasing Manager prior to submission of the proposal. All requests regarding disclosure and requests for confidentiality of a proposal response to this RFP shall be submitted in writing and received no later than Monday, December 4, 2017 by 12:00 p.m. (ET), to the Genesee County Purchasing Department as listed above.
8. **Statement of Exceptions:** The proposer shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions, and specifications set forth in the proposal. Failure to furnish this statement shall mean that the proposer agrees to meet all requirements set forth in this solicitation.
9. **Acceptance of Proposal Content:** It is proposed that, if a contract is entered into as a result of this RFP, the RFP will serve as the basis for the contract. The contents of the proposal of the successful offeror may become contractual obligations if a contract is issued. Failure of the successful offeror to accept these obligations will result in cancellation of contract award.

SECTION 4 - QUALIFICATIONS OF PROPOSERS

In order to qualify for award, a proposer shall have the capability in all respects to perform the work with integrity and reliability, which will assure good faith performance. This requirement shall include, but is not limited to, the availability of the appropriate financial, facility, personnel, ability, expertise and experience necessary to meet all service requirements.

No proposal will be considered from any proposer unless known to be skilled and regularly engaged in work of a character similar to that covered by the solicitation documents.

1. Social Workers should possess a masters (MSW) or bachelor's (BSW) degree in social work from a social work program accredited by the Counsel of Social Work Education (CSWE) or Master's degree or bachelor's degree in a related field.
2. Social Workers should have a minimum of two years paid social work experience or experience in providing case-management to children and families.

SECTION 5 - STATEMENT OF WORK

Genesee County Circuit Court-Family Division is in need of an Intensive Family Support program. The Intensive Family Support program is an intensive case-management program designed to support families petitioned to the court or under court jurisdiction in child protective proceedings. The service focus is intended to facilitate an early return home for youth or provide early intervention in the youth's home to prevent removal. The services will be provided in the community or home-based.

Two social workers will support families that have demonstrated issues in the area of substance use, mental health, improper housing, lack of basic necessities to have children in their home, poor school attendance, poor parenting skills, poor relationship skills, lack of participation in parenting time, and lack of participation in court hearings. The social workers will not only provide a referral to community resources, but will assist parents in accessing community resources. The program will help parents obtain the services identified in the parent/agency treatment plan, or will help the parents remove any barriers to the return of their children that have been identified by team members. The social workers may help parents complete housing applications, complete intakes for mental health treatment, provide transportation to parenting time, provide transportation to court hearings, attend court hearings as an advocate for parent, help gain access to court-ordered services, obtain basic necessities to facilitate a return home of their children, or work with the schools to remove any barriers to school attendance.

Social Workers working full time (40 hours/week) must be available during normal business hours. If required, Social Workers should make themselves available outside of regular business to meet the needs of the client.

All youth and families within this program are subject to intensive, weekly face to face contact. Families are monitored by staff who carry no more than a 1:20 staff/intensive caseload ratio.

The social worker will work in collaboration with the team that may include the DHHS worker, the parent, parents' attorneys, the child's attorney, and other service providers to achieve the following goals:

1. Increase parent engagement in the child protective process and attendance at court proceedings;
2. increase parent and child participation in services;

3. increase involvement in parent-child visitation;
4. accelerate reunification;
5. decrease recidivism;
6. decrease time for parents to achieve permanency and reunification

PROGRAM REQUIREMENTS

1. The contractor will provide program documentation to meet reporting requirements.
2. Define the program length that contemplates the successful completion requires skill mastery.
3. Contractor must have the equipment and ability to utilize a web-based case management information system for reporting requirements, including input of weekly case notes. The award recipient will receive training on the use of the system.
4. The awarded contractor shall accurately maintain and document individual case time records on case management data sheets and submit bi-weekly case reports.
5. The awarded contractor shall compile an annual report which measures the following statistical information:
 - A. Number of youth served
 - B. Average length of program participation
 - C. Average numbers of treatment sessions or contacts provided to youth and family
 - D. Annual number of successful and unsuccessful completions
 - E. Post-completion outcomes
6. The awarded contractor shall submit an annual roster of the youth served each fiscal year, including name, DOB, race, sex, zip code, entry date, and exit date.
7. The annual report and annual roster will be due annually by November 1

