

COPY

Richard Swift
 Interim Director

August 13, 2015

Board of County Commissioner
 Clackamas County

Members of the Board:

Approval of a Professional Services Agreement with Oregon Family Support Network for Family Partners

Purpose/Outcomes	This contractor provides Family Partners to Clackamas County residents to assist families and/or caregivers with one-on-one family-driven planning and work as an advocate within the Behavioral Health Division Child and Family Team.
Dollar Amount and Fiscal Impact	Contract value is \$160,598.00
Funding Source	Oregon Health Authority 2015-2017 Community Mental Health Program (CMHP) Intergovernmental Agreement #147783 – No County general funds are involved.
Safety Impact	None
Duration	Effective July 1, 2015 and terminates on June 30, 2016.
Previous Board Action	The previous contract was approved by the Board of County Commissioners on June 26, 2014, agenda item 062614-A39.
Contact Person	Jill Archer, Director–Behavioral Health Division – (503) 742-5336
Contract No.	7275

BACKGROUND:

The Behavioral Health Division of the Health, Housing & Human Services Department requests the approval of a Professional Services Agreement with Oregon Family Support Network (OFSN) to provide peer services. This contractor was chosen through a competitive bid process.

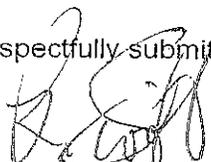
OFSN provides Family Partners to assist families and caregivers with one-on-one family-driven planning. Family Partners work as an advocate providing support with various agencies, i.e. child welfare, corrections, the juvenile system, addictions systems. The Behavioral Health Division has partnered with OFSN for peer services since 2011. This contract is a continuation of these services.

The contract maximum value is \$160,598. This contract is effective July 1, 2015 and continues through June 30, 2016. This contract has been reviewed by County Counsel as part of the H3S contract standardization project.

RECOMMENDATION:

Staff recommends the Board approval of this contract and authorizes Richard Swift, H3S Interim Director to sign on behalf of Clackamas County.

Respectfully submitted,



Richard Swift, Interim Director

PROFESSIONAL SERVICES AGREEMENT

CONTRACT # 7275

This Professional Services Agreement is between Clackamas County acting by and through its Health, Housing and Human Services Department, Behavioral Health Division, hereinafter called "COUNTY" and **OREGON FAMILY SUPPORT NETWORK**, hereinafter called "CONTRACTOR".

AGREEMENT

1.0 Engagement

COUNTY hereby engages CONTRACTOR to provide peer services as more fully described in Exhibit A, Scope of Work, attached hereto and incorporated herein.

2.0 Term

Services provided under the terms of this agreement shall commence **July 1, 2015** and shall terminate **June 20, 2016** unless terminated earlier by one or both parties as provided for in paragraph 6.0. This agreement may be renewed annually and amended by mutual consent of both parties.

3.0 Compensation and Fiscal Records

3.1 Compensation. COUNTY shall compensate CONTRACTOR for satisfactorily performing contracted services as specified in Exhibit A as follows:

Total payment to CONTRACTOR shall not exceed **\$164,311**.

Payment shall be full compensation for work performed, for services rendered, and for all labor, materials, supplies, equipment, travel expenses, mileage, and incidentals necessary to perform the work and services.

3.2. Method of Payment. To receive payment, CONTRACTOR shall submit invoices as follows:

CONTRACTOR shall submit invoices by the tenth day of the month following that in which service was performed. Invoices shall reflect actual cost of services and include an expenditure report. CONTRACTOR may use the invoice template provided in Attachment 1. The invoice shall include the contract # **7275**, dates of service and the total amount due for all service provided during the month. Invoices shall be submitted electronically to:

alinfoot@co.clackamas.or.us

When submitting electronically, designate CONTRACTOR name and contract # **7275** in the subject of the e-mail.

Within thirty (30) days after receipt of the bill, provided COUNTY has approved the service specified on the invoice, COUNTY shall pay the amount requested to CONTRACTOR.

