

## **I. SCOPE OF SERVICES, CONTRACT PERFORMANCE, BUDGET, REPORTS AND OTHER PROGRAM-SPECIFIC PROVISIONS**

The Contractor shall provide the following specific services for the \_\_\_\_\_ Program and agrees to comply with the terms and conditions set forth as required by the Department, including but not limited to the requirements and measurements for scope of services, contract performance, quality assurance, reports, terms of payment and budget. No provisions shall be contained in this Part I which negate, supersede or contradict any provision of Part II. In the event of any such inconsistency between Part I and Part II, the provisions of Part II shall control.

**1. Quality Assurance:** The Contractor shall comply with all pertinent provisions of local, state, and federal laws and regulations applicable to the Contractor's program.

The performance of each Contractor shall be reviewed and evaluated periodically by persons designated by the Children's Trust Fund. Such reviews and evaluations may be performed by examination of documents and reports, by site visits to facilities administered by the Contractor, or by a combination of both.

**2. Independent Capacity of Contractor:** The Contractor, its officers, employees, subcontractors, or any other agency of the Contractor in performance of this contract will act in an independent capacity and not as officers or employees of the State of Connecticut or of the Children's Trust Fund.

**3. Mergers and Acquisitions:**

**A.** Contracts in whole or in part are not transferable or assignable without the prior written agreement of the Children's Trust Fund.

**B.** At least ninety (90) days prior to the effective date of any organizational changes, including but not limited to, merger, acquisition, affiliation, transfer of assets, change of corporate name and any change in fiduciary responsibility, the Contractor shall provide the Children's Trust Fund with written notice of such proposed changes by mail.

**C.** The Contractor shall comply with the Children's Trust Fund's requests for any documentation deemed necessary by the Children's Trust Fund to determine whether the Children's Trust Fund will continue the contract with the entity that results from the proposed organizational changes or terminate the agreement.

**4. Notification of Changes in Key Personnel:** Contractor shall immediately notify the Children's Trust Fund in writing whenever the Contractor intends to make or undergo changes in key personnel, i.e., Chief Executive Officer, Chief Fiscal Officer, Medical Director, program directors, managers and staff of Children's Trust Fund funded programs.

**5. Federal Fund Requirements:** Any Contractor who receives any federal funds through the Children's Trust Fund must certify and agree that:

**A.** None of the funds appropriated by any Act may be expended by the recipient of a federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action described in paragraph (2) of this subsection.

- B.** The prohibition in paragraph (1) of this subsection applies with respect to the following federal actions:
- a. The awarding of any federal contract;
  - b. The making of any federal grant;
  - c. The making of any federal loan;
  - d. The entering into of any cooperative agreement;
  - e. The extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- C.** Any person who makes an expenditure prohibited by subsection (A) of this section shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.
- D.** Pursuant to P.L. 101-166, Title V, Section 511, 103 Stat 1189 (1989), issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds (including, but not limited to, State and local governments) shall clearly state: (1) the percentage of the total costs of the program or project which will be financed with federal money, (2) the dollar amount of federal funds for the project or program, and (3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.
- E.** If federal block grant funding is appropriated to this contract, the Children's Trust Fund assumes no liability for payment unless the terms of this contract are in accordance with a legislatively approved block grant plan, as provided by Conn. Gen. Stat. § 4-28b.
- 6. Specified Reports:** The Contractor shall report information to the Children's Trust Fund using the specific service type, applicable level of care and standard data set as specified by the Children's Trust Fund. The Contractor shall report service data in the service taxonomy format(s) as required by the Children's Trust Fund.
- 7. Public Act 99-210.** The Contractor agrees to provide data on seclusion and restraint to the Children's Trust Fund in accordance with P.A. 99-210. Such data will be provided on Children's Trust Fund-approved forms, and will include a monthly summary of seclusion and restraint incidents and individualized reports for serious injuries.
- 8. Other Reports:** The Contractor shall provide other reports as specified in Part I of this contract. The Contractor further agrees to provide any other reports concerning contracted services that the Children's Trust Fund may reasonably require. When such other reports are deemed regular (more frequently than on a quarterly basis) and are not explicitly stated above, the Children's Trust Fund will notify the Contractor in writing at least thirty (30) days prior to the initial submission date. This notification will minimally include the required data for the report, as well as the required date of submission.
- Required reports will be used for purposes including, but not limited to, determination of the Contractor's compliance with program performance standards, provision of cumulative reports and statistical information pursuant to Conn. Gen. Stat. 17a-451(n), and such other routine information as may be required by the Children's Trust Fund.
- 9. Financial Penalties for Late Reporting:** The Children's Trust Fund, pursuant to the procedures set forth under Part I, Section 21 of this contract, may impose a financial penalty on the Contractor if the Contractor fails to submit timely, complete and accurate reports as specified in Part I, Sections 6, 7, 8, 11 & 21. Such penalties will be \$1,000 per late report and may, at the discretion of the Children's Trust Fund, be withheld from payments to the Contractor.

**10. Related Party Transactions:** The Contractor shall report to the Children’s Trust Fund any and all related party relationships and transactions. Related party transactions must be fully disclosed and approved by the Children’s Trust Fund. “Related Party” means person or organization related through marriage, ability to control, ownership, family or business association. Past exercise of influence or control need not be shown, only the potential or ability to directly or indirectly exercise influence or control. Payments made by the Contractor to a related party are non-allowable unless the Contractor provides sufficient data to satisfy the Children’s Trust Fund that the costs are necessary and reasonable.

“Related Party Transactions” are transactions between the Contractor and a related party and can include, but are not limited to:

- A. Real estate sales or leases,
- B. Leasing for vehicles, office equipment, household furnishings,
- C. Mortgages, loans, working capital loans, or
- D. Contracts for management services, consultant services, professional services, e.g. attorneys, accountants, etc., or for material, supplies, or other services purchased by the Contractor.

If the Contractor has related party transactions at the beginning of the contract period, its costs and valuation basis must be included and approved as part of the budget attached to this agreement. If related party transactions are incurred during the term of the contract, the Contractor must obtain written prior approval from the Children’s Trust Fund. The Contractor shall provide adequate documentation to support the cost and necessity of such transaction. The Children’s Trust Fund reserves the right to limit the cost of related party transactions to the actual cost to the related party. In addition, the Children’s Trust Fund reserves the right to obtain information from the common controlling agency to determine actual cost of the related party transaction.

**11. Annual Audit:** Pursuant to Sections 4-230 through 4-236 of the Connecticut General Statutes, each municipality, audited agency, tourism district and not-for-profit organization that expends state financial assistance equal to or in excess of one hundred thousand dollars in any fiscal year of the entity, shall have a single audit for such fiscal year in accordance with the provisions of the above-referenced General Statutes. If total state financial assistance expended for the fiscal year is for a single state program, a program-specific audit may be conducted in lieu of a single audit. Copies of the **state single audit report package** must be filed with the Children’s Trust Fund, the cognizant agency and pass-through agencies (if applicable). Submission of the report must be made within 30 days of completion of the audit report, if possible, but no later than six months after the end of the audit period. Cognizant agencies must be notified of the Independent Auditor appointed to conduct the audit. Such notification must be made not later than thirty days before the end of the fiscal year of the entity to be audited. The **Office of Policy and Management** (OPM) is the cognizant agency for municipalities, tourism districts, other quasi-governmental entities and nonprofit organizations under the State Single Audit Act.

Contractor shall maintain all fiscal records and accounts for three years after the end of the contract year, or until the State Auditors of Public Accounts complete an audit of the Children’s Trust Fund for such fiscal year, whichever is later. The State Auditors of Public Accounts shall have access to such fiscal records and accounts during such period. Additional audits may be performed by the Children’s Trust Fund (in accordance with Conn. Gen. Stat. Sec. 4-234) as it deems necessary. The Contractor shall provide all financial records upon request or within a timeframe acceptable to the Children’s Trust Fund. Failure to comply may, at the Children’s Trust Fund’s discretion, result in penalties to the Contractor including, but not limited to, reduce funding, delay in payments, and license enforcement action.

**12. Third Party Beneficiary:** This Agreement is not intended to create, nor shall it be deemed to create, any third party beneficiary rights in recipients.

