

MEMORANDUM OF AGREEMENT

MOA - Financial

MOU - Non-Financial

STATE OF CONNECTICUT
Department of Social Services

CONTRACT ADMINISTRATION

1. Indicate Memorandum Type. Non-financial do not require fiscal review.
2. Prepare two original copies.
3. Originating agency internal approvals must be shown prior to contracting state agency acceptance.
4. The Department of Social Services and the Contractor as listed below hereby enter into an agreement subject to the terms and conditions stated herein and subject to the applicable provisions of the Connecticut General Statutes.
5. Acceptance of this contract implies conformance with terms and conditions as stated in this agreement.

WATCH CONTRACT #
 1ST PMT. 8704362
 2ND PMT. 8704419
 PAID IN FULL

	(1) ORIGINAL <input checked="" type="checkbox"/> (2) AMENDMENT <input type="checkbox"/>	(3) DSS Identification No. MOASDE-BRS- 03/11DSS6021HC	(4) Contracting Agency Identification
CONTRACTING STATE AGENCY	(5) Contracting State Agency Name State Department of Education <i>11DSS6021HC</i>	(6) Contracting State Agency State Number SDE6400	(7) Contracting State Agency FEIN 06-6000798
	(8) Contracting State Agency Address PO Box 2219, Hartford, CT 06145-2219 (mailing) 165 Capitol Ave., Hartford, CT 06106	(9) Contracting State Agency Liaison & Phone No. Patricia Anderson (860) 713-6923	
ORIGINATING STATE AGENCY	(10) Originating State Agency Bureau of Rehabilitative Services	(11) Originating State Agency Number DSS 6100	(12) Originating State Agency FEIN
	(13) Originating State Agency Address 25 Sigourney Street, Hartford, CT 06106	(14) Originating State Agency Liaison & Phone No. Dave Doukas - 424-4862	
CONTRACT PERIOD	(15) Contract Period (From - To) July 1, 2011 - June 30, 2012	(16) Funding Period (From - To) July 1, 2011 - June 30, 2012	
CANCELLATION CLAUSE	This agreement shall remain in full force and effect for the entire term of the contract period stated above unless cancelled		(17) Required No. Of Days Written Notice. 30 Days
COMPLETE DESCRIPTION OF SERVICE	(18) Contracting state agency agrees to provide services in accordance with the terms of this Memorandum of Agreement as it continues on page 2.		
COST AND SCHEDULE OF TRANSFER CERTIFICATES	(19) The Originating State Agency shall issue a transfer certificate under the schedule of the terms and schedule described on page 5, and upon the receipt of properly executed and approved transfer invoices. The maximum dollar value of this MOA shall not exceed \$30,825.81.		

(20) Line No.	(21) Budget Reference	(22) Fund	(23) Department	(24)		(25) Account	(26) Project/Grant	(27) Chart 1	(28) Chart 2	(29) Amount
				Program	SID					
	2010 (2011 POSSIBLE)	12060	DSS60771	52009	20921	55110	DSS00000033303			\$30,825.81

(30) ACCEPTANCE AND APPROVALS

(31) STATUTORY AUTHORITY - §4-8, 17b-3, 17b-749c

(33) Department of Social Services FISCAL OFFICIAL 	NAME AND TITLE Lee Voghel, Director Fiscal Management and Analysis DATE 10/3/11
(35) CONTRACTING STATE AGENCY AUTHORIZED OFFICIAL 	NAME AND TITLE George A. Coleman, Acting Commissioner of Education DATE 8/17/2011
(36) ORIGINATING AGENCY AUTHORIZED OFFICIAL 	NAME AND TITLE Bureau of Rehabilitative Services Director of the DSS/BRS Program Amy Porter DATE 10-3-11

MEMORANDUM OF AGREEMENT

Between

The Connecticut State Board of Education

and

The Bureau of Rehabilitative Services, DSS/BRS Program

1. **PURPOSE AND DEFINITIONS:** The purpose of this memorandum of agreement (MOA) is to transfer funds from the Bureau of Rehabilitative Services (BRS) to the State Department of Education (SDE) to partially fund the position of Education Consultant for Transition Services.
2. **TERM OF AGREEMENT:** This agreement will begin July 1, 2011 and will terminate on June 30, 2012.
3. **CANCELLATION:** This agreement shall remain in full force and effect for the entire term of the agreement period stated above unless cancelled by either party with thirty (30) days written notice to the other party. Either party has the right to cancel this agreement without prior notice to the other if the cancelling party has reasonably determined that the health or welfare of the service recipients is endangered or the funding for the agreement is no longer available.
4. **STATUTORY AUTHORITY:** The statutory authority for the SBE to enter into this Agreement is as follows: Connecticut General Statutes Sections 4-5 and 4-8. The statutory authority for the BRS to enter into this agreement is Public Act 11-6. The provisions of Connecticut General Statutes Sections 4a-60 and 4a-60a concerning nondiscrimination, are incorporated herein by reference.
5. **FUNDING LEVEL:** The total amount of funding that is provided by this Agreement shall not exceed \$30,825.81 and shall derive from the following account:

Budget Reference: 2010 (it is possible that the second payment will derive from 2011)

Fund: 12060

Department: DSS60771

Program: 52009

SID: 20921

Account: 55110

Project/Grant: DSS000000033303

6. **LIAISONS and NOTICES**

A. Both parties agree to have specifically named liaisons at all times. These representatives of the parties will be the first contacts regarding any questions and problems that may arise during implementation and operation of the agreement

1. Wherever under this contract one party is required to give notice to the other, such notice shall be deemed given upon delivery. Notices shall be addressed as follows:

- i. In case of notice to SDE:

Patricia L. Anderson, Ph.D.
State Department of Education
Bureau of Special Education
PO Box 2219
Hartford, CT 06145-2219

Telephone: (860) 713-6923

Fax: (860) 713-7051

ii. In case of notice to BRS:

Julia K. Lentini (contractual issues)

Contract Administration

Department of Social Services

25 Sigourney Street

Hartford, CT 06106

Telephone: (860) 424-5940

Fax: (860) 424-4953

Dave Doukas (programmatic issues)

Bureau of Rehabilitative Services

DSS/BRS Program

25 Sigourney Street

Hartford, CT 06106

Telephone: (860) 424-4862

Lee Voghel (fiscal issues)

Director, Division of Financial Management & Analysis

Department of Social Services

25 Sigourney Street

Hartford, CT 06106

Telephone: (860) 424-5842

- B. Notices shall become effective on the date of receipt or the date specified in the notice, whichever comes later. Either party may change the address or liaison for notification purposes by mailing or emailing a notice stating the change and noting the new address and liaison.

6. BUDGET AND UNSPENT FUNDS:

- (a) The Bureau of Rehabilitation Services agrees to provide \$30,825.81 to SDE to partially support the position of State Transition Coordinator.
- (b) The SDE agrees to fund the remaining portion of the salary and benefits for the position of State Transition Coordinator. (BUDGET NARRATIVE ATTACHED.)

At the conclusion of the agreement period, each party shall receive their proportionate share of any moneys not expended in accordance with the approved program/operation budget.

7. RESPONSIBILITIES OF SDE by and through the State Transition Coordinator to the Bureau of Rehabilitation Services 2011-2012:

- (a) The state consultant to transition services will dedicate approximately seven hours per week to coordinate transition-related activities with BRS.
- (b) The state consultant to transition services will:
- Meet with the District Directors and Supervisors to review the current status of BRS counselor/school district relationships. Assist BRS counselors in districts where BRS collaboration needs strengthening.

- ii. Co-facilitate the BRS Transition Committee, designed to identify and problem-solve transition-related issues. This Committee includes Central Office staff, embedded Transition Counselors, and selected counselors who are transition liaisons with district high schools.
- iii. Coordinate with BRS, LEAs, SERC/RESC Transition Resource Counselors, CSDE's Surrogate Parent Program, USD #1, USD #2 and the CT Technical High Schools regarding transition planning and services.
- iv. Conduct training(s) regarding transition planning under IDEA 2004, including the Summary of Performance, updated IDEA Regulations, IEP revisions and other documentation issues, for all BRS counselors as requested.
- v. Participate in the Medicaid Infrastructure Grant/Connect-Ability Steering Committee as well as task specific Workgroups (e.g., TA, Transition) and sustainability planning for state agencies.
- vi. Coordinate training and TA with BRS, SERC and other state agencies with regard to the BRS SERC/RESC Transition Resource Counselor Initiative to facilitate transfer of information regarding BRS and other state agencies to LEAs, families, and students.
- vii. Collaborate with other state agencies in systems change initiatives to identify and address the gaps in providing services for young adults transitioning into employment (e.g., DMHAS, DCF, BRS, DOC, DPH, BESB, DDS).
- viii. Respond to all telephone and TA requests from BRS counselors.
- ix. Respond to all transition-related requests from BRS central office personnel (reports, consultation, trainings, facilitation of MOAs, etc.)
- x. Support the relationship between DPH Regional Medical Homes and BRS via Children and Youth with Special Health Care Needs (CYSHCN) prospective grants.
- xi. Participate in the Technical Assistance and Continuing Education (TACE) Center for New England's Regional Transition Advisory Committee (formerly RCEP) as the CT BRS and CSDE representative.
- xii. Represent BRS and CSDE transition issues on Connecticut AHEAD.
- xiii. Represent BRS and CSDE in Division of Career Development and Transition (DCDT) activities (e.g., CT Chapter).
- xiv. Participate on the BRS ASD Employment Advisory Task Force and other BRS committees as assigned.

8. **RESPONSIBILITIES OF DSS/BRS:** To provide SDE with 20% of the salary for the position of Education Consultant for Transition Services. The SDE staff person in this position shall dedicate approximately seven hours per week to coordinate transition-related activities with BRS.

9. **REPORTING REQUIREMENTS:** The Education Consultant for Transition Services will identify with the Director of BRS, or designee, a list of responsibilities for 2011-12. SDE shall provide BRS a final report on or before July 1, 2012 regarding the status of the agreed upon responsibilities and activities completed.

SDE shall provide a quarterly report to BRS on the actual financial expenditures pertaining to the funds provided to SDE through this agreement.

10. PAYMENTS

A. Payments will be made, subject to the availability of funds, and upon submission of a Service Transfer Invoices as follows:

Payment Date	DSS Account 20921
On execution	\$15,412.91 <i>to purch. 11/8/11</i>
On or after January 1, 2012	\$15,412.90
Total	\$30,825.81

B. Review by DSS/BRS of financial reports that indicate under-expenditure or under-utilization of funds, through the end of the service period, may alter, with advance notice to SDE, the payment schedule for the balance of the agreement period.

C. The Contractor acknowledges that DSS/BRS may claim the funds provided through this Agreement as part of a DSS federal claim and therefore, are not to be used as a match for any other federal program. The Contractor shall include this provision in any subcontract agreements that are funded, in whole or in part, by the funds from this agreement.

11. AMENDMENTS: Revisions to the agreement must be approved in writing by both parties. A formal amendment, in writing, shall not be effective until executed by both parties to the agreement, and shall be required for extensions to the final date of the agreement period, revisions to the maximum payment, and any other revision determined material by either party.

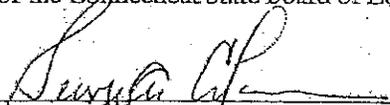
APPROVALS AND ACCEPTANCES:

For the Bureau of Rehabilitative Services, DSS/BRS Program

Amy Porter, Director of DSS/BRS Program

Date

For the Connecticut State Board of Education



George A. Coleman, Acting Commissioner of Education

8/17/2011

Date



MICHAEL P. STARKOWSKI
Commissioner

STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
OFFICE OF THE COMMISSIONER

TELEPHONE
(860) 424-5053

TDD/TTY
1-800-842-4524

FAX
(860) 424-5057

EMAIL
commis.dss@ct.gov

Mark K. McQuillan
Commissioner
Department of Education
165 Capitol Avenue
Hartford, CT 06106

CONTRACT #: **064SDE-BRS-04/10DSS6001HC**
PERIOD: **02/01/10 - 01/31/11**

AMOUNT: **\$121,410**

Dear Mr. McQuillan:

I am pleased to inform you that the above referenced Memorandum of Agreement has been fully executed and approved. Enclosed is the original MOA for your files.

Requests for Payment should be completed and directed to the program contact identified below. The Department will process requests for payment in accordance with the terms of the agreement. Your receipt of payment is contingent upon the continued availability of funds and your agency's compliance with the terms of the agreement.

For issues or concerns please direct your inquiries to:

Program

Patti Clay
(860) 424-4977
patti.clay@ct.gov

Contract

Susan Gordon
(860) 424-4866
susan.gordon@ct.gov

Sincerely,

Michael P. Starkowski
Commissioner

C: Amy Porter, Bureau Director, Bureau of Rehabilitation Services
Patti Clay, Program Staff

Part 1 Face Sheet
MEMORANDUM OF AGREEMENT
MEMORANDUM OF UNDERSTANDING
STATE OF CONNECTICUT
Department of Social Services
CONTRACT ADMINISTRATION

MOA - Financial
 MOU - Non-Financial

1. Indicate Memorandum Type. Non-financial agreements do not require fiscal review.
2. Prepare two original copies.
3. Originating agency internal approvals must be shown prior to contracting state agency acceptance.
4. The Department of Social Services and the Contractor as listed below hereby enter into an agreement subject to the terms and conditions stated herein and subject to the applicable provisions of the Connecticut General Statutes.
5. Acceptance of this contract implies conformance with terms and conditions as stated in this agreement.

	(1) ORIGINAL <input checked="" type="checkbox"/> (2) AMENDMENT <input type="checkbox"/>	(3) DSS Identification No. 10DSS6001HC/064SDE-BRS-04	(4) Contracting Agency Identification SDEM 1
CONTRACTING STATE AGENCY	(4) Contracting State Agency Name STATE DEPARTMENT OF EDUCATION		(6) Contracting State Agency State Number SDE64000 (7) Contracting State Agency FEIN SDE-001
	(8) Contracting State Agency Address 165 Capitol Avenue, Hartford CT 06106		(9) Contracting State Agency Liaison & Phone No. Patricia Anderson – 860-713-6923
ORIGINATING STATE AGENCY	(10) Originating State Agency Department of Social Services		(11) Originating State Agency Number DSS6000 (12) Originating State Agency FEIN 061274678
	(13) Originating State Agency Address 25 Sigourney Street, Hartford CT 06106		(14) Originating State Agency Liaison & Phone No. Patti Clay - (860) 424-4977
CONTRACT PERIOD	(15) Contract Period (From - To) 2/1/2010 – 01/31/11		(16) Funding Period (From -To) 2/1/2010 - 01/31/11
CANCELLATION CLAUSE	This agreement shall remain in full force and effect for the entire term of the contract period stated above unless cancelled		(17) Required No. Of Days Written Notice. 30 Days
COMPLETE DESCRIPTION OF SERVICE	(18) The contractor shall provide services in accordance with the terms of this Memorandum of Agreement as it continues on page 2.		
COST AND SCHEDULE OF TRANSFER CERTIFICATES	(19) The Originating State Agency shall issue a transfer certificate under the terms and schedule described on page 6, Part 4 section B.		