3.3 Withholding of Contract Payments. Notwithstanding any other payment provision of this agreement, should CONTRACTOR fail to perform or document the performance of contracted services, COUNTY shall immediately withhold payments hereunder. Such withholding payment for cause may continue until CONTRACTOR performs required services or establishes to COUNTY'S satisfaction that such failure arose out of causes beyond the control, and without the fault or negligence, of CONTRACTOR.

3.4 Financial Records. CONTRACTOR shall maintain complete and legible financial records pertinent to payments received. Such records shall be maintained in accordance with Generally Accepted Accounting Principles. Financial records shall be retained for at least five (5) years after final payment is

made under this agreement or until all pending matters are resolved, whichever period is longer. If an audit of financial records discloses that payments to CONTRACTOR were in excess of the amount to which CONTRACTOR was entitled, CONTRACTOR shall repay the amount of the excess to COUNTY.

3.4.1 CONTRACTOR shall maintain up-to-date accounting records that accurately reflect all revenue by source, all expenses by object of expense, and all assets, liabilities and equities consistent with Generally Accepted Accounting Principles and Oregon Administrative Rules. CONTRACTOR shall make reports and fiscal data generated under and for this agreement available to COUNTY upon request.

3.4.2 COUNTY shall conduct a fiscal compliance review of CONTRACTOR as part of compliance monitoring of this agreement. CONTRACTOR agrees to provide, upon reasonable notice, access to all financial books, documents, papers and records of CONTRACTOR which are pertinent to this agreement to ensure appropriate expenditure of funds under this agreement. COUNTY shall monitor compliance with COUNTY's financial reporting and accounting requirements.

3.4.3 CONTRACTOR may be subject to audit requirements. CONTRACTOR agrees that audits must be conducted by Certified Public Accountants who satisfy the independence requirement outlined in the rules of the American Institute of Certified Public Accountants (Rule 101 of the AICPA Code of Professional Conduct), the Oregon State Board of Accountancy, the independence rules contained within Governmental Auditing Standards (1994 Revision), and rules promulgated by other federal, state and local government agencies with jurisdiction over CONTRACTOR.

3.4.4 CONTRACTOR shall establish and maintain systematic written procedures to assure timely and appropriate resolution of review or audit findings and recommendations. CONTRACTOR shall make such procedures and documentation of resolution of audit findings available to COUNTY upon request.

4.0 Manner of Performance

4.1 Compliance with Applicable Laws and Regulations, and Special Federal Requirements. CONTRACTOR shall comply with all Federal and State regulations and laws, Oregon Administrative Rules, local laws and ordinances applicable to work performed under this agreement, including, but not limited to, all applicable Federal and State civil rights and rehabilitation statutes, rules and regulations, and as listed in Exhibit B, Performance Standards, attached hereto and incorporated herein.

4.2 Subcontracts. CONTRACTOR shall not enter into any subcontracts for any of the work scheduled under this agreement.

4.3 Independent Contractor. CONTRACTOR certifies that it is an independent contractor and not an employee or agent of Clackamas County, State of Oregon or Federal government. CONTRACTOR is not an officer, employee or agent of Clackamas County as those terms are used in ORS 30.265. Responsibility for all taxes, assessments, and any other charges imposed upon employers shall be the solely the responsibility of CONTRACTOR.

5.0 General Conditions

5.1 Indemnification. CONTRACTOR agrees to indemnify, save, hold harmless, and defend COUNTY, its officers, commissioners and employees from and against all claims and actions, and all expenses incidental to the investigation and defense thereof, arising out of actions, suits, claims or demand attributable in whole or in part to the acts or omissions of CONTRACTOR, and CONTRACTOR's officers, agents, and employees, in performance of this agreement.

CONTRACTOR shall defend, save, hold harmless and indemnify the State of Oregon, Oregon Health Authority and their officers, agents and employees from and against all claims, suits, actions, damages, liabilities, costs and expenses of whatsoever nature resulting from, arising out of, or relating to the activities or omissions of CONTRACTOR, or its agents or employees under this agreement.