SECTION 6 - INFORMATION REQUIRED FROM PROPOSERS (PROPOSAL FORMAT)

In order to be deemed responsive, proposals must be submitted in the format outlined below:

Administrative Proposals

ADMINISTRATIVE STAFF AND SERVICES: The proposal should address the following administrative services:

1. The administration/supervision of the program and qualifications of the staff
2. The administrative support for the program
3. The process of incident reporting
4. The process for record keeping, maintenance of staff records and youth records
5. The process for attendance tracking and documenting required contacts.
6. The process for billing
7. The process for quality assurance and program fidelity maintenance
8. The process of hiring staff and completing credential and background checks
9. Program orientation for families

OTHER REQUIREMENTS:

1. The proposal should address the agency history, administrative structure, professional experience and competency in providing support to children and families in child protective proceedings.
2. The proposal should address the program activities that will achieve the identified program goals.
3. The proposal should address the agency ability to collaborate with other professionals and community agencies.
4. The contractor should provide proposed program documentation as an attachment to the proposal.
5. The proposal should address the program length that contemplates the successful completion requires skill mastery.
6. The proposal should include a proposed budget.
7. Provide list of equipment available to staff to utilize a web-based case management information system for reporting requirements, including input of weekly case notes
8. Define how case time records will be maintained and documented.
9. Provide sample of annual report which measures the following statistical information:
 - A. Number of youth served
 - B. Average length of program participation
 - C. Average numbers of credit hours attained
 - D. Average numbers of treatment sessions provided to youth and family
 - E. Annual number of successful and unsuccessful completions
 - F. Post-completion outcomes
10. Provide sample of an annual roster of the youth served each fiscal year, including name, DOB, race, sex, zip code, entry date, and exit date.
 - a. The annual report and annual roster will be due annually by November 1

Submit the required submittals contained in the RFP that are required to substantiate a responsive proposal as indicated below.

1. Business organization, state the full name and address of your organization, and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work. Include the names and phone numbers of personnel at your organization authorized to negotiate the proposed contract.
2. Statement of Exceptions: See Section 1.6 for clarification.
3. Signed Signature Page: See page 11 of this solicitation.
4. Executed Insurance Checklist: See page 12 of this solicitation.
5. References: See page 13 of this solicitation. Prior experience with similar projects is essential for any firm to provide the services required in this solicitation. This section shall consist of a minimum of three (3) references with project descriptions. In addition, contact information for each reference shall be provided with the name, address, phone number and email address. The

contacts for each reference must be knowledgeable of the offeror's performance on the referenced project and the scope of services performed by the proposer.

Cost Proposals

1. Cost and Price Analysis: The information requested in this section is required to support the reasonableness of each proposal. Use the format below.
 - a. Labor Costs for two social workers: Price should be quoted per hour (one delivery unit) of work provided. Itemize so as to show the following for each member of the project team:
 - i. Name and title, classification
 - ii. Estimated hours
 - iii. Rate per hour
 - iv. Total cost for each member and for all labor needs
 - b. Transportation costs:
 - i. transportation costs for clients
 - ii. mileage for program staff
 - iii. training costs

SECTION 7 - EVALUATION CRITERIA & SELECTION PROCEDURE

It is the intent of the Genesee County to conduct a comprehensive, fair, and impartial evaluation of proposals received. Award shall be made to the lowest responsive, qualified proposer for services specified in Section 5.