(20) Line No.	(21) Budget Reference	(22) Fund	(23) Department	(24)		(25) Account	(26) Project/Grant	(27) Chart 1	(28) Chart 2	(29) Amount \$121,410.00
				Program	SID					
	2009	12060	DSS60771	51003	20940	51230	DSS000000033503	168060		\$25,410
	2010	12060	DSS60771	51003	20940	51230	DSS000000033503	168060		\$96,000

(30) ACCEPTANCE AND APPROVALS		(31) STATUTORY AUTHORITY - SBE §4-8, §4-5; DSS §4-8, 17b-3	
(32) Department of Social Services PROGRAM DIRECTOR	<i>Amy Porter</i>	Amy Porter, Bureau Director, Bureau of Rehabilitation Services	DATE 2/17/10
(33) Department of Social Services FISCAL OFFICIAL	<i>Lee Voghel</i>	Lee Voghel Director, Financial Management	DATE 2/17/10
(34) Department of Social Services CONTRACT ADMINISTRATOR	<i>Kathleen Brennan</i>	Kathleen Brennan Director, Contract Administration	DATE 3/1/10
(35) CONTRACTING STATE AGENCY AUTHORIZED OFFICIAL	<i>Mark K. McQuillan</i>	Mark K. McQuillan Commissioner	DATE 2/17/10
(36) ORIGINATING AGENCY AUTHORIZED OFFICIAL	<i>Michael P. Starkowski</i>	Michael P. Starkowski Commissioner	DATE 3/2/10

PART 2

Memorandum of Agreement Standard Terms and Conditions

A. GENERAL CONTRACT PROVISIONS

1. Procurement and Contractual Agreements

The terms and conditions contained in this section constitute a basis for any contract with other Connecticut State Agencies. As used in this agreement, the term "Memorandum of Agreement" and "MOA" is consistent with the term "contract" and the term "DSS" is consistent with the Department of Social Services and the term "SBE" is consistent with the State Board of Education.

2. Contract Period

This agreement shall be in effect from February 1, 2010 through January 31, 2011 and shall be reviewed within ninety (90) days before the expiration date with a written agreement on the terms of the extension to be completed within thirty (30) days before the expiration date. The written confirmation shall be signed by the respective Commissioners or his/her designee.

3. Contract Revision or Amendment

- a. Either party may request or suggest a revision or amendment to the contract's Complete Description of Services (hereinafter referred to as "Scope of Work" or "Part 3" of this contract); or the Cost Schedule of Transfer Certificates (hereinafter referred to as "Budget and Payment Provisions" or "Part 4" of this contract).
- b. A formal contract amendment shall be required only for extension to the contract period, revision to the Budget and Payment Provisions, and any other provision determined material by either party. A contract amendment shall not be effective until executed by both parties.
- c. No amendment or revision may be made to a contract if the contract period as negotiated per Section A. 2. has expired.

4. Assignment

Either party shall not assign or transfer any interest in this contract without the prior written approval of the Liaison(s) as set forth in Section 5. b. This shall not be construed as limiting the rights to subcontract some of the services to be performed hereunder as provided in this contract.

5. Liaison And Notices

- a. Both parties agree to have specifically named liaisons at all times. These representatives of the parties will be the first contacts regarding any questions and problems which may arise during implementation and operation of the contract.
- b. Wherever under this contract one party is required to give notice to the other, such notice shall be deemed given upon delivery. Notices shall be addressed as follows:
 - (i) In case of notice to the Contractor:

Patricia Anderson
Education Consultant
Connecticut State Department of Education
165 Capitol Ave., P.O. Box 2219
Hartford, CT 06145-2216

(ii) In case of notice to DSS regarding issues related to the Contract:

Susan T. Gordon
Department of Social Services
Contract Administration
25 Sigourney Street
Hartford, CT 06106

(iii) In case of notice to DSS regarding issues related to the Scope of Work:

Patti Clay
Education Consultant
Bureau of Rehabilitation Services
25 Sigourney Street
Hartford, CT 06106

- c. Said notices shall become effective on the date of receipt or the date specified in the notice, whichever comes later. Either party may change the address or liaison for notification purposes by mailing a notice stating the change and noting the new address and liaison.

6. Maintenance of Separate Records

The SBE shall maintain accounting records in a manner mutually agreed upon by the parties that will enable DSS to easily audit and examine any books, documents, papers and records maintained in support of the contract. All such documents shall be made available to DSS within a reasonable period of time following its written request, and shall be clearly identifiable as pertaining to the contract.

7. Examination of Records

DSS and its duly authorized representatives during the contract period and for a period of five (5) years after final payment for the services performed under this contract or any extension and all pending matters are closed shall have access to and the right to examine any of its books, records, including but not limited to financial records, documents and papers pertinent to this contract for the purpose of making audit, examination, excerpts and transcriptions.

B. INTERPRETATIONS AND DISPUTES

1. Settlement Of Disputes

Any dispute concerning a question of fact arising under the contract, which is not disposed of by agreement, shall be initially reviewed by the DSS Contract Administrator and the SBE Representative designated above. In the event that the DSS and SBE consultants fail to arrive at a mutually agreeable resolution, then the Commissioner of the DSS and the Commissioner of the SBE shall confer and negotiate a reasonable resolution that is mutually agreeable to both parties

C. PAYMENTS

1. Approval and State Liability

The DSS and the State of Connecticut assume no liability for payment under the terms of this contract until the SBE is notified, in writing, that DSS has accepted this contract.

D. TERMINATION

Either party may terminate this agreement for any reason upon thirty (30) days advance written notice delivered to the other party specifying a date of termination. In the event either party is unable to fulfill its responsibilities hereunder as a result of impossibility of performance, illegality, acts of God, or any other reasons, termination of this agreement shall be effected by forwarding to the other party written notice immediately, but at least thirty (30) days prior to said termination. Such notice shall describe and identify the contingency which gives rise to the notice of termination and shall be forwarded via certified mail, postage prepaid, return receipt requested.

E. MISCELLANEOUS

1. Force Majeure

Neither party shall incur liability for any failure to perform its obligations under this contract due to causes beyond its control including, but not limited to, fire, storm, flood, earthquake, explosion, accident, acts of war, acts of God, acts of Federal, State or local government or any agency thereof and judicial action, acts of third parties, and computer or equipment failures other than those caused by the sole negligence of either party.

PART 3

Memorandum of Agreement

Scope of Work

A. PURPOSE

The DSS, by and through its Bureau of Rehabilitation Services, and the SBE will collaborate to provide professional development training sessions to professional staff (attendees) at a minimum of 3 agencies and 3 organizations. These attendees will learn how to use and integrate the Connect-Ability website into their vocational activities for students with disabilities in transition from high school to employment (consumers). The SBE shall develop and distribute training session curricula and materials, which it shall make available through professional development activities and which DSS shall post on its Connect-Ability website. The SBE shall develop distance learning modules for the Connect-Ability website professional development training. SBE shall also develop Independent Living distance learning modules to be used by consumers, families, agencies and organizations using the Connect-Ability website. Funds provided by DSS, by and through the Connect-Ability Project, will support the SBE's goal of providing quality information that promotes meaningful employment to consumers and the professionals who work with them.

B. RESPONSIBILITIES OF THE SBE

1. The SBE in collaboration with the State Education Resource Center (SERC) shall perform the following duties related to the Professional Development regarding the integration of the Connect-Ability website into vocational activities for students with disabilities in transition from high school to employment:
 - a. Provide 3 days of preparation, training material development and technical assistance to DSS.
 - b. Provide a minimum of 6 or up to 10 half-day sessions of professional development training and appropriate materials.
 - c. Provide 6 days of project coordination.
 - d. Develop and disseminate invitations to professional development training sessions and coordinate registration for such sessions.
 - e. Develop, distribute, collect and summarize evaluation data for each of the training and professional development presentations.
 - f. Provide 21 days of content and module development for web-based distance learning of professional development training.
2. The SBE in collaboration with SERC shall provide 84 days of content and module development for web-based distance learning exclusively related to independent living training.

C. RESPONSIBILITIES OF DSS

DSS shall perform the following duties:

1. Assist with the development of all training programs, materials and web-based distance learning modules.
2. Assist with the provision of professional development training sessions.
3. Coordinate the review of the training programs, materials and web-based distance learning modules with Connect-Ability's School-to-Work Transition Workgroup.
4. Collect all training and evaluation data from SBE for reporting to Connect-Ability Steering Committee.
5. Monitor contract progress and provide payment according to Part 4 of this agreement.

D. REPORTING REQUIREMENTS

1. SBE will provide DSS with copies of the training materials as well as copies of all registrations, attendance and evaluation summaries of the professional development trainings within one month after each session.
2. DSS will report the results of these trainings and presentations in quarterly reports to the Centers for Medicare and Medicaid Services.

PART 4

Memorandum of Agreement

Budget and Payment Provisions

A. BUDGET:

5 Days of Technical Assistance from SERC (\$1000/day + mileage - \$410)	\$5,410
7 Days (14 ½ days) of Professional Training (\$500/half day)	\$7,000
8 Days of Project Coordination (\$500/day)	\$4,000
21 Days of Content and Module Development of Professional Development Training Distance Learning Package (\$1000/day)	\$21,000
84 Days of Content and Module Development of Independent Living Distance Learning Package (\$1000/day)	\$84,000
TOTAL	\$121,410

B. PAYMENT PROVISIONS

- a. The DSS agrees to pay the SBE for services provided under this contract up to a maximum amount not-to-exceed \$121,410.00 during the contract period and in accordance with the budget shown in section A.
- b. SBE Accounting Office shall prepare and submit a transfer invoice for \$25,410.00 upon execution of the MOA for the purchase of training materials, and the development of training curriculum as outlined in Part 3, Section B. SBE shall send an invoice with a detailed description of all goods and services purchased in this section to the DSS liaison as listed in Part 2, Section 5, b. DSS shall prepare and submit a voucher to pay the vendor (SBE) the \$25,410.00.
- c. All subsequent payments to the SBE will be contingent upon the Department's receipt and approval of a transfer invoice from the SBE Accounting Office. A detailed description of the work completed will be prepared by SBE and sent to the Department with the transfer invoice.
- d. SBE shall prepare and submit a transfer invoice quarterly. DSS shall prepare and submit a voucher to pay SBE, subject to availability of funds, after receipt, review and approval of an itemized invoice with a detailed description of the work completed, and the deliverables completed during each quarter as outlined in Part 3, Section B.

- e. The SBE acknowledges that DSS may claim the funds provided through this Agreement as part of a DSS federal claim and therefore, the funds are not to be used as a match for any other federal program. The Contractor shall include this provision in any subcontract agreements that are funded, in whole or in part, by the funds from this agreement.

C. BUDGET AND UNSPENT FUNDS: At the conclusion of the contract period, the SBE shall return any moneys not expended in accordance with the approved program/operation budget to DSS. The return of funds (on a pro-rated basis) should be contingent upon failure of SBE to meet the program deliverables.



STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
25 SIGOURNEY STREET • HARTFORD, CONNECTICUT 06106-5033

George A. Coleman
Acting Commissioner
Department of Education
165 Capitol Avenue
Hartford, CT 06106

CONTRACT #: **MOASDE-BRS-06/11DSS6011HC**
PERIOD: **03/15/11 - 12/31/11**

AMOUNT: **\$14,780**

Dear Mr. Coleman:

I am pleased to inform you that the above referenced Memorandum of Agreement has been fully executed and approved. Enclosed is the original MOA for your files.

Requests for Payment should be completed and directed to the program contact identified below. The Department will process requests for payment in accordance with the terms of the agreement. Your receipt of payment is contingent upon the continued availability of funds and your agency's compliance with the terms of the agreement.

For issues or concerns please direct your inquiries to:

Program

Patti Clay
(860) 424-4977
patti.clay@ct.gov

Contract

Julia Lentini
(860) 424-5940
julia.lentini@ct.gov

Sincerely,


Roderick L. Bremby
Commissioner

C: Amy Porter, *Bureau Director, Bureau of Rehabilitation Services*
Patti Clay, *Program Staff*

**Part 1 Face Sheet
MEMORANDUM OF AGREEMENT
STATE OF CONNECTICUT
Department of Social Services**

- MOA - Financial
 MOU - Non-Financial

CONTRACT ADMINISTRATION

1. Indicate Memorandum Type. Non-financial agreements do not require fiscal review.
2. Prepare two original copies.
3. Originating agency internal approvals must be shown prior to contracting state agency acceptance.
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	(1) ORIGINAL <input checked="" type="checkbox"/> (2) AMENDMENT <input type="checkbox"/>	(3) DSS Identification No. MOASDE-BRS- 06/11DSS6011HC	(4) Contracting Agency Identification SDEM1	
CONTRACTING STATE AGENCY	(5) Contracting State Agency Name Connecticut State Department of Education		(6) Contracting State Agency State Number SDE64000	(7) Contracting State Agency FEIN 06-6000798
	(8) Contracting State Agency Address P.O. Box 2219, Hartford, CT 06145-2219(mailing) 165 Capitol Ave., Hartford, CT 06106		(9) Contracting State Agency Liaison & Phone No. Patricia Anderson (860) 713-6923	
ORIGINATING STATE AGENCY	(10) Originating State Agency Department of Social Services		(11) Originating State Agency Number DSS6000	(12) Originating State Agency FEIN
	(13) Originating State Agency Address 25 Sigourney Street, Hartford, CT 06106		(14) Originating State Agency Liaison & Phone No. Patti Clay (860) 424-4977	
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CANCELLATION CLAUSE	This agreement shall remain in full force and effect for the entire term of the contract period stated above unless cancelled.		(17) Required No. Of Days Written Notice. Thirty (30)	
COMPLETE DESCRIPTION OF SERVICE	(18)			
COST AND SCHEDULE OF TRANSFER CERTIFICATES	(19) See Section 4 for Payment Terms and Conditions.			

(20) Line No.	(21) Budget Reference	(22) Fund	(23) Department	(24)		(25) Account	(26) Project/Grant	(27) Chgd. 1	(28) Chgd. 2	(29) Amount
				Program	SID					
	2010	12060	DSS60771	51003	20940	51133	DSS6000000033503	168060		\$14,780.00

(30) ACCEPTANCE AND APPROVALS

(31) STATUTORY AUTHORITY - §4-8, 17b-3

(32) Department of Social Services PROGRAM DIRECTOR <i>David Doukas</i>	David Doukas, Bureau Chief	DATE 4/29/11
(33) Department of Social Services FISCAL OFFICIAL <i>Lee Voghel</i>	Lee Voghel, Director Fiscal Management & Analysis	DATE 5/10/11
(34) Department of Social Services CONTRACT ADMINISTRATOR <i>Kathleen Brennan</i>	Kathleen Brennan, Director Contract Administration & Procurement	DATE 5/11/11
(35) CONTRACTING STATE AGENCY AUTHORIZED OFFICIAL <i>George A. Coleman</i>	George A. Coleman, Acting Commissioner of Education	DATE 4/26/11
(36) ORIGINATING AGENCY AUTHORIZED OFFICIAL <i>Roderick L. Bremby</i>	RODERICK L. BREMBY Commissioner	DATE 5/13/2011

PART 2

Memorandum of Agreement Standard Terms and Conditions

A. GENERAL CONTRACT PROVISIONS

1. Procurement and Contractual Agreements

The terms and conditions contained in this section constitute a basis for any contract with other Connecticut State Agencies. As used in this agreement, the term "Memorandum of Agreement" and "MOA" is consistent with the term "contract" and the term "DSS" is consistent with the Department of Social Services and the term "Connecticut State Board of Education" or "SBE" is consistent with the Contractor.