If CONTRACTOR is a public body, CONTRACTOR's liability under this agreement is subject to the limitations of the Oregon Tort Claims Act.

5.2 Insurance. During the term of this agreement, CONTRACTOR shall maintain in force at its own expense each insurance noted below:

5.2.1 Commercial General Liability

Required by COUNTY Not required by COUNTY

CONTRACTOR shall obtain, at CONTRACTOR's expense, and keep in effect during the term of this agreement, Commercial General Liability Insurance covering bodily injury and property damage on an "occurrence" form in the amount of not less than \$1,000,000 per occurrence/ \$2,000,000 general aggregate for the protection of COUNTY, its officers, commissioners, and employees. This coverage shall include Contractual Liability insurance for the indemnity provided under this agreement. This policy(s) shall be primary insurance as respects to the COUNTY. Any insurance or self-insurance maintained by COUNTY shall be excess and shall not contribute it.

5.2.2 Commercial Automobile Liability

Required by COUNTY Not required by COUNTY

CONTRACTOR shall obtain at CONTRACTOR's expense, and keep in effect during the term of the agreement, "Symbol 1" Commercial Automobile Liability coverage including coverage for all owned, hired, and non-owned vehicles. The combined single limit per occurrence shall not be less than \$1,000,000.

5.2.3 Professional Liability

Required by COUNTY Not required by COUNTY

CONTRACTOR agrees to furnish COUNTY evidence of professional liability insurance in the amount of not less than \$1,000,000 combined single limit per occurrence/\$2,000,000 general annual aggregate for malpractice or errors and omissions coverage for the protection of COUNTY, its officers, commissioners and employees against liability for damages because of personal injury, bodily injury, death, or damage to property, including loss of use thereof, and damages because of negligent acts, errors and omissions in any way related to this agreement. COUNTY, at its option, may require a complete copy of the above policy.

5.2.4 Tail Coverage. If liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of this contract for a duration of thirty-six (36) months or the maximum time period the CONTRACTOR'S insurer will provide "tail" coverage as subscribed, or continuous "claims made" liability coverage for thirty-six (36) months following the contract completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided it's retroactive date is on or before the effective date of this contract.

5.2.5 Additional Insurance Provisions. All required insurance other than Professional Liability, Workers' Compensation, and Personal Automobile Liability insurance shall include "Clackamas County, its agents, officers, and employees" as an additional insured.

5.2.6 Notice of Cancellation. There shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage without 60 days written notice to the COUNTY. Any failure to comply with this provision will not affect the insurance coverage provided to COUNTY. The 60 days notice of cancellation provision shall be physically endorsed on to the policy.

5.2.7 Insurance Carrier Rating. Coverages provided by CONTRACTOR must be underwritten by an insurance company deemed acceptable by COUNTY. Insurance coverage shall be provided by companies admitted to do business in Oregon or, in the alternative, rated A- or better by Best's Insurance Rating. COUNTY reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

5.2.8 Certificates of Insurance. As evidence of the insurance coverage required by this agreement, CONTRACTOR shall furnish a Certificate of Insurance to COUNTY. No agreement shall be in effect until required certificates have been received, approved and accepted by COUNTY. A renewal certificate will be sent to COUNTY ten days prior to coverage expiring.

5.2.9 Primary Coverage Clarification. CONTRACTOR's coverage will be primary in the event of a loss.

5.2.10 Cross Liability Clause. A cross-liability clause or separation of insureds condition will be included in all general liability, professional liability, and errors and omissions policies required by the agreement.

5.3 Governing Law; Consent to Jurisdiction. This agreement shall be governed by and construed in accordance with the laws of the State of Oregon. Any claim, action, or suit between COUNTY and CONTRACTOR that arises out of or relates to performance under this agreement shall be brought and conducted solely and exclusively within the Circuit Court for Clackamas County, State of Oregon. Provided, however, that if any such claim, action or suit may be brought only in a federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. CONTRACTOR by execution of this agreement consents to the in personam jurisdiction of said courts.