The following criteria will be used in the evaluation of submitted proposals relative to the project referenced in Scope of Work and the Proposal Form:

1. **Provider Organization Information:** Detailed and complete information about the agency history, previous experience, and competency in providing similar services. Ability to provide professional references. Demonstration of qualified staff to perform the desired quality of services. Demonstration of an administrative structure that will allow for supervision of program staff, accurate record keeping and ability to provide accurate records on accurate contact requirements, reporting capability, and timely billing. – 15 points
2. Detailed and complete information about the agency approach to service delivery. Please explain how research-based strategies, best practices or model programs support your approach. Describe in detail ability to provide case-management services to children and families and ability to access community resources. Describe in detail the ability to provide services that engage challenging families and previous successes in providing similar services. Describe knowledge of child protective proceedings and knowledge of Court procedures– 25 points
3. Detailed information on primary program activities and proposed timeline of activities that would achieve the identified goals of the program. The proposal should indicate the proposed duration of the program activities needed to achieve success. The proposal should list timeline dates such as referral, enrollment, graduation completion and the timeline for key activities. Any proposed documents including case plans, progress notes, referral form should be attached to the proposal. -20 points
4. Detailed and complete description ability to collaborate with other professionals and other systems of care. Describe in detail previous collaborative relationships with other community agencies. Describe the collaborative efforts that will be utilized by the program, including specific entities, the role they will play.– 20 points
5. Fee schedule/Project cost: - A proposed budget and program cost that includes labor costs associated with program staff and travel costs, such as mileage, transportation costs, training costs.- 20 points
6. Responsiveness of proposal pass/fail

SIGNATURE PAGE
GENESEE COUNTY RFP #17-124
INTENSIVE FAMILY SUPPORT PROGRAM

The undersigned represents that he or she:

1. is duly authorized to make binding offers on behalf of the company,
2. has read and understands all information, terms, and conditions in the RFP,
3. has not engaged in any collusive actions with any other potential proposers for this RFP,
4. hereby offers to enter into a binding contract with Genesee County for the products and services herein offered, if selected by Genesee County within 120 days from proposal due date,
5. certify that it, its principals, and its key employees are not "Iran linked businesses," as that term is described in the Iran Economic Sanctions Act, P.A. 2012, No. 517, codified as MCL 129.311, et seq.
6. acknowledges the following addenda _____ issued as part of the RFP:

Conflict of Interest:

____ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other County contracts, or property interest for this proposal.

OR

____ The undersigned firm by attachment to this form, submits information which may be a potential conflict of interest due to other County contracts, or property interest for this Proposal.

Exceptions to Solicitation and/or Standard Contract: NO _____ YES _____ (include attached statement)

Name (typed): _____

Signature: _____ Title: _____

Company: _____

Federal Employee Identification Number (FEIN): _____

DUNS Number: _____

Date: _____

Contact Person of company representative for matters regarding this RFP

CONTACT NAME POSITION

E-MAIL

MAILING ADDRESS CITY STATE ZIP CODE

PHONE FAX

GENESEE COUNTY INSURANCE CHECKLIST

Proposal Title INTENSIVE FAMILY SUPPORT PROGRAM
Proposal Number 17-124

Coverage Required	Limits (Figures denote minimums)
<input checked="" type="checkbox"/> 1. Workers' Compensation	Statutory limits of Michigan
<input checked="" type="checkbox"/> 2. Employers' Liability	\$100,000 accident/disease \$500,000 policy limit, disease Including Premises/operations
<input checked="" type="checkbox"/> 3. General Liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including Products/Completed Operations and Contractual Liability
<input type="checkbox"/> 4. Professional liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including errors and omissions
<input type="checkbox"/> 5. Medical Malpractice	\$200,000 per occurrence \$800,000 in aggregate
<input checked="" type="checkbox"/> 6. Automobile liability	\$1,000,000 combined single limit each accident- Owned, Hired, Non-owned
<input type="checkbox"/> 7. Umbrella liability/Excess Coverage	\$ 1,000,000 BI & PD and PI
<input checked="" type="checkbox"/> 8 <u>Genesee County named as an additional insured on other than workers' compensation via endorsement. A copy of the endorsement or evidence of blanket Additional Insured language in the policy must be included with the certificate.</u>	
<input type="checkbox"/> 9. Other insurance required: Environmental Impairment Liability - \$1,000,000 limit	
<input checked="" type="checkbox"/> 10. Best's rating: A VIII or better, or its equivalent (Retention Group Financial Statements)	
<input checked="" type="checkbox"/> 11. The certificate must state bid number and title	