2. Contract Period

This agreement shall be in effect from March 15, 2011 through December 31, 2011 and shall be reviewed within ninety (90) days before the expiration date with a written agreement on the terms of the extension to be completed within thirty (30) days before the expiration date. The written confirmation shall be signed by the respective Commissioners or his/her designee.

3. Contract Revision or Amendment

- a. Either party may request or suggest a revision or amendment to the contract's Complete Description of Services (hereinafter referred to as "Scope of Work" or "Part 3" of this contract); or the Cost Schedule of Transfer Certificates (hereinafter referred to as "Budget and Payment Provisions" or "Part 4" of this contract).
- b. A formal contract amendment shall be required only for extension to the contract period, revision to the Budget and Payment Provisions, and any other provision determined material by either party. A contract amendment shall not be effective until executed by both parties.
- c. No amendment or revision may be made to a contract if the contract period as negotiated per Section A. 2. has expired.

4. Assignment

Either party shall not assign or transfer any interest in this contract without the prior written approval of the Liaison(s) as set forth in Section 5. b. This shall not be construed as limiting the rights to subcontract some of the services to be performed hereunder as provided in this contract.

5. Liaison And Notices

- a. Both parties agree to have specifically named liaisons at all times. These representatives of the parties will be the first contacts regarding any questions and problems, which may arise during implementation and operation of the contract.
- b. Wherever under this contract one party is required to give notice to the other, such notice shall be deemed given upon delivery. Notices shall be addressed as follows:

In case of notice to the Contractor:

Patricia Anderson
State Department of Education
P.O. Box 2219, Hartford, CT 06145-2219(mailing)
165 Capitol Avenue, Hartford, CT 06106
860-713-6923

In case of notice to DSS:
Patti Clay
860-424-4977
DSS/BRS
25 Sigourney Street
Hartford, CT 06106

Julia K. Lentini
Staff Attorney
DSS-Contract Administration
25 Sigourney Street
Hartford, CT 06106

For Fiscal Issues
Lee Voghel
Director of Division of Financial Management and Analysis
25 Sigourney Street
Hartford, CT 06106

- c. Said notices shall become effective on the date of receipt or the date specified in the notice, whichever comes later. Either party may change the address or liaison for notification purposes by mailing a notice stating the change and noting the new address and liaison.

6. Maintenance of Separate Records

The Contractor shall maintain accounting records in a manner that will enable DSS to easily audit and examine any books, documents, papers and records maintained in support of the contract. All such documents shall be made available to DSS at its request, and shall be clearly identifiable as pertaining to the contract.

7. Examination of Records

DSS and its duly authorized representatives during the contract period and for a period of five (5) years after final payment for the services performed under this contract or any extension and all pending matters are closed shall have access to and the right to examine any of its books, records, including but not limited to financial records, documents and papers pertinent to this contract for the purpose of making audit, examination, excerpts and transcriptions.

B. INTERPRETATIONS AND DISPUTES

1. Settlement Of Disputes

Any dispute concerning a question of fact arising under the contract, which is not disposed of by agreement, shall be decided by the DSS Contract Administrator as identified in Section 5. b. The decision of the DSS Contract Administrator shall not be binding if appealed by the Commissioner of the Contractor to the Commissioner of DSS and the Commissioner of DSS upholds the appeal. Pending final decision of a dispute, the Contractor shall proceed diligently with the performance of the contract in accordance with the Contract Administrator's decision.

C. PAYMENTS

1. Approval and State Liability

The DSS and the State of Connecticut assume no liability for payment under the terms of any contract until the Contractor is notified, in writing, that the DSS has accepted the contract.

D. Termination

Either party may terminate this agreement upon thirty (30) days advance written notice delivered to the other party specifying a date of termination. In the event either party is unable to fulfill its responsibilities hereunder as a result of impossibility of performance, illegality, acts of God, or any other reasons, termination of this agreement shall be effected by forwarding to the other party written notice immediately, but at least thirty (30) days prior to said termination. The notice shall describe and identify the contingency which gives rise to the notice of termination and shall be forwarded via certified mail, postage prepaid, return receipt requested.

E. MISCELLANEOUS

1. Force Majeure

Neither party shall incur liability for any failure to perform its obligations under this contract due to causes beyond its control including, but not limited to, fire, storm, flood, earthquake, explosion, accident, acts of war, acts of God, acts of Federal, State or local government or any agency thereof and judicial action, acts of third parties, and computer or equipment failures other than those caused by the sole negligence of either party.

PART 3

Memorandum of Agreement Scope of Work

A. PURPOSE

The DSS, by and through its Bureau of Rehabilitation Services, and the SBE will collaborate to provide professional development training sessions to professional staff (attendees), including helping the attendees learn to integrate the Connect-Ability website into their vocational activities for students transitioning from high school to employment. Additionally, the SBE shall develop a survey to evaluate, analyze and summarize the impact Connect-Ability website training for attendees.

B. AUTHORITY

1. Authority for DSS to enter into this agreement is granted per C.G.S. Sections 4-8 and 17b-3.

C. RESPONSIBILITIES OF CONTRACTOR

1. The SBE in collaboration with the State Education Resource Center (SERC) shall perform the following duties related to the Professional Development regarding the integration of the Connect-Ability website into vocational activities for students with disabilities in transition from high school to employment:
 - a. Provide three (3) days of preparation, training material development and technical assistance to DSS.
 - b. Provide up to six (6) half-day sessions of professional development training and appropriate materials.
 - c. Provide five (5) days of project coordination.
 - d. Develop site, develop and disseminate invitations to professional development training sessions and coordinate registration for such sessions.
 - e. Develop, distribute, collect and summarize evaluation data for each of the training and professional development presentations.
 - f. Develop, evaluate, analyze and summarize a survey sent to training attendees at least 6 months post training to assess the impact of the professional development training on current practice.

D. RESPONSIBILITIES OF DSS

DSS shall perform respective duties:

1. Assist with the development of all training programs and materials.
2. Assist with the provision of professional development training sessions.
3. Coordinate the review of the training programs and materials with Connect-Ability's School to Work Transition Work Group.
4. Collect all training and evaluation data from SBE for reporting Connect-Ability Steering Committee.
5. Monitor contract progress and provide payment according to Part 4 of this agreement.

E. REPORTING REQUIREMENTS

1. SBE shall provide DSS with copies of the training materials as well as copies of all registrations, attendance and evaluation summaries of the professional development training within one month after each session.
2. DSS will report the results of these trainings and presentations in quarterly reports to the Centers for Medicare and Medicaid Services.

PART 4

Memorandum of Agreement Budget and Payment Provisions

A. BUDGET

SERC Consultant Honorarium	\$3,000
Consultant Preparation	\$1,500
SERC Mobile Lab	\$1,600
SERC Tech Support	\$1,600
Project Coordination (site, flyer development, registration, data input, copying and on-site coordination)	\$2,750
Site Fees	\$2,200
Mailing	\$130
Impact Survey Development and Summary	\$2,000
TOTAL	\$14,780

1. For the services rendered hereunder, Contractor shall be paid an amount not to exceed \$14,780 .00.
2. Contractor shall submit necessary documentation to the DSS liaison, accompanied by a W-1270.
3. Payments shall be made in four equal installments of \$3,695.00.
4. All monies shall be expended in accordance with the budget attached hereto.

B. PAYMENT PROVISIONS

1. In the event that funds allocated by this agreement are not fully expended, Contracting agency agrees to return all unused funds to DSS within 30 days of the contract termination or cancellation.
2. In the event that funding is rescinded or revoked, Contractor shall be paid through the date of notice for services rendered under this contract.
3. SBE shall prepare and submit a transfer invoice quarterly. DSS shall prepare and submit a voucher to pay SBE, subject to availability of funds, after receipt, review and approval of an itemized invoice with a detailed description of the work completed, and the deliverables completed during each quarter as outlined in Part 3, Section B.

Upon execution of the MOA - \$3695.00
June 15, 2011 - \$3695.00
September 15, 2011 - \$3695.00
December 15, 2011 - \$3695.00

Part 1 Face Sheet
MEMORANDUM OF AGREEMENT
MEMORANDUM OF UNDERSTANDING
STATE OF CONNECTICUT
Department of Social Services
CONTRACT ADMINISTRATION

MOA - Financial

MOU - Non-Financial

1. Indicate Memorandum Type. Non-financial agreements do not require fiscal review.
2. Prepare two original copies.
3. Originating agency internal approvals must be shown prior to contracting state agency acceptance.
4. The Department of Social Services and the Contractor as listed below hereby enter into an agreement subject to the terms and conditions stated herein and subject to the applicable provisions of the Connecticut General Statutes.
5. Acceptance of this contract implies conformance with terms and conditions as stated in this agreement.

	(1) ORIGINAL <input type="checkbox"/> (2) AMENDMENT <input checked="" type="checkbox"/> 1	(3) DSS Identification No. 064SDC-BRS-03/08DSS6021HC	(4) Contracting Agency Identification SDEM1		
CONTRACTING STATE AGENCY	(5) Contracting State Agency Name STATE DEPARTMENT OF EDUCATION		(6) Contracting State Agency State Number SDE64000	(7) Contracting State Agency FEIN 06-6000798	
	(8) Contracting State Agency Address P.O. Box 2219, Hartford, CT 06145-2219(mailing) 165 Capitol Ave., Hartford, CT 06106		(9) Contracting State Agency Liaison & Phone No. Patricia Anderson (860) 713-6923		
ORIGINATING STATE AGENCY	(10) Originating State Agency Department of Social Services		(11) Originating State Agency Number DSS6000	(12) Originating State Agency FEIN 061274678	
	(13) Originating State Agency Address 25 Sigourney Street, Hartford, CT 06106		(14) Originating State Agency Liaison & Phone No. Patti Clay (860) 424-4977		
CONTRACT PERIOD	(15) Contract Period (From - To) September 15, 2008 –December 30, 2011		(16) Funding Period (From -To) September 15, 2008 –December 30, 2011		
CANCELLATION CLAUSE	This agreement shall remain in full force and effect for the entire term of the contract period stated above unless cancelled		(17) Required No. Of Days Written Notice. 30 Days		
COMPLETE DESCRIPTION OF SERVICE	(18) The contractor shall provide services in accordance with the terms of this Memorandum of Agreement as it continues on page 2.				
COST AND SCHEDULE OF TRANSFER CERTIFICATES	(19) The Originating State Agency shall issue a transfer certificate under the schedule of the terms and schedule described on page 6.				

(20) Line No.	(21) Budget Reference	(22) Fund	(23) Department	(24)		(25) Account	(26) Project/Grant	(27) Chart 1	(28) Chart 2	(29) Amount
				Program	SID					
	2010	12060	DSS60771	51003	20940	51133	DSS6000000033503	168060		\$19,780

(30) ACCEPTANCE AND APPROVALS

(31) STATUTORY AUTHORITY - §4-8, 17b- 3

(32) Department of Social Services PROGRAM DIRECTOR	Amy Porter, BRS Bureau Chief	DATE
(33) Department of Social Services FISCAL OFFICIAL	Lee Voghel, Director	DATE
(34) Department of Social Services CONTRACT ADMINISTRATOR	Kathleen Brennan, Director	DATE
(35) CONTRACTING STATE AGENCY AUTHORIZED OFFICIAL	Dr. Mark K. McQuillan, Commissioner	DATE
(36) ORIGINATING AGENCY AUTHORIZED OFFICIAL	Michael P. Starkowski, Commissioner	DATE

1. **The end date of the term of the agreement shall be extended by one year and one day from 12/30/10 to 12/31/11.**
2. **The total dollar value of the contract shall be increased by \$19,780.00 from \$121,410.00 to \$141,190.00.**
3. **Additionally, the following sections of the agreement shall be amended as described:**
 - a. **Part 3, Scope of Work, Section A. shall have the following language added after the existing paragraphs:**

A. PURPOSE

The DSS, by and through its Bureau of Rehabilitation Services, and the SBE will collaborate to provide professional development training sessions to professional staff (attendees) at six (6) additional events. These attendees will learn how to use and integrate the Connect-Ability website into their vocational activities for students with disabilities in transition from high school to employment (consumers). The SBE shall develop and distribute training session curricula and materials, which it shall make available through professional development activities and which DSS shall post on its Connect-Ability website. The SBE shall develop a distance learning module for the Connect-Ability website professional development training. SBE shall also develop a survey to evaluate, analyze and summarize the impact Connect-Ability website training for attendees. Funds provided by DSS, by and through the Connect-Ability Project, will support the SBE's goal of providing quality information that promotes meaningful employment to consumers and the professionals who work with them.

- b. **Part 3, Scope of Work, Section B. Responsibilities of the SBE shall be supplemented with the following language:**

B. RESPONSIBILITIES OF THE SBE

3. The SBE in collaboration with the State Education Resource Center (SERC) shall perform the following duties related to the Professional Development regarding the integration of the Connect-Ability website into vocational activities for students with disabilities in transition from high school to employment:
 - a. Provide three (3) days of preparation, training material development and technical assistance to DSS.
 - b. Provide up to six (6) half-day sessions of professional development training and appropriate materials.
 - c. Provide five (5) days of project coordination.
 - d. Develop site, develop and disseminate invitations to professional development training sessions and coordinate registration for such sessions.
 - e. Develop, distribute, collect and summarize evaluation data for each of the training and professional development presentations.
 - f. Develop, evaluate, analyze and summarize a survey sent to training attendees at least 6 months post training to assess the impact of the professional development training on current practice.
 - g. Develop a distance learning module of the professional development training based on the Connect-Ability website.

- c. **Part 4, Budget and Payment Provisions, Section A. Budget and Section B. Payment Provisions shall be supplemented with the following language:**

A. BUDGET:

SERC Consultant Honorarium

\$3,000

Consultant Preparation	\$1,500
SERC Mobile Lab	\$1,600
SERC Tech Support	\$1,600
Project Coordination (site, flyer development, registration, data input, copying and on-site coordination)	\$2,750
Site Fees	\$2,200
Mailing	\$130
Impact Survey Development and Summary	\$2,000
Distance Learning Module	\$5,000
TOTAL	\$19,780

B. PAYMENT PROVISIONS

- a. The DSS agrees to pay the SBE for services provided under this contract up to a maximum amount not-to-exceed \$19,780 during the contract period and in accordance with the budget shown in section A.
- b. SBE Accounting Office shall prepare and submit a transfer invoice for \$4945 upon execution of the MOA for the purchase of training materials, and the development of training curriculum as outlined in Part 3, Section B. SBE shall send an invoice with a detailed description of all goods and services purchased in this section to the DSS liaison as listed in Part 2, Section 5, b. DSS shall prepare and submit a voucher to pay the vendor (SBE) the \$4945.
- c. All subsequent payments to the SBE will be contingent upon the Department's receipt and approval of a transfer invoice from the SBE Accounting Office. A detailed description of the work completed will be prepared by SBE and sent to the Department with the transfer invoice.
- d. SBE shall prepare and submit a transfer invoice quarterly. DSS shall prepare and submit a voucher to pay SBE, subject to availability of funds, after receipt, review and approval of an itemized invoice with a detailed description of the work completed, and the deliverables completed during each quarter as outlined in Part 3, Section B.
 June 15, 2010 or upon execution of the MOA - \$4945
 September 15, 2010 - \$4945
 December 15, 2010 - \$4945
 March 15, 2011 - \$4945
- e. The SBE acknowledges that DSS may claim the funds provided through this Agreement as part of a DSS federal claim and therefore, the funds are not to be used as a match for any other federal program. The Contractor shall include this provision in any subcontract agreements that are funded, in whole or in part, by the funds from this agreement.