**13. Government Function:** If the amount of this contract exceeds two million five hundred thousand dollars, and if the contract is for the performance of a government function as that term is defined in Conn. Gen. Stat. § 1-200(11), as amended by Public Act No. 01-169 and Public Act 02-130, the Children's Trust Fund is entitled to receive a copy of the records and files related to the Contractor's performance of a government function.

All records and files related to the Contractor's performance of a government function, as that term is defined in [Conn. Gen. Stat. § 1-200(11), as amended by Public Act No. 01-169 and Public Act 02-130,] are subject to the Freedom of Information Act and may be disclosed by the Children's Trust Fund pursuant to that Act.

**14. Grievance Procedures:** The Contractor shall develop and maintain a formal grievance procedure, acceptable to the Children's Trust Fund, in order to address the complaints of persons requesting or receiving services under this contract.

**15. Cultural Competence:**

**A.** The Contractor shall administer, manage and deliver a culturally responsive and competent program. This shall, at a minimum, be evidenced by equity and parity in access to services, consumer satisfaction, and outcomes for clients served, regardless of race, ethnicity, language, religion, gender, sexual orientation, economic status and/or disability. Policies, practices and quality improvement activities shall be informed by the needs and demographics of the community served or to be served by the program. The Contractor shall include access, consumer satisfaction and outcomes as elements of its program review and monitoring.

**B.** The Contractor shall recruit, hire and retain a professional and paraprofessional staff that is culturally and linguistically diverse. The Contractor may be required to participate in individual and/or group technical assistance from DCF's Office of Multicultural Affairs and/or Office of Affirmative Action to promote and support diversity of its staff. Staff development to support cross-cultural competency shall occur both pre- and in-service. Furthermore, as a means to facilitate culturally competent service delivery, issues of diversity and multiculturalism shall be included in treatment/service planning, discharge planning, case reviews, grand rounds, analysis and review of program data, and staff supervision.

**C.** In addition, the Contractor will collaborate with and/or develop and maintain a demonstrable linkage with informal, concrete and natural supports and services within their program catchment area(s) as a means to ensure that equity in client access, satisfaction and outcomes will occur. This shall be evidenced by, but not limited to, subcontracting relationships with informal, concrete and natural institutions and programs; retaining such Contractors as consultants; using these entities as training resources; and use of community/neighborhood-based venues for outreach and dissemination activities. Moreover, informal, concrete and natural supports will be, as informed by the clients' needs, included in their treatment/service plans and used as a step-down resource.

**16. Board Composition:** The Contractor agrees to ensure that the Board of Directors shall include community, family, and professional participation and, whenever possible, the participation of people who use the services of the organization. The Contractor further commits to maintaining or creating through its appointments a Board of Director whose composition will reflect the racial and ethnic background of the children and families to be served by this contract. The Contractor shall provide the Children's Trust Fund with a list of current Board Members, indicating sex, race, ethnicity, and the term of each member.

**17. Licensing Compliance:** As applicable, the Contractor will ensure that the Contractor and their subcontractors(s) are licensed by the Department of Children and Families; are not subject to licensing restrictions; have not had admissions closed by the Department within the past six months; and have not had a Department contract amended, terminated, or reduced due to a licensing issue.

**18. Offer of Gratuities:** By its agreement to this contract, the Contractor certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this

procurement. The Children's Trust Fund may terminate this contract if it is determined that gratuities of any kind were either offered to or received by any of the aforementioned officials or employees from the Contractor, its agent or employee.

**19. Program Closure and Transition:** In the event the Contractor closes, reduces services or relocates any program funded under this contract, or if for any reason, the fiduciary responsibility of the Contractor changes, or if the Children's Trust Fund does not offer funding for the subsequent fiscal year, then pursuant to Part II, Section E (6), Section E (7) of this agreement, the Children's Trust Fund and the Contractor shall negotiate and resolve the following issues: the time lines for closure of the program, closure of admissions and the transfer or discharge of clients remaining in the program at the time of closure; the amount of any final payments due the Contractor or refunds due the Children's Trust Fund; the transfer or storage of all program records pursuant to the requirements of the Federal Confidentiality Regulations, 42 CFR Part 2; the disposition of property and equipment in which the Children's Trust Fund has a financial interest pursuant to the requirements of Regulations of Connecticut State Agencies, Sections 17-226d-4(i), (1) & (2) including Bond Fund Award liens and obligations; notification to clients of the closure, their options for transfer to other programs and the Contractor's obligations to facilitate such transfer; and such other issues as are pertinent to the specific situation.

**20. Whistle-blower Protection** - If the amount of this contract is or exceeds five million dollars, the contract is subject to Conn. Gen. Stat. Sec. 4-61dd (e). If an officer, employee or appointing authority of the Contractor takes or threatens to take any personnel action against any employee of the Contractor in retaliation for such employee's disclosure of information to the Auditors of Public Accounts or the Attorney General under the provisions of subsection (a) of this statute, the Contractor shall be liable for a civil penalty of not more than five thousand dollars for each offense, up to a maximum of twenty per cent of the value of the contract. Each violation shall be a separate and distinct offense and in the case of a continuing violation each calendar day's continuance of the violation shall be deemed to be a separate and distinct offense.

**21. Reporting Requirements:** The Contractor shall supply all applicable reports required by the Children's Trust Fund. Required reports will be used for purposes including, but not limited to, determination of the Contractor's compliance with program performance standards, provision of cumulative reports and statistical information pursuant to Conn. Gen. Stat. 17a-451(n), and such other routine information as may be required by the Children's Trust Fund. The following reports are to be submitted, in the format required by the Children's Trust Fund, within thirty (30) days after the end of each quarter or as specified by the Children's Trust Fund:

Quarterly Programmatic Report (two copies)  
Quarterly Expenditure Report (two copies)  
Evaluation Forms (if applicable, as required by the University of Hartford)

Quarterly financial reports must include staff identified by name and title.

**22. Expenditures:** Contracted funds may not be expended prior to the starting date of the contract or beyond the ending date of the contract. The Contractor shall implement controls adequate to ensure that expenditures charged to activities under this contract are for allowable purposes, as determined by the Children's Trust Fund, and documentation is readily available to verify that such charges are accurate. Unless otherwise specified in Part I, funds approved for or paid to the Contractor by the Children's Trust Fund shall not be used for fines and penalties, fundraising costs, charitable contributions, principal on mortgages/loans, taxes other than payroll, capital equipment as per paragraph 27 below, mileage reimbursement in excess of the current rate as promulgated periodically by the state Comptroller's office, renovations/alterations, entertainment, bad debts, or legal fees for action against the State. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings. The Contractor shall submit any and all subcontract agreements and leases with each budget submission for all Children's Trust Fund programs. If costs are allocated across programs, an agency-wide cost allocation plan must be available prior to execution of this agreement. This plan shall include total costs allocated as well as the method of allocation for all programs.

### **23. Payments:**

**A. Initial Payment.** An initial contract payment of state funds representing three months in the amount of one-fourth (1/4) of the total annual state funded contract amount will be authorized by the Children's Trust Fund contingent upon the availability of funding to the Children's Trust Fund and contingent upon the full execution of this agreement.

An initial contract payment of federal funds representing three months in the amount of one-fourth (1/4) of the total annual federal funded contract amount will be authorized by the Children's Trust Fund contingent upon the full execution of this contract and receipt of federal monies by the Children's Trust Fund in compliance with the federal Cash Management Improvement Act (CMIA), 31 U.S.C. § 6501 et. Seq. of (1990).

**B. Subsequent payments.** In the second and third quarters of the contract year, payments, each representing three months in the amount of one-fourth (1/4) of the total contract amount will be authorized by the Children's Trust Fund contingent upon the availability of funding as per Part II, Section E (2) of this agreement.

**C. Final Payment.** The final payment representing three months in the amount of one-fourth (1/4) of the total contract amount will be authorized by the Children's Trust Fund contingent upon the availability of funding as per Part II, Section E (2) of this agreement. This payment may, at the Children's Trust Fund's discretion, be withheld in whole or in part pending receipt of reports as per Part I, Section 21 above.

