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|  | **CLIENT SERVICE CONTRACT**  **Early Refugee School Impact** | | | | | | | DSHS Contract Number:  2312-60144  Resulting From Solicitation Number: | | | | |
| This Contract is between the State of Washington Department of Social and Health Services (DSHS) and the Contractor identified below. | | | | | | | | Program Contract Number:    Contractor Contract Number: | | | | |
| CONTRACTOR NAME  Sample Contract | | | | | | CONTRACTOR doing business as (DBA) | | | | | | |
| CONTRACTOR ADDRESS  568 5th St  Seattle, WA 98105 | | | | | | WASHINGTON UNIFORM BUSINESS IDENTIFIER (UBI) | | | | DSHS INDEX NUMBER  146192 | | |
| CONTRACTOR CONTACT  Sample Contract | | CONTRACTOR TELEPHONE  Click here to enter text. | | | | CONTRACTOR FAX | | | CONTRACTOR E-MAIL ADDRESS  Click here to enter text. | | |
| DSHS ADMINISTRATION  Economic Services Administration | | DSHS DIVISION  Community Services Division | | | | | | DSHS CONTRACT CODE  3000XC-12 | | | | |
| DSHS CONTACT NAME AND TITLE  Student Thirteen  Contracts Manager | | | | DSHS CONTACT ADDRESS  4500 10th Ave SE  Lacey, WA 98504 | | | | | | | | |
| DSHS CONTACT TELEPHONE  (888) 888-8888 | | | DSHS CONTACT FAX  (888) 888-8888 | | | | | DSHS CONTACT E-MAIL ADDRESS  eacdhelp@dshs.wa.gov | | | | |
| IS THE CONTRACTOR A SUBRECIPIENT FOR PURPOSES OF THIS CONTRACT?  No | | | | | | | ASSISTANCE LISTING NUMBER(S) | | | | | |
| CONTRACT START DATE  10/01/2023 | | | CONTRACT END DATE  09/30/2024 | | | | | CONTRACT MAXIMUM AMOUNT  Fee For Service | | | | |
| **EXHIBITS. The following Exhibits are attached and are incorporated into this Contract by reference:**  **Exhibits (specify):** Exhibit A - Data Security Requirements **Exhibit B - Statement of Work; Exhibit C - Program Outcomes and Considerations**  **No Exhibits.** | | | | | | | | | | | | |
| The terms and conditions of this Contract are an integration and representation of the final, entire and exclusive understanding between the parties superseding and merging all previous agreements, writings, and communications, oral or otherwise, regarding the subject matter of this Contract. The parties signing below represent that they have read and understand this Contract, and have the authority to execute this Contract. This Contract shall be binding on DSHS only upon signature by DSHS. | | | | | | | | | | | | |
| CONTRACTOR SIGNATURE  Draft - Please Do Not Sign | | | | | PRINTED NAME AND TITLE | | | | | | DATE SIGNED | |
| DSHS SIGNATURE  Draft - Please Do Not Sign | | | | | PRINTED NAME AND TITLE | | | | | | DATE SIGNED | |

# **Definitions**. The words and phrases listed below, as used in this Contract, shall each have the following definitions:

## “Central Contracts and Legal Services” means the DSHS central headquarters contracting office, or successor section or office.

## “Confidential Information” or “Data” means information that is exempt from disclosure to the public or other unauthorized persons under RCW 42.56 or other federal or state laws. Confidential Information includes, but is not limited to, Personal Information.

## “Contract” or “Agreement” means the entire written agreement between DSHS and the Contractor, including any Exhibits, documents, or materials incorporated by reference. The parties may execute this contract in multiple counterparts, each of which is deemed an original and all of which constitute only one agreement. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.

## “CCLS Chief” means the manager, or successor, of Central Contracts and Legal Services or successor section or office.

## “Contractor” means the individual or entity performing services pursuant to this Contract and includes the Contractor’s owners, members, officers, directors, partners, employees, and/or agents, unless otherwise stated in this Contract. For purposes of any permitted Subcontract, “Contractor” includes any Subcontractor and its owners, members, officers, directors, partners, employees, and/or agents.

## “Debarment” means an action taken by a Federal agency or official to exclude a person or business entity from participating in transactions involving certain federal funds.

## “DSHS” or the “Department” means the state of Washington Department of Social and Health Services and its employees and authorized agents.

## “Encrypt” means to encode Confidential Information into a format that can only be read by those possessing a “key;” a password, digital certificate or other mechanism available only to authorized users. Encryption must use a key length of at least 256 bits for symmetric keys, or 2048 bits for asymmetric keys. When a symmetric key is used, the Advanced Encryption Standard (AES) must be used if available.

## “Personal Information” means information identifiable to any person, including, but not limited to, information that relates to a person’s name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, Social Security Numbers, driver license numbers, other identifying numbers, and any financial identifiers.