4. All other terms and conditions not specifically amended herein shall remain in full force and effect.

Part 1 Face Sheet
MEMORANDUM OF AGREEMENT
STATE OF CONNECTICUT
 Department of Social Services
 Bureau of Rehabilitative Services
 CONTRACT ADMINISTRATION

MOA - Financial

MOU - Non-Financial

1. Indicate Memorandum Type. Non-financial agreements do not require fiscal review.
2. Prepare two original copies.
3. Originating agency internal approvals must be shown prior to contracting state agency acceptance.
4. The Bureau of Rehabilitative Services/DSS and the Contractor as listed below hereby enter into an agreement subject to the terms and conditions stated herein and subject to the applicable provisions of the Connecticut General Statutes.
5. Acceptance of this contract implies conformance with terms and conditions as stated in this agreement.

	(1) ORIGINAL <input checked="" type="checkbox"/> (2) AMENDMENT <input type="checkbox"/>	(3) BRS/DSS Identification No. 064SDC-BRS-07/12DSS6001HC	(4) Contracting Agency Identification SDEM1	
CONTRACTING STATE AGENCY	(5) Contracting State Agency Name STATE DEPARTMENT OF EDUCATION		(6) Contracting State Agency State Number SDE64000	(7) Contracting State Agency FEIN 06-6000798
	(8) Contracting State Agency Address P.O. Box 2219, Hartford, CT 06145-2219(mailing) 165 Capitol Ave., Hartford, CT 06106		(9) Contracting State Agency Liaison & Phone No. Jay A. Brown(860) 713-6918	
ORIGINATING STATE AGENCY	(10) Originating State Agency Bureau of Rehabilitative Services/DSS		(11) Originating State Agency Number DSS6000	(12) Originating State Agency FEIN 061274678
	(13) Originating State Agency Address 25 Sigourney Street, Hartford, CT 06106		(14) Originating State Agency Liaison & Phone No. Patti Clay (860) 424-4977	
CONTRACT PERIOD	(15) Contract Period (From - To) February 1, 2012 – August 31, 2012		(16) Funding Period (From -To) February 1, 2012 – August 31, 2012	
CANCELLATION CLAUSE	This agreement shall remain in full force and effect for the entire term of the contract period stated above unless cancelled		(17) Required No. Of Days Written Notice. 30 Days	
COMPLETE DESCRIPTION OF SERVICE	(18) The Contractor shall provide services in accordance with the terms of this Memorandum of Agreement as it continues on Page 2.			
COST AND SCHEDULE OF TRANSFER CERTIFICATES	(19) Upon completion of all deliverables outlined on Page 8 of this Memorandum of Agreement, the BRS/DSS shall issue a properly completed transfer to the SDE in an amount not to exceed \$43,171.71.			

(20)	(21)	(22)	(23)	(24)		(25)	(26)			(27)	(28)	(29)
Line No.	Budget Reference	Fund	Department	Program	SID	Account	Project/Grant	Charl 1	Charl 2	Amount		
	2011	12060	DSS60771	51003	20940	55110 51250	DSS000000033503	168060		\$43,171.71		

(30) ACCEPTANCE AND APPROVALS

(31) STATUTORY AUTHORITY - §4-8, 17b- 3

(32) Bureau of Rehabilitative Services <i>Amy Porter</i>	Amy Porter, Director <i>Amy Porter</i>	DATE 3/9/12
(33) Department of Social Services FISCAL OFFICIAL <i>[Signature]</i>	Lee Voghel, Director	DATE 3/21/12
(35) CONTRACTING STATE AGENCY AUTHORIZED OFFICIAL	Stefan Pryor, Commissioner <i>[Signature]</i>	DATE 3/7/2012

Part 2

**Memorandum of Agreement
Standard Terms and Conditions**

A. GENERAL CONTRACT PROVISIONS

1 Procurement and Contractual Agreements

The terms and conditions contained in this section constitute a basis for any contract with other Connecticut State Agencies. As used in this agreement, the term "Memorandum of Agreement" and "MOA" is consistent with the term "contract" and the term "BRS/DSS" is consistent with the Bureau of Rehabilitative Services and the term "SDE" is consistent with the State Department of Education.

1. Contract Period

This agreement shall be in effect from February 1, 2012 through August 31, 2012 and shall be reviewed within ninety (90) days before the expiration date with a written agreement on the terms of the extension to be completed within thirty (30) days before the expiration date. The written confirmation shall be signed by the respective Commissioners or his/her designee.

2. Contract Revision or Amendment

- a. Either party may request or suggest a revision or amendment to the contract's Complete Description of Services (hereinafter referred to as "Scope of Work" or "Part 3" of this contract); or the Cost Schedule of Transfer Certificates (hereinafter referred to as "Budget and Payment Provisions" or "Part 4" of this contract).
- b. A formal contract amendment shall be required only for extension to the contract period, revision to the Budget and Payment Provisions, and any other provision determined material by either party. A contract amendment shall not be effective until executed by both parties.
- c. No amendment or revision may be made to a contract if the contract period as negotiated per Section A. 2. has expired.

3. Assignment

Either party shall not assign or transfer any interest in this contract without the prior written approval of the Liaison(s) as set forth in Section 5. b. This shall not be construed as limiting the rights to subcontract some of the services to be performed hereunder as provided in this contract.

4. Liaison And Notices

- a. Both parties agree to have specifically named liaisons at all times. These representatives of the parties will be the first contacts regarding any questions and problems, which may arise during implementation and operation of the contract.
- b. Wherever under this contract one party is required to give notice to the other, such notice shall be deemed given upon delivery. Notices shall be addressed as follows:

In case of notice to the Contractor:

Jay A. Brown
CT State Department of Education
Bureau of Special Education
P.O. Box 2219
Hartford, CT 06145-2219
860/713-6918
jay.brown@ct.gov

In case of notice to DSS:

Susan T. Gordon
Fiscal Administrative Officer
DSS-Contract Administration
25 Sigourney Street
Hartford, CT 06106

For Fiscal Issues:

Lee Voghel
Director of Division of Financial Management and Analysis
25 Sigourney Street
Hartford, CT 06106

- c. Said notices shall become effective on the date of receipt or the date specified in the notice, whichever comes later. Either party may change the address or liaison for notification purposes by mailing a notice stating the change and noting the new address and liaison.

5. **Maintenance of Separate Records**

The SDE shall maintain accounting records in a manner that will enable BRS/DSS to easily audit and examine any books, documents, papers and records maintained in support of the contract. All such documents shall be made available to BRS/DSS at its request, and shall be clearly identifiable as pertaining to the contract.

6. **Examination of Records**

BRS/DSS and its duly authorized representatives during the contract period and for a period of five (5) years after final payment for the services performed under this contract or any extension and all pending matters are closed shall have access to and the right to examine any of its books, records, including but not limited to financial records, documents and papers pertinent to this contract for the purpose of making audit, examination, excerpts and transcriptions.

B. INTERPRETATIONS AND DISPUTES

1. **Settlement Of Disputes**

Any dispute concerning a question of fact arising under the contract, which is not disposed of by agreement, shall be decided by the BRS/DSS Contract Administrator as identified in Section 5. b. The decision of the DSS Contract Administrator shall not be binding if appealed by the Commissioner of the SDE to the Director of BRS/DSS and the Director of BRS/DSS upholds the appeal. Pending final decision of a dispute, the SDE shall proceed diligently with the performance of the contract in accordance with the Contract Administrator's decision.

C. PAYMENTS

1. **Approval and State Liability**

The BRS/DSS and the State of Connecticut assume no liability for payment under the terms of any contract until the SDE is notified, in writing, that the BRS/DSS has accepted the contract.

2. **Executive Orders.** This Contract is subject to Executive Order No. 3 of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices; Executive Order No. 17 of Governor

Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings; Executive Order No. 16 of Governor John G. Rowland, promulgated August 4, 1999, concerning violence in the workplace. This Contract may also be subject to Executive Order 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions. All of these Executive orders are incorporated into and made a part of the Contract as if they had been fully set forth in it. At the Contractor's request, the Agency shall provide a copy of these Orders to the Contractor.

3. NON-DISCRIMINATION

a. For purposes of this Section, the following terms are defined as follows:

- (1) "Commission" means the Commission on Human Rights and Opportunities;
- (2) "Contract" and "contract" include any extension or modification of the Contract or contract;
- (3) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- (4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
- (5) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- (6) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- (7) "marital status" means being single, married as recognized by the State of Connecticut, widowed, separated or divorced;
- (8) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- (9) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-91; and
- (10) "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

b.

- (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved;
 - (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission;
 - (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment;
 - (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and
 - (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.
- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g)
- (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation;
 - (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment;
 - (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and
 - (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.
- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

D. TERMINATION

Either party may terminate this agreement upon thirty (30) days advance written notice delivered to the other party specifying a date of termination. In the event either party is unable to fulfill its responsibilities hereunder as a result of impossibility of performance, illegality, acts of God, or any other reasons, termination of this agreement shall be effected by forwarding to the other party written notice immediately, but at least thirty (30) days prior to said termination. The notice shall describe and identify the contingency which gives rise to the notice of termination and shall be forwarded via certified mail, postage prepaid, return receipt requested.

E. MISCELLANEOUS

1. Force Majeure

Neither party shall incur liability for any failure to perform its obligations under this contract due to causes beyond its control including, but not limited to, fire, storm, flood, earthquake, explosion, accident, acts of war, acts of God, acts of Federal, State or local government or any agency thereof and judicial action, acts of third parties, and computer or equipment failures other than those caused by the sole negligence of either party.

PART 3

Memorandum of Agreement

Scope of Work

A. PURPOSE

The BRS/DSS, and the SBE, will collaborate to conduct activities to improve the response rate to the Post-School Outcomes (PSO) Survey and to provide professional development training sessions to professional staff (attendees). These attendees will learn how to analyze and use PSO Survey data to improve vocational activities for students with disabilities in transition from high school to employment (consumers). The SBE shall develop and distribute training session curricula and materials, which it shall make available through professional development activities and which BRS/DSS shall post on its Connect-Ability website. Funds provided by BRS/DSS, by and through the Connect-Ability Project, will support the SBE's goal of providing quality information that promotes meaningful employment to consumers and the professionals who work with them.

B. RESPONSIBILITIES OF THE SBE

- a. Create and disseminate disaggregated district-level Post School Outcome Survey (PSOS) data for purpose of informing transition-planning efforts.
- b. Create manual describing processes for allowing for continued annual use of dissemination procedures for disaggregated district-level data reports.
- c. Employ cross-categorical PSOS analysis to assist in identifying and addressing emergent themes.
- d. Provide technical assistance to districts in accessing and analyzing district-level PSOS data to inform program improvement decisions.
- e. Develop website and guidelines to assist in the provision of technical assistance school districts regarding identification and prioritizing proposed changes to LEA practices, policies, procedures and transition services based on student identified needs and data from the PSOS survey.

C. RESPONSIBILITIES OF DSS

- a. Monitor contract progress and provide payment according to Part 4 of this Agreement.
- b. Provide input regarding PSOS survey materials and other work products.

PART 4

Payment Provisions

A. PAYMENT PROVISIONS

- a. The BRS/DSS agrees to pay the SBE for services provided under this contract up to a maximum amount not-to-exceed \$43,171.71 during the contract period.
- b. Payment is contingent upon the delivery of above-mentioned deliverables.

Part 1 Face Sheet
MEMORANDUM OF AGREEMENT
STATE OF CONNECTICUT
Bureau of Rehabilitative Services
CONTRACT ADMINISTRATION

- MOA - Financial
 MOU - Non-Financial

1. Indicate Memorandum Type. Non-financial agreements do not require fiscal review.
2. Prepare two original copies.
3. Originating agency internal approvals must be shown prior to contracting state agency acceptance.
4. The Department of Social Services and the Contractor as listed below hereby enter into an agreement subject to the terms and conditions stated herein and subject to the applicable provisions of the Connecticut General Statutes.
5. Acceptance of this contract implies conformance with terms and conditions as stated in this agreement.

	(1) ORIGINAL <input type="checkbox"/> (2) AMENDMENT <input checked="" type="checkbox"/> 2	(3) DSS Identification No. MOASDE- BRS02 /10DSS6031HC A2	(4) Contracting Agency Identification SDE M1	
CONTRACTING STATE AGENCY	(5) Contracting State Agency Name STATE DEPARTMENT OF EDUCATION		(6) Contracting State Agency State Number SDE 6400	(7) Contracting State Agency FEIN 06-6000798
	(8) Contracting State Agency Address P.O. Box 2219, Hartford, CT 06145- 2219 (mailing) 165 Capitol Ave, Hartford, CT 06106		(9) Contracting State Agency Liaison & Phone No. Patricia Anderson (860) 713-6923	
ORIGINATING STATE AGENCY	(10) Originating State Agency Bureau of Rehabilitative Services		(11) Originating State Agency Number DSS6000	(12) Originating State Agency FEIN 061274678
	(13) Originating State Agency Address 25 Sigourney Street, Hartford, CT 06106		(14) Originating State Agency Liaison & Phone No. Patti Clay (860) 424-4977	
CONTRACT PERIOD	(15) Contract Period (From - To) June 15, 2010 –December 31, 2012		(16) Funding Period (From -To) June 15, 2010 –December 31, 2012	
CANCELLATION CLAUSE	This agreement shall remain in full force and effect for the entire term of the contract period stated above unless cancelled.		(17) Required No. Of Days Written Notice. Thirty (30)	
COMPLETE DESCRIPTION OF SERVICE	The Memorandum of Agreement between The State Department of Education he inafter referred to as the "Contractor" and the Bureau of Rehabilitative Services hereinafter referred to as the "Department", which was last executed by the parties on October 3, 2011, is hereby amended to extend the contract period through December 31, 2012. This time extension shall allow the Contractor sufficient time to complete the provision of services as specified in the original contract. All provisions of the originally-signed Agreement and amendment, except those explicitly changed by this amendment, shall remain in full force and effect.			
COST AND SCHEDULE OF TRANSFER CERTIFICATES	(19) This is a NO-COST amendment. The maximum dollar value of this Agreement shall remain at an amount not to exceed \$2,057,733.00. All other cost and payment provisions shall remain in full force and effect.			

