

C O N T R A C T
BY AND BETWEEN
CUYAHOGA COUNTY
AND
BEREA CHILDREN'S HOME AND FAMILY SERVICES

THIS CONTRACT entered into this _____ day of _____, 2011, by and between the County of **Cuyahoga**, Cuyahoga County, Ohio (hereinafter referred to as the "**COUNTY**"), on behalf of the **Office of Early Childhood** (hereinafter referred to as the **OEC**) and **Berea Children's Home and Family Services** (hereinafter referred to as the **PROVIDER**), an Ohio nonprofit corporation, with principal office located at 202 E. Bagley Rd, Berea, Ohio 44017.

WHEREAS, the **COUNTY** has determined that it requires the services indicated below for the **OEC**; and finds it necessary to enter into a contract with the **PROVIDER** for the amount not to exceed **\$33,595.00**.

WHEREAS, the **OEC** is Cuyahoga County's public/private partnership that aims to create a comprehensive system of care for children prenatal to Kindergarten through the goals of effective parents and families; safe and healthy children; preparing children for school and a community committed to children;

WHEREAS, County Home Visiting Services are Home Visiting Services targeted at high risk families and supported by funds from Cuyahoga County; and

WHEREAS, The Positively Moms Initiative, funded by the William J. and Dorothy K. O'Neill Foundation, is intended to alleviate maternal distress by enhancing the existing County Home Visiting Program with a specialized program curriculum; and

WHEREAS, the **OEC** desires the services of the **PROVIDER** to design a Curriculum to alleviate maternal distress in families served by the County Home Visiting Program for the Positively Moms Initiative of Cuyahoga County; and

WHEREAS, Subject to the terms and conditions set forth in this contract, this contract shall extend from **December 1, 2011 through July 31, 2012**, unless terminated in accordance with procedures enumerated in **Section VIII** below, "**CONTRACT TERMINATION**".

NOW, THEREFORE, all parties agree as follows:

I. SCOPE OF SERVICE:

RESPONSIBILITIES OF PROVIDER

Under the terms of this Contract, the **PROVIDER** shall provide the following services

in accordance with the **COUNTY's** laws:

A. PROGRAM ADMINISTRATION

1. Consultant is responsible for the overall curriculum development to alleviate maternal distress for the Positively Moms Initiative.
2. Consultant will work with the Positively Moms Initiative (PMI) Advisory Committee to complete work on the curriculum design.
3. Consultant will conduct exhaustive literature review of home visiting and related fields of intervention (psychology, social work, etc.), as well as alternative nontraditional approaches (yoga, meditation, etc.) to alleviate distress and present key findings to the PMI Advisory Committee.
4. Consultant will conduct Focus Groups: one with Help Me Grow home visitors and one with home visiting clients and distill results and present key findings to the PMI Advisory Committee.
5. Consultant will present an outline for design and content of the PMI curriculum to alleviate maternal distress.
6. Consultant will ensure that the curriculum design will align with the Parents As Teachers curriculum used by Help Me Grow Home Visiting.
7. Consultant will compose a first draft of the curriculum and present to the PMI Advisory Committee for feedback
8. Consultant will compose a second draft of the curriculum based on feedback from the PMI Advisory Committee and present draft for review and feedback.
9. Consultant will complete a final draft of the curriculum and present to PMI Advisory Committee.
10. Consultant team will be comprised of: Cassandra Abbott - curriculum writer, Paula Fultz - project oversight, Kim Dowdly - curriculum reviewer. Ben Kearney, Susan Hyland and Andy Cooper will act as advisors to the project.

B. PROGRAM MONITORING & OVERSIGHT

1. Consultant will provide general monitoring and oversight of the Curriculum Development including all participating staff.
2. Consultant will work with the PMI Advisory Committee convened by OEC to support the **PROVIDER's** efforts.
3. Consultant will attend and/or convene periodic meetings and briefings with COUNTY, provider agencies and/or other stakeholders as necessary.
4. Consultant will participate, if requested, in the COUNTY's evaluation of the Positively Moms Initiative and/or other statistical reporting requirements requested by local, state and federal governments.

C. WORK SCHEDULE

The following work schedule will generally guide the process for the curriculum development component of the Positively Moms Program. Work schedule is subject to change and can be modified through mutual determination of the PROVIDER and the COUNTY.