5.4 Amendments. The terms of this agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by CONTRACTOR and COUNTY.

5.5 Severability. If any term or provision of this agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the agreement did not contain the particular term or provision held to be invalid.

5.6 Waiver. The failure of either party to enforce any provision of this agreement shall not constitute a waiver of that or any other provision.

5.7 Future Support. COUNTY makes no commitment of future support and assumes no obligation for future support for the activity contracted herein except as set forth in this agreement.

5.8 Oregon Public Contracting Requirements. Pursuant to the requirements of Oregon law, the following terms and conditions are made a part of this agreement:

5.8.1 Workers' Compensation. All subject employers working under this agreement must either maintain workers' compensation insurance as required by ORS 656.017, or qualify for an exemption under ORS 656.126. CONTRACTOR shall maintain employer's liability insurance with limits of \$500,000 each accident, \$500,000 disease each employee, and \$500,000 each policy limit.

5.8.2 Oregon Constitutional Limitations. This agreement is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10 of the Oregon Constitution, and is contingent upon funds being appropriated therefore. Any provisions herein, which would conflict with such law, are deemed inoperative to that extent.

5.8.3 Oregon Public Contracting Conditions. Pursuant to the terms of ORS 279B.220, CONTRACTOR shall:

- a. Make payments promptly, as due, to all persons supplying to CONTRACTOR labor or materials for the performance of the work provided for in this agreement.
- b. Pay all contributions or amounts due the Industrial Accident Fund from such CONTRACTOR or subcontractor incurred in performance of this agreement.

c. Not permit any lien or claim to be filed or prosecuted against Clackamas County on account of any labor or material furnished.

d. Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

5.8.4 CONTRACTOR shall pay employees for work in accordance with ORS 279B.020 and ORS 279B.235, which is incorporated herein by this reference.

5.8.5 As required by ORS 279B.230, CONTRACTOR shall promptly, as due, make payment to any person or partnership, association, or corporation furnishing medical, surgical, and hospital care or other needed care and attention incident to sickness and injury, to the employees of CONTRACTOR, of all sums that CONTRACTOR agrees to pay for the services and all monies and sums that CONTRACTOR collected or deducted from the wages of its employees pursuant to any law, contract or agreement for the purpose of providing or paying for such services.

5.9 Integration. This agreement contains the entire agreement between COUNTY and CONTRACTOR and supersedes all prior written or oral discussions or agreements.

6.0 Termination

6.1 Termination Without Cause. This agreement may be terminated by mutual consent of both parties, or by either party upon thirty (30) business days notice, in writing and delivered by certified mail or in person.

6.2 Termination With Cause. COUNTY, by written notice of default (including breach of contract) to CONTRACTOR, may terminate this agreement effective upon delivery of written notice to CONTRACTOR, or at such later date as may be established by COUNTY, under any of the following conditions:

a. If COUNTY funding from Federal, State, or other sources is not obtained and continued at levels sufficient to allow for purchase of the indicated quantity of services, the contract may be modified to accommodate a reduction in funds.

b. If Federal or State regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding authorized by this agreement.

c. If any license or certificate required by law or regulation to be held by CONTRACTOR to provide the services required by this agreement is for any reason denied, revoked, or not renewed.

d. If CONTRACTOR fails to provide services, outcomes, reports as specified by COUNTY in this agreement.

e. If CONTRACTOR fails to perform any of the other provisions of this contract, or so fails to pursue the work as to endanger performance of this contract in accordance with its terms, and after receipt of written notice from COUNTY, fails to correct such failures within 10 days or such longer period as COUNTY may authorize.

6.2.1 If CONTRACTOR fails to perform any of the provisions of this agreement, or so fails to pursue the work as to endanger performance of this contract in accordance with its terms, and after receipt of written notice from COUNTY fails to correct such failures within 10 days or such longer period as COUNTY may authorize.

6.3 Transition. Any such termination of this agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination. CONTRACTOR and COUNTY shall continue to perform all duties and obligations under this agreement with respect to individuals under care of CONTRACTOR to the date of termination.