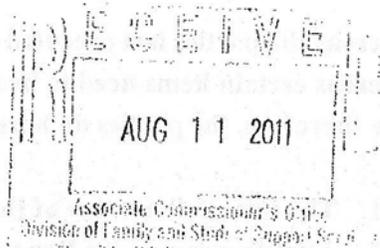
(20) Line No.	(21) Budget Reference	(22) Fund	(23) Department	(24)		(25) Account	(26) Project/Grant	(27) Chart 1	(28) Chart 2	(29) Amount
				Program	SID					
	2011	11000	DSS60771	52009	16004	51230	DSS000000010501	168060		\$467,618.50
	2009	12060	DSS60771	52009	29031	51230	DSS000000036102	168060		\$719,521.50
	2011	12060	DSS60771	52009	20921	51230	DSS000000033302	168060		\$813,151.25
	2010	12060	DSS60771	52009	20921	51230	DSS000000033302	168060		\$57,441.50

(30) ACCEPTANCE AND APPROVALS

(31) STATUTORY AUTHORITY - §4-8, 17b- 3

(33) Department of Social Services FISCAL OFFICIAL <i>N/A</i>	Lee Voghel, Director Fiscal Management & Analysis	DATE 6/29/12
(35) CONTRACTING STATE AGENCY AUTHORIZED OFFICIAL <i>[Signature]</i>	Stefan Pryor Department of Education, Commissioner	DATE 06/29/12
(36) ORIGINATING AGENCY AUTHORIZED OFFICIAL <i>[Signature]</i>	Amy Porter, Director, Bureau of Rehabilitative Services	DATE 6/29/12

**Part 1 Face Sheet
MEMORANDUM OF AGREEMENT
STATE OF CONNECTICUT
Department of Social Services
CONTRACT ADMINISTRATION**



- MOA - Financial
 MOU - Non-Financial

1. Indicate Memorandum Type. Non-financial agreements do not require fiscal review.
2. Prepare two original copies.
3. Originating agency internal approvals must be shown prior to contracting state agency acceptance.
4. The Department of Social Services and the Contractor as listed below hereby enter into an agreement subject to the terms and conditions stated herein and subject to the applicable provisions of the Connecticut General Statutes.
5. Acceptance of this contract implies conformance with terms and conditions as stated in this agreement.

	(1) ORIGINAL <input type="checkbox"/> (2) AMENDMENT <input checked="" type="checkbox"/>	(3) DSS Identification No. MOASDE-BRS02/10DSS6031HC A1	(4) Contracting Agency Identification SDE M1
CONTRACTING STATE AGENCY	(5) Contracting State Agency Name STATE DEPARTMENT OF EDUCATION		(6) Contracting State Agency State Number SDE 6400 (7) Contracting State Agency FEIN 06-6000798
ORIGINATING STATE AGENCY	(8) Contracting State Agency Address P.O. Box 2219, Hartford, CT 06145- 2219 (mailing) 165 Capitol Ave, Hartford, CT 06106		(9) Contracting State Agency Liaison & Phone No. Patricia Anderson (860) 713-6923
	(10) Originating State Agency Bureau of Rehabilitative Services for the BRS/DSS Program		(11) Originating State Agency Number DSS6000 (12) Originating State Agency FEIN 061274678
	(13) Originating State Agency Address 25 Sigourney Street, Hartford, CT 06106		(14) Originating State Agency Liaison & Phone No. Patti Clay (860) 424-4977
CONTRACT PERIOD	(15) Contract Period (From - To) June 15, 2010 - June 30, 2012		(16) Funding Period (From -To) June 15, 2010 - June 30, 2012
CANCELLATION CLAUSE	This agreement shall remain in full force and effect for the entire term of the contract period stated above unless cancelled.		(17) Required No. Of Days Written Notice. Thirty (30)
COMPLETE DESCRIPTION OF SERVICE	This MOA is being amended to include the Connecticut Parent Advocacy Center to ensure that all information developed in this MOA is provided to families of students with disabilities. The complete description of services can be seen below in Sections A and B.		
COST AND SCHEDULE OF TRANSFER CERTIFICATES	(19) See Section 4 for Payment Terms and Conditions.		

(20) Line No.	(21) Budget Reference	(22) Fund	(23) Department	(24)		(25) Account	(26) Project/Grant	(27) Chart 1	(28) Chart 2	(29) Amount
				Program	SID					
	2011	11000	DSS60771	52009	16004	55080 751230	DSS000000010501	168060		\$467,618.50
	2009	12060	DSS60771	52009	29031	51230	DSS000000036102	168060		\$719,521.50
	2011	12060	DSS60771	52009	20921	51230	DSS000000033302	168060		\$813,151.25
	2010	12060	DSS60771	52009	20921	51230	DSS000000033302	168060		\$57441.50

(30) ACCEPTANCE AND APPROVALS 55110 (31) STATUTORY AUTHORITY - §4-8, 17b-3

(33) Department of Social Services FISCAL OFFICIAL	Lee Voghel, Director Fiscal Management & Analysis	9/1/11 DATE
(35) CONTRACTING STATE AGENCY AUTHORIZED OFFICIAL	George A. Coleman Department of Education, Acting Commissioner	8/24/2011 DATE
(36) ORIGINATING AGENCY AUTHORIZED OFFICIAL	Amy Porter, Director Bureau of Rehabilitation Services for the Bureau of Rehabilitative Services	10-3-11 DATE

Whereas the parties last executed an MOA on July 8, 2010; and

Whereas certain items need to be added to the MOA;

Now therefore, the parties do hereby agree to the following terms and conditions.

1. The total dollar value of the contract shall be increased by \$114,883.00.
2. All references to the Department of Social Services shall be deleted and replaced in their entirety with the following language: "Bureau of Rehabilitative Services, Bureau of Rehabilitation Services/Department of Social Services."
3. The scope shall be amended to include the following language:

A. PURPOSE

The Connecticut State Board of Education (CSBE), in collaboration with the State Education Resource Center (SERC) and the Connecticut Parent Advocacy Center (CPAC), shall perform the duties listed below related to activities to improve the post-school outcomes for students with disabilities via the SERC/RESC Transition Resource Counselor Initiative.

B. RESPONSIBILITIES OF THE CSBE

These activities will improve postsecondary education/training, employment and independent living activities in which students with disabilities engage during the transition from high school to employment:

1. Participate in advisory and training activities to develop capacity of CPAC to provide information to LEAs, families and students regarding adult service agencies, their eligibility processes and funding/services.
2. Collaborate with the Regional Education Service Centers (RESCs), State Education Resource Center (SERC), Local Educational Agencies (LEAs) and adult service agencies to make information about post-high school services, including information about adult service agencies, available to students and their families at least one (1) year prior to the students exiting the district.
3. Work with RESCs, SERC, LEAs, and adult service agencies to help fulfill CPACs federal obligation to serve youth with disabilities until age 26.
4. Work with CPAC to assist adult service agencies to assess the effectiveness and consistency of the transition services and information provided to parents, families and students across regions.
5. Encourage CPAC to participate in all regional Transition Expos, family nights, and BRS information sessions for the remainder of the Initiative.
6. Work with CPAC to identify information regarding regional and local community resources and providers that may be of assistance to students with disabilities and their families.
7. Collaborate with the RESCs, SERC, CPAC and LEAs to provide information about regional transition/vocational services and adult service agencies to families and students.
8. Engage in other mutually agreed upon activities of the SERC/RESC Transition Resource Counselor Initiative.

C. REPORTING REQUIREMENTS

1. CSBE will share all training and materials with BRS for BRS' input prior to distribution/publication deadlines.
2. CSBE will provide BRS with written quarterly reports detailing project accomplishments. Each report shall be due to BRS on the following schedule:
 - a. October 15, 2011 for the period July 1, 2011 - September 30, 2011
 - b. January 15, 2012 for the period October 1, 2011 - December 31, 2011
 - c. April 15, 2012 for the period January 1, 2012 - March 31, 2012
 - d. July 15, 2012 for the period April 1, 2012 - June 30, 2012

4. Part 4, the Budget and Payment Provisions, shall be amended to include the following information:

D. BUDGET:

7/1/2011 - 6/30/2012

1. Salaries for Personnel Including Fringe Benefits	\$55,683
2. Equipment	\$6,800
3. Professional Development Technical Assistance	\$15,400
4. Travel/Mileage	\$5,000
5. Meeting Space	\$3,600
6. Materials/Resources/Printing	\$28,400
7. Indirect Costs	\$0
8. Independent Program Evaluation	\$0
TOTAL	\$114,883

E. PAYMENT PROVISIONS

1. The BRS agrees to pay the CSBE for services provided under this contract up to an additional \$114,883.00, increasing the maximum contract value to \$2,057,733, in accordance with the budget shown in section B and according to the payment schedule below.
2. CSBE Accounting Office shall prepare and submit to BRS a transfer invoice for \$57,441.50 upon execution of the MOA for hiring a professional staff, purchase of training materials, equipment and the development of training curriculum is outlined herein, with a detailed description of all goods and services purchased, to the DSS liaison as outlined in section C. 1, DSS shall transfer such funds to CSBE.
3. The remaining \$57,441.50 will be paid based upon receipt of deliverables and submission of transfer invoices with a detailed description of all goods and services purchased, in accordance with the payment schedule outlined below.

Amount	Date Payable
\$28,720.75	March 31, 2012
\$28,720.75	June 15, 2012

4. Any funding not utilized by CSBE shall be returned within 30 days of the end of the contract to BRS.
5. All other terms and conditions not specifically amended herein shall remain in full force and effect.



MICHAEL P. STARKOWSKI
Commissioner

STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
OFFICE OF THE COMMISSIONER

TELEPHONE
(860) 424-5053

TDD/TTY
1-800-842-4524

FAX
(860) 424-5057

EMAIL
commis.dss@ct.gov

March 25, 2011

George A. Coleman
Acting Commissioner
Department of Education
165 Capitol Avenue
Hartford, CT 06106

CONTRACT #: **064SDE-BRS-06/11DSS6001HC**
PERIOD: **02/01/11 - 05/31/11**

AMOUNT: **\$10,000**

Dear Mr. Coleman:

I am pleased to inform you that the above referenced Memorandum of Agreement has been fully executed and approved. Enclosed is the original MOA for your files.

Requests for Payment should be completed and directed to the program contact identified below. The Department will process requests for payment in accordance with the terms of the agreement. Your receipt of payment is contingent upon the continued availability of funds and your agency's compliance with the terms of the agreement.

For issues or concerns please direct your inquiries to:

Program

Patti Clay
(860) 424-4977
patti.clay@ct.gov

Contract

Susan Gordon
(860) 424-4866
susan.gordon@ct.gov

Sincerely,


Michael P. Starkowski
Commissioner

C: Amy Porter, Bureau Director, Bureau of Rehabilitation Services
Patti Clay, Program Staff

25 SIGOURNEY STREET • HARTFORD, CONNECTICUT 06106-5033

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Part 1 Face Sheet
MEMORANDUM OF AGREEMENT
MEMORANDUM OF UNDERSTANDING
STATE OF CONNECTICUT
Department of Social Services
CONTRACT ADMINISTRATION

MOA - Financial

MOU - Non-Financial

1. Indicate Memorandum Type. Non-financial agreements do not require fiscal review.
2. Prepare two original copies.
3. Originating agency internal approvals must be shown prior to contracting state agency acceptance.
4. The Department of Social Services and the Contractor as listed below hereby enter into an agreement subject to the terms and conditions stated herein and subject to the applicable provisions of the Connecticut General Statutes.
5. Acceptance of this contract implies conformance with terms and conditions as stated in this agreement.

	(1) ORIGINAL <input checked="" type="checkbox"/> (2) AMENDMENT <input type="checkbox"/>	(3) DSS Identification No. 11DSS6001HC/064SDE-BRS-06	(4) Contracting Agency Identification SDEM 1
CONTRACTING STATE AGENCY	(4) Contracting State Agency Name DEPARTMENT OF EDUCATION		(6) Contracting State Agency State Number SDE64000 (7) Contracting State Agency FEIN SDE-001
	(8) Contracting State Agency Address 165 Capitol Avenue Hartford CT 06106		(9) Contracting State Agency Liaison & Phone No. Patricia Anderson (860) 713-6923
ORIGINATING STATE AGENCY	(10) Originating State Agency Department of Social Services		(11) Originating State Agency Number DSS6000 (12) Originating State Agency FEIN 061274678
	(13) Originating State Agency Address 25 Sigourney Street Hartford CT 06106		(14) Originating State Agency Liaison & Phone No. Patti Clay (860) 424-4977
CONTRACT PERIOD	(15) Contract Period (From - To) 2/1/2011 - 5/31/2011		(16) Funding Period (From - To) 2/1/2011 - 5/31/2011
CANCELLATION CLAUSE	This agreement shall remain in full force and effect for the entire term of the contract period stated above unless cancelled		(17) Required No. Of Days Written Notice. 30 Days
COMPLETE DESCRIPTION OF SERVICE	(18) The contractor shall provide services in accordance with the terms of this Memorandum of Agreement as it continues on page 2.		
COST AND SCHEDULE OF TRANSFER CERTIFICATES	(19) Upon the execution of this Memorandum of Agreement, the Department shall issue a properly completed transfer to the Contractor in an amount not to exceed \$10,000.00, as described in the Payment provisions on page 6 of this Memorandum of Agreement.		

(20) Line No.	(21) Budget Reference	(22) Fund	(23) Department	(24) Program		(25) Account	(26) Project/Grant	(27) Chart 1	(28) Chart 2	(29) Amount
	2011	12060	DSS60771	52009	26037	47100	DSS000000022402	168060		\$10,000.00

(30) ACCEPTANCE AND APPROVALS

(31) STATUTORY AUTHORITY - §4-8, 17b-3

(32) Department of Social Services PROGRAM DIRECTOR <i>Amy Porter</i>	Amy Porter, Bureau Director, Bureau of Rehabilitation Services	DATE 3/21/11
(33) Department of Social Services FISCAL OFFICIAL <i>Lee Voghel</i>	Lee Voghel Director, Financial Management	DATE 3/23/11
(34) Department of Social Services CONTRACT ADMINISTRATOR <i>Kathleen M. Brennan</i>	Kathleen Brennan Director, Contract Administration	DATE 3/24/11
(35) CONTRACTING STATE AGENCY AUTHORIZED OFFICIAL <i>George Coleman</i>	George Coleman, Acting Commissioner of Education	DATE 3/4/11
(36) ORIGINATING AGENCY AUTHORIZED OFFICIAL <i>Michael P. Starkowski</i>	Michael P. Starkowski, Commissioner	DATE 3/15/11

PART 2

Memorandum of Agreement Standard Terms and Conditions

A. GENERAL CONTRACT PROVISIONS

1. Procurement and Contractual Agreements

The terms and conditions contained in this section constitute a basis for any contract with other Connecticut State Agencies. As used in this agreement, the term "Memorandum of Agreement" and "MOA" is consistent with the term "contract" and the term "DSS" is consistent with the Department of Social Services and the term "SBE" is consistent with the State Board of Education.

2. Contract Period

This agreement shall be in effect from February 1, 2011 through May 31, 2011 and shall be reviewed within ninety (90) days before the expiration date with a written agreement on the terms of the extension to be completed within thirty (30) days before the expiration date. The written confirmation shall be signed by the respective Commissioners or his/her designee.