- December 1, 2011 - Consultant contract begins
- December 1 - Begin Literature Review
- January 2012 – Conduct Focus Groups
- February 15, 2012 - Consultant presents detailed outline/approach to Advisory group
- February 15, 2012 – April 15, 2012 First Draft developed
- May 1, 2012 - Advisory group provides feedback on draft

- June 15, 2012 - Second draft presented to Advisory Group
- July 1, 2012 - Advisory Group presents feedback on second draft
- July 31, 2012 - Final draft of curriculum submitted

II. FINANCIAL AND REPORTING REQUIREMENTS:

A. INVOICING REQUIREMENTS:

1. **PROVIDER** shall invoice **COUNTY** on a monthly basis for payment of all allowable services outlined in **Exhibit I**.
2. To facilitate payment for all costs associated with the provision of the Positively Moms Initiative program, **PROVIDER** shall prepare and submit itemized invoices along with support documentation to **COUNTY** in accordance with the budget categories outlined in **Exhibit I**.

B. DUPLICATE BILLING:

1. **PROVIDER** certifies that the charges submitted for reimbursement are actual costs associated with the provision of Positively Moms Initiative by **PROVIDER** and these costs are not subject to, or submitted for reimbursement to any other governmental entity or organization.
2. **PROVIDER** further warrants that invoices submitted to **COUNTY** for payment shall be for services rendered to eligible individuals and these costs are not duplicate claims made by **PROVIDER** to any other government entity, municipality or organization for the same service.

C. MAINTAINING PROPER FINANCIAL RECORDS:

1. **PROVIDER** shall maintain accurate and independent books, records, receipts, vendor invoices, payroll documents, and other accounting transactions in good order, which sufficiently and properly reflect all direct costs expended in the performance of this Contract. Such records shall be subject at all reasonable times for inspection, review or audit by duly authorized federal or local government agencies including **COUNTY**.
2. **PROVIDER** shall maintain and preserve all documentation used in the administration of this program including client case files and other records to substantiate services provided and/or billed to **COUNTY**.
3. All records including financial records, must remain in **PROVIDER**'s possession for a period of three (3) years after the termination date of this Contract and/or it will assure the maintenance of and availability of such records for a like period of time if in the possession of a second or third party unless otherwise agreed to by **COUNTY**.
4. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three (3) year period, **PROVIDER** shall retain records until completion of this action and all issues which arise from it or until the end of the three (3) year period, whichever is later.

D. FINANCIAL REPORTING REQUIREMENTS:

1. **PROVIDER** shall collect financial information and other data and prepare and maintain monthly and annual reports relative to Positively Moms Initiative provided by the **PROVIDER**.

E. DATA COLLECTION & REPORTING:

1. **PROVIDER** in conjunction with **COUNTY** staff shall develop the format for program reporting relative to the Positively Moms Initiative and shall submit the reports according to a mutually agreed upon time frame.
2. **PROVIDER** representatives shall attend meetings and share updates and statistics on the **PROVIDER** work under this Contract as reasonably requested by the **COUNTY**.

RESPONSIBILITIES OF OEC

Under the terms of this Contract, **COUNTY** shall perform the following duties with respect to this Contract:

A. PROGRAM OVERSIGHT:

1. OEC will provide oversight and management of the Positively Moms Initiative in Cuyahoga County as **PROVIDER** may reasonably request.
2. In partnership with **PROVIDER**, OEC will develop performance measures and reporting procedures.
3. OEC will provide requests for meetings, etc., in a timely manner.
4. **COUNTY** shall have the right to audit and monitor the manner in which the terms and conditions of this Contract are being carried out, and evaluate through performance audits, the extent to which the goals and objectives of all Contract deliverables are being achieved. Compliance, financial and operational reviews may be performed by **COUNTY** and/or upon request by the **COUNTY** or in tandem with another state or federal agency in the event of adverse information pertaining to the operation of **PROVIDER**. Additional audits or operational reviews may be warranted in the event of outstanding audit exceptions and performance issues due to non-compliance with the terms and conditions of this Contract.

B. INVOICE PAYMENT RESPONSIBILITIES:

1. OEC will receive and review invoices for completeness and accuracy prior to making payment to **PROVIDER** for Positively Moms Initiative. **PROVIDER** will be paid according to the budgetary line items in **Exhibit I**.
2. OEC will process payment to **PROVIDER** within 30 calendar days upon receipt of complete invoice. All invoices should be mailed to:

Office of Early Childhood
Attn: Helen McCoy
310 W. Lakeside Avenue - Suite 565
Cleveland, Ohio 44113

3. Invoices shall be paid for all applicable and agreed to costs associated with this Contract. **COUNTY** reserves the right to withhold payment from **PROVIDER** in the event invoices for services rendered or expenses incurred are not submitted for payment in a timely manner based on the following conditions:
 - i. Invoices submitted 60 days or more after the end of the service month during the contract period.
 - ii. Invoices submitted 60 days or more after the expiration of the contract.