When the Children's Trust Fund's review of the Contractor's financial reports or on-site examination of the Contractor's financial records indicates that under expenditure or under utilization of contract funds are likely to occur by the end of the contract year, the Children's Trust Fund may alter the payment schedule for the balance of the contract year upon thirty (30) days' written notification to the Contractor. Payment adjustments may be made for the following:

- a. utilization;
- b. receipt and approval of required reports within the time frames established by the Children's Trust Fund;
- c. actual expenditures reflecting a reduction in projected total annual expenditures; or
- d. offset of any unallowable expenditures or unexpended funds owed from a prior award or a previously terminated contract.

### **24. Annual Budget Variance:**

**A.** The Contractor shall adhere to the approved budget allocated to each service component, included as part of this agreement. In the event that the Contractor and/or subcontractors receive(s) additional funding equal to or greater than 10% of the value of this contract from any source other than those indicated in this contract, the Contractor shall notify the Children's Trust Fund of such funding and its use within ten (10) business days after receiving notice of such funding.

**B.** The following annual variances from the approved budget are allowable without prior Children's Trust Fund approval:

- a. Line item expenses within Children's Trust Fund-funded program cost centers up to 5% of each line item or \$5,000, whichever is greater;
- b. Individual salary variances up to 10% in Children's Trust Fund-funded program cost centers.

These variances may be added or subtracted from the approved budgeted amounts and included in the budgeted amount columns of the quarterly expenditure reports.

- C. The Contractor may request approval from the Children’s Trust Fund to exceed the above–stated limits for variances, provided that request is submitted on the appropriate Budget Revision forms. All written program and budget revision requests must be approved in writing by the Children’s Trust Fund prior to implementation. Final Revision Requests should be submitted to the Children’s Trust Fund **no later than 45 days before the end of the contract period**. Any revisions over which the Contractor has no authority/influence and which occurs during the last 45 days must receive prior written Children’s Trust Fund approval. These revisions must be reflected in the final quarterly report and revised budget.
- D. Variances that exceed the allowable limits specified herein and that do not have a Children’s Trust Fund-approved budget revision will be treated as disallowed expenses and may, at the Children’s Trust Fund’s discretion, be required to be returned to the Children’s Trust Fund.

**25. Unexpended Funds:**

A. Whenever the Children’s Trust Fund determines from its review of the Contractor’s audited annual financial statements and program operations that the total paid under this contract, together with applicable program income from other sources, exceeds the total allowable expenses of the program, such excess income shall be deemed by the Children’s Trust Fund to be unexpended funds. If the Contractor is not required to submit audited annual financial statements, the Children’s Trust Fund may utilize the final annual financial report to determine the existence and amount of unexpended funds.

B. Unexpended funds shall be identified by and returned to the Children’s Trust Fund in the following manner:

Funds paid to the Contractor shall be identified by the Children’s Trust Fund “Special Identification Number” (SID). The payments made by the Children’s Trust Fund shall be compared to the expenses reported by the Contractor, by SID as noted on the “Schedule of Expenditures of Financial Assistance” and/or “Schedule of Expenditures of Federal Financial Assistance” or other similar schedule(s) as required by the Federal and State Single Audit acts. If the Contractor is not required to file Single Audit Reports, the Children’s Trust Fund may utilize the Contractor’s final Annual Financial Report to determine any unexpended funds. If payments made by the Children’s Trust Fund exceed the expenses reported, the Children’s Trust Fund may recoup such payments by (a) offsetting a future contract payment by the amount of the unexpended funds calculated by the Children’s Trust Fund or (b) requesting payment from the Contractor by check or other means as determined by the Children’s Trust Fund. If requested to return unexpended funds by check, the Contractor shall return to the Children’s Trust Fund the amount of unexpended funds subject to recoupment not later than thirty (30) days after receipt of written notice from the Children’s Trust Fund that such amount is due. The Children’s Trust Fund may recoup from future contract payments an amount equal to any such unexpended funds subject to recoupment that remain unpaid more than sixty (60) days after receipt of said written notice. The Children’s Trust Fund may, at its discretion, implement a repayment or recoupment plan that spreads out the repayment or recoupment over a timeframe mutually agreeable to the Contractor and the Children’s Trust Fund.

C. The Contractor may request permission from the Children’s Trust Fund to carry forward unexpended federal funds from one fiscal year to a subsequent fiscal year provided that such request: (1) is made to the Children’s Trust Fund in writing; (2) specifies the amount of unexpended federal funds requested and identifies the fiscal year from which and to which the Contractor is seeking permission to carry forward; (3) includes an opinion letter from an independent Certified Public Accountant acknowledging the reasonableness of the requested amount; (4) clearly explains why the Contractor has not fully expended payments made by the Children’s Trust Fund under this contract; (5) details the purposes for which the Contractor proposes to use the requested unexpended federal funds; and (6) is accompanied by written documentation that the request to carry forward such funds is authorized by the Contractor’s governing authority. Carry forward requests for Federal funds must be received by the Children’s Trust Fund no later than September 1. Upon determination by the Children’s Trust Fund that the Contractor has performed in

accordance with the terms and conditions of the contract, and that the amount and proposed use of the unexpended funds for which a carry forward is being requested are appropriate, the Children's Trust Fund may approve a request to carry forward unexpended federal funds and will notify the Contractor in writing of such approval. Unexpended federal funds thus approved for carry forward shall not be subject to section A of this provision provided that the Contractor expends such funds by the end of the fiscal year immediately following the fiscal year in which the unexpended federal funds were originally accrued. Contractor shall not use unexpended federal funds approved for carry forward for any purpose other than the one for which the Children's Trust Fund has granted specific prior written approval.

**D.** The Contractor may request that a portion of unrestricted operating income which is in excess of funds paid under this contract be designated for a special or future use within the next fiscal year provided that such request: (1) is made to the Children's Trust Fund in writing in advance of such use; (2) specifies the amount being requested and substantiates that said portion is not required to meet current operating expenses; (3) is accompanied by written documentation that the request for such designation is authorized by the Contractor's governing authority; and (4) details the purposes for which the Contractor proposes to use the requested amount. At the sole discretion of, and only upon specific prior written approval from, the Children's Trust Fund, funds so designated shall not be deemed unexpended funds and shall not be subject to section A of this provision. In such case, the Contractor must submit a reconciliation of unexpended funds to show the approved exception. This reconciliation must be submitted with the Contractor's Single Audit or annual audited financial statements, as applicable.

**E.** Absent specific prior written approval from the Children's Trust Fund under section C. or section D. of this provision, the Contractor shall not expend, transfer or otherwise use funds deemed by the Children's Trust Fund to be unexpended funds and all such funds shall be subject to section B of this provision.

**26. Capital Expenditures:** Contractor shall not use funds allotted by the Children's Trust Fund under this contract for capital expenditures. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings.

**27. Equipment:** Equipment is defined as machinery, tools, furniture, vehicles, and other personal property with a normal useful life of more than one year and a value of \$2,500 or more, or as defined by the Comptroller of the State of Connecticut. Equipment purchased, in whole or in part, with funds provided by the Children's Trust Fund under this contract will be considered the property of the Children's Trust Fund. Equipment will be considered purchased from Contractor funds if the program has other sources of income equal to or greater than the equipment purchase price. Such purchases will be considered to be the property of the Contractor. Equipment to be purchased for the program with Children's Trust Fund funds must be identified and the cost itemized in Part I of this contract or in a budget revision form. The following provisions apply to equipment purchases made in full or in part with Children's Trust Fund funds:

**A.** Contractor shall obtain the prior approval of the Children's Trust Fund either through the contract application budget or a budget revision. Each piece of equipment to be purchased and its costs must be clearly itemized.

**B.** Contractor shall obtain three (3) competitive bids with the purchase to be made from the lowest qualified bidder.

**C.** Contractor shall maintain an inventory of all equipment purchased with Children's Trust Fund funds, using a form and format acceptable to the Children's Trust Fund.

**D.** As part of its annual audit statement, Contractor shall submit verification by the auditor of the continued possession of all equipment purchased with Children's Trust Fund funds.

**E.** Any item of equipment purchased with Children's Trust Fund funds shall not be discarded or sold or removed from the inventory without the prior written approval of the Children's Trust Fund.