3. Contract Revision or Amendment

- a. Either party may request or suggest a revision or amendment to the contract's Complete Description of Services (hereinafter referred to as "Scope of Work" or "Part 3" of this contract); or the Cost Schedule of Transfer Certificates (hereinafter referred to as "Budget and Payment Provisions" or "Part 4" of this contract).
- b. A formal contract amendment shall be required only for extension to the contract period, revision to the Budget and Payment Provisions, and any other provision determined material by either party. A contract amendment shall not be effective until executed by both parties.
- c. No amendment or revision may be made to a contract if the contract period as negotiated per Section A. 2. has expired.

4. Assignment

Either party shall not assign or transfer any interest in this contract without the prior written approval of the Liaison(s) as set forth in Section 5. b. This shall not be construed as limiting the rights to subcontract some of the services to be performed hereunder as provided in this contract.

5. Liaison And Notices

- a. Both parties agree to have specifically named liaisons at all times. These representatives of the parties will be the first contacts regarding any questions and problems which may arise during implementation and operation of the contract.
- b. Wherever under this contract one party is required to give notice to the other, such notice shall be deemed given upon delivery. Notices shall be addressed as follows:
 - (i) In case of notice to the Contractor:

Patricia Anderson
Education Consultant
Connecticut State Department of Education
165 Capitol Ave., P.O. Box 2219
Hartford, CT 06145-2216

(ii) In case of notice to DSS regarding issues related to the Contract:

Susan T. Gordon
Department of Social Services
Contract Administration
25 Sigourney Street
Hartford, CT 06106

(iii) In case of notice to DSS regarding issues related to the Scope of Work:

Patti Clay
Education Consultant
Bureau of Rehabilitation Services
25 Sigourney Street
Hartford, CT 06106

(iv) In case of notice to the Department for fiscal matters:

Lee Voghel
Director, Division of Fiscal Analysis
Department of Social Services
25 Sigourney Street
Hartford, CT 06106
Phone (860) 424-4852

- c. Said notices shall become effective on the date of receipt or the date specified in the notice, whichever comes later. Either party may change the address or liaison for notification purposes by mailing a notice stating the change and noting the new address and liaison.

6. Maintenance of Separate Records

The SBE shall maintain accounting records in a manner mutually agreed upon by the parties that will enable DSS to easily audit and examine any books, documents, papers and records maintained in support of the contract. All such documents shall be made available to DSS within a reasonable period of time following its written request, and shall be clearly identifiable as pertaining to the contract.

7. Examination of Records

DSS and its duly authorized representatives during the contract period and for a period of five (5) years after final payment for the services performed under this contract or any extension and all pending matters are closed shall have access to and the right to examine any of its books, records, including but not limited to financial records, documents and papers pertinent to this contract for the purpose of making audit, examination, excerpts and transcriptions.

B. INTERPRETATIONS AND DISPUTES

I. Settlement Of Disputes

Any dispute concerning a question of fact arising under the contract, which is not disposed of by agreement, shall be initially reviewed by the DSS Contract Administrator and the SBE Representative designated above. In the event that the DSS and SBE consultants fail to arrive at a mutually agreeable resolution, then the Commissioner of the DSS and the Commissioner of the SBE shall confer and negotiate a reasonable resolution that is mutually agreeable to both parties

C. PAYMENTS

1. Approval and State Liability

The DSS and the State of Connecticut assume no liability for payment under the terms of this contract until the SBE is notified, in writing, that DSS has accepted this contract.

D. TERMINATION

Either party may terminate this agreement for any reason upon thirty (30) days advance written notice delivered to the other party specifying a date of termination. In the event either party is unable to fulfill its responsibilities hereunder as a result of impossibility of performance, illegality, acts of God, or any other reasons, termination of this agreement shall be effected by forwarding to the other party written notice immediately, but at least thirty (30) days prior to said termination. Such notice shall describe and identify the contingency which gives rise to the notice of termination and shall be forwarded via certified mail, postage prepaid, return receipt requested.

E. MISCELLANEOUS

1. Force Majeure

Neither party shall incur liability for any failure to perform its obligations under this contract due to causes beyond its control including, but not limited to, fire, storm, flood, earthquake, explosion, accident, acts of war, acts of God, acts of Federal, State or local government or any agency thereof and judicial action, acts of third parties, and computer or equipment failures other than those caused by the sole negligence of either party.

PART 3

Memorandum of Agreement

Scope of Work

A. PURPOSE

The DSS, by and through its Bureau of Rehabilitation Services, and the SBE will collaborate to provide technical assistance and training information to middle and high school counselors, school psychologists and social workers regarding the health care needs of all transition-age students (i.e., ages 15 – 21) with an Individualized Education Program (IEP) as well as the transition needs of Youth with Special Health Care Needs (YSHCN) as defined by the CT Department of Public Health (DPH) to include students with disabilities under Section 504 of the Rehabilitation Act of 1973 through an email dissemination database network. Technical assistance activities will include, but not be limited to, the development and use of email dissemination databases for middle and high school counselors, school psychologists, and social workers. Funds provided by DSS, by and through the DPH's Transition and YSHCN grant will support the SBE's goal of providing quality information that promotes meaningful employment to consumers and the professionals who work with them.

B. RESPONSIBILITIES OF THE SBE

1. The SBE in collaboration with the State Education Resource Center (SERC) shall provide 4 days of content development of a school psychologist email dissemination database for all district middle and high schools.
 - a. Provide 8 days of project development and coordination.
 - b. Develop a database of school psychologists with at least one secondary school contact for each district and a piloted email dissemination list.

C. RESPONSIBILITIES OF DSS

DSS shall perform the following duties:

1. Assist with the development of all content survey materials.
2. Assist with the provision of technical assistance and training materials to school counselors, school psychologists and social workers regarding the health care needs of all transition-age students (i.e., ages 15 – 21) with an IEP as well as the transition needs of YSHCN as defined by the DPH to include students with disabilities under Section 504 of the Rehabilitation Act of 1973 through the email dissemination database networks.
3. Collect all project development and evaluation data from SBE for reporting to DPH transition grant.
4. Monitor contract progress and provide payment according to Part 4 of this agreement.

D. REPORTING REQUIREMENTS

1. SBE will provide DSS with the progress on the development and use of the school psychologist email database to disseminate information regarding health and transition to the DPH Transition grant.

PART 4

Budget and Payment Provisions

A. BUDGET:

4 Days of Content Development (\$500/day)	\$2,000
8 Days of Project Development & Coordination (\$1000/day)	\$8,000
TOTAL	\$10,000

B. PAYMENT PROVISIONS

- a. The DSS agrees to pay the SBE for services provided under this contract up to a maximum amount not-to-exceed \$10,000.00 during the contract period and in accordance with the budget shown in section A.
- b. SBE Accounting Office shall prepare and submit a transfer invoice for \$10,000 upon execution of the MOA for the development of the databases as outlined in Part 3, Section B. SBE shall send an invoice with a detailed description of all goods and services purchased in this section to the DSS liaison as listed in Part 2, Section 5, b of the original contract. DSS shall prepare and submit a voucher to pay the vendor SBE the \$10,000.00.
- c. The SBE acknowledges that DSS may claim the funds provided through this Agreement as part of a DSS federal claim and therefore, the funds are not to be used as a match for any other federal program. The Contractor shall include this provision in any subcontract agreements that are funded, in whole or in part, by the funds from this agreement.

- C. **BUDGET AND UNSPENT FUNDS:** At the conclusion of the contract period, the SBE shall return any moneys not expended in accordance with the approved program/operation budget to DSS. The return of funds (on a pro-rated basis) should be contingent upon failure of SBE to meet the program deliverables.



STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
OFFICE OF THE COMMISSIONER

MICHAEL P. STARKOWSKI
 Commissioner

TELEPHONE
 (860) 424-5053
 TDD/TTY
 1-800-842-4524
 FAX
 (860) 424-5057
 EMAIL
commis.dss@ct.gov

October 21, 2010

Mark K. McQuillan
 Commissioner
 Department of Education
 165 Capitol Avenue
 Hartford, CT 06106

CONTRACT #: **064SDE-BRS-05/10DSS6011HC** AMOUNT: **\$10,000**
 PERIOD: **02/01/10 - 01/31/11**

Dear Mr. McQuillan:

I am pleased to inform you that the above referenced Memorandum of Agreement has been fully executed and approved. Enclosed is the original MOA for your files.

Requests for Payment should be completed and directed to the program contact identified below. The Department will process requests for payment in accordance with the terms of the agreement. Your receipt of payment is contingent upon the continued availability of funds and your agency's compliance with the terms of the agreement.

For issues or concerns please direct your inquiries to:

Program

Patti Clay
 (860) 424-4977
patti.clay@ct.gov

Contract

Susan Gordon
 (860) 424-4866
susan.gordon@ct.gov

Sincerely,

Michael P. Starkowski
 Commissioner

C: Amy Porter, Bureau Director, Bureau of Rehabilitation Services
 Patti Clay, Program Staff

Part 1 Face Sheet
MEMORANDUM OF AGREEMENT
MEMORANDUM OF UNDERSTANDING
STATE OF CONNECTICUT
Department of Social Services
CONTRACT ADMINISTRATION

MOA - Financial

MOU - Non-Financial

1. Indicate Memorandum Type. Non-financial agreements do not require fiscal review.
2. Prepare two original copies.
3. Originating agency internal approvals must be shown prior to contracting state agency acceptance.
4. The Department of Social Services and the Contractor as listed below hereby enter into an agreement subject to the terms and conditions stated herein and subject to the applicable provisions of the Connecticut General Statutes.
5. Acceptance of this contract implies conformance with terms and conditions as stated in this agreement.

	(1) ORIGINAL <input checked="" type="checkbox"/> (2) AMENDMENT <input type="checkbox"/>	(3) DSS Identification No. 10DSS6011HC/064SDE-BRS-05	(4) Contracting Agency Identification SDEM 1
CONTRACTING STATE AGENCY	(4) Contracting State Agency Name DEPARTMENT OF EDUCATION		(6) Contracting State Agency State Number SDE64000
	(8) Contracting State Agency Address 165 Capitol Avenue Hartford CT 06106		(7) Contracting State Agency FEIN SDE-001
ORIGINATING STATE AGENCY	(10) Originating State Agency Department of Social Services		(9) Contracting State Agency Liaison & Phone No. Patricia Anderson (860) 713-6923
	(13) Originating State Agency Address 25 Sigoumey Street Hartford CT 06106		(11) Originating State Agency Number DSS6000
CONTRACT PERIOD	(15) Contract Period (From - To) 2/1/2010 - 1/31/2011		(12) Originating State Agency FEIN 061274678
CANCELLATION CLAUSE	This agreement shall remain in full force and effect for the entire term of the contract period stated above unless cancelled		(14) Originating State Agency Liaison & Phone No. Patti Clay (860) 424-4977
COMPLETE DESCRIPTION OF SERVICE	(16) Funding Period (From -To) 2/1/2010 - 1/31/2011		
COST AND SCHEDULE OF TRANSFER CERTIFICATES	(17) Required No. Of Days Written Notice. 30 Days		
	(18) The contractor shall provide services in accordance with the terms of this Memorandum of Agreement as it continues on page 2.		
	(19) The Originating State Agency shall issue a transfer certificate under the terms and schedule described on page 18 Section 4.3.0 of the original contract.		

Line No.	(21) Budget Reference	(22) Fund	(23) Department	(24)		(25) Account	(26) Project/Grant	(27) Chart 1	(28) Chart 2	(29) Amount
				Program	SID					
	2010	12060	DSS60771	52009	26037	47100	DSS000000022402	168060		\$10,000.00

(30) ACCEPTANCE AND APPROVALS

(31) STATUTORY AUTHORITY - §4-8, 17b-3

(32) Department of Social Services PROGRAM DIRECTOR <i>Amy Porter</i>	Amy Porter, Bureau Director, Bureau of Rehabilitation Services DATE 10/12/10
(33) Department of Social Services FISCAL OFFICIAL <i>Lee Voghel</i>	Lee Voghel, Director, Financial Management DATE 10/20/10
(34) Department of Social Services CONTRACT ADMINISTRATOR <i>Kathleen Brennan</i>	Kathleen Brennan, Director, Contract Administration DATE 10/20/10
(35) CONTRACTING STATE AGENCY AUTHORIZED OFFICIAL <i>Mark K. McQuillan</i>	Mark K. McQuillan, Commissioner DATE 7/31/10
(36) ORIGINATING AGENCY AUTHORIZED OFFICIAL <i>Michael P. Starkowski</i>	Michael P. Starkowski, Commissioner DATE 10/14/10

PART 2

Memorandum of Agreement Standard Terms and Conditions

A. GENERAL CONTRACT PROVISIONS

1. Procurement and Contractual Agreements

The terms and conditions contained in this section constitute a basis for any contract with other Connecticut State Agencies. As used in this agreement, the term "Memorandum of Agreement" and "MOA" is consistent with the term "contract" and the term "DSS" is consistent with the Department of Social Services and the term "SBE" is consistent with the State Board of Education.

2. Contract Period

This agreement shall be in effect from February 1, 2010 through January 31, 2011 and shall be reviewed within ninety (90) days before the expiration date with a written agreement on the terms of the extension to be completed within thirty (30) days before the expiration date. The written confirmation shall be signed by the respective Commissioners or his/her designee.

3. Contract Revision or Amendment

- a. Either party may request or suggest a revision or amendment to the contract's Complete Description of Services (hereinafter referred to as "Scope of Work" or "Part 3" of this contract); or the Cost Schedule of Transfer Certificates (hereinafter referred to as "Budget and Payment Provisions" or "Part 4" of this contract).
- b. A formal contract amendment shall be required only for extension to the contract period, revision to the Budget and Payment Provisions, and any other provision determined material by either party. A contract amendment shall not be effective until executed by both parties.
- c. No amendment or revision may be made to a contract if the contract period as negotiated per Section A. 2. has expired.

4. Assignment

Either party shall not assign or transfer any interest in this contract without the prior written approval of the Liaison(s) as set forth in Section 5. b. This shall not be construed as limiting the rights to subcontract some of the services to be performed hereunder as provided in this contract.

5. Liaison And Notices

- a. Both parties agree to have specifically named liaisons at all times. These representatives of the parties will be the first contacts regarding any questions and problems which may arise during implementation and operation of the contract.
- b. Wherever under this contract one party is required to give notice to the other, such notice shall be deemed given upon delivery. Notices shall be addressed as follows:
 - (i) In case of notice to the Contractor:

Patricia Anderson
Education Consultant
Connecticut State Department of Education
165 Capitol Ave., P.O. Box 2219
Hartford, CT 06145-2216

(ii) In case of notice to DSS regarding issues related to the Contract:

Susan T. Gordon
Department of Social Services
Contract Administration
25 Sigourney Street
Hartford, CT 06106

(iii) In case of notice to DSS regarding issues related to the Scope of Work:

Patti Clay
Education Consultant
Bureau of Rehabilitation Services
25 Sigourney Street
Hartford, CT 06106

(iv) In case of notice to the Department for fiscal matters:

Lee Voghel
Director, Division of Fiscal Analysis
Department of Social Services
25 Sigourney Street
Hartford, CT 06106
Phone (860) 424-4852

- c. Said notices shall become effective on the date of receipt or the date specified in the notice, whichever comes later. Either party may change the address or liaison for notification purposes by mailing a notice stating the change and noting the new address and liaison.