## “Physically Secure” means that access is restricted through physical means to authorized individuals only.

## “Program Agreement” means an agreement between the Contractor and DSHS containing special terms and conditions, including a statement of work to be performed by the Contractor and payment to be made by DSHS.

## “RCW” means the Revised Code of Washington. All references in this Contract to RCW chapters or sections shall include any successor, amended, or replacement statute. Pertinent RCW chapters can be accessed at http://apps.leg.wa.gov/rcw/.

## “Regulation” means any federal, state, or local regulation, rule, or ordinance.

## “Secured Area” means an area to which only authorized representatives of the entity possessing the Confidential Information have access. Secured Areas may include buildings, rooms or locked storage containers (such as a filing cabinet) within a room, as long as access to the Confidential Information is not available to unauthorized personnel.

## “Subcontract” means any separate agreement or contract between the Contractor and an individual or entity (“Subcontractor”) to perform all or a portion of the duties and obligations that the Contractor is obligated to perform pursuant to this Contract.

## “Tracking” means a record keeping system that identifies when the sender begins delivery of Confidential Information to the authorized and intended recipient, and when the sender receives confirmation of delivery from the authorized and intended recipient of Confidential Information.

## “Trusted Systems” include only the following methods of physical delivery: (1) hand-delivery by a person authorized to have access to the Confidential Information with written acknowledgement of receipt; (2) United States Postal Service (“USPS”) first class mail, or USPS delivery services that include Tracking, such as Certified Mail, Express Mail or Registered Mail; (3) commercial delivery services (e.g. FedEx, UPS, DHL) which offer tracking and receipt confirmation; and (4) the Washington State Campus mail system.  For electronic transmission, the Washington State Governmental Network (SGN) is a Trusted System for communications within that Network.

## “WAC” means the Washington Administrative Code. All references in this Contract to WAC chapters or sections shall include any successor, amended, or replacement regulation. Pertinent WAC chapters or sections can be accessed at http://apps.leg.wa.gov/wac/.

# **Amendment.** This Contract may only be modified by a written amendment signed by both parties. Only personnel authorized to bind each of the parties may sign an amendment.

# **Assignment.** The Contractor shall not assign this Contract or any Program Agreement to a third party without the prior written consent of DSHS.

# **Billing Limitations.**

## DSHS shall pay the Contractor only for authorized services provided in accordance with this Contract.

## DSHS shall not pay any claims for payment for services submitted more than twelve (12) months after the calendar month in which the services were performed.

## The Contractor shall not bill and DSHS shall not pay for services performed under this Contract, if the Contractor has charged or will charge another agency of the state of Washington or any other party for the same services.

# **Compliance with Applicable Law and Washington State Requirements.**

## **Applicable Law**. Throughout the performance of this Agreement, Contractor shall comply with all federal, state, and local laws, regulations, and executive orders to the extent they are applicable to this Agreement.

## **Civil Rights and Nondiscrimination**. Contractor shall comply with all federal and state civil rights and nondiscrimination laws, regulations, and executive orders to the extent they are applicable to this Agreement, including, but not limited to, and as amended, Titles VI and VII of the Civil Rights Act of 1964; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act (ADA); Executive Order 11246; the Health Insurance Portability and Accountability Act of 1996 (HIPAA); the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, and Chapter 49.60 of the Revised Code of Washington, Washington’s Law Against Discrimination. These laws, regulations and executive orders are incorporated by reference herein to the extent that they are applicable to the Contract and required by law to be so incorporated.

## In the event of the Contractor’s noncompliance or refusal to comply with any applicable nondiscrimination laws, regulations, and executive orders, this Agreement may be rescinded, canceled, or terminated in whole or in part.

## **Certification Regarding Russian Government Contracts and/or Investments**. Contractor shall abide by the requirements of Governor Jay Inslee’s Directive 22-03 and all subsequent amendments. The Contractor, by signature to this Contract, certifies that the Contractor is not presently an agency of the Russian government, an entity which is Russian-state owned to any extent, or an entity sanctioned by the United States government in response to Russia’s invasion of Ukraine. The Contractor also agrees to include the above certification in any and all Subcontracts into which it enters. The Contractor shall immediately notify DSHS if, during the term of this Contract, Contractor does not comply with this certification. DSHS may immediately terminate this Contract by providing Contractor written notice if Contractor does not comply with this certification during the term hereof.

# **Confidentiality.**

## The Contractor shall not use, publish, transfer, sell or otherwise disclose any Confidential Information gained by reason of this Contract for any purpose that is not directly connected with Contractor’s performance of the services contemplated hereunder, except:

### as provided by law; or,

### in the case of Personal Information, with the prior written consent of the person or personal representative of the person who is the subject of the Personal Information.