7.0 Notices

Any notice under this agreement shall be deemed received the earlier of the time of delivery of two (2) business days after mailing certified and postage prepaid through the U.S. Postal Service addressed as follows:

If to CONTRACTOR:

Oregon Family Support Network
1300 Broadway St. N.E., Suite 403
Salem, OR 97301

If to COUNTY:

Clackamas County Behavioral Health Division
2051 Kaen Road, Suite 154
Oregon City, OR 97045

This agreement consists of seven (7) sections plus the following exhibits, which by this reference are incorporated herein:

Exhibit A	Background and Definitions
Exhibit B	Scopes of Services
Exhibit C	Standards of Work
Exhibit D	Reporting Requirements
Exhibit E	Performance Standards
Attachment 1	FY 16 Budget
Attachment 2	Invoice Template

EXHIBIT A
BACKGROUND AND DEFINITIONS

As part of Clackamas County's Behavioral Health Redesign, which was started in 2009, Clackamas Behavioral Health committed to the development and implementation of a Peer Delivered Services System of Care for children, families, transition age youth, and adults receiving mental health and addiction services.

The term "peer" refers to a person who self-identifies as an individual who is, or has been the recipient of inpatient or outpatient mental health and/or addiction treatment services and are successfully living in recovery. Peers provide support to an individual who has similar lived experiences.

Family Support Services include system navigation, advocacy, and other support activities provided by a person who has had similar lived experience raising a child who has received mental health services. The services provided have been designed by family members for family members.

The supports provided are defined by the person or family member asking for support. The individual/family member defines their interests and goals and sets tasks to achieve those goals. The peer/family partner provides the support needed to develop the plan, complete those tasks, and achieve the goals laid out in the plan. Peer services are designed to be flexible and community-based to meet the unique needs of each individual and family.

EXHIBIT B
SCOPES OF SERVICES

CONTRACTOR agrees to perform the following activities under the terms of this agreement.

1. Provide 1.0 FTE Family Navigator
 - a) Develop, assist, attend and/or participate in supportive services for parents/caregivers navigating Emergency Department services;
 - b) Provide system navigation services and supports;
 - c) Maintain local resource information for families to access independently;
 - d) Support the development and connection of families to natural supports within their community;
 - e) Assist in addressing other issues as identified by the family;
 - f) Work in collaboration with other child serving partners
 - i) Catholic Community Services;
 - ii) Providence Willamette Falls Hospital; and
 - iii) Clackamas County Behavioral Health Division
 - g) Participate in staff/team meetings as needed
2. CONTRACTOR will participate in planning, staff, advisory, and system collaboration meetings as requested by the COUNTY.

EXHIBIT C
STANDARDS OF WORK

1. CONTRACTOR agrees to work in conjunction with Clackamas County Behavioral Health Division to promote a recovery oriented support system that focuses on hope, choice, personal responsibility, and self-determination;
2. Family Navigator will use a whole health approach not only addressing issues of mental health and/or addiction, but spiritual and physical health as requested by the family;
3. Communicate effectively with family members, health care team members, community supporters, peer partners, and others in order to develop respect and trust, facilitate collaboration, and progress towards goals using a strengths-based approach;
4. Family Navigator will use shared life experience with families served to positively engage with families, provide support and advocate for their needs, providing a positive perspective, modeling effective communication and demonstrating a positive advocacy role; and
5. CONTRACTOR must provide background checks for the Family Navigator through the state's Background Check Unit (BCU).