6. Maintenance of Separate Records

The SBE shall maintain accounting records in a manner mutually agreed upon by the parties that will enable DSS to easily audit and examine any books, documents, papers and records maintained in support of the contract. All such documents shall be made available to DSS within a reasonable period of time following its written request, and shall be clearly identifiable as pertaining to the contract.

7. Examination of Records

DSS and its duly authorized representatives during the contract period and for a period of five (5) years after final payment for the services performed under this contract or any extension and all pending matters are closed shall have access to and the right to examine any of its books, records, including but not limited to financial records, documents and papers pertinent to this contract for the purpose of making audit, examination, excerpts and transcriptions.

B. INTERPRETATIONS AND DISPUTES

1. Settlement Of Disputes

Any dispute concerning a question of fact arising under the contract, which is not disposed of by agreement, shall be initially reviewed by the DSS Contract Administrator and the SBE Representative designated above. In the event that the DSS and SBE consultants fail to arrive at a mutually agreeable resolution, then the Commissioner of the DSS and the Commissioner of the SBE shall confer and negotiate a reasonable resolution that is mutually agreeable to both parties

C. PAYMENTS

1. Approval and State Liability

The DSS and the State of Connecticut assume no liability for payment under the terms of this contract until the SBE is notified, in writing, that DSS has accepted this contract.

D. TERMINATION

Either party may terminate this agreement for any reason upon thirty (30) days advance written notice delivered to the other party specifying a date of termination. In the event either party is unable to fulfill its responsibilities hereunder as a result of impossibility of performance, illegality, acts of God, or any other reasons, termination of this agreement shall be effected by forwarding to the other party written notice immediately, but at least thirty (30) days prior to said termination. Such notice shall describe and identify the contingency which gives rise to the notice of termination and shall be forwarded via certified mail, postage prepaid, return receipt requested.

E. MISCELLANEOUS

1. Force Majeure

Neither party shall incur liability for any failure to perform its obligations under this contract due to causes beyond its control including, but not limited to, fire, storm, flood, earthquake, explosion, accident, acts of war, acts of God, acts of Federal, State or local government or any agency thereof and judicial action, acts of third parties, and computer or equipment failures other than those caused by the sole negligence of either party.

PART 3

Memorandum of Agreement

Scope of Work

A. PURPOSE

The DSS, by and through its Bureau of Rehabilitation Services, and the SBE will collaborate to provide technical assistance and training information to middle and high school counselors and social workers regarding the health care needs of all transition-age students (i.e., ages 15 – 21) with an Individualized Education Program (IEP) as well as the transition needs of Youth with Special Health Care Needs (YSHCN) as defined by the CT Department of Public Health (DPH) to include students with disabilities under Section 504 of the Rehabilitation Act of 1973 through an email dissemination database network. Technical assistance activities will include, but not be limited to, the development and use of an email dissemination database for middle and high school counselors and social workers. Funds provided by DSS, by and through the DPH's Transition and YSHCN grant will support the SBE's goal of providing quality information that promotes meaningful employment to consumers and the professionals who work with them.

B. RESPONSIBILITIES OF THE SBE

1. The SBE in collaboration with the University of Connecticut shall provide 4 days of content development of a school counselor email dissemination database for all district middle and high schools and a social worker email dissemination database for all districts containing middle and high schools.
 - a. Provide 8 days of project development and coordination.
 - b. Develop a database of school counselors with at least one middle and one high school contact for each district and a piloted email dissemination list.
 - c. Develop a database of school social workers with at least one contact for each district with either a middle and/or a high school and a piloted email dissemination list.

C. RESPONSIBILITIES OF DSS

DSS shall perform the following duties:

1. Assist with the development of all content survey materials.
2. Assist with the provision of technical assistance and training materials to school counselors and social workers regarding the health care needs of all transition-age students (i.e., ages 15 – 21) with an Individualized Education Program (IEP) as well as the transition needs of Youth with Special Health Care Needs (YSHCN) as defined by the CT Department of Public Health (DPH) to include students with disabilities under Section 504 of the Rehabilitation Act of 1973 through the email dissemination database networks.
3. Collect all project development and evaluation data from SBE for reporting to DPH transition grant.
4. Monitor contract progress and provide payment according to Part 4 of this agreement.

D. REPORTING REQUIREMENTS

1. SBE will provide DSS with the progress on the development and use of the school counselor and social worker email databases to disseminate information regarding health and transition to the DPH Transition grant.

PART 4

Memorandum of Agreement

Budget and Payment Provisions

A. BUDGET:

4 Days of Content Development (\$500/day)	\$2,000
8 Days of Project Development & Coordination (\$1000/day)	\$8,000
TOTAL	\$10,000

B. PAYMENT PROVISIONS

- a. The DSS agrees to pay the SBE for services provided under this contract up to a maximum amount not-to-exceed \$10,000.00 during the contract period and in accordance with the budget shown in section A.
- b. SBE Accounting Office shall prepare and submit a transfer invoice for \$10,000 upon execution of the MOA for the development of the databases as outlined in Part 3, Section B. SBE shall send an invoice with a detailed description of all goods and services purchased in this section to the DSS liaison as listed in Part 2, Section 5, b. DSS shall prepare and submit a voucher to pay the vendor (SBE) the \$10,000.00.
- c. The SBE acknowledges that DSS may claim the funds provided through this Agreement as part of a DSS federal claim and therefore, the funds are not to be used as a match for any other federal program. The Contractor shall include this provision in any subcontract agreements that are funded, in whole or in part, by the funds from this agreement.

- C. BUDGET AND UNSPENT FUNDS:** At the conclusion of the contract period, the SBE shall return any moneys not expended in accordance with the approved program/operation budget to DSS. The return of funds (on a pro-rated basis) should be contingent upon failure of SBE to meet the program deliverables.

Part 1 Face Sheet
MEMORANDUM OF AGREEMENT
MEMORANDUM OF UNDERSTANDING
STATE OF CONNECTICUT
Department of Social Services
CONTRACT ADMINISTRATION

MOA - Financial

MOU - Non-Financial

1. Indicate Memorandum Type. Non-financial agreements do not require fiscal review.
2. Prepare two original copies.
3. Originating agency internal approvals must be shown prior to contracting state agency acceptance.
4. The Department of Social Services and the Contractor as listed below hereby enter into an agreement subject to the terms and conditions stated herein and subject to the applicable provisions of the Connecticut General Statutes.
5. Acceptance of this contract implies conformance with terms and conditions as stated in this agreement.

	(1) ORIGINAL <input checked="" type="checkbox"/> (2) AMENDMENT <input type="checkbox"/>	(3) DSS Identification No. 11DSS6001HC/064SDE-BRS-06	(4) Contracting Agency Identification SDEM 1	
CONTRACTING STATE AGENCY	(4) Contracting State Agency Name DEPARTMENT OF EDUCATION		(6) Contracting State Agency State Number SDE64000	(7) Contracting State Agency FEIN SDE-001
	(8) Contracting State Agency Address 165 Capitol Avenue Hartford CT 06106		(9) Contracting State Agency Liaison & Phone No. Patricia Anderson (860) 713-6923	
ORIGINATING STATE AGENCY	(10) Originating State Agency Department of Social Services		(11) Originating State Agency Number DSS6000	(12) Originating State Agency FEIN 061274678
	(13) Originating State Agency Address 25 Sigourney Street Hartford CT 06106		(14) Originating State Agency Liaison & Phone No. Patti Clay (860) 424-4977	
CONTRACT PERIOD	(15) Contract Period (From - To) 2/1/2011 - 5/31/2011		(16) Funding Period (From -To) 2/1/2011 - 5/31/2011	
CANCELLATION CLAUSE	This agreement shall remain in full force and effect for the entire term of the contract period stated above unless cancelled		(17) Required No. Of Days Written Notice. 30 Days	
COMPLETE DESCRIPTION OF SERVICE	(18) The contractor shall provide services in accordance with the terms of this Memorandum of Agreement as it continues on page 2.			
COST AND SCHEDULE OF TRANSFER CERTIFICATES	(19) Upon the execution of this Memorandum of Agreement, the Department shall issue a properly completed transfer to the Contractor in an amount not to exceed \$10,000.00, as described in the Payment provisions on page 6 of this Memorandum of Agreement.			

(20) Line No.	(21) Budget Reference	(22) Fund	(23) Department	(24)		(25) Account	(26) Project/Grant	(27) Chart 1	(28) Chart 2	(29) Amount
				Program	SID					
	2011	12060	DSS60771	52009		47100	DSS000000022402	168060		\$10,000.00

(30) ACCEPTANCE AND APPROVALS

(31) STATUTORY AUTHORITY - §4-8, 17b- 3

(32) Department of Social Services PROGRAM DIRECTOR	Amy Porter, Bureau Director, Bureau of Rehabilitation Services	DATE
(33) Department of Social Services FISCAL OFFICIAL	Lee Voghel Director, Financial Management	DATE
(34) Department of Social Services CONTRACT ADMINISTRATOR	Kathleen Brennan Director, Contract Administration	DATE
(35) CONTRACTING STATE AGENCY AUTHORIZED OFFICIAL	George Coleman, Acting Commissioner of Education	DATE 3/4/11
(36) ORIGINATING AGENCY AUTHORIZED OFFICIAL	Michael P. Starkowski, Commissioner	DATE

PART 2

Memorandum of Agreement Standard Terms and Conditions

A. GENERAL CONTRACT PROVISIONS

1. Procurement and Contractual Agreements

The terms and conditions contained in this section constitute a basis for any contract with other Connecticut State Agencies. As used in this agreement, the term "Memorandum of Agreement" and "MOA" is consistent with the term "contract" and the term "DSS" is consistent with the Department of Social Services and the term "SBE" is consistent with the State Board of Education.

2. Contract Period

This agreement shall be in effect from February 1, 2011 through May 31, 2011 and shall be reviewed within ninety (90) days before the expiration date with a written agreement on the terms of the extension to be completed within thirty (30) days before the expiration date. The written confirmation shall be signed by the respective Commissioners or his/her designee.

3. Contract Revision or Amendment

- a. Either party may request or suggest a revision or amendment to the contract's Complete Description of Services (hereinafter referred to as "Scope of Work" or "Part 3" of this contract); or the Cost Schedule of Transfer Certificates (hereinafter referred to as "Budget and Payment Provisions" or "Part 4" of this contract).
- b. A formal contract amendment shall be required only for extension to the contract period, revision to the Budget and Payment Provisions, and any other provision determined material by either party. A contract amendment shall not be effective until executed by both parties.
- c. No amendment or revision may be made to a contract if the contract period as negotiated per Section A. 2. has expired.

4. Assignment

Either party shall not assign or transfer any interest in this contract without the prior written approval of the Liaison(s) as set forth in Section 5. b. This shall not be construed as limiting the rights to subcontract some of the services to be performed hereunder as provided in this contract.

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- a. Both parties agree to have specifically named liaisons at all times. These representatives of the parties will be the first contacts regarding any questions and problems which may arise during implementation and operation of the contract.
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(ii) In case of notice to DSS regarding issues related to the Contract:

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Hartford, CT 06106
Phone (860) 424-4852

- c. Said notices shall become effective on the date of receipt or the date specified in the notice, whichever comes later. Either party may change the address or liaison for notification purposes by mailing a notice stating the change and noting the new address and liaison.

6. Maintenance of Separate Records

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7. Examination of Records

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C. PAYMENTS

1. Approval and State Liability

The DSS and the State of Connecticut assume no liability for payment under the terms of this contract until the SBE is notified, in writing, that DSS has accepted this contract.

D. TERMINATION

Either party may terminate this agreement for any reason upon thirty (30) days advance written notice delivered to the other party specifying a date of termination. In the event either party is unable to fulfill its responsibilities hereunder as a result of impossibility of performance, illegality, acts of God, or any other reasons, termination of this agreement shall be effected by forwarding to the other party written notice immediately, but at least thirty (30) days prior to said termination. Such notice shall describe and identify the contingency which gives rise to the notice of termination and shall be forwarded via certified mail, postage prepaid, return receipt requested.

E. MISCELLANEOUS

1. Force Majeure

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PART 3

Memorandum of Agreement

Scope of Work

A. PURPOSE

The DSS, by and through its Bureau of Rehabilitation Services, and the SBE will collaborate to provide technical assistance and training information to middle and high school counselors, school psychologists and social workers regarding the health care needs of all transition-age students (i.e., ages 15 – 21) with an Individualized Education Program (IEP) as well as the transition needs of Youth with Special Health Care Needs (YSHCN) as defined by the CT Department of Public Health (DPH) to include students with disabilities under Section 504 of the Rehabilitation Act of 1973 through an email dissemination database network. Technical assistance activities will include, but not be limited to, the development and use of email dissemination databases for middle and high school counselors, school psychologists, and social workers. Funds provided by DSS, by and through the DPH's Transition and YSHCN grant will support the SBE's goal of providing quality information that promotes meaningful employment to consumers and the professionals who work with them.

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 - a. Provide 8 days of project development and coordination.
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2. Assist with the provision of technical assistance and training materials to school counselors, school psychologists and social workers regarding the health care needs of all transition-age students (i.e., ages 15 – 21) with an IEP as well as the transition needs of YSHCN as defined by the DPH to include students with disabilities under Section 504 of the Rehabilitation Act of 1973 through the email dissemination database networks.
3. Collect all project development and evaluation data from SBE for reporting to DPH transition grant.
4. Monitor contract progress and provide payment according to Part 4 of this agreement.

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1. SBE will provide DSS with the progress on the development and use of the school psychologist email database to disseminate information regarding health and transition to the DPH Transition grant.

PART 4

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TOTAL	\$10,000

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- b. SBE Accounting Office shall prepare and submit a transfer invoice for \$10,000 upon execution of the MOA for the development of the databases as outlined in Part 3, Section B. SBE shall send an invoice with a detailed description of all goods and services purchased in this section to the DSS liaison as listed in Part 2, Section 5, b of the original contract. DSS shall prepare and submit a voucher to pay the vendor SBE the \$10,000.00.
- c. The SBE acknowledges that DSS may claim the funds provided through this Agreement as part of a DSS federal claim and therefore, the funds are not to be used as a match for any other federal program. The Contractor shall include this provision in any subcontract agreements that are funded, in whole or in part, by the funds from this agreement.

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Part 1 Face Sheet
MEMORANDUM OF AGREEMENT
STATE OF CONNECTICUT
 Department of Social Services
CONTRACT ADMINISTRATION

RECEIVED
 JUL 14 2010
 CLIENT SERVICES
 REHAB SERVICES

- MOA - Financial**
 MOU - Non-Financial

1. Indicate Memorandum Type. Non-financial agreements do not require fiscal review.
2. Prepare two original copies.
3. Originating agency internal approvals must be shown prior to contracting state agency acceptance.
4. The Department of Social Services and the Contractor as listed below hereby enter into an agreement subject to the terms and conditions stated herein and subject to the applicable provisions of the Connecticut General Statutes.
5. Acceptance of this contract implies conformance with terms and conditions as stated in this agreement.