## The Contractor shall protect and maintain all Confidential Information gained by reason of this Contract against unauthorized use, access, disclosure, modification or loss. This duty requires the Contractor to employ reasonable security measures, which include restricting access to the Confidential Information by:

### Allowing access only to staff that have an authorized business requirement to view the Confidential Information.

### Physically Securing any computers, documents, or other media containing the Confidential Information.

### Ensure the security of Confidential Information transmitted via fax (facsimile) by:

#### Verifying the recipient phone number to prevent accidental transmittal of Confidential Information to unauthorized persons.

#### Communicating with the intended recipient before transmission to ensure that the fax will be received only by an authorized person.

#### Verifying after transmittal that the fax was received by the intended recipient.

### When transporting six (6) or more records containing Confidential Information, outside a Secured Area, do one or more of the following as appropriate:

#### Use a Trusted System.

#### Encrypt the Confidential Information, including:

##### Encrypting email and/or email attachments which contain the Confidential Information.

##### Encrypting Confidential Information when it is stored on portable devices or media, including but not limited to laptop computers and flash memory devices.

#### **Note: If the DSHS Data Security Requirements Exhibit is attached to this contract, this item, 6.b.(4), is superseded by the language contained in the Exhibit.**

### Send paper documents containing Confidential Information via a Trusted System.

### Following the requirements of the DSHS Data Security Requirements Exhibit, if attached to this contract.

## Upon request by DSHS, at the end of the Contract term, or when no longer needed, Confidential Information shall be returned to DSHS or Contractor shall certify in writing that they employed a DSHS approved method to destroy the information. Contractor may obtain information regarding approved destruction methods from the DSHS contact identified on the cover page of this Contract.

## Paper documents with Confidential Information may be recycled through a contracted firm, provided the contract with the recycler specifies that the confidentiality of information will be protected, and the information destroyed through the recycling process. Paper documents containing Confidential Information requiring special handling (e.g. protected health information) must be destroyed on-site through shredding, pulping, or incineration.

## Notificationof Compromise or Potential Compromise. The compromise or potential compromise of Confidential Information must be reported to the DSHS Contact designated on the contract within one (1) business day of discovery.  Contractor must also take actions to mitigate the risk of loss and comply with any notification or other requirements imposed by law or DSHS.

# **Debarment Certification.** The Contractor, by signature to this Contract, certifies that the Contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from participating in transactions (Debarred). The Contractor also agrees to include the above requirement in any and all Subcontracts into which it enters. The Contractor shall immediately notify DSHS if, during the term of this Contract, Contractor becomes Debarred. DSHS may immediately terminate this Contract by providing Contractor written notice if Contractor becomes Debarred during the term hereof.

# **E-Signature and Records.** An electronic signature or electronic record of this Contract or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Contract or such other ancillary agreement for all purposes.

# **Governing Law and Venue.** This Contract shall be construed and interpreted in accordance with the laws of the state of Washington and the venue of any action brought hereunder shall be in Superior Court for Thurston County.

# **Independent Contractor.** The parties intend that an independent contractor relationship will be created by this Contract. The Contractor and his or her employees or agents performing under this Contract are not employees or agents of the Department. The Contractor, his or her employees, or agents performing under this Contract will not hold himself/herself out as, nor claim to be, an officer or employee of the Department by reason hereof, nor will the Contractor, his or her employees, or agent make any claim of right, privilege or benefit that would accrue to such officer or employee.

# **Inspection.** The Contractor shall, at no cost, provide DSHS and the Office of the State Auditor with reasonable access to Contractor’s place of business, Contractor’s records, and DSHS client records, wherever located. These inspection rights are intended to allow DSHS and the Office of the State Auditor to monitor, audit, and evaluate the Contractor’s performance and compliance with applicable laws, regulations, and these Contract terms. These inspection rights shall survive for six (6) years following this Contract’s termination or expiration.

# **Maintenance of Records.** The Contractor shall maintain records relating to this Contract and the performance of the services described herein. The records include, but are not limited to, accounting procedures and practices, which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. All records and other material relevant to this Contract shall be retained for six (6) years after expiration or termination of this Contract.

Without agreeing that litigation or claims are legally authorized, if any litigation, claim, or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

# **Order of Precedence.** In the event of any inconsistency or conflict between the General Terms and Conditions and the Special Terms and Conditions of this Contract or any Program Agreement, the inconsistency or conflict shall be resolved by giving precedence to these General Terms and Conditions. Terms or conditions that are more restrictive, specific, or particular than those contained in the General Terms and Conditions shall not be construed as being inconsistent or in conflict.

# **Severability.** If any term or condition of this Contract is held invalid by any court, the remainder of the Contract remains valid and in full force and effect.