**EXHIBIT D
REPORTING REQUIREMENTS**

Reports shall be submitted every three (3) months and invoices shall be submitted monthly. Reports and invoices shall be submitted to the COUNTY no later than thirty (30) days following the end of each reporting period and calendar month respectively after services were delivered. Due dates for reports are as follows:

Reporting Schedule:

FY16 Q1	July 1 – September 30, 2015	Due October 31, 2015
FY16 Q2	October 1 – December 31, 2015	Due January 31, 2016
FY16 Q3	January 1 – March 31, 2016	Due April 30, 2016
FY16 Q4	April 1 – June 30, 2016	Due July 31, 2016
FY17 Q1	July 1 – September 30, 2016	Due October 31, 2016

Quarterly Reports shall include the following:

1. CONTRACTOR shall submit a report of individuals served under the contract. Information in the report shall include:
 - a) Number of families served during the reporting period.
 - b) Number of new families served during the reporting period.
 - c) Number of families who concluded support services during the reporting period.
2. CONTRACTOR shall submit a report of experience of services as reported by the family served under the contract. The report shall include:
 - a) Does the family feel the process was family-driven and youth-guided?
 - b) Does the family feel navigation supports were helpful and contributed to any successes?
 - c) Was the referral process to a Family Navigator seamless and timely?

1. CONTRACTOR shall report the number of trainings provided during the reporting period. Information included in this report shall include, but is not limited to, the following:
 - a) Number of continuing education/training programs or classes attended by the Family Navigator;
and
 - b) Number of outreach activities conducted to inform project partners and referral sources about the role of the Family Navigator and the Support Services available.

Reports and invoices shall be submitted to:

Clackamas County Behavioral Health Division

Attention: Ally Linfoot

2051 Kaen Road, Suite 154

Oregon City, OR 97045

Or by electronic submission:

alinfoot@co.clackamas.or.us

EXHIBIT E
PERFORMANCE STANDARDS

A. General Performance Standards

1. CONTRACTOR ensures that all staff employed or contracted by CONTRACTOR who provided services or are otherwise engaged in activities under this agreement are fully aware of and in compliance with the terms and conditions of this agreement.

2. CONTRACTOR assures that all of CONTRACTOR's employees and independent contractors providing services under this agreement will work within the scope of their credentials and any applicable licensure or registration. CONTRACTOR shall not allow services to be provided by an employee or independent contractor who does not have a valid license or certification required by state or federal law.

B. Staff

1. CONTRACTOR will ensure the following for all staff who are in direct contact with COUNTY clients:
 - a) Completion of successful criminal history record checks through the State of Oregon Background Check Unit (BCU) compliant with ORS Chapter 181 and OAR 407-007-0000 through 407-007-0370;

 - b) Confirmation of appropriate education and academic degrees, as required; and

 - c) All peers have self-identified as an individual who is, or has been the recipient of inpatient or outpatient mental health and/or addiction treatment services and are successfully living in recovery.

C. Monitoring

1. COUNTY shall monitor services provided by CONTRACTOR and has the right to require CONTRACTOR's compliance with established standards and performance requirements relative to the services provided, administrative and fiscal management, and with all obligations and conditions stated in this agreement.

2. COUNTY may conduct compliance monitoring related to this agreement. CONTRACTOR shall cooperate with COUNTY in such monitoring. COUNTY shall provide CONTRACTOR twenty (20) business days written notice of any agreement compliance monitoring activity that requires any action or cooperation by CONTRACTOR. Notice of monitoring shall include the date monitoring shall occur, names of individuals conducting the monitoring, and instructions and requests for information.

D. Miscellaneous Federal Provisions

1. CONTRACTOR shall comply with all Federal laws, regulations, and executive orders applicable to this agreement or to the delivery of Services. Without limiting the generality of the foregoing, CONTRACTOR expressly agrees to comply with the following laws, regulations and executive orders to the extent they are applicable to this agreement, and as they are amended from time to time: (a) Title VI and VII of the Civil Rights Act of 1964, (b) Sections 503 and 504 of the Rehabilitation Act of 1973, (c) the Americans with Disabilities Act of 1990, (d) Executive Order 11246, (e) the Health Insurance Portability and Accountability Act of 1996, (f) the Age Discrimination in Employment Act of 1967, and the Age Discrimination Act of 1975, (g) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, (h) all regulations and administrative rules established pursuant to the foregoing laws, (i) all other applicable requirements of Federal civil rights and rehabilitation statutes, rules and regulations, (j) all Federal law governing operation of Community Mental Health Programs, including without limitation, all Federal laws requiring reporting of client abuse. These laws, regulations and executive orders are incorporated by reference herein to the extent that they are applicable to the agreement and required by law to be so incorporated. No Federal funds may be used to provide Covered Services in violation of 42 USC 14402.