**F.** If Children’s Trust Fund funding to the Contractor is terminated or not renewed, the Children’s Trust Fund will determine the manner of the disposition of all equipment purchased in full or in part with Children’s Trust Fund funds by: (1) permitting the Contractor to retain and use the property; (2) allowing the Contractor to sell the equipment and return the proceeds to the Children’s Trust Fund, minus an agreed upon amount to compensate for the costs of selling the property; or (3) returning the equipment to the Children’s Trust Fund.

**28. Executive Order #7A:** This provision and its subsections are included in this Agreement in accordance with Sections 6 and 11 of Governor M. Jodi Rell’s Executive Order #7A:

**A.** The State Contracting Standards Board (the “Board”) may, for cause, review this Agreement and recommend to the contracting agency, for its consideration and final determination as required or permitted by and in accordance with this Agreement and applicable law, termination of this Agreement after providing fifteen days’ prior written notice to the contracting agency and the applicable contractor that it will review the Agreement. The results of the Board’s review, together with its recommendations, shall be provided to the contracting agency and any other affected party in a timely manner, provided that nothing shall be construed to limit the power of the commissioner or department head of the contracting agency to consider the recommendations of the Board, as required or permitted in accordance with applicable law. For the purpose of this provision, “for cause” means: (1) A violation of Sections 1-84, 1-86e or 4a-100 of the Connecticut General Statutes or (2) wanton or reckless disregard of any State contracting and procurement process by any person substantially involved in this Agreement or the contracting agency.

**B.** The contractor shall disclose to the head of the contracting agency prior to its execution of this Agreement any items of value provided to any State employees for which full payment has not been made.

Original Contract Number:  
 Amendment Number:  
 Maximum Contract Value:  
 Contractor Contact Person and Telephone:



Purchase Of Service – 1/09/06

**STATE OF CONNECTICUT  
 DEPARTMENT OF \_\_\_\_\_  
 HUMAN SERVICE CONTRACT**

**CONTRACT SUMMARY**

The State of Connecticut \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: CT Zip \_\_\_\_\_

Tel#: \_\_\_\_\_ hereinafter "the Department",

hereby enters into a contract with:

Contractor's \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel#: \_\_\_\_\_ FEIN/SS \_\_\_\_\_

hereinafter "the Contractor", for the provision of services outlined herein in Part I.

<b>Term of Contract</b>	This contract is in effect from / / through / /
<b>Statutory Authority</b>	The Department is authorized to enter into this contract pursuant to § of the Connecticut General Statutes.
<b>Set-Aside Status</b>	Contractor <input type="checkbox"/> IS or <input type="checkbox"/> IS NOT a set aside Contractor pursuant to § 32-9e of the Connecticut General Statutes.
<b>Effective Date</b>	This contract shall become effective only as of the date of signature by the Department's authorized official(s) and, where applicable, the date of approval by the Attorney General. Upon such execution, this contract shall be deemed effective for the entire Term specified above. This contract may be Amended subject to Part II, Section ____ of this contract.

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    - 7. Program Cancellation

**I. SCOPE OF SERVICES, CONTRACT PERFORMANCE, BUDGET, REPORTS AND  
OTHER PROGRAM-SPECIFIC PROVISIONS**

The Contractor shall provide the following specific services for the (\_\_\_\_\_ **fill in** \_\_\_\_\_) Program(s) and agrees to comply with the terms and conditions set forth as required by the Department, including but not limited to the requirements and measurements for scope of services, contract performance, quality assurance, reports, terms of payment and budget. No provisions shall be contained in this Part I which negate, supersede or contradict any provision of Part II. In the event of any such inconsistency between Part I and Part II, the provisions of Part II shall control.

**Insert the Provisions of Part I HERE**

**Please paginate this Part I STARTING WITH PAGE 3, then renumber Part II sequentially thereafter.**

## II. MANDATORY TERMS AND CONDITIONS

**The Contractor agrees to comply with the following mandatory terms and conditions.**

### A. CLIENT-RELATED SAFEGUARDS

**1. Inspection of Work Performed** The Department or its authorized representative shall at all times have the right to enter into the contractor's premises, or such other places where duties under the contract are being performed, to inspect, to monitor or to evaluate the work being performed. The contractor and all subcontractors must provide all reasonable facilities and assistance for Department representatives. All inspections and evaluations shall be performed in such a manner as will not unduly delay work. The contractor shall disclose information on clients, applicants and their families as requested unless otherwise prohibited by federal or state law. Written evaluations pursuant to this section shall be made available to the contractor.

**2. Safeguarding Client Information** The Department and the contractor agree to safeguard the use, publication and disclosure of information on all applicants for and all clients who receive service under this contract with all applicable federal and state law concerning confidentiality.

**3. Reporting of Client Abuse or Neglect** The contractor shall comply with all reporting requirements relative to client abuse and neglect, including but not limited to requirements as specified in C.G.S. 17a-101 through 103, 19a-216, 46b-120 related to children; C.G.S. 46a-11b relative to persons with mental retardation and C.G.S. 17b-407 relative to elderly persons.

### B. CONTRACTOR OBLIGATIONS

#### 1. Credits and Rights in Data

(a) Unless expressly waived in writing by the Department, all documents, reports, and other publications for public distribution during or resulting from the performances of this contract shall include a statement acknowledging the financial support of the state and the Department and, where applicable, the federal government. All such publications shall be released in conformance with applicable federal and state law and all regulations regarding confidentiality. Any liability arising from such a release by the contractor shall be the sole responsibility of the contractor and the contractor shall indemnify the Department, unless the Department or its agents co-authored said publication and said release is done with the prior written approval of the commissioner of the Department. Any publication shall contain the following statement: "This publication does not express the views of the Department or the State of Connecticut. The views and opinions expressed are those of the authors." The contractor or any of its agents shall not copyright data and information obtained under the terms and conditions of this contract, unless expressly authorized in writing by the Department. The Department shall have the right to publish, duplicate, use and disclose all such data in any manner, and may authorize others to do so. The Department may copyright any data without prior notice to the contractor. The contractor does not assume any responsibility for the use, publication or disclosure solely by the Department of such data.

(b) "Data" shall mean all results, technical information and materials developed and/or obtained in the performance of the services hereunder, including but not limited to all reports, surveys, plans, charts, recordings (video and/or sound), pictures, curricula, public awareness or prevention campaign materials, drawings, analyses, graphic representations, computer programs and printouts, notes and memoranda, and documents, whether finished or unfinished, which result from or are prepared in connection with the services performed hereunder.

#### 2. Organizational Information (NEW), Conflict of Interest, IRS Form 990:

Annually during the term of the Contract, the Contractor shall submit to the Department the following:

(a) a copy of its most recent IRS Form 990 submitted to the federal Internal Revenue Service, and

(b) its most recent Annual Report as filed with the Office of the Secretary of the State or such

other information that the Department deems appropriate with respect to the organization and affiliation of the Contractor and related entities.

**3. Prohibited Interest** The Contractor warrants that no state appropriated funds have been paid or will be paid by or on behalf of the Contractor to contract with or retain any company or person, other than bona fide employees working solely for the Contractor, to influence or attempt to influence an officer or employee of any state agency in connection with the awarding, extension, continuation, renewal, amendment, or modification of this

agreement, or to pay or agree to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gift or any other consideration contingent upon or resulting from the award or making of this Agreement.

**4. Offer of Gratuities (NEW)** By its agreement to the terms of this contract, the contractor certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this contract. The Department may terminate this contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the contractor or its agents or employees.

**5. Related Party Transactions (NEW)** The contractor shall report all related (party transactions, as defined in this Section, to the Department on an annual basis in the appropriate fiscal report as specified in Part II of this contract. **“Related party”** means a person or organization related through marriage, ability to control, ownership, family or business association. Past exercise of influence or control need not be shown, only the potential or ability to directly or indirectly exercise influence or control. **“Related party transactions”** between a contractor, its employees, Board members or members of the contractor’s governing body, and a related party include, but are not limited to, (a) real estate sales or leases; (b) leases for equipment, vehicles or household furnishings; (c) mortgages, loans and working capital loans, and (d) contracts for management, consultant and professional services as well as for materials, supplies and other services purchased by the contractor.