# **Survivability.** The terms and conditions contained in this Contract or any Program Agreement which, by their sense and context, are intended to survive the expiration or termination of the particular agreement shall survive. Surviving terms include, but are not limited to: Billing Limitations; Confidentiality, Disputes; Indemnification and Hold Harmless, Inspection, Maintenance of Records, Notice of Overpayment, Ownership of Material, Termination for Default, Termination Procedure, and Treatment of Property.

# **Contract Renegotiation, Suspension, or Termination Due to Change in Funding.**

If the funds DSHS relied upon to establish this Contract or Program Agreement are withdrawn, reduced or limited, or if additional or modified conditions are placed on such funding, after the effective date of this contract but prior to the normal completion of this Contract or Program Agreement:

## At DSHS’s discretion, the Contract or Program Agreement may be renegotiated under the revised funding conditions.

## At DSHS’s discretion, DSHS may give notice to Contractor to suspend performance when DSHS determines that there is reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow Contractor’s performance to be resumed prior to the normal completion date of this contract.

### During the period of suspension of performance, each party will inform the other of any conditions that may reasonably affect the potential for resumption of performance.

### When DSHS determines that the funding insufficiency is resolved, it will give Contractor written notice to resume performance. Upon the receipt of this notice, Contractor will provide written notice to DSHS informing DSHS whether it can resume performance and, if so, the date of resumption. For purposes of this subsubsection, “written notice” may include email.

### If the Contractor’s proposed resumption date is not acceptable to DSHS and an acceptable date cannot be negotiated, DSHS may terminate the contract by giving written notice to Contractor. The parties agree that the Contract will be terminated retroactive to the date of the notice of suspension. DSHS shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the retroactive date of termination.

## DSHS may immediately terminate this Contract by providing written notice to the Contractor. The termination shall be effective on the date specified in the termination notice. DSHS shall be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination. No penalty shall accrue to DSHS in the event the termination option in this section is exercised.

# **Waiver.** Waiver of any breach or default on any occasion shall not be deemed to be a waiver of any subsequent breach or default. Any waiver shall not be construed to be a modification of the terms and conditions of this Contract. Only the CCLS Chief or designee has the authority to waive any term or condition of this Contract on behalf of DSHS.

**Additional General Terms and Conditions – Client Service Contracts:**

# **Advance Payment**. DSHS shall not make any payments in advance or anticipation of the delivery of services to be provided pursuant to this Contract.

# **Construction**. The language in this Contract shall be interpreted as to its fair meaning and not strictly for or against any party. Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Contract.

# **Contractor Certification Regarding Ethics**. The Contractor certifies that the Contractor is now, and shall remain, in compliance with Chapter 42.52 RCW, Ethics in Public Service, throughout the term of this Contract.

# **Health and Safety**. Contractor shall perform any and all of its obligations under this Contract in a manner that does not compromise the health and safety of any DSHS client with whom the Contractor has contact.

# **Indemnification and Hold Harmless**

## The Contractor shall be responsible for and shall indemnify, defend, and hold DSHS harmless from any and all claims, costs, charges, penalties, demands, losses, liabilities, damages, judgments, or fines, of whatsoever kind of nature, arising out of or relating to a) the Contractor’s or any Subcontractor’s performance or failure to perform this Contract, or b) the acts or omissions of the Contractor or any Subcontractor.

## The Contractor’s duty to indemnify, defend, and hold DSHS harmless from any and all claims, costs, charges, penalties, demands, losses, liabilities, damages, judgments, or fines shall include DSHS’ personnel-related costs, reasonable attorney’s fees, court costs, and all related expenses.

## The Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless the State and its agencies, officials, agents, or employees.

## Nothing in this term shall be construed as a modification or limitation on the Contractor’s obligation to procure insurance in accordance with this Contract or the scope of said insurance.

# **Industrial Insurance Coverage**. The Contractor shall comply with the provisions of Title 51 RCW, Industrial Insurance. If the Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees, as may be required by law, DSHS may collect from the Contractor the full amount payable to the Industrial Insurance accident fund. DSHS may deduct the amount owed by the Contractor to the accident fund from the amount payable to the Contractor by DSHS under this contract, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I’s rights to collect from the Contractor

# **Notice of Overpayment**. If the Contractor receives a vendor overpayment notice or a letter communicating the existence of an overpayment from DSHS, the Contractor may protest the overpayment determination by requesting an adjudicative proceeding. The Contractor’s request for an adjudicative proceeding must:

## Be received by the Office of Financial Recovery (OFR) at Post Office Box 9501, Olympia, Washington 98507-9501, within twenty-eight (28) calendar days of service of the notice;

## Be sent by certified mail (return receipt) or other manner that proves OFR received the request;

## Include a statement as to why the Contractor thinks the notice is incorrect; and

## Include a copy of the overpayment notice.

## Timely and complete requests will be scheduled for a formal hearing by the Office of Administrative Hearings. The Contractor may be offered a pre-hearing or alternative dispute resolution conference in an attempt to resolve the overpayment dispute prior to the hearing.