III. TERMS OF SERVICE

This Contract is effective from **December 1, 2011 through July 31, 2012** unless otherwise terminated or extended by a formal amendment for all applicable and agreed to costs associated with this Contract.

IV. CONTRACT VALUE

The total value of this Contract shall not exceed **\$33,595.00** in the aggregate for all applicable and agreed to costs associated with this Contract in accordance with **Exhibit I**.

V. FUNDING AVAILABILITY

Payments for all services provided in accordance with the provisions of this Contract are contingent upon the availability of grant funds designated for this service. If grant funds for Positively Moms Initiative are not available, **COUNTY** shall provide immediate notice to **PROVIDER** and **COUNTY** shall terminate this Contract as provided in section **VIII**.

VI. CONTRACT MODIFICATION

This Contract represents the entire integrated agreement between **COUNTY** for **OEC** and **PROVIDER** and it supersedes all prior negotiations, representations, or agreements, either written or oral. By mutual consent, this Contract may be modified whenever such modifications are deemed necessary. Any such modifications shall be reduced to writing and signed by all parties.

VII. CONTRACT AMENDMENT

This Contract may be amended at any time as mutually agreed upon by all parties along with a written amendment signed by all parties and then approved by **COUNTY**.

VIII. CONTRACT TERMINATION

Upon at least a thirty (30) calendar-day written notice to the other parties, either party may terminate this agreement if the other party does not meet the terms and conditions specified in this contract. **COUNTY** and **PROVIDER** shall agree on a reasonable phase out of the program as a condition of the termination. Upon expiration of thirty days after the notice of termination, the obligations of all parties under this Contract shall cease, except that **COUNTY** shall reimburse **PROVIDER** for services rendered prior to the final date of termination.

COUNTY reserves the right to terminate this Contract, for any reason, as a result of **PROVIDER's** failure to perform all contract deliverables as specified in this Contract. Under no circumstances shall **COUNTY** be responsible for or subject to any type of penalty and/or interest payment upon the cancellation of this Contract.

IX. VIOLATION OR BREACH OF CONTRACT

This Contract is subject to administrative, contractual or legal remedies for violation or breach of contract terms caused by either party.

X. SEVERABILITY

Should any portion of this Contract be deemed unenforceable by any administrative, judicial officer or tribunal of competent jurisdiction, the balance of this Contract shall remain in full force and effect unless revised or terminated pursuant to **Articles VII or VIII** of this Contract.

XI. CONFIDENTIALITY

All parties agree they shall not use any information, systems, or records made available pursuant to this Contract for any purpose other than to fulfill the obligations in this Contract. Each party agrees to be bound by the standards of confidentiality that apply to their operations including, but not limited to, laws, statutes and regulations of the federal, state or local governments.

XII. SAFEGUARDING CLIENT INFORMATION

PROVIDER agrees that the use of, or disclosure by, any of its employees and agents of any information concerning client information for any purpose not directly related to the administration of this Contract or carrying out the responsibilities of this Contract is prohibited except upon the written consent of the client or his/her responsible parent or guardian and/or **COUNTY**.

XIII. COMPLIANCE WITH AUDIT REQUESTS

PROVIDER agrees, if required by **COUNTY** or the appropriate state or federal agency or duly appointed agent that directly relates to provisions of this Contract, on the basis of evidence of misuse or improper accounting of funds or substantial errors in determination of eligibility for which **PROVIDER** is responsible, to comply with or conduct an independent audit of expenditures or determinations of eligibility or both and to provide copies of the audit to **COUNTY** or its duly appointed agent.

PROVIDER shall submit to **OEC** a copy of the final report no later than thirty (30) days after the end of the audit.

PROVIDER agrees that **COUNTY** may review all programmatic records and client files including those held by **PROVIDER** or any subcontractor related to this Contract.

XIV. RESPONSIBILITY FOR AUDIT EXCEPTIONS

PROVIDER agrees to accept responsibility for receiving, replying to and/or complying with any audit exception(s) noted during a compliance or financial audit performed by **COUNTY** or any appropriate federal agency or duly appointed agent that directly relates to the provisions of this Contract and whereas services were billed and payment made by **COUNTY**. Full and timely repayment is expected in the event of an audit and discovery of audit exceptions.