E. Abuse Reporting

1. AGENCY shall comply with all processes and procedures of child abuse (ORS 419B.005 – 419B.050), mentally ill and developmentally disabled abuse (ORS 430.731 – 430.768 and OAR 943-045-0250 through 943-045-0370) and elder abuse reporting laws (ORS 124.050 – 124.092) as if AGENCY were a mandatory abuse reporter. If AGENCY is not a mandatory reporter by statute, these reporting requirements shall apply during work hour only. AGENCY shall immediately report to the proper State or law enforcement agency circumstances (and provide such other documentation as may be relevant) supporting reasonable cause to believe that any person has abused a child, a mentally ill or developmentally disabled adult or an elderly person, or that any such person has been abused.

F. Confidentiality

1. CONTRACTOR agrees that CONTRACTOR, its agents and employees shall maintain the confidentiality of any client identifying information, written or otherwise, with which they may come in contact, in accordance with all applicable provisions of state and federal statutes, rules and regulations, and shall comply with the same in the event of requests for information by any person or federal, state or local agency.

ATTACHMENT 1
 2015-2016 BUDGET

OFSN	BUDGET WORKSHEET
<i>Fiscal Year 2015-16</i>	
Clackamas SOC - Final 2015-16	Contract # 7275
INCOME	
	TOTAL
5020 Contract / Grant Income	164,311.00
5030 Fee For Service Income	
5050 Flex Funds Income	
4007, 4004 Fundraising/Donation Income	
5900 Other Income In-Kind SFN Grant	
TOTAL INCOME	164,311.00
EXPENSE	
PERSONNEL	
7223, 7225 Personnel Payroll	86,464.71
7253, 7255 Payroll Taxes	10,375.77
7243, 7245 Staff Benefits	21,284.40
IRA -Retirement	2,593.94
TOTAL PERSONNEL	120,718.82
MATERIALS & SERVICES	
7755 Benevolence & Volunteer Appre.	
8113 Client Incentives (Flex Funds)	
Communication:	
8130 Cell Phone usage	2,550.00
8131 Telephone land lines	
8132 Internet Services	
8530 Dues & Subscriptions	
8265 Equipment and Furniture	
Computer Equip	1,000.00
Cell Phone Equip	300.00
Translation Equip	

Other - printers/scanners	
8260 Equipment Lease - Copier	
7554 Family Advocate/Representative	1,400.00
8104 Office Supplies	500.00
8140 Postage & Shipping	50.00
8170 Printing & Photocopying	
Professional Services:	
7520 Accounting and Payroll Fees	750.00
7547 Background Checks	
7545 Computer Support	400.00
8102 Marketing / Advert / Public Rel.	
7550 Repairs & Maintenance	
7560 Temporary Help / Contract Help	
7552 Training Delivery & Technical Support	
7553 Translation / Interpretation	
7543 Youth Activity Leaders	
8112 Program Mileage & Parking	8,750.00
8111 Program Related Supports	1,240.00
8210 Rent, monthly office space	
8114 Space Rent for Contract Activities	
7546 Speaker Fee / Entertainment at OFSN Event	
TRAVEL:	
8309 Conference Registration Fees	1,000.00
8310 Travel	800.00
8311 Lodging	650.00
8312 Per Diem Meals	750.00
8313 Mileage/Parking	
TOTAL MATERIALS & SERVICES	20,320.66
TOTAL MAT'S, SERVICES & PERSONNEL	141,039.48
OTHER EXPENSES	
Overhead Cost Allocation Pool ___ %	23,271.51
TOTAL EXPENSES	164,310.99
NET INCOME	0.01

ATTACHMENT 2
INVOICE TEMPLATE

Excel format will be sent with renewal.