Insurance Agent's Statement

I have reviewed the requirements with the bidder named below. In addition:

The above required policies carry the following deductibles:

Liability policies are **occurrence** **claims made**

Insurance Agent

Signature

Prospective Contractor's Statement

I understand the insurance requirements and will comply in full if awarded the contract.

Contractor

Signature

Required general insurance provisions are provided in the checklist above. These are based on the contract and exposures of the work to be completed under the Contract. Modifications to this checklist may occur at any time prior to signing of the contract. Any changes will require approval by the Prospective Contractor, the department and County Risk Manager. To the degree possible, all changes will be made as soon as feasible. REVISED 04/08/2010

REFERENCES

List 3 references of similar projects

Submitted by: _____

1. Company

Phone Number

Contact Name and Position

E-mail Address

Address

Type of Work/ Project

\$
Dollar Amount of the Project

Project Description

2. Company

Phone Number

Contact Name and Position

E-mail Address

Address

Type of Work/ Project

\$
Dollar Amount of the Project

Project Description

3. Company

Phone Number

Contact Name and Position

E-mail Address

Address

Type of Work/ Project

\$
Dollar Amount of the Project

Project Description

INTENSIVE FAMILY SUPPORT PROGRAM PROFESSIONAL SERVICES CONTRACT

This Contract for Professional Services (the "Contract") is by and between the County of Genesee, a Michigan Municipal Corporation, whose principal place of business is located at 1101 Beach Street, Flint, Michigan 48502 (the "County"), and **[Contractor Name]**, a **[State] [Entity Type]**, whose principal place of business is located at **[Contractor Address]** (the "Contractor") (the County and the Contractor together, the "Parties").

1. Agreement and Authority

Execution of this Agreement is authorized by Resolution # _____ issued by the Genesee County Board of Commissioners.

2. Term

2.1 Initial Term

The initial term of this Contract commences on **[Start Date]**, and shall be effective through **[End Date]** (the "Initial Term").

2.2 Extension Terms

The County has the option to extend this Contract for up to three (3) additional one year terms (the "Extension Terms").

3. Scope of Work

The Contractor agrees to perform the services described on Exhibit A (the "Services").

4. Compensation

Budget Reimbursement. The County will reimburse the Contractor for approved expenses incurred by the Contractor in the performance of this Contract. The total amount paid to the Contractor under this Contract shall not exceed \$ _____. The Contractor's projected budget for the Initial Term of this Contract is attached as Exhibit C (the "Budget"). If this Contract is extended, the County and the Contractor will agree in writing on a projected Budget for each Extension Term.

4.1 If requested in writing by the Contractor, and supported by good cause, the Contract Administrator may authorize a transfer between Budget line items of up to 10% of the total annual Budget for a Contract Term. No such transfer is authorized until approved in writing by the Contract Administrator.

4.2 The County will not approve any expense not identified in the Budget, and the County will not approve any expenses in excess of the amounts identified in the Budget.

4.3 The Contractor must provide to the County monthly invoices in a form acceptable to the County, along with any supporting documentation such as time sheets and receipts for incurred expenses. The County will pay the Contractor within sixty (60) days of the County's acceptance of the invoice and supporting documentation.

5. **Taxes.** The County is a Michigan Municipal Corporation. The Contractor acknowledges that the County is exempt from Federal Excise Tax and Michigan Sales Tax.