XV. INDEPENDENT CONTRACTOR

PROVIDER, its employees or its agent(s) will act in accordance with the terms of this Contract in an independent capacity and not as officers, employees or agents of **COUNTY**.

XVI. SUBCONTRACTING

PROVIDER may not subcontract Positively Moms Initiative services under this Contract.

XVII. REPORTING MATERIAL ISSUES

PROVIDER shall notify **COUNTY** in writing of all material issues, which involve services provided through this Contract. **PROVIDER** shall submit any pertinent facts or resolution of said issues to **COUNTY** within 30 calendar days. The notification should be sent to:

Office of Early Childhood
Attn: Rebekah Dorman, Director
310 W. Lakeside Avenue – Suite 565
Cleveland, Ohio 44113

XVIII. INDEMNIFICATION

PROVIDER agrees to indemnify and save **COUNTY** and all of its departments, agents, and employees harmless from any lawsuits or actions of every nature and description, brought against **COUNTY** or any and all of its officers, agents, servants, and employees for or account of any injuries or damages received or sustained by a party or parties from any act or actions against **PROVIDER** or its servants, that arise out of the performance of services contemplated by this Contract.

XIX. LIABILITY INSURANCE

PROVIDER agrees to contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable and unforeseeable torts, which would cause injury or death.

XX. PUBLICITY

PROVIDER agrees that in any publicity release or other public reference including media releases, information pamphlets, etc. relative to the Positively Moms Initiative provided under this Contract, that each release shall clearly state the following:
“The Positively Moms Initiative of Cuyahoga County is provided under the umbrella of Invest in Children, the Cuyahoga County’s public private partnership serving young children and families”.

PROVIDER is also responsible for providing a copy of each publicity release to **COUNTY** at the time of the release.

XXI. NON-DISCRIMINATION

All parties agree that as a condition of this Contract, there shall be no discriminatory acts against any client or any employee because of race, color, sex, religion, national origin, handicap, or any other factor as specified in Title VII of the Civil Rights Act of 1964, Rehabilitation Act of 1973, and subsequent amendments including the Americans With

Disabilities Act of 1992 as amended (29 U.S.C. 794), and all requirements imposed by the applicable HHS regulations (45 CFR 84) and all guidelines and interpretations issued pursuant thereto.

XXII. GOVERNING LAW

This Contract shall be governed by and interpreted in accordance with the laws of the State of Ohio including the Ohio Revised Code (ORC).

XXIII. APPLICABLE LAW

Applicable law means those federal, state and local laws and regulations, which govern the conduct of the parties to this Contract.

XXIV. CAPTIONS

The paragraph captions and headings in this Contract are inserted solely for the convenience of the parties and shall not affect the interpretation or construction of this Contract or any of the terms of this Contract.

XXV. NOTICES

All notices, requests and approvals shall be made in writing and shall be deemed to have been properly given if and when personally delivered or sent, postage prepaid, by certified mail:

TO: Berea Children's Home and Family Services
Attn: Paula Fultz, Assistant Director of Community Counseling
202 E. Bagley Road
Berea, Ohio 44017

TO: OFFICE OF EARLY CHILDHOOD
Attn: Rebekah Dorman, Director
310 W. Lakeside Avenue – Suite 565
Cleveland, Ohio 44113

XXVI. CURRICULUM

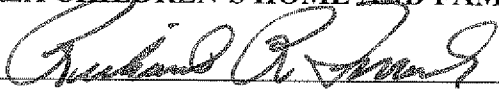
All materials, including the curriculum, developed as a result of this Contract will become property of Cuyahoga County.

XXVII. ELECTRONIC SIGNATURES

By entering into this Contract I agree on behalf of the contracting or submitting business entity, its officers, employees, subcontractors, subgrantees, agents or assigns, to conduct this transaction by electronic means by agreeing that all documents requiring **COUNTY** signatures may be executed by electronic means, and that the electronic signatures affixed by **COUNTY** to said document shall have the same legal effect as if that signature was manually affixed to a paper version of the document. I also agree on behalf of the aforementioned entities and persons, to be bound by the provisions of Chapters 304 and 1306 of the Ohio Revised Code as they pertain to electronic transactions, and to comply with the electronic signature policy of **COUNTY**

IN WITNESS THEREOF, Cuyahoga County for the Office of Early Childhood, and Berea Children's Home and Family Services have caused this Contract to be executed this _____ day of _____, 2011.

BEREA CHILDREN'S HOME AND FAMILY SERVICES

By: 

CUYAHOGA COUNTY, OHIO County Executive

By: 
Edward Fitzgerald, County Executive