**6. Insurance:** The contractor will carry insurance, (liability, fidelity bonding or surety bonding and/or other), as specified in this agreement, during the term of this contract according to the nature of the work to be performed to "save harmless" the State of Connecticut from any claims, suits or demands that may be asserted against it by reason of any act or omission of the contractor, subcontractor or employees in providing services hereunder, including but not limited to any claims or demands for malpractice. Certificates of such insurance shall be filed with the Department prior to the performance of services.

**7. Reports (NEW)** The contractor shall provide the Department with such statistical, financial and programmatic information necessary to monitor and evaluate compliance with the contract. All requests for such information shall comply with all applicable state and federal confidentiality laws. The Contractor agrees to provide the Department with such reports as the Department requests.

**8. Delinquent Reports** The contractor will submit required reports by the designated due dates as identified in this agreement. After notice to the contractor and an opportunity for a meeting with a Department representative, the Department reserves the right to withhold payments for services performed under this contract if the Department has not received acceptable progress reports, expenditure reports, refunds, and/or audits as required by this agreement or previous agreements for similar or equivalent services the contractor has entered into with the Department.

**9. Record Keeping and Access** The contractor shall maintain books, records, documents, program and individual service records and other evidence of its accounting and billing procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature incurred in the performance of this contract. These records shall be subject at all reasonable times to monitoring, inspection, review or audit by authorized employees or agents of the state or, where applicable, federal agencies. The contractor shall retain all such records concerning this contract for a period of three (3) years after the completion and submission to the state of the contractor's annual financial audit.

**10. Workforce Analysis** The Contractor shall provide a workforce analysis affirmative action report related to employment practices and procedures.

**11. Audit Requirements** The contractor shall provide for an annual financial audit acceptable to the Department for any expenditure of state-awarded funds made by the contractor. Such audit shall include management letters and audit recommendations. The State Auditors of Public Accounts shall have access to all records and accounts for the fiscal year(s) in which the award was made. The contractor will comply with federal and state single audit standards as applicable.

**12. Litigation** The contractor shall provide written notice to the Department of any litigation that relates to the services directly or indirectly financed under this contract or that has the potential to impair the ability of the contractor to fulfill the terms and conditions of this contract, including but not limited to financial, legal or any other situation which may prevent the contractor from meeting its obligations under the contract.

The contractor shall provide written notice to the Department of any final decision by any tribunal or state or federal agency or court which is adverse to the contractor or which results in a settlement, compromise or claim or agreement of any kind for any action or proceeding brought against the contractor or its employee or agent under the Americans with Disabilities Act of 1990, executive orders Nos. 3 & 17 of Governor Thomas J. Meskill and any other provisions of federal or state law concerning equal employment opportunities or nondiscriminatory practices.

**13. Lobbying** The contractor agrees to abide by state and federal lobbying laws, and further specifically agrees not to include in any claim for reimbursement any expenditures associated with activities to influence, directly or indirectly, legislation pending before Congress, or the Connecticut General Assembly or any administrative or regulatory body unless otherwise required by this contract.

## **C. STATUTORY AND REGULATORY COMPLIANCE**

**1. Compliance with Law and Policy (NEW)** Contractor shall comply with all pertinent provisions of local, state and federal laws and regulations as well as Departmental policies and procedures applicable to contractor's programs as specified in this contract. The Department shall notify the contractor of any applicable new or revised laws, regulations, policies or procedures which the Department has responsibility to promulgate or enforce.

**2. Federal Funds (NEW)** The contractor shall comply with requirements relating to the receipt or use of federal funds. The Department shall specify all such requirements in Part II of this contract.

**3. Facility Standards and Licensing Compliance:** The contractor will comply with all applicable local, state and federal licensing, zoning, building, health, fire and safety regulations or ordinances, as well as standards and criteria of pertinent state and federal authorities. Unless otherwise provided by law, the contractor is not relieved of compliance while formally contesting the authority to require such standards, regulations, statutes, ordinance or criteria.

### **4. Suspension or Debarment (NEW language from State Auditors)**

**(a)** Signature on contract certifies the Contractor or any person (including subcontractors) involved in the administration of Federal or State funds:

- (1)** are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any governmental department or agency (Federal, State or local);
- (2)** within a three year period preceding this Contract, has not been convicted or had a civil judgment rendered against him/her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- (3)** is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the above offenses;
- (4)** has not within a three year period preceding this agreement had one or more public transactions terminated for cause or fault.

**(b)** Any change in the above status shall be immediately reported to the Department.

**5. Non-discrimination Regarding Sexual Orientation** Unless otherwise provided by Conn. Gen. Stat. § 46a-81p, the contractor agrees to the following provisions required pursuant to § 4a-60a of the Conn. Gen. Stat.:

**(a) (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 of 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 representatives 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 § 46a-56 of the Conn. Gen. Stat.;

(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 provisions of this section and § 46a-56 of the Conn. Gen. Stat.

(b) The contractor shall include the provisions of subsection (a) 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 § 46a-56 of the Conn. Gen. Stat. 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.

#### 6. Executive Orders Nos. 3, 16, 17 and 7b

(a) **Executive Order No. 3: Nondiscrimination** This contract is subject to the provisions of **Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971**, and, as such, this contract may be canceled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any state or federal law concerning nondiscrimination, notwithstanding that the Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination, until the contract is completed or terminated prior to completion. The contractor agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three and that the contractor will not discriminate in employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner.

(b) **Executive Order No. 16: Violence in the Workplace Prevention Policy** This contract is also subject to provisions of **Executive Order No. Sixteen of Governor John J. Rowland promulgated August 4, 1999**, and, as such, this contract may be cancelled, terminated or suspended by the contracting agency or the State for violation of or noncompliance with said Executive Order No. Sixteen. The parties to this contract, as part of the consideration hereof, agree that: (1) contractor shall prohibit employees from bringing into the state work site, except as may be required as a condition of employment, any weapon/dangerous instrument defined in Section 2 to follow; (2) weapon means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon. Dangerous instrument means any instrument, article or substance that, under the circumstances, is capable of causing death or serious physical injury; (3) contractor shall prohibit employees from attempting to use, or threaten to use, any such weapon or dangerous instrument in the state work site and employees shall be prohibited from causing, or threatening to cause, physical injury or death to any individual in the state work site; (4) contractor shall adopt the above prohibitions as work rules, violation of which shall subject the employee to disciplinary action up to and including discharge. The Contractor shall require that all employees are aware of such work rules; (5) contractor agrees that any subcontract it enters into in the furtherance of the work to be performed hereunder shall contain the provisions 1 through 4, above.

**(c) Executive Order No. 17: Connecticut State Employment Service Listings** This contract is also subject to provisions of **Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973**, and, as such, this contract may be canceled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order Number Seventeen, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service.

**(d) Executive Order No. 7b: Contracting Standards Board** This contract is also subject to provisions of **Executive Order No. 7b of Governor Jodi M. Rell, promulgated on November 16, 2005**. The Parties to this Agreement, as part of the consideration hereof, agree that: (1.) The State Contracting Standards Board ("the Board") may review this contract and recommend to the state contracting agency termination of the contract for cause. The state contracting agency shall consider the recommendations and act as required or permitted in accordance with the contract and applicable law. The Board shall provide the results of its review, together with its recommendations, to the state contracting agency and any other affected party in accordance with the notice provisions in the contract no later than fifteen (15) days after the Board finalizes its recommendation. For the purposes of this Section, "for cause" means: (i.) a violation of the State Ethics Code (Conn. Gen. Stat. Chapter 10) or Section 4A-100 of the Conn. Gen. Statutes or (ii.) wanton or reckless disregard of any state contracting and procurement process by any person substantially involved in such contract or state contracting agency. (2.) For the purposes of this Section, "contract" shall not include real property transactions involving less than a fee simple interest or financial assistance comprised of state or federal funds, the form of which may include but is not limited to grants, loans, loan guarantees, and participation interests in loans, equity investments and tax credit programs. Notwithstanding the foregoing, the Board shall not have any authority to recommend the termination of a contract for the sale or purchase of a fee simple interest in real property following transfer of title. (3.) Effective January 1, 2006, notwithstanding the contract value listed in Conn. Gen. Stat. §§ 4-250 and 4-251, all procurements between state agencies and private entities with a value of \$50,000 (fifty thousand dollars) or more in a calendar or fiscal year shall comply with the gift affidavit requirements of said Sections. Certification by agency officials or employees required by Conn. Gen. Stat. § 4-252 shall not be affected by this Section.