Failure to provide OFR with a written request for a hearing within twenty-eight (28) days of service of a vendor overpayment notice or other overpayment letter will result in an overpayment debt against the Contractor. DSHS may charge the Contractor interest and any costs associated with the collection of this overpayment. DSHS may collect an overpayment debt through lien, foreclosure, seizure and sale of the Contractor’s real or personal property; order to withhold and deliver; or any other collection action available to DSHS to satisfy the overpayment debt.

# **Subcontracting**. Except as otherwise provided in this Contract, the Contractor shall not subcontract any of the contracted services without the prior approval of DSHS. Contractor is responsible to ensure that all terms, conditions, assurances and certifications set forth in this Contract are included in any and all Subcontracts, unless an exception to including a particular term or terms has been approved in advance by the CCLS Chief. Any failure of Contractor or its subcontractors to perform the obligations of this Contract shall not discharge the Contractor from its obligations hereunder or diminish DSHS’ rights or remedies available under this Contract.

# **Subrecipients**.

## General. If the Contractor is a subrecipient of federal awards as defined by 2 CFR Part 200 and this Agreement, the Contractor shall:

### Maintain records that identify, in its accounts, all federal awards received and expended and the federal programs under which they were received, by Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, name of the federal agency, and name of the pass-through entity;

### Maintain internal controls that provide reasonable assurance that the Contractor is managing federal awards in compliance with laws, regulations, and provisions of contracts or grant agreements that could have a material effect on each of its federal programs;

### Prepare appropriate financial statements, including a schedule of expenditures of federal awards;

### Incorporate 2 CFR Part 200, Subpart F audit requirements into all agreements between the Contractor and its Subcontractors who are subrecipients;

### Comply with the applicable requirements of 2 CFR Part 200, including any future amendments to 2 CFR Part 200, and any successor or replacement Office of Management and Budget (OMB) Circular or regulation; and

### Comply with the Omnibus Crime Control and Safe streets Act of 1968, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, and The Department of Justice Non-Discrimination Regulations, 28 C.F.R. Part 42, Subparts C.D.E. and G, and 28 C.F.R. Part 35 and 39. (Go to https://ojp.gov/about/offices/ocr.htm for additional information and access to the aforementioned Federal laws and regulations.)

## Single Audit Act Compliance. If the Contractor is a subrecipient and expends $750,000 or more in federal awards from any and/or all sources in any fiscal year, the Contractor shall procure and pay for a single audit or a program-specific audit for that fiscal year. Upon completion of each audit, the Contractor shall:

### Submit to the DSHS contact person the data collection form and reporting package specified in 2 CFR Part 200, Subpart F, reports required by the program-specific audit guide (if applicable), and a copy of any management letters issued by the auditor;

### Follow-up and develop corrective action for all audit findings; in accordance with 2 CFR Part 200, Subpart F; prepare a “Summary Schedule of Prior Audit Findings” reporting the status of all audit findings included in the prior audit's schedule of findings and questioned costs.

## Overpayments. If it is determined by DSHS, or during the course of a required audit, that the Contractor has been paid unallowable costs under this or any Program Agreement, DSHS may require the Contractor to reimburse DSHS in accordance with 2 CFR Part 200.

# **Termination for Convenience.** DSHS may terminate this Contract in whole or in part when it is in the best interest of DSHS by giving the Contractor at least thirty (30) calendar days’ written notice. The Contractor may terminate this Contract for convenience by giving DSHS at least thirty (30) calendar days’ written notice addressed to DSHS at the address listed on page 1 of this Contract.

# **Termination for Default**. The CCLS Chief may immediately terminate this Contract for default, in whole or in part, by written notice to the Contractor if DSHS has a reasonable basis to believe that the Contractor has:

## Failed to meet or maintain any requirement for contracting with DSHS;

## Failed to protect the health or safety of any DSHS client pursuant to the section entitled Health and Safety of this Contract;

## Failed to perform under, or otherwise breached, any term or condition of this Contract; and/or

## Violated any applicable law or regulation.

If it is later determined that the Contractor was not in default, the termination shall be considered a termination for convenience.

# **Termination or Expiration Procedure**. The following terms and conditions apply upon Contract termination or expiration:

## The Contractor shall cease to perform any services required by this Contract as of the effective date of termination or expiration.

