

CONTRACT

THIS CONTRACT is by and between Cuyahoga County, Ohio (the "COUNTY"), and the Public Children Services Association of Ohio (PCSAO) an Ohio corporation (hereinafter "Vendor"), a non-profit entity, with a mailing address at 510 East Mound Street, Suite 200, Columbus, OH 43215. (The COUNTY and Vendor may be referred to herein individually as a "Party" and collectively as the "Parties").

WITNESSETH:

WHEREAS, PCSAO is a membership driven association serving Ohio's 88 County Public Children Services Agencies through the support of program excellence and sound public policy for safe children, stable families, and supportive communities.

and

WHEREAS, the COUNTY desires to purchase the services described in this Contract and Vendor is willing to provide such services to the COUNTY all upon the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the COUNTY and Vendor hereby agree as follows:

ARTICLE I – DEFINITIONS

1.1 Definitions. Capitalized terms used in this Contract shall have the meanings as set forth in this Article I unless a different meaning is specifically provided or the context requires otherwise:

- (a) "Contract" means this Contract and all Exhibits and other documents attached hereto.
- (b) "Deliverables" means any services to be provided by Vendor and delivered to COUNTY.
- (c) Context. As the context of this Contract may require, terms in the singular shall include the plural (and vice versa) and the use of feminine, masculine or neuter genders shall include each other. Wherever the word "including" or any variation thereof is used herein, it shall mean "including, without limitation," and shall be construed as a term of illustration, not a term of limitation. Wherever the word "or" is used herein, it shall mean "and/or". The words "herein," "hereof," "hereunder," "hereby," "this Contract" and other similar references shall be construed to mean and include this Contract and all amendments hereof and supplements hereto unless the context clearly indicates or requires otherwise.

End of Article I.

ARTICLE II – TERM, STATEMENT OF WORK, AGREEMENT

2.1 Term. The term of this Contract shall commence on October 1, 2012 ("Effective Date") and, unless extended or earlier terminated in accordance with the provisions of this Contract, and shall terminate September 30, 2013 (the "Term").

2.2 Statement of Work. By execution of this Contract, Vendor accepts and agrees to the terms and conditions set forth herein.

2.3 Purpose of Contract. The purpose of the contract is to generate a report to assist Cuyahoga County's provision of child welfare services. In 1988, the Public Children Services Association of Ohio (PCSAO) conducted a functional job analysis to determine the number of child protection cases for which a direct services social worker could be expected to be responsible and deliver quality and timely services to children and families as prescribed by the Ohio Revised and Administrative Codes. The study was updated in 1992 due to the implementation of Senate Bill 97 and again in 1997 due to the implementation of the "risk assessment".

The analyses not only provided valuable information to determine maximum workloads for the direct services social worker, but has also been able to be used to identify the discrete activities child protection workers must accomplish to fulfill their goals of protecting children; the knowledge and skills necessary to perform those duties and the pre-service and in-service training necessary to prepare them for these tasks; information to effectively predict agency staffing needs and utilize the human resources available; information to determine the unit costs of providing direct services in the child protection profession; and an objective basis for determining compensation for the work performed.

The Cuyahoga County Division of Children & Family Services wishes to partially fund the updating of the PCSAO's functional job analysis. The proposed functional job analysis will include all elements noted in the paragraph above as well as an analysis of the Traditional and Alternative Response models and development of SACWIS time burden survey. Partially funding this update will allow for the inclusion of County staff in the analysis.

2.4 Services- Generally

2.4.1 Vendor shall provide, as a deliverable, a final report within 60 days of the conclusion of the term of the contract.

2.4.2 The methodology to generate the final report will include, but will not be limited to, surveying staff, meeting with staff and reviewing how the workers process cases.

2.5 Subcontractors. Vendor may engage any subcontractor in performing the work required under this Contract. The County will be notified of any subcontract.

End of Article II.