**7. Nondiscrimination and Affirmative Action Provisions in Contracts of the State and Political Subdivisions Other Than Municipalities** The contractor agrees to comply with provisions of § 4a-60 of the Connecticut General Statutes.

**(a)** Every contract to which the state or any political subdivision of the state other than a municipality is a party shall contain the following provisions:

(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, mental retardation 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. 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, mental retardation, 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; (2) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that 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 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 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 Conn. Gen. Stat. §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said commission

pursuant to Conn. Gen. Stat. §§ 46a-56, 46a-68e and 46a-68f; (5) the contractor agrees to provide the commission of 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 Conn. Gen. Stat. § 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 project.

(b) For the purposes of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of 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 Conn. Gen. Stat. § 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "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.

(c) Determinations 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 action 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) Contractor shall include the provisions of subsection (a) 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 provision 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 Conn. Gen. Stat. § 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 such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

**8. Americans with Disabilities Act of 1990** This clause applies to those contractors which are or will come to be responsible for compliance with the terms of the Americans with Disabilities Act of 1990 (42 USCS §§ 12101-12189 and §§ 12201-12213) (Supp. 1993); 47 USCS §§ 225, 611 (Supp. 1993). During the term of the contract, the contractor represents that it is familiar with the terms of this Act and that it is in compliance with the law. The contractor warrants that it will hold the state harmless from any liability which may be imposed upon the state as a result of any failure of the contractor to be in compliance with this Act. As applicable, the contractor agrees to abide by provisions of Sec. 504 of the federal Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (Supp. 1993), regarding access to programs and facilities by people with disabilities.

**9. Utilization of Minority Business Enterprises** It is the policy of the state that minority business enterprises should have the maximum opportunity to participate in the performance of government contracts. The contractor agrees to use best efforts consistent with 45 C.F.R. 74.160 et seq. (1992) and paragraph 9 of Appendix G thereto for the administration of programs or activities using HHS funds; and §§ 13a-95a, 4a-60, to 4a-62, 4b-95(b), and 32-9e of the Conn. Gen. Stat. to carry out this policy in the award of any subcontracts.

**10. Priority Hiring** Subject to the contractor's exclusive right to determine the qualifications for all employment positions, the contractor shall use its best efforts to ensure that it gives priority to hiring welfare recipients who are subject to time limited welfare and must find employment. The contractor and the Department will work cooperatively to determine the number and types of positions to which this paragraph shall apply. The Department of Social Services regional office staff or staff of Department of Social Service contractors will undertake to counsel and screen an adequate number of appropriate candidates for positions targeted by the contractor as suitable for individuals in the time limited welfare program. The success of the contractor's efforts will be considered when awarding and evaluating contracts.

**11. Non-smoking** If the contractor is an employer subject to the provisions of § 31-40q of the Conn. Gen. Stat., the contractor agrees to provide upon request the Department with a copy of its written rules concerning smoking. Evidence of compliance with the provisions of section 31-40q of the Conn. Gen. Stat. must be received prior to contract approval by the Department.

**12. Government Function; Freedom of Information (NEW)** If the amount of this contract exceeds two million five hundred thousand dollars (\$2,500,000), and the contract is for the performance of a governmental function, as that term is defined in Conn. Gen. Stat. Sec. 1-200(11), as amended by Pubic Act 01-169, the Department is entitled to receive a copy of the records and files related to the contractor's performance of the governmental function, and may be disclosed by the Department pursuant to the Freedom of Information Act.

**13. HIPAA Requirements (NEW, revised effective 4/20/05)**

*NOTE: Numbering in this Section may not be consistent with the remainder of this contract as much of it is presented verbatim from the federal source.*

(a.) If the Contactor is a Business Associate under HIPAA, the Contractor must comply with all terms and conditions of this Section of the Contract. If the Contractor is not a Business Associate under HIPAA, this Section of the Contract does not apply to the Contractor for this Contract.

(b.) The Contractor is required to safeguard the use, publication and disclosure of information on all applicants for, and all clients who receive, services under the contract in accordance "with all applicable federal and state law regarding confidentiality, which includes but is not limited to the requirements of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), more specifically with the Privacy and Security Rules at 45 C.F.R. Part 160 and Part 164, subparts A, C, and E; *and*

(c.) The State of Connecticut Department named on page 1 of this Contract (hereinafter "Department") is a "covered entity" as that term is defined in 45 C.F.R. § 160.103; *and*

(d.) The Contractor, on behalf of the Department, performs functions that involve the use or disclosure of "individually identifiable health information," as that term is defined in 45 C.F.R. § 160.103; *and*

(e.) The Contractor is a "business associate" of the Department, as that term is defined in 45 C.F.R. § 160.103; *and*

(f.) The Contractor and the Department agree to the following in order to secure compliance with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), more specifically with the Privacy and Security Rules at 45 C.F.R. Part 160 and Part 164, subparts A, C, and E:

**I DEFINITIONS**

**A. Business Associate.** "Business Associate" shall mean the Contractor.

**B. Covered Entity.** "Covered Entity" shall mean the Department of the State of Connecticut named on page 1 of this Contract.

**C. Designated Record Set.** "Designated Record Set" shall have the same meaning as the term "designated record set" in 45 C.F.R. § 164.501.

**D. Individual.** "Individual" shall have the same meaning as the term "individual" in 45 C.F.R. § 160.103 and shall include a person who qualifies as a personal representative as defined in 45 C.F.R. § 164.502(g).

**E. Privacy Rule.** "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. part 160 and parts 164, subparts A and E.

**F. Protected Health Information.** "Protected Health Information" or "PHI" shall have the same meaning as the term "protected health information" in 45 C.F.R. § 160.103, limited to information created or received by the Business Associate from or on behalf of the Covered Entity.

**G. Required by Law.** "Required by Law" shall have the same meaning as the term "required by law" in 45 C.F.R. § 164.103.

**H. Secretary.** "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.

**I. More Stringent.** "More stringent" shall have the same meaning as the term "more stringent" in 45 C.F.R. § 160.202.

**J. Section of Contract.** “This Section of the Contract” refers to the HIPAA Provisions stated herein, in their entirety.

**K. Security Incident.** “Security Incident” shall have the same meaning as the term “security incident” in 45 C.F.R. § 164.304.

**L. Security Rule.** “Security Rule” shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. part 160 and parts 164, subpart A and C.

## **II OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATES**

**A.** Business Associate agrees not to use or disclose PHI other than as permitted or required by this Section of the Contract or as Required by Law.

**B.** Business Associate agrees to use appropriate safeguards to prevent use or disclosure of PHI other than as provided for in this Section of the Contract.

**B1. (NEW)** Business Associate agrees to use administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of electronic protected health information that it creates, receives, maintains, or transmits on behalf of the Covered Entity.

**C.** Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to the Business Associate of a use or disclosure of PHI by Business Associate in violation of this Section of the Contract.

**D.** Business Associate agrees to report to Covered Entity any use or disclosure of PHI not provided for by this Section of the Contract or any security incident of which it becomes aware.

**E.** Business Associate agrees to insure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by Business Associate, on behalf of the Covered Entity, agrees to the same restrictions and conditions that apply through this Section of the Contract to Business Associate with respect to such information.

**F.** Business Associate agrees to provide access, at the request of the Covered Entity, and in the time and manner agreed to by the parties, to PHI in a Designated Record Set, to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 C.F.R. § 164.524.

**G.** Business Associate agrees to make any amendments to PHI in a Designated Record Set that the Covered Entity directs or agrees to pursuant to 45 C.F.R. § 164.526 at the request of the Covered Entity, and in the time and manner agreed to by the parties.

**H.** Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by, Business Associate on behalf of Covered Entity, available to Covered Entity or to the Secretary in a time and manner agreed to by the parties or designated by the Secretary, for purposes of the Secretary determining Covered Entity’s compliance with the Privacy Rule.