6. **Contract Administrator**

The contract administrator for this Contract is **[Contract Administrator]** (the "Contract Administrator"). The Contractor acknowledges that the Contract Administrator is the primary County contact for notices and instructions related to this Contract. The Contractor agrees to provide a copy of all notices related to this Contract to the Contract Administrator.

7. **Warranties**

The Contractor warrants that:

7.1 The Services will be performed in a good and workmanlike manner and in accordance with generally acceptable practices in the industry.

7.2 The Contractor will comply with all federal, state, and local laws in the performance of the Services.

7.3 The Contractor will comply with the requirements of any federal or state grants used to fund or support this Contract.

7.4 The Contractor will obtain and maintain all applicable licenses and permits necessary to provide the Services for the entire term of this Contract.

The Contractor agrees to indemnify, defend and hold the County, its officials, officers, agents, and employees harmless from any and all claims, damages, or liability, including defense costs, arising out of the Contractor's breach of these warranties.

8. **Suspension of Work**

8.1 Order to Suspend Performance

Upon written order of the Contract Administrator, the Contractor agrees to immediately suspend performance of the Services. The Contractor shall

not be entitled to compensation for any Services performed during any period in which the Contract Administrator has directed that the Services be suspended.

8.2 Necessary Actions Before Suspension

If immediate suspension of the Services would cause harm, injury, or damage to persons or property, the Contractor must immediately notify the Contract Administrator of the nature of such harm, injury, or damage, and obtain written authorization from the Contract Administrator to take such necessary action as to prevent or minimize such harm, injury or damage. Actions authorized by the Contract Administrator pursuant to this paragraph are compensable.

9. Termination

9.1 Termination for Cause

If the Contractor is in breach of any provision of this Contract, and such breach continues for fourteen (14) days after written notice is issued to the Contractor by the County of the breach, the County may terminate this Contract. Such termination for cause is effective upon receipt of the notice of termination by the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

9.2 Immediate Termination

If the County, in its discretion, determines that the Contractor's breach of this Contract constitutes a threat to public health, safety, or welfare, the County may terminate this Contract immediately upon notice to the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

9.3 Termination for Convenience

If the County determines that it is in the County's best interests, the County may terminate this Contract upon thirty (30) days written notice to the Contractor.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

9.4 Termination for Lack of Funding

If this Contract is funded by public funds or a grant from a public or private entity, and the funds are not appropriated or the grant is discontinued, the County may terminate this Contract by written notice specifying the date of termination.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

10. **Nondiscrimination**

The Contractor covenants that it will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, and that it will require the same non-discrimination assurances from any subcontractor who may be used to carry out duties described in this contract. Contractor covenants that it will not discriminate against businesses that are owned by women, minorities or persons with disabilities in providing services covered by this Contract, and that it shall require the same assurances from subcontractors. Breach of this covenant shall be regarded as a material breach of this contract.

11. **Freedom of Information Act**

This Contract and all attachments, as well as any other information submitted by the Contractor to the County, are subject to disclosure under the provisions of MCL 15.231, *et seq.*, known as the "Freedom of Information Act".

12. **Intellectual Property**

Any intellectual property created by the Contractor in the performance of the Services shall be considered a work made for hire, and any and all rights in such intellectual property shall belong solely to the County. Upon the County's request, the Contractor agrees to execute any documents necessary to convey ownership of such intellectual property to the County.

13. **Audit Rights**

13.1 Certification of Accurate Information

Contractor certifies that all information provided to the County by the Contractor relating to the award or modification of this Contract, or any payment or dispute related to this Contract, is true and correct. The Contractor further certifies that its accounting system conforms to generally accepted accounting principles.

13.2 Inspection

The Contractor agrees that the County may inspect the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Contract. If this Contract is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Contract and the terms of the applicable grant.

13.3 Audit

The Contractor agrees that the County may examine the Contractor's records to ensure compliance with the terms of this Contract. If this Contract is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's records to ensure compliance with the terms of this Contract and the terms of the applicable grant.