ARTICLE III – COMPENSATION, PAYMENT AND INVOICING

3.1. Compensation. Compensation paid by COUNTY to Vendor under this

Contract shall not exceed \$30,000. .

3.2. Payment for Services: The County will pay the Vendor quarterly as follows: \$7000 for each of the first three quarters and \$9000 for the fourth quarter.

3.3. Invoicing. Vendor shall invoice COUNTY by providing a copy of an invoice and a status report..

3.3.1. Vendor shall submit original invoice(s) to the following address: Cuyahoga County Division of Children and Family Services, Payment Processing Unit, 3955 Euclid Avenue, Cleveland OH 44115.

3.3.2. The COUNTY will endeavor to pay an Invoice within 30 days after review and approval of the invoice by the COUNTY.

3.4. All-Inclusive Price. The prices set forth are inclusive of all charges for delivery of services.

3.5. Audit, Records Retention. Vendor agrees to make all pertinent contractual books and records and other documents pertaining to this Contract available to the COUNTY and its designated agents for purpose of audit and examination upon reasonable request during the term of this Contract and for a period of five (5) years from the expiration date or final payment under this Contract, whichever is later; provided however, that should Vendor be notified that an audit has been commenced pursuant to Ohio Revised Code §117.11 during said period, for which the aforesaid books and records are material, the aforesaid records shall be retained pending the completion of said audit.

End of Article III.

ARTICLE IV – INDEMNITIES, LIABILITIES, INSURANCE

4.1. Indemnification.

4.1.1. Vendor shall indemnify and hold harmless and, at COUNTY's option, defend or pay for an attorney selected by COUNTY to defend, COUNTY, its employees, officers, servants, and agents, from and against any and all damage, liability, claims, losses, actions, judgments, expenditures and expenses, based upon or arising out of injuries, to include death resulting therefrom, or damages to persons or property (including loss of data) caused by or sustained in connection with the performance of this Agreement arising from the acts, errors or omissions of Vendor, its employees, agents, servants, or officers. The provisions of this Section shall survive the termination or expiration of this Agreement. To the extent considered necessary by the COUNTY, any sums due Vendor under this Agreement may be retained by COUNTY until all of COUNTY's claims for indemnification pursuant to this Agreement have been settled or otherwise resolved.

4.1.2. COUNTY shall notify Vendor as soon as reasonably possible if it becomes aware of any claim for which it may be entitled to indemnification under this Article IV, and if COUNTY chooses to have Vendor defend, COUNTY hereby gives Vendor the necessary authority, and shall provide such information and assistance as is reasonably necessary (at Vendor's expense with respect to reasonable out-of-pocket costs and reasonable attorney's fees) to enable Vendor to defend, compromise or settle such claim; provided that, Vendor will consult and share all relevant information with COUNTY in connection with all stages of such defense, compromise or settlement.

End of Article IV.

ARTICLE V – DEFAULT, LIQUIDATED DAMAGES

5.1. Default. The COUNTY may declare Vendor in default under this Contract, in whole or in part, if Vendor materially fails to fulfill any of its obligations and responsibilities hereunder, and Vendor is unable to cure such failure within one Business Day, or such longer period of time as may be specified in writing by the COUNTY. In the event Vendor materially fails to perform its obligations and responsibilities hereunder, the COUNTY shall so notify Vendor in writing of the failure and of the time period that has been established to cure such failure (the “Default Notice”).

5.2. Termination for Financial Instability. In the event that Vendor becomes financially unstable to the point of (i) ceasing to conduct business in the normal course, (ii) making a general assignment for the benefit of creditors, or (iii) suffering or permitting the appointment of a receiver for its business or its assets, or there is a filing by or against Vendor of a meritorious petition in bankruptcy under any bankruptcy or debtor’s law, the COUNTY may, at its option, immediately terminate this Contract in accordance with this Article VIII.

5.3. Either party may terminate this Contract, with or without cause, by providing the other party thirty (30) days written notice per section 6.2. The written notice must be sent by a form of hand delivery or certified mail, return receipt requested.