**I.** Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. § 164.528.

**J.** Business Associate agrees to provide to Covered Entity, in a time and manner agreed to by the parties, information collected in accordance with paragraph I of this Section of the Contract, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. § 164.528.

**K.** Business Associate agrees to comply with any state law that is more stringent than the Privacy Rule.

## **III PERMITTED USES AND DISCLOSURE BY BUSINESS ASSOCIATE**

**A. General Use and Disclosure Provisions** Except as otherwise limited in this Section of the Contract, Business Associate may use or disclose PHI to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in this Contract, provided that such use or disclosure would not violate the Privacy Rule if done by Covered Entity or the minimum necessary policies and procedures of the Covered Entity.

### **B. Specific Use and Disclosure Provisions**

**1.** Except as otherwise limited in this Section of the Contract, Business Associate may use PHI for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate.

2. Except as otherwise limited in this Section of the Contract, Business Associate may disclose PHI for the proper management and administration of Business Associate, provided that disclosures are Required by Law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as Required by Law or for the purpose for which it was disclosed to the person, and the person notifies Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

3. Except as otherwise limited in this Section of the Contract, Business Associate may use PHI to provide Data Aggregation services to Covered Entity as permitted by 45 C.F.R. § 164.504(e)(2)(i)(B).

#### **IV OBLIGATIONS OF COVERED ENTITY**

**A.** Covered Entity shall notify Business Associate of any limitations in its notice of privacy practices of Covered Entity, in accordance with 45 C.F.R. 164.520, or to the extent that such limitation may affect Business Associate's use or disclosure of PHI.

**B.** Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.

**C.** Covered Entity shall notify Business Associate of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 C.F.R. § 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

#### **V PERMISSABLE REQUESTS BY COVERED ENTITY**

Covered Entity shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by the Covered Entity, except that Business Associate may use and disclose PHI for data aggregation, and management and administrative activities of Business Associate, as permitted under this Section of the Contract.

#### **VI TERM AND TERMINATION**

**A. Term** The Term of this Section of the Contract shall be effective as of the date the Contract is effective and shall terminate when all of the PHI provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy PHI, protections are extended to such information, in accordance with the termination provisions in this Section.

**B. Termination for Cause** Upon Covered Entity's knowledge of a material breach by Business Associate, Covered Entity shall either:

1. Provide an opportunity for Business Associate to cure the breach or end the violation and terminate the Contract if Business Associate does not cure the breach or end the violation within the time specified by the Covered Entity; or

2. Immediately terminate the Contract if Business Associate has breached a material term of this Section of the Contract and cure is not possible; or

3. If neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.

**C. Effect of Termination**

1. Except as provided in paragraph (2) of this subsection C, upon termination of this Contract, for any reason, Business Associate shall return or destroy all PHI received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to PHI that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the PHI.

2. In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Upon documentation by Business Associate that return or destruction of PHI is infeasible, Business Associate shall extend the protections of this Section of the Contract to such PHI and limit further uses and disclosures of PHI to those purposes that make

return or destruction infeasible, for as long as Business Associate maintains such PHI. Infeasibility of the return or destruction of PHI includes, but is not limited to, requirements under state or federal law that the Business Associate maintains or preserves the PHI or copies thereof.

## VII MISCELLANEOUS HIPAA PROVISIONS

**A. Regulatory References** A reference in this Section of the Contract to a section in the Privacy Rule means the section as in effect or as amended.

**B. Amendment** The Parties agree to take such action as is necessary to amend this Section of the Contract from time to time as is necessary for Covered Entity to comply with requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191.

**C. Survival** The respective rights and obligations of Business Associate under Section VI, Subsection C of this Section of the Contract shall survive the termination of this Contract.

**D. Effect on Contract** Except as specifically required to implement the purposes of this Section of the Contract, all other terms of the contract shall remain in force and effect.

**E. Construction** This Section of the Contract shall be construed as broadly as necessary to implement and comply with the Privacy Standard. Any ambiguity in this Section of the Contract shall be resolved in favor of a meaning that complies, and is consistent with, the Privacy Standard.

**F. Disclaimer** Covered Entity makes no warranty or representation that compliance with this Section of the Contract will be adequate or satisfactory for Business Associate's own purposes. Covered Entity shall not be liable to Business Associate for any claim, loss or damage related to or arising from the unauthorized use or disclosure of PHI by Business Associate or any of its officers, directors, employees, contractors or agents, or any third party to whom Business Associate has disclosed PHI pursuant to paragraph II D of this Section of the Contract. Business Associate is solely responsible for all decisions made, and actions taken, by Business Associate regarding the safeguarding, use and disclosure of PHI within its possession, custody or control.

**G. Indemnification** The Business Associate shall indemnify and hold the Covered Entity harmless from and against all claims, liabilities, judgments, fines, assessments, penalties, awards, or other expenses, of any kind or nature whatsoever, including, without limitation, attorney's fees, expert witness fees, and costs of investigation, litigation or dispute resolution, relating to or arising out of any violation by the Business Associate and its agents, including subcontractors, of any obligation of Business Associate and its agents, including subcontractors, under this Section of the Contract.

## D. MISCELLANEOUS PROVISIONS

**1. Liaison** Each party shall designate a liaison to facilitate a cooperative working relationship between the contractor and the Department in the performance and administration of this contract.

**2. Choice of Law and Choice of Forum** The contractor agrees to be bound by the law of the State of Connecticut and the federal government where applicable, and agrees that this contract shall be construed and interpreted in accordance with Connecticut law and federal law where applicable.

**3. Subcontracts** For purposes of this clause subcontractors shall be defined as providers of direct human services. Vendors of support services, not otherwise known as human service providers or educators, shall not be considered subcontractors, e.g. lawn care, unless such activity is considered part of a training, vocational or educational program. The subcontractor's identity, services to be rendered and costs shall be detailed in PART II of this contract. Notwithstanding the execution of this contract prior to a specific subcontractor being identified or specific costs being set, no subcontractor may be used or expense under this contract incurred prior to identification of the subcontractor or inclusion of a detailed budget statement as to subcontractor expense, unless expressly provided in PART II of this contract. Identification of a subcontractor or budget costs for such subcontractor shall be deemed to be a technical amendment if consistent with the description of each contained in PART II of this contract. No subcontractor shall acquire any direct right of payment from the Department by virtue of the provisions of this paragraph or any other paragraph of this contract. The use of subcontractors, as defined in this clause, shall not

relieve the contractor of any responsibility or liability under this contract. The contractor shall make available copies of all subcontracts to the Department upon request.

#### **4. Mergers and Acquisitions (NEW)**

(a) Contracts in whole or in part are not transferable or assignable without the prior written agreement of the Department.

(b) At least ninety (90) days prior to the effective date of any fundamental changes in corporate status, including merger, acquisition, transfer of assets, and any change in fiduciary responsibility, the contractor shall provide the Department with written notice of such changes.

(c) The Contractor shall comply with requests for documentation deemed necessary by the Department to determine whether the Department will provide prior written agreement as required by Section III.D.33 (a) above. The Department shall notify the Contractor of such determination not later than forty-five (45) business days from the date the Department receives such requested documentation.

**5. Equipment (NEW)** In the event this contract is terminated or not renewed, the Department reserves the right to recoup any equipment, deposits or down payments made or purchased with start-up funds or other funds specifically designated for such purpose under this contract. For purposes of this provision, equipment means tangible personal property with a normal useful life of at least one year and a value of at least \$2,500. Equipment shall be considered purchased from Contractor funds and not from Department funds if the equipment is purchased for a program that has other sources of income equal to or greater than the equipment purchase price.

**6. Independent Capacity of Contractor (NEW)** The contractor, its officers, employees, subcontractors, or any other agent of the contractor in the performance of this contract will act in an independent capacity and not as officers or employees of the state of Connecticut or of the Department.

#### **7. Settlement of Disputes and Claims Commission (NEW)**

(a) Any dispute concerning the interpretation or application of this contract shall be decided by the commissioner of the Department or his/her designee whose decision shall be final subject to any rights the contractor may have pursuant to state law. In appealing a dispute to the commissioner pursuant to this provision, the contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final resolution of a dispute, the contractor and the Department shall proceed diligently with the performance of the contract.