13.4 Records Retention

The Contractor agrees to maintain any business records related to this Contract or the Contractor's performance under this Contract for a period of at least three (3) years after final payment.

14. Identity Theft Prevention

14.1 In the event that the Contractor will obtain identifying information during the performance of the Services, the Contractor must take reasonable precautions to ensure that such identifying information is protected from unauthorized disclosure and is used only for the purpose of performing the Services.

14.2 For the purposes of this Paragraph, "identifying information" means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including but not limited to name, address, telephone number, social security number, date of birth, driver's license number, taxpayer identification number, or routing code.

15. Insurance Requirements and Indemnification

The Contractor agrees to obtain insurance coverage of the types and amounts required as set forth in the Insurance Checklist attached as Exhibit B and keep such insurance coverage in force throughout the life of this Contract.

15.1 Insurance Certificate and Additional Insured Coverage

The Contractor further agrees to provide certificates of insurance to the County evidencing the coverages specified in the Insurance Checklist, and

including the County as an additional insured. Additional insured coverage is to be by proof of blanket additional insured coverage within the general liability policy or as provided by an endorsement specifying the County as an additional insured to the policy. Contractor's agent must provide a copy of the endorsement or language from the policy with the certificate of insurance.

15.2 Indemnification

The Contractor agrees to indemnify, defend and hold the County, its officials, officers, agents, and employees harmless from any and all claims, damages, or liability, including defense costs, arising out of the Contractor's performance of the Services or presence on the County's property or worksite.

16. Independent Contractor

The Contractor and its agents and employees are independent contractors and are not the employees of the County.

17. General Provisions

17.1 Entire Contract

This Contract, consisting of the following documents and Exhibits, embodies the entire Contract between the Parties.

17.1.1. The Contract – This Professional Services Contract

17.1.2. Exhibit A – The Scope of Work

17.1.3. Exhibit B – The Insurance Checklist

There are no promises, terms, conditions, or obligations relating to the Services other than those contained herein. In the event of a conflict between this Contract and any Exhibit, the terms of this Contract shall control.

17.2 No Assignment

The Contractor may not assign or subcontract this Contract without the express written consent of the County.

17.3 Modification

This Contract may be modified only in writing executed with the same formalities as this Contract.

17.4 Binding Effect

The provisions of this Contract shall apply to and bind the heirs, executors, administrators, and assigns all of the parties hereto.

17.5 Headings

The paragraph headings in this Contract are used only for ease of reference, and do not limit, modify, construe, and or interpret any provision of this Contract.

17.6 Governing Law and Venue

This Contract is entered into under the laws of the State of Michigan. Any litigation between the Parties arising out of this Contract must be initiated within two years of the cause of action accruing and must be brought in a court of competent jurisdiction in Genesee County, Michigan.

17.7 Severability and Survival

In the event that any provision of this Contract is deemed by any court of competent jurisdiction to be legally ineffective, such decision shall have no effect on the remaining provisions of this Contract.

17.8 Interpretation

Each Party has had opportunity to have this Contract reviewed by legal counsel and has had equal opportunity to contribute to its contents. In the event of any dispute concerning the interpretation of this Contract, there shall be no presumption in favor of any interpretation solely because the form of this Contract was prepared by the County.

17.9 Remedies

All remedies specified in this Contract are non-exclusive. The County reserves the right to seek any and all remedies available under this Contract and applicable law in the event that the Contractor fails to abide by the terms of this Contract.

IN WITNESS WHEREOF, the Parties have caused this Contract to be executed by their duly authorized agents.

CONTRACTOR NAME

COUNTY OF GENESEE

By: _____
Name of Contractor Signatory
Title of Contractor Signatory

Date: _____

By: _____
Mark Young, Chairperson
Board of County Commissioners

Date: _____

EXHIBIT A Description of the Services

The Intensive Family Support program is an intensive case-management program designed to support families petitioned to the court or under court jurisdiction in child protective proceedings. The service focus is intended to facilitate an early return home for youth or provide early intervention in the youth's home to prevent removal. The services will be provided in the community or home-based.