## If the Contract is terminated, the Contractor shall comply with all instructions contained in the termination notice.

## The Contractor shall immediately deliver to the DSHS contact named on page one of this Contract, or to his or her successor, all DSHS property in the Contractor’s possession. The Contractor grants DSHS the right to enter upon the Contractor’s premises for the sole purpose of recovering any DSHS property that the Contractor fails to return within ten (10) calendar days of the effective date of termination or expiration of this Contract. Upon failure to return DSHS property within ten (10) calendar days, the Contractor shall be charged with all reasonable costs of recovery, including transportation.

## DSHS shall be liable only for payment required under the terms of this Contract for service rendered up to the effective date of termination or expiration.

## DSHS may withhold a sum from the final payment to the Contractor that DSHS determines necessary to protect DSHS against loss or additional liability.

## The rights and remedies provided to DSHS in this Section are in addition to any other rights and remedies provided at law, in equity, and/or under this Contract, including consequential and incidental damages.

# **Treatment of Client Property**. Unless otherwise provided, the Contractor shall ensure that any adult client receiving services from the Contractor has unrestricted access to the client’s personal property. The Contractor shall not interfere with any adult client’s ownership, possession, or use of the client’s property. The Contractor shall provide clients under age eighteen (18) with reasonable access to their personal property that is appropriate to the client’s age, development, and needs. Upon termination of services to a client, the Contractor shall immediately release to the client and/or the client’s guardian or custodian all of the client’s personal property.

# **Treatment of Property**. All property purchased or furnished by DSHS for use by the Contractor during this Contract term shall remain with DSHS. Title to all property purchased or furnished by the Contractor for which the Contractor is entitled to reimbursement by DSHS under this Contract shall pass to and vest in DSHS. The Contractor shall protect, maintain, and insure all DSHS property in its possession against loss or damage and shall return DSHS property to DSHS upon Contract termination or expiration.

# **Taxes**.

## Where required by statute or regulation, Contractor shall pay for and maintain in current status all taxes that are necessary for Contract performance. DSHS will pay sales or use taxes, if any, imposed on the services and materials acquired hereunder. Contractor must pay all other taxes including without limitation Washington Business and Occupation Tax, other taxes based on Contractor’s income or gross receipts, or personal property taxes levied or assessed on Contractor’s personal property. DSHS, as an agency of Washington State government, is exempt from property tax.

## Contractor shall complete registration with the Washington State Department of Revenue and be responsible for payment of all taxes due on payments made under this Contract in accordance with the requirements of Title 82 RCW and Title 458 WAC. Out-of-state Contractors must contact the Department of Revenue to determine whether they meet criteria to register and establish an account with the Department of Revenue. Refer to WAC 458-20-101 (Tax registration and tax reporting) and call the Department of Revenue at 800-647-7706 for additional information. When out-of-state Contractors are not required to collect and remit sales tax, DSHS shall be responsible for paying use tax, if applicable, directly to the Department of Revenue.

## All payments accrued on account of payroll taxes, unemployment contributions, any other taxes, insurance, or other expenses for Contractor or Contractor’s staff shall be Contractor’s sole responsibility.

# **Preventing Disruption of Adult Care, Mental Health, Addiction, Disability Support, or Youth Services Due to Labor Management Disputes and Employee Unrest.**

Washington law requires that all services, direct or ancillary, for adult care, mental health, addiction, disability support, and youth services, be warranted by the Contractor providing those services against disruption. Contractor and DSHS agree that disruptions to these services such as strikes, walk-offs, sick-ins, slowdowns, or any other such action designed to pressure Contractor’s management to meet labor, workforce, or subcontractor demands (“Economic or Industrial Action”) are covered under this warranty.

If this Contract includes adult care, mental health, addiction, disability support, or youth services, Contractor agrees to execute and maintain one or more of the following mandatory contractual commitments through the life of the Contract:

## An agreement between the Contractor and any exclusive representative labor organization representing the employees performing the contracted services. This agreement must contain a provision prohibiting Economic or Industrial Action on the part of all parties. This agreement must also include a process for the resolution of disputes between them; or

## An agreement between the Contractor and any labor organization seeking to represent the employees performing the contracted services. This agreement must contain a provision prohibiting the parties from causing, promoting, or encouraging Economic or Industrial Action, or other disruptive activity. This agreement must also include a process for resolution of disputes between parties.

Contractor must notify DSHS if it is unable to form a compliant agreement with a labor organization within 30 days of executing this Contract.

If services under this Contract are interrupted due to Contractor’s failure to maintain one or more of the required contractual commitments listed above, DSHS may immediately terminate, suspend, or revoke this Contract for default, and arrange for the provision of services by other means. Contractor shall provide reimbursement of the actual costs to DSHS arising out of the inadequacy of the warranty provided by the Contractor.

