

CUYAHOGA JOB AND FAMILY SERVICES

PURCHASE OF SERVICE CONTRACT

WITH

STARTING POINT

AMENDMENT NO. 1

THIS CONTRACT AMENDMENT made and entered into this ____ day of _____, 2013 by and between the County of Cuyahoga, Ohio (the "County"), on behalf of Cuyahoga Job and Family Services (the "Agency") and **Starting Point**, a nonprofit corporation with principal offices located at **4600 Euclid Ave., Suite 500, Cleveland, Ohio 44103**, (the "Provider").

WITNESSETH:

WHEREAS, in order to expand Child Care Resource and Agency Services to include Child Care Provider Certification Training, amendments to Contract Encumbrance No. CE-1200504-01 are necessary:

THEREFORE, the following amendments to the aforementioned Contract are agreed to by and between the parties hereto, as follows:

1. That the reason for this amendment is to expand the scope of work and to amend the contract amount to provide for Child Care Provider Certification Training services.
2. That Paragraph I (Term) is unchanged, the end date of the contract remains **July 31, 2013**.
3. That the scope of work is expanded to provide Child Care Certification Training, Home Inspections and certification paperwork review per Exhibit I, Expanded Scope of Work.
4. That the amount of the contract is amended by **\$98,550.00** from **\$70,704.00** to **\$169,254.00**. Revised Budget Exhibit II is attached.
5. That the effective date of this amendment is **January 15, 2013**.

6. That *Applicable County Ordinances* apply. All Contracts in which the County is a party, including this Contract, are subject to all applicable County Ordinances, including, but not limited to, the Cuyahoga County Ethics Ordinance, the Cuyahoga County Inspector General Ordinance and the Cuyahoga County Contracting and Purchasing Procedures Ordinance. During the term of this contract, including any extensions, all parties shall remain in compliance with all applicable County Ordinances and may access copies of all County ordinances on the Cuyahoga County Council's website at <http://council.cuyahogacounty.us/>.

All other "Terms and Conditions" and EXHIBITS of the aforementioned Contract Agreement remain as originally written.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date above written.

COUNTY OF CUYAHOGA, OHIO

Edward FitzGerald, County Executive

BY:

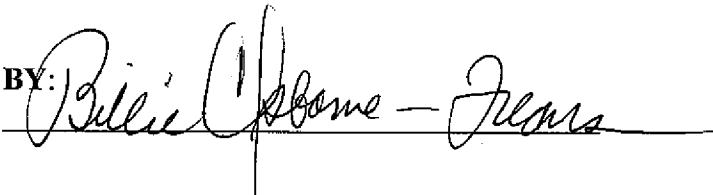


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Edward FitzGerald, County Executive

STARTING POINT

BY:



Date

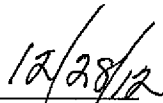


EXHIBIT I

Expanded Scope of Work (Provider)

Program Services – Child Care Pre-Certification

Starting Point will assist Cuyahoga Job and Family Services (CJFS) in expanding the capacity of child care for working families, and meet the Ohio Department of Job and Family Services requirement of timely decisions on child care provider applications through the below Pre-Certification Process.

In partnership with CJFS, Starting Point will administer the following pre-certification activities:

- Provider Certification Orientation;
- Thirty-six (36) hours of Certification Training;
- Assistance on completing required forms; and
- On-site technical support visits to ensure that the home is safe and healthy both inside and outside:
 - Rules and regulations are in compliance, including providing children with a developmentally appropriate environment;
 - Materials, equipment and furnishings are sufficient and appropriate for family child care home providers seeking to become Professional Certified Type B Providers.

Deliverables

- Starting Point will analyze the capacity from September 2012 through May 2013 to determine if additional child care slots are needed.

Target Population

Starting Point proposes to serve individuals seeking to become professional Type B Providers, giving priority to:

- The 70 individuals (36 are limited providers), who attended November 2012 series of pre-certification training. Providers who are not certified by December 31st, 2012 will require technical support visits in 2013 in preparation for CJFS home inspections to complete the pre-certification process.
- 223 limited (Parent Provider Inspected and Agency Inspected) who may decide to seek professional certification. In addition there are 198 individuals seeking to become professional certified type B providers that are on Starting Point's waiting list, of which 22 are limited certified providers.

PRE-CERTIFICATION PROCESS

Step 1: Orientation – Cuyahoga Job and Family Services (CJFS) notifies selected applicants from list of interested applicants furnished by Starting Point, and schedules them for a mandatory orientation. At that time applicants must submit completed Type B Provider application, general information form, request for child abuse and neglect report, child care non-conviction statement, photo ID, social security card if number is not listed on photo ID and high school diploma or GED.

Step 2: Initial County Screening – CJFS completes screening of applicants and all adults 18 years and older who reside with applicant and initial Cuyahoga County criminal background and child abuse/neglect clearance screenings.

Step 3: Initial Screening Approvals/Disapprovals – CJFS notifies Starting Point's Pre-certification supervisor of results from screenings. If applicant is cleared, he or she advances to the next step, if not cleared CJFS will deny applicant using Type B Applicant Denial Process Procedures.

Step 4: Dissemination of Packets to FCCH Regions – Starting Point's Pre-certification Supervisor collects applicants' certification packets from CJFS upon clearance and sends a letter to the applicant advising them of next steps in the process (assigned Region and Regional contact person, Web Check Locations to get the FBI/BCI, criminal background check).