(b) **Claims Commission.** The Contractor agrees that the sole and exclusive means for the presentation of any claim against the State arising from this contract shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Contractor further agrees not to initiate legal proceedings **except as authorized by that Chapter** in any State or Federal Court in addition to or in lieu of said Chapter 53 proceedings.

### **E. REVISIONS, REDUCTION, DEFAULT AND CANCELLATION**

#### **1. Contract Revisions and Amendments**

(a) A formal contract amendment, in writing, shall not be effective until executed by both parties to the contract, and, where applicable, the Attorney General. Such amendments shall be required for extensions to the final date of the contract period and to terms and conditions specifically stated in Part II of this contract, including but not limited to revisions to the maximum contract payment, to the unit cost of service, to the contract's objectives, services, or plan, to due dates for reports, to completion of objectives or services, and to any other contract revisions determined material by the Department.

(b) The contractor shall submit to the Department in writing any proposed revision to the contract and the Department shall notify the contractor of receipt of the proposed revision. Any proposal deemed material shall be executed pursuant to (a) of this section. The Department may accept any proposal as a technical amendment and notify the contractor in writing of the same. A technical amendment shall be effective on the date approved by the Department, unless expressly stated otherwise.

(c) No amendments may be made to a lapsed contract.

## **2. Contract Reduction**

(a) The Department reserves the right to reduce the contracted amount of compensation at any time in the event that: (1) the Governor or the Connecticut General Assembly rescinds, reallocates, or in any way reduces the total amount budgeted for the operation of the Department during the fiscal year for which such funds are withheld; or (2) federal funding reductions result in reallocation of funds within the Department.

(b) The contractor and the Department agree to negotiate on the implementation of the reduction within thirty (30) days of receipt of formal notification of intent to reduce the contracted amount of compensation from the Department. If agreement on the implementation of the reduction is not reached within 30 calendar days of such formal notification and a contract amendment has not been executed, the Department may terminate the contract sixty (60) days from receipt of such formal notification. The Department will formally notify the contractor of the termination date.

## **3. Default by the Contractor**

(a) If the contractor defaults as to, or otherwise fails to comply with, any of the conditions of this contract the Department may: (1) withhold payments until the default is resolved to the satisfaction of the Department; (2) temporarily or permanently discontinue services under the contract; (3) require that unexpended funds be returned to the Department; (4) assign appropriate state personnel to execute the contract until such time as the contractual defaults have been corrected to the satisfaction of the Department; (5) require that contract funding be used to enter into a sub-contract arrangement with a person or persons designated by the Department in order to bring the program into contractual compliance; (6) terminate this contract; (7) take such other actions of any nature whatsoever as may be deemed appropriate for the best interests of the state or the program(s) provided under this contract or both; (8) any combination of the above actions.

(b) In addition to the rights and remedies granted to the Department by this contract, the Department shall have all other rights and remedies granted to it by law in the event of breach of or default by the contractor under the terms of this contract.

(c) Prior to invoking any of the remedies for default specified in this paragraph except when the Department deems the health or welfare of service recipients is endangered as specified in clause 8 of this agreement or has not met requirements as specified in clause 27, the Department shall notify the contractor in writing of the specific facts and circumstances constituting default or failure to comply with the conditions of this contract and proposed remedies. Within five (5) business days of receipt of this notice, the contractor shall correct any contractual defaults specified in the notice and submit written documentation of correction to the satisfaction of the Department or request in writing a meeting with the commissioner of the Department or his/her designee. Any such meeting shall be held within five (5) business days of the written request. At the meeting, the contractor shall be given an opportunity to respond to the Department's notice of default and to present a plan of correction with applicable time frames. Within five (5) business days of such meeting, the commissioner of the Department shall notify the contractor in writing of his/her response to the information provided including acceptance of the plan of correction and, if the commissioner finds continued contractual default for which a satisfactory plan of corrective action has not been presented, the specific remedy for default the Department intends to invoke. This action of the commissioner shall be considered final.

(d) If at any step in this process the contractor fails to comply with the procedure and, as applicable, the agreed upon plan of correction, the Department may proceed with default remedies.

**4. Non-enforcement not to constitute waiver** The failure of either party to insist upon strict performance of any terms or conditions of this agreement shall not be deemed a waiver of the term or condition or any remedy that each party has with respect to that term or condition nor shall it preclude a subsequent default by reason of the failure to perform.

## **5. Cancellation and Recoupment**

(a) This agreement shall remain in full force and effect for the entire term of the contract period specified in Section I.A, above, unless either party provides written notice ninety (90) days or more from the date of termination, except that no cancellation by the contractor may be effective for failure to provide services for the agreed

price or rate and cancellation by the Department shall not be effective against services already rendered, so long as the services were rendered in compliance with the contract during the term of the contract.

(b) In the event the health or welfare of the service recipients is endangered, the Department may cancel the contract and take any immediate action without notice it deems appropriate to protect the health and welfare of service recipients. The Department shall notify the contractor of the specific reasons for taking such action in writing within five (5) business days of cancellation. Within five (5) business days of receipt of this notice, the contractor may request in writing a meeting with the commissioner of the Department or his/her designee. Any such meeting shall be held within five (5) business days of the written request. At the meeting, the contractor shall be given an opportunity to present information on why the Department's actions should be reversed or modified. Within five (5) business days of such meeting, the commissioner of the Department shall notify the contractor in writing of his/her decision upholding, reversing or modifying the action of the Department. This action of the commissioner shall be considered final.

(c) The Department reserves the right to cancel the contract without prior notice when the funding for the contract is no longer available.

(d) The Department reserves the right to recoup any deposits, prior payment, advance payment or down payment made if the contract is terminated by either party. Allowable costs incurred to date of termination for operation or transition of program(s) under this contract shall not be subject to recoupment. The contractor agrees to return to the Department any funds not expended in accordance with the terms and conditions of the contract and, if the contractor fails to do so upon demand, the Department may recoup said funds from any future payments owing under this contract or any other contract between the state and the contractor.

**6. Transition after Termination or Expiration of Contract** In the event that this contract is terminated for any reason except where the health and welfare of service recipients is endangered or if the Department does not offer the contractor a new contract for the same or similar service at the contract's expiration, the contractor will assist in the orderly transfer of clients served under this contract as required by the Department and will assist in the orderly cessation of operations under this contract. Prior to incurring expenses related to the orderly transfer or continuation of services to service recipients beyond the terms of the contract, the Department and the contractor agree to negotiate a termination amendment to the existing agreement to address current program components and expenses, anticipated expenses necessary for the orderly transfer of service recipients and changes to the current program to address service recipient needs. The contractual agreement may be amended as necessary to assure transition requirements are met during the term of this contract. If the transition cannot be concluded during this term, the Department and the contractor may negotiate an amendment to extend the term of the current contract until the transition may be concluded.

**7. Program Cancellation** Where applicable, the cancellation or termination of any individual program or services under this contract will not, in and of itself, in any way affect the status of any other program or service in effect under this contract.

Original Contract  
 Amendment # \_\_\_\_\_  
(For Internal Use Only)

**ACCEPTANCES AND APPROVALS**

**The Contractor herein IS or IS NOT a Business Associate under HIPAA:**  
(circle one)

**By the Contractor:**

\_\_\_\_\_  
Contractor (Corporate/Legal Name of Contractor)

\_\_\_\_\_  
Signature (Authorized Official)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Typed Name of Authorized Official)

\_\_\_\_\_  
Title

Documentation necessary to **demonstrate the authorization to sign** must be attached.

**By the Department:**

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Signature (Authorized Official)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Typed Name of Authorized Official)

\_\_\_\_\_  
Title

**By the Office of the Attorney General:** (approved as to form & legal sufficiency)

\_\_\_\_\_  
Assistant / Associate Attorney General

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Printed name)

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\_\_\_\_\_ **If checked**, this Contract used a template for Part I which was reviewed and approved by the Office of the Attorney General (OAG) **and** is listed in the Waiver from OAG review in the Memorandum of Agreement currently in effect with the Department.