End of Article V.

ARTICLE VI - MISCELLANEOUS

6.1. Relationship of Parties. Vendor is performing pursuant to this Contract only as an independent contractor. Vendor has the sole obligation to supervise, manage, contract, direct, procure, perform or cause to be performed its obligations set forth in this Contract, except as otherwise agreed upon by the parties. Nothing set forth in this Contract shall be construed to create the relationship of principal and agent between Vendor and the COUNTY. Neither party shall act or attempt to act or represent itself, directly or by implication, as an agent of the other party or its affiliates or in any manner assume or create any obligation on behalf of, or in the name of the other party or its affiliates.

6.2. Notices. Wherever a Party is required or permitted to give notice to the other pursuant to this Contract, such notice shall be deemed delivered when delivered personally or, if delivered via certified mail with return receipt requested or via overnight courier with signature required, when the return receipt is either signed or refused.

6.3. Either party may identify a specific person to receive notice by notifying the other party.

6.4. Severability. If any section, provision in this Contract or any portion thereof shall be invalid or unenforceable for any reason, such invalidity or lack of enforceability shall not affect the validity or enforceability of any other section, provision or portion thereof. To the extent an interpretation of a section, provision or a portion thereof can be made which will make it valid or enforceable, the Parties agree that the interpretation making it valid or enforceable should be chosen.

6.5. Waiver. No delay or omission by either party in the exercise of any right

or power shall impair any such right or power or be construed to be a waiver thereof. A waiver by either of the parties of any of the covenants, conditions or agreements to be performed by the other or any breach thereof shall not be construed to be a waiver of any succeeding breach thereof or of any other covenant, condition or agreement herein contained. No change, waiver, or discharge hereof shall be valid unless in writing and signed by an authorized representative of the party against which such change, waiver, or discharge is sought to be enforced.

6.6. Incorporation by Reference. All Exhibits or other attachments referenced in this Contract are hereby incorporated into this Contract by such reference and shall be considered a part of this Contract as if fully rewritten or set forth herein.

6.7. Governing Law. This Contract shall be subject to interpretation under the laws of the State of Ohio. Any suit, action, or proceeding brought under this Contract shall be in a state or federal court of competent jurisdiction located in Cleveland, Ohio, and the Parties agree to the exclusive jurisdiction and venue of such court to resolve same.

6.8. Personal Property Taxes. The County of Cuyahoga shall not assume responsibility for the payment of any personal property taxes for any materials not owned by the County of Cuyahoga, nor shall the County of Cuyahoga pay any insurance premiums for any coverage of any property not owned by the County of Cuyahoga, Ohio. No conditions shall alter this statement.

6.9. Tax Exempt Status. The County of Cuyahoga is a tax exempt No. 29 political subdivision of the State of Ohio. Necessary tax exemption blanks will be furnished to Vendor when the Contract is signed.

6.10. Social Security Act. Vendor shall be and remain an independent contractor with respect to all Services performed hereunder and agrees to and does hereby accept full and exclusive liability for payment of any and all contributions or taxes for social security, unemployment insurance, or old age retirement benefits, pensions, or annuities now or hereafter imposed under any Local, State or Federal Law which are measured by the wages, salaries, or other remuneration paid to persons employed by Vendor for work performed under the terms of this Contract and further agrees to obey all lawful rules and regulations and to meet all lawful requirements which are now or hereafter may be issued or promulgated under said respective laws by and duly authorized State or Federal officials; and Vendor also agrees to indemnify and save harmless Cuyahoga County from such contributions or taxes or liability.

6.11. Assignment. Vendor shall not assign, transfer, convey or otherwise dispose of this Contract, or its right to execute it, or its right, title or interest in or to it or any part thereof, or assign, by power of attorney or otherwise, any of the monies due or to become due under this Contract, except to a related entity or successor in interest who acquires all or substantially all of Vendor's assets, without approval of the County; provided, however, that Vendor may subcontract any work or obligations to be performed by it pursuant to this Contract as provided for herein.