# **Definitions Specific to Special Terms**. The words and phrases listed below, as used in this Contract, shall each have the following definitions:

## **“Afghan Humanitarian Parolee or AHP”** means certain Afghan individuals granted humanitarian parole by the U.S. Department of Homeland Security, between July 31, 2021 and September 30, 2023, or current ORR guidelines if expanded, and who are eligible to apply for mainstream benefits, resettlement assistance, and other benefits available to refugees. The date of eligibility for the Afghan Humanitarian Parolee (AHP) population is October 1, 2021, or their date of entry into the community, whichever is later. The AHP population is eligible for ORR benefits and services until September 30, 2023 or the end of the individual’s parole term, whichever is later, unless amended by law or the individual gains another ORR-eligible category or status.

## **“Afghan Special Immigrants”** means a citizen or national of Afghanistan who is granted special immigrant status under 101(a) (27) of the Immigration and Nationality Act.

## **“Amerasians”** means an individual born in Vietnam after January 1, 1962 and before January 1, 1976 who was fathered by a US Citizen.

## **“ASA”** means the Afghanistan Supplemental Appropriations Act, 2022, and the Additional Afghanistan Supplemental Appropriations Act, 2022, in which Congress authorized ORR to provide resettlement assistance and other benefits available to refugees to specific Afghan populations, in response to their emergency evacuation and resettlement.Additional information about the ASA-eligible populations can be found at [ORR Policy Letter 22-01](https://www.acf.hhs.gov/sites/default/files/documents/orr/ORR-PL-22-01-ORR-Authority-to-Serve-Afghan-Humanitarian-Parolees.pdf). The following Afghan populations are eligible for ASA-funded benefits and services under ORR guidelines. Additional individuals may be eligible if ORR guidelines or eligibility dates are expanded.

### Citizens or nationals of Afghanistan (including unaccompanied minors) paroled into the United States between July 31, 2021 and September 30, 2023. This group includes unaccompanied minors.

### A spouse or child of any individual described above in number one, who is paroled into the United States after September 30, 2023.

### A parent or legal guardian of any individual described above in number one, who is determined to be an unaccompanied child, who is paroled into the United States after September 30, 2023.

### Citizens and nationals of Afghanistan for whom refugee and entrant assistance activities are authorized (e.g. Special Immigrant Visa holders, Special Immigrant with Conditional Permanent Resident status, SI/SQ parolees, refugees, asylees), whose eligibility date is on or after July 31, 2021.

## **“Asylee”** means an individual who is physically present in the US or at a border or port of entry and who has been granted political asylum by the US Attorney General. An applicant for asylum does not meet the immigration status requirement for Refugee Assistance until asylum has been granted.

## **“AUSAA”** means the Additional Ukraine Supplemental Appropriations Act of 2022 (AUSAA) appropriated to ORR to provide benefits and services to support specific Ukrainian and non-Ukrainian individuals as delineated in [ORR Policy Letter 22-13, Ukrainian Humanitarian Parolees Eligible for ORR Benefits and Services](https://www.acf.hhs.gov/sites/default/files/documents/orr/PL-22-13-Ukrainian-Humanitarian-Parolees-Eligible-for-ORR-Benefits-and-Services.pdf). Additional individuals may be eligible if ORR guidelines or eligibility dates are expanded. The following populations are eligible for AUSAA-funded services:

## Citizens or nationals of Ukraine who the Department of Homeland Security (DHS) has paroled into the United States between February 24, 2022, and September 30, 2023;

## Non-Ukrainian individuals who last habitually resided in Ukraine, who DHS has paroled into the United States between February 24, 2022, and September 30, 2023;

## A spouse or child of an individual described in number one or number two (listed above) who is paroled into the U.S. after September 30, 2023, or

## A parent, legal guardian, or primary caregiver of an unaccompanied refugee minor or unaccompanied child described in number one or number two (listed above) who is paroled into the U.S. after September 30, 2023.

## **“Contract”** means a written agreement entered into between a successful Bidder and DSHS as a result of a Solicitation.

## **“Consent form”** means the DSHS 14-012(X) Consent form signed by the participant giving the Contractor and DSHS permission to share his/her personal information as it relates to contracted services.

## **“Cuban-Haitian Entrant”** means a national of Cuba or Haiti who (1) was paroled into the US or (2) was paroled for criminal prosecution or to give testimony, or has a pending case, or applied for asylum status.

## **“DSHS Program Manager”** is the DSHS Contact person listed on page 1 of this Contract

## **“Data”** means any Personal Information, and/or other information accessed and gained while providing services in accordance with this Contract.

## **“DSHS”** means the Washington State Department of Social & Health Services.

## **“Early Refugee School Impact (RSI)”** means the component of the federal Office of Refugee Resettlement’s Refugee School Impact program intended to focus on children and families in the birth to kindergarten continuum.