	(1) ORIGINAL <input checked="" type="checkbox"/> (2) AMENDMENT <input type="checkbox"/>	(3) DSS Identification No. 064SDC-BRS-05/10DSS6021HC	(4) Contracting Agency Identification SDEM1	
CONTRACTING STATE AGENCY	(5) Contracting State Agency Name STATE DEPARTMENT OF EDUCATION		(6) Contracting State Agency State Number SDE64000	(7) Contracting State Agency FEIN 06-6000798
	(8) Contracting State Agency Address P.O. Box 2219, Hartford, CT 06145-2219(mailing) 165 Capitol Ave., Hartford, CT 06106		(9) Contracting State Agency Liaison & Phone No. Patricia Anderson (860) 713-6923	
ORIGINATING STATE AGENCY	(10) Originating State Agency Department of Social Services		(11) Originating State Agency Number DSS6000	(12) Originating State Agency FEIN 061274678
	(13) Originating State Agency Address 25 Sigourney Street, Hartford, CT 06106		(14) Originating State Agency Liaison & Phone No. Patti Clay (860) 424-4977	
CONTRACT PERIOD	(15) Contract Period (From - To) April 15, 2010-December 31, 2011		(16) Funding Period (From -To) April 15, 2010-December 31, 2011	
CANCELLATION CLAUSE	This agreement shall remain in full force and effect for the entire term of the contract period stated above unless cancelled		(17) Required No. Of Days Written Notice. 30 Days	
COMPLETE DESCRIPTION OF SERVICE	(18) The contractor shall provide services in accordance with the terms of this Memorandum of Agreement as it continues on page 2.			
COST AND SCHEDULE OF TRANSFER CERTIFICATES	(19) The Originating State Agency shall issue a transfer certificate under the schedule of the terms and schedule described on page 6.			

(20)	(21)	(22)	(23)	(24)		(25)				(29)
Line No.	Budget Reference	Fund	Department	Program	SID	Account	(26) Project/Grant	(27) Chart 1	(28) Chart 2	Amount
	2010	12060	DSS60771	51003	20940	51230	DSS000000033503	168060		\$302,202

(30) ACCEPTANCE AND APPROVALS

(31) STATUTORY AUTHORITY - §4-8, 17b- 3

(32) Department of Social Services PROGRAM DIRECTOR	Amy Porter, BRS Bureau Chief <i>Amy Porter</i>	DATE 6/22/10
(33) Department of Social Services FISCAL OFFICIAL	Lee Voghel, Director	DATE
(34) Department of Social Services CONTRACT ADMINISTRATOR	Kathleen Brennan, Director	DATE
(35) CONTRACTING STATE AGENCY AUTHORIZED OFFICIAL	Dr. Mark K. McQuillan, Commissioner <i>M. McQuillan 7/8/10</i>	DATE
(36) ORIGINATING AGENCY AUTHORIZED OFFICIAL	Michael P. Starkowski, Commissioner	DATE

PART 2

Memorandum of Agreement Standard Terms and Conditions

A. GENERAL CONTRACT PROVISIONS

1. Procurement and Contractual Agreements

The terms and conditions contained in this section constitute a basis for any contract with other Connecticut State Agencies. As used in this agreement, the term "Memorandum of Agreement" and "MOA" is consistent with the term "contract" and the term "DSS" is consistent with the Department of Social Services and the term "State Department of Education" is consistent with the SBE or the Contractor.

2. Contract Period

This agreement shall be in effect from April 15, 2010 through December 31, 2011 and shall be reviewed within ninety (90) days before the expiration date, with a written agreement on the terms of any extension to be completed as necessary within thirty (30) days before the expiration date. Such written extensions shall be signed by the respective Commissioners or their designees.

3. Contract Revision or Amendment

- a. Either party may request or suggest a revision or amendment to the contract's Complete Description of Services (hereinafter referred to as "Scope of Work" or "Part 3" of this contract); or the Cost Schedule of Transfer Certificates (hereinafter referred to as "Budget and Payment Provisions" or "Part 4" of this contract).
- b. A formal contract amendment shall be required only for extension to the contract period, revision to the Budget and Payment Provisions, and any other provision determined material by either party. A contract amendment shall not be effective until executed by both parties.
- c. No amendment or revision may be made to a contract if the contract period as negotiated per Section A. 2. has expired.

4. Assignment

Either party shall not assign or transfer any interest in this contract without the prior written approval of the Liaison(s) as set forth in Section 5. b. This shall not be construed as limiting the rights to subcontract some of the services to be performed hereunder as provided in this contract.

5. Liaison And Notices

- a. Both parties agree to have specifically named liaisons at all times. These representatives of the parties will be the first contacts regarding any questions and problems, which may arise during implementation and operation of the contract.
- b. Wherever under this contract one party is required to give notice to the other, such notice shall be deemed given upon delivery. Notices shall be addressed as follows:
In case of notice to the Contractor:

Patricia L. Anderson, Ph.D.
CT State Department of Education
Bureau of Special Education
P.O. Box 2219
Hartford, CT 06145-2219
860/713-6923
FAX - 860/713-7051
patricia.anderson@ct.gov

In case of notice to DSS:
Julia K. Lentini, Staff Attorney
Contract Administration
25 Sigourney Street
Hartford, CT 06106

Lee Voghel
Director, Division of Fiscal Analysis
25 Sigourney Street Hartford, CT 06106

Patti Clay
Education Consultant
DSS/Bureau of Rehabilitation Services, 11th floor
25 Sigourney St
Hartford, CT 06106
860-424-4977
fax: 860-424-4850
Patti.Clay@ct.gov

- c. Said notices shall become effective on the date of receipt or the date specified in the notice, whichever comes later. Either party may change the address or liaison for notification purposes by mailing a notice stating the change and noting the new address and liaison.

6. Maintenance of Separate Records

The Contractor shall maintain accounting records in a manner that will enable DSS to easily audit and examine any books, documents, papers and records maintained in support of the contract. All such documents shall be made available to DSS at its request, and shall be clearly identifiable as pertaining to the contract.

7. Examination of Records

DSS and its duly authorized representatives during the contract period and for a period of five (5) years after final payment for the services performed under this contract or any extension and all pending matters are closed shall have access to and the right to examine any of its books, records, including but not limited to financial records, documents and papers pertinent to this contract for the purpose of making audit, examination, excerpts and transcriptions.

B. INTERPRETATIONS AND DISPUTES

1. Settlement Of Disputes

Any dispute concerning a question of fact arising under the contract, which is not disposed of by agreement, shall be decided by the DSS Contract Administrator as identified in Section 5. b. The decision of the DSS Contract Administrator shall not be binding if appealed by the Commissioner of the Contractor to the Commissioner of DSS and the Commissioner of DSS upholds the appeal. Pending final decision of a dispute, the Contractor shall proceed diligently with the performance of the contract in accordance with the Contract Administrator's decision.

C. PAYMENTS

1. Approval and State Liability

The DSS and the State of Connecticut assume no liability for payment under the terms of any contract until the Contractor is notified, in writing, that the DSS has accepted the contract.

2.

D. TERMINATION

Either party may terminate this agreement upon 30 days advance written notice delivered to the other party specifying a date of termination. In the event either party is unable to fulfill its responsibilities hereunder as a result of impossibility of performance, illegality, acts of God, or any other reasons, termination of this agreement shall be effected by forwarding to the other party written notice immediately, but at least thirty (30) days prior to said termination. The notice shall describe and identify the contingency which gives rise to the notice of termination and shall be forwarded via certified mail, postage prepaid, return receipt requested.

E. MISCELLANEOUS

1. Force Majeure

Neither party shall incur liability for any failure to perform its obligations under this contract due to causes beyond its control including, but not limited to, fire, storm, flood, earthquake, explosion, accident, acts of war, acts of God, acts of Federal, State or local government or any agency thereof and judicial action, acts of third parties, and computer or equipment failures other than those caused by the sole negligence of either party.

PART 3

Memorandum of Agreement

Scope of Work

A. PURPOSE

The DSS, by and through its Bureau of Rehabilitation Services, and the SBE, will collaborate to conduct activities to improve the response rate to the Post-School Outcomes (PSO) Survey and to provide professional development training sessions to professional staff (attendees). These attendees will learn how to analyze and use PSO Survey data to improve vocational activities for students with disabilities in transition from high school to employment (consumers). The SBE shall develop and distribute training session curricula and materials, which it shall make available through professional development activities and which DSS shall post on its Connect-Ability website. Funds provided by DSS, by and through the Connect-Ability Project, will support the SBE's goal of providing quality information that promotes meaningful employment to consumers and the professionals who work with them.

B. RESPONSIBILITIES OF THE SBE

The SBE in collaboration with the University of Connecticut (UCONN) shall perform the following duties related to the activities to improve the response rate to the PSO Survey. These activities will improve data collection of various employment activities in which students with disabilities engage after exiting from high school:

1. **Increase the response rate to the PSO Survey.**
 - a. Investigate establishing an incentives program for respondents and district participants for increasing the number of students who respond to the PSO Survey.
 - b. Develop an electronic version of the PSO Survey and an implementation protocol for an electronic PSO Survey process.
 - c. Investigate the need to provide the electronic version of the PSO survey in disability accessibility formats and additional languages, as necessary.
 - d. Investigate available SBE data regarding students' primary languages and, if necessary, the need to translate the paper version of the PSO survey/supporting documents into disability accessibility formats and additional languages and the survey process by which to disseminate alternative documents to students.
2. **Develop a pilot project to gather longitudinal PSO data on exiters of special education.**
 - a. Create a single database from recent previous PSO Survey data collected by UCONN.
 - b. Explore how states are gathering longitudinal PSO data on exiters of special education.
3. **Investigate the development of a pilot project process to collect PSO data for general education students for comparison to Indicator 14 PSO survey data.**
 - a. Explore how states are gathering longitudinal PSO data for general education students
 - b. Explore if any CT LEAs are collecting PSO data for general education students

The SBE in collaboration with UCONN and the State Education Resource Center (SERC) shall perform the following duties related to professional development that addresses how to analyze and use PSO Survey data to improve vocational activities for students with disabilities in transition from high school to employment:

1. **To use LEA specific PSO Survey data (providing $N \geq 20$) to change, modify or add transition services.**
 - a. Develop materials and provide training to assist LEAs to increase student response rates.
 - b. Explore methods of assisting LEAs to access and analyze local level data, such as the National Post School Outcomes (NPSO) Center's Data Tool Kit and local level PSO data reports.

- c. Develop and provide training on guidelines to assist in the provision of technical assistance to LEAs regarding: data analysis; the use of data tools, such as the NPSO Data Tool Kit; and other ways of using local level PSO Survey data.
- d. Develop and provide training on guidelines to assist in the provision of technical assistance to LEAs regarding the identification and prioritizing of proposed changes to LEA practices, policies, procedures and transition services based on student identified needs and data from the PSO Survey.

2. RESPONSIBILITIES OF DSS

DSS shall perform the following duties:

- 1. Monitor contract progress and provide payment according to Part 4 of this Agreement.
- 2. Provide input regarding PSO survey materials and other work products.

3. REPORTING REQUIREMENTS

- 1. SBE will share PSO survey materials with DSS for input prior to distribution/publication deadlines.
- 2. SBE will provide DSS with project accomplishments due by mid month after each quarter to coincide with reporting to the Centers for Medicare and Medicaid Services.
 - a. July 15, 2010
 - b. October 15, 2010
 - c. January 15, 2011
 - d. April, 15, 2011
 - e. July 15, 2011
 - f. October 15, 2011
 - g. January 15, 2012
- 3. DSS will submit SBE project accomplishments to the Centers for Medicare and Medicaid Services.
- 4. DSS will provide the results of the project in quarterly reports to the Centers for Medicare and Medicaid Services.

PART 4

Memorandum of Agreement

Budget and Payment Provisions

A. BUDGET:

Salaries for Senior and Other Personnel	\$167,008
Fringe Benefits	\$ 51,118
Equipment	\$ 3,500
Technical Assistance/Travel	\$ 4,278
Other Direct Costs	\$ 28,017
Indirect Costs	\$ 48,281

TOTAL \$302,202

B. PAYMENT PROVISIONS

- a. The DSS agrees to pay the SBE for services provided under this contract up to a maximum amount not-to-exceed \$ 302,202 during the contract period and in accordance with the budget shown in section A.
- b. SBE Accounting Office shall prepare and submit a transfer invoice for \$ 302,202 upon execution of the MOA for the purchase of training materials, and the development of training curriculum as outlined in

Part 3, Section B. SBE shall send an invoice with a detailed description of all goods and services purchased in this section to the DSS liaison as listed in Part 2, Section 5, b. DSS shall prepare and submit a voucher to pay the vendor (SBE) the \$ 302,202.

- c. Payment is contingent upon the availability of Federal funds.

TRANSITION FROM SCHOOL TO WORK PILOT EXECUTIVE SUMMARY

The Department of Developmental Services (DDS) has embraced the Employment First Initiative Policy (Policy No. I.C.5.PO.001) to improve employment outcomes for individuals with intellectual disabilities in a fully integrated community setting. DDS, the Bureau of Rehabilitation Services (BRS) and the State Department of Education (SDE) will assist in identifying an array of supports including additional agencies, family, community, and natural supports that will sustain young adults in this endeavor, a collaborative effort is underway that will assist students in gaining employment prior to exiting high school.

DDS, BRS and SDE will work to identify high school students with intellectual disabilities who are pursuing competitive employment, as a transition goal, and who will exit special education in June of 2013, who are consumers of DDS and are Medicaid eligible, and who are also being referred to BRS. The student's Local Education Agency (LEA) will be an integral partner in identifying students and as part of the team will support their vocational goals. The pilot will identify 3 students each from the North, South, and West DDS/BRS regions for a total of 9 students by January of 2012. The student's team will work together to develop a collaborative transition plan to assist each student to reach the goal of achieving real work for real pay upon graduation. The Institute for Community Inclusion staff will work alongside DDS, BRS and LEA staff as part of an inter-agency team to assist in the identification of specific employment activities, agency roles and funding responsibilities.

The process of moving towards a successful employment outcome will begin with the identification of students and the school districts that agree to work on this pilot. Once identified, the student and family will be contacted to determine their interest in participating in the pilot and to obtain the necessary commitments to be involved in the pilot. A referral will then be made to BRS from either the LEA or DDS representative no later than the end of March 2012 in order for BRS to work with the student to move towards BRS eligibility and related career planning. BRS will request the DDS "long-term sign-off" for future DDS supports. BRS will work with the LEA, DDS and the student to identify a community rehabilitation provider (CRP) who will work with the student on job development and placement in order to be working through the summer of 2012. Services and supports for summer employment will be developed by BRS. After the completion of a successful summer employment experience the LEA will pick up the supports for a continuation of employment throughout the students last year of school 2012/2013.

Upon graduation in June of 2013, DDS will fund the ongoing supports necessary through the community rehabilitation provider or other sources, such as natural supports from the employer or individual supports hired and managed by the employee. BRS, CRP's,

and/or DDS will work with employers to provide technical assistance and develop an individualized on going support plan, inclusive of natural on the job supports, for the pilot graduates.

By the end of 2013 a summary of best practices and data will be shared with all partners to determine if this pilot has achieved a greater employment outcome for the 9 participating students than for previous DDS students who have not had employment opportunities with adult agency involvement prior to graduation.

For further information contact:

Robin Wood

Department of Developmental Disabilities
Phone: 860-263-2449

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Bureau of Special Education
Phone: 860-713-6923

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