6.12. Required Contract Documents. Vendor shall provide the County documents it requires prior to the issuance of the contract. These may include a signature authorization form, a worker's compensation certificate, W-9 and any form required by federal, state or local law or ordinance.

6.13. Electronic Signature. The Parties agree to conduct this transaction by

electronic means and agree that all documents requiring signatures by the County may be executed by electronic means, and that the electronic signatures affixed by the County to this Contract shall have the same legal effect as if that signature was manually affixed to a paper version of this Contract. The Parties also agree, 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 Cuyahoga County.

6.14. Amendment. No alteration, amendment or modification hereof shall be valid unless executed by an instrument in writing by the Parties hereto with the same formality as this Contract.

6.15. Compliance with Laws.

6.15.1. This Contract is subject to all applicable County ordinances, including, but not limited to: i) the Cuyahoga County Ethics Ordinance, ii) the Cuyahoga County Inspector General Ordinance, and iii) the Cuyahoga County Board of Control, Contracting and Purchasing Ordinance (the "County Ordinances"). Vendor shall comply with all County Ordinances as an integral part of this Contract. Copies of all County Ordinances are available on the County Council's web site at <http://council.cuyahogacounty.us>.

6.15.2. Vendor shall not violate any applicable federal, state or local law including, without limitation, any law related to the transportation and disposal of hazardous substances.

6.16. Discrimination Prohibited. Vendor shall not discriminate against any person or group of persons based upon race, creed, sex, religion, color, age, national origin or ancestry in its performance under this Contract.

6.17. Entire Agreement and Modification. This Contract, including any Exhibits and documents referred to in this Contract [which specifically include the Bid Solicitation and Bid] or attached hereto, each of which is incorporated herein, constitutes the entire and exclusive statement of the Contract between the parties with respect to its subject matter and there are no oral or written representations, understandings or agreements relating to this Contract which are not fully expressed herein. The parties agree that any other terms or conditions included in any quotes, acknowledgments, bills of lading or other forms utilized or exchanged by the parties shall not be incorporated herein or be binding unless expressly agreed upon in writing by authorized representatives of the parties. No modification, change or amendment hereof shall be valid unless such is in writing and signed by the authorized representative of the party against which such modification, change or amendment is sought to be enforced. In the event of a conflict between this document and any Exhibit attached hereto, or hereinafter agreed to by the Parties, the terms of this document shall control.

6.18. The Vendor agrees to provide County with immediate notice if the Vendor is debarred from participating in federal programs.

6.19. Vendor agrees to comply with applicable laws, regulations, directives or codes, issued by the United States government or agency, as well as the State of Ohio or state agency, as required per Ohio Administrative Code 5101:2-47-23.1(B)(8), which states, in pertinent part:

Vendor shall not permit funds to be paid or committed to be paid to any corporation, firm, association or business in which any of the members of the governing body of the


agency, the executive personnel or their immediate families have any direct or indirect financial interest, or in which any of these persons serve as an officer or employee, unless the services or goods involved are provided at a competitive cost or under terms favorable to the vendor.

End of Article VIII.

IN WITNESS WHEREOF, the County and Vendor have each caused this Contract to be signed and delivered by its duly authorized representative as of the date first written above.

Cuyahoga County, OHIO

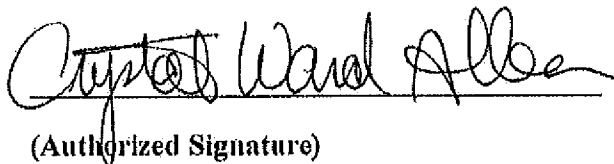
Edward FitzGerald, County Executive


2012-10-04 16:32:14

(Authorized Signature)

Date

VENDOR

 8/20/12
(Authorized Signature) Date

By: Crystal Ward Allen, Executive Director
Name (printed) and Title