## **“Equity and Inclusion”** means the importance of advancing equity consistent with the Executive Order on Advancing Racial Equity and Support for Underserved Communities ([EO 13985](https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government/)). ORR urges an equity lens is used when developing new programming, reviewing existing programming, and eliminating barriers that may prevent the full participation of some groups. Intentional programming, unless otherwise specified, should meet the needs of all populations regardless of race, religion, gender identity, sexual orientation, disability, or other characteristic(s). ORR urges inclusive practices through purposeful collaboration and engagement with ethnic communities to inform service design and delivery.

## **“ESA”** means the Economic Services Administration, Community Services Division, Office of Refugee & Immigrant Assistance.

## **“Iraqi Special Immigrant”** means a citizen or national of Iraq who is granted special immigrant status under 101(a) (27) of the Immigration and Nationality Act.

## **“Immigration documentation”** means copies of relevant immigration documents showing that the individual qualifies for ORR services. This may include one of more of the following copies of their I-94, Form I-766 Employment Authorization Document, foreign passport with an eligible Machine Readable Immigrant Visa (MRIV), foreign passport with an eligible Department of Homeland Security/Customs and Border Protection (DHS/CBP) stamp, or Form I-551 Permanent Resident Card (also known as a “green card”), or other relevant immigration documents that verify eligibility. Specific details of acceptable immigration documentation is available at [ORR’s Status and Documentation Requirements page](https://www.acf.hhs.gov/orr/policy-guidance/status-and-documentation-requirements-orr-refugee-resettlement-program). Immigration documentation is required for the person served, including their parent(s) or legal guardian(s), if applicable.

## **“LGBTQI+”** means Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex, with the “+” representing those who are part of the community, but for whom LGBTQI does not accurately capture or reflect their identity. Additional information on serving LGBTQI ORR-eligible populations is available at [ORR Policy Letter 22-14](https://www.acf.hhs.gov/sites/default/files/documents/orr/PL-22-14-Serving-LGBTQI-ORR-Eligible-Populations.pdf).

## **“ORIA”** means the DSHS Office of Refugee and Immigrant Assistance within the Community Services Division.

## **“ORR”** means the federal Office of Refugee Resettlement located within the Administration for Children and Families, Department of Health and Human Services.

## **“Refugee School Impact (RSI) Program”** means the federal ORR program designated to serve newly arrived refugee children from birth until age 18 (or until high school graduation). Services are focused at increasing students’ English proficiency, academic performance and graduation rates and successful integrating them into the school system. Also, activities will strengthen the skills, knowledge and competence of parents, schools and community based organizations for the benefit of refugee children.

## **“Refugee”** means an individual who is outside their country of nationality or habitual residence, and is unable or unwilling to seek protection of that country due to a well-founded fear of persecution based on race, religion, nationality, membership in a particular social group, or political opinion. For purposes of this Contract, the term “refugee” refers to the following immigration statuses:

### Refugees,

### Asylees,

### Cuban-Haitian Entrants,

### Amerasians,

### Victims of trafficking who receive certification letters from ORR,

### Iraqi and Afghan special immigrants with Special Immigrant Visas,

### Afghan Humanitarian Parolees,

### Ukrainian Humanitarian Parolees, or

### Other ORR-eligible populations, if eligibility is expanded.

## Children born in the U.S. may be eligible if the following conditions are met:

### The child is in a single-parent family with a parent who is ORR-eligible, or

### The child is in a two-parent family and both parents are ORR-eligible.

### The date of eligibility for such U.S.-born children is the more recent date of eligibility of a parent(s) who qualifies for ORR services. Children with a U.S. citizen parent are not eligible.

## Refer to individual definition sections for additional information on eligibility guidelines, including dates of eligibility for each status.

## **“Special Immigrant Visa or SIV”** means thestatus that is granted from a federal program that helps citizens from Afghanistan to receive a visa to migrate to the United States. Administered under the Defense Authorization Act for Fiscal Year 2008, Public Law 110-181, the program allows Afghan nationals that have been employed by or on behalf of the United States Government and experienced ongoing and serious threat as a consequence of that employment to gain lawful permanent residency. (References: Section 101(a)(27)(c) and section 203(b)(4) of the Act; 8 CFR 204.5 (m).)

## **“Victim of Human Trafficking”** means a person who received certification for having been trafficked into the US and forced into domestic or international sex trade, prostitution, slavery and/or forced labor through coercion, threats of physical violence, psychological abuse, torture and imprisonment, or their eligible family member.

## **“Ukrainian Humanitarian Parolee or UHP”** means a citizen or national of Ukraine who was paroled into the United States between February 24, 2022 and September 30, 2023 due to urgent humanitarian reasons, or non-Ukrainian individuals who last habitually resided in Ukraine and who were paroled into the US within the same timeframe. Additional details for Ukrainian Humanitarian Parolees may be referenced in [ORR Policy Letter 22-13](https