Two social workers will support families that have demonstrated issues in the area of substance use, mental health, improper housing, lack of basic necessities to have children in their home, poor school attendance, poor parenting skills, poor relationship skills, lack of participation in parenting time, and lack of participation in court hearings. The social workers will not only provide a referral to community resources, but will assist parents in accessing community resources. The program will help parents obtain the services identified in the parent/agency treatment plan, or will help the parents remove any barriers to the return of their children that have been identified by team members. The social workers may help parents complete housing applications, complete intakes for mental health treatment, provide transportation to parenting time, provide transportation to court hearings, attend court hearings as an advocate for parent, help gain access to court-ordered services, obtain basic necessities to facilitate a return home of their children, or work with the schools to remove any barriers to school attendance.

Social Workers working full time (40 hours/week) must be available during normal business hours. If required, Social Workers should make themselves available outside of regular business to meet the needs of the client.

All youth and families within this program are subject to intensive, weekly face to face contact. Families are monitored by staff who carry no more than a 1:20 staff/intensive caseload ratio.

The social worker will work in collaboration with the team that may include the DHHS worker, the parent, parents' attorneys, the child's attorney, and other service providers to achieve the following goals:

1. Increase parent engagement in the child protective process and attendance at court proceedings;
2. increase parent and child participation in services;
3. increase involvement in parent-child visitation;
4. accelerate reunification;
5. decrease recidivism;
6. decrease time for parents to achieve permanency and reunification

PROGRAM REQUIREMENTS

1. The contractor will provide program documentation to meet reporting requirements.
2. Define the program length that contemplates the successful completion requires skill mastery.

3. Contractor must have the equipment and ability to utilize a web-based case management information system for reporting requirements, including input of weekly case notes. The award recipient will receive training on the use of the system.
4. The awarded contractor shall accurately maintain and document individual case time records on case management data sheets and submit bi-weekly case reports.
5. The awarded contractor shall compile an annual report which measures the following statistical information:
 - F. Number of youth served
 - G. Average length of program participation
 - H. Average numbers of treatment sessions or contacts provided to youth and family
 - I. Annual number of successful and unsuccessful completions
 - J. Post-completion outcomes
6. The awarded contractor shall submit an annual roster of the youth served each fiscal year, including name, DOB, race, sex, zip code, entry date, and exit date.
7. The annual report and annual roster will be due annually by November 1

EXHIBIT B
Insurance Checklist

Coverage Required	Limits (Figures denote minimums)
<input checked="" type="checkbox"/> 1. Workers' Compensation	Statutory limits of Michigan
<input checked="" type="checkbox"/> 2. Employers' Liability	\$100,000 accident/disease \$500,000 policy limit, disease Including Premises/operations
<input checked="" type="checkbox"/> 3. General Liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including Products/Completed Operations and Contractual Liability
<input type="checkbox"/> 4. Professional liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including errors and omissions
<input type="checkbox"/> 5. Medical Malpractice	\$200,000 per occurrence \$800,000 in aggregate
<input checked="" type="checkbox"/> 6. Automobile liability	\$1,000,000 combined single limit each accident- Owned, Hired, Non-owned
<input type="checkbox"/> 7. Umbrella liability/Excess Coverage	\$ 1,000,000 BI & PD and PI
<input checked="" type="checkbox"/> 8 <u>Genesee County named as an additional insured on other than workers' compensation via endorsement. A copy of the endorsement or evidence of blanket Additional Insured language in the policy must be included with the certificate.</u>	
<input type="checkbox"/> 9. Other insurance required: Environmental Impairment Liability - \$1,000,000 limit	
<input checked="" type="checkbox"/> 10. Best's rating: A VIII or better, or its equivalent (Retention Group Financial Statements)	
<input checked="" type="checkbox"/> 11. The certificate must state bid number and title	