Step 5: Certification Training – Applicant attends/completes thirty-six (36) hours of certification training at Starting Point (or designated site).

Step 6: Provider submits required Documentation – to Starting Point prior to the beginning of on-site visits by the Region.

Step 7: Onsite Visits/Prepare Final Certification Packet - Initial on-site inspection scheduled by the Regional Manager within 10 days. Applicant has a maximum of three (3) visits, within 45 days of last day of training to pass inspection.

Step 8: Final Certification Packet Reviewed by Starting Point – Starting Point Pre-certification Supervisor reviews packets to determine if it is complete prior to submission to CJFS. If Packet is complete it is submitted to CJFS.

Step 9: County Conducts Final On-site Inspection – CJFS staff conduct final certification inspection and completes report. CJFS staff releases report to Child Care Certification Department Manager's secretary for distribution to appropriate County Team leader. Application is approved or denied dependent on applicant passing their CJFS inspection.

Step 10: Final Review by County Supervisors and Certificates Issued – CJFS Certification Team Leader completes: (1.) Final review of packet (2.) Notification of approval sent to Provider; (3.) Provider signs MOU with Contract and Monitoring; (4.) Type B Certificate issued to Provider by ODJFS; (5.) Worker contacts Provider with provider number; (6.) Provider calls Help Desk for password to enter portal to sign into the system.

Step 11: CJFS Notifies Starting Point – CJFS Contracts and Payments department sends a copy of the MOU to Starting Point Pre-certification Supervisor, who notifies Provider's Regional manager of Type B Certification and sends copy of MOU.

Step 12: Ongoing Support and Monitoring – Provider's FCCH Regional Manager continues on-site quality enhancement technical assistance visits, training, assessments and other services under Care For Kids Program supported by Invest in Children. CJFS continues to conduct ongoing inspections and monitoring.

EXHIBIT II

BUDGET

The Agency agrees to pay the Provider for the costs described below to the degree they are determined to be fair and reasonable for operating costs associated with the Child Care Referral-Parent Hot Line, Marjorie Hall-Ellis Child Care Scholarship Program, Community Planning and Pre-Certification for Professional Type-B Home Provider in an amount not to exceed \$169,254.00.

- I. The Agency agrees to reimburse the Provider for costs incurred for salaries and fringe benefits for the following positions in an amount not to exceed \$67,125.00.

| | |
|---|-----------------|
| Executive Director | \$ 4,256.00 |
| Marjorie Hall-Ellis Scholarship Coordinator | \$18,054.00 |
| C.C. Referral Specialist | \$24,391.00 |
| Administrative Assistant | \$ 6,174.00 |
| Fringe Benefits | \$14,250.00 |

- A. To receive reimbursement for these costs, the Provider must submit an invoice detailing the actual expenses incurred during the billing month with the appropriate supporting documentation.
- B. In order to meet the objectives of this program, the Agency agrees to allow for the shifting of dollars within this category as necessary without a formal amendment and without exceeding the approved contract amount. The Provider must submit this request in writing to the designated Contract Specialist for prior approval.
- II. The Agency agrees to reimburse the Provider for operational support costs in an amount not to exceed \$3,579.00:

| | |
|---|------------|
| Supplies (Operational Items, Non-food Related Materials) | \$ 500.00 |
| Occupancy | \$2,379.00 |
| Travel | \$ 500.00 |
| Lease/Maintenance of Equipment | \$ 200.00 |

- A. To receive payment for operational support costs, the Provider must submit an invoice which details the actual expenses with the appropriate supporting documentation incurred during the billing month.
- B. In order to meet the objectives of this program, the Agency agrees to allow for the shifting of dollars within this category as necessary without a formal amendment and without exceeding the approved contract amount. The Provider must submit this request in writing to the designated Contract Specialist for prior approval.

- III. The Agency agrees to reimburse the Provider for 36 hours of Pre-Certification Training Series for new Family Child Care Home Providers at a billable unit rate of \$4,275.00 for two (2) series, not to exceed \$8,550.00.

To receive payment for Pre-Certification Training, the Provider must submit an invoice which details the attendees, dates and type of training completed.

- IV. The Agency agrees to reimburse the Provider for Pre-Certification Technical Support visits at a billable unit rate of \$100.00 for 600 visits not to exceed 3 visits per home. The amount for Pre-certification Technical Support Visits shall not exceed \$60,000.00.

To receive payment for Technical Support Visits, the Provider must submit an invoice which details the provider's name, date of visit and visit number.

- V. The Agency agrees to reimburse the Provider for Pre-Certification Packet Reviews at a billable unit rate of \$150.00 per review for 200 packets. The amount for Pre-certification Packet Review shall not exceed \$30,000.00.

To receive payment for Pre-Certification Packet Review, the Provider must submit an invoice which details the Provider's Packet Name and date of review.

- VI. The Provider agrees that the services being contracted for are not available from the Provider on a non-reimbursable basis for less than the unit rate and that the level of service to public assistance and food stamp recipients is guaranteed.

- VII. The Provider understands that failure to comply with these provisions may result in Provider refunding any funds received from the Agency that were in violation of any provisions contained above.

- VIII. For payment processing, an invoice must be submitted by the 15th of the month directly to:

Cuyahoga Job and Family Services
c/o Sandra Foster,
Manager, Child Care Certification Unit
1641 Payne Ave. Room 340
Cleveland, Ohio 44114
Phone: (216) 987-8462;
email: fostes01@odjfs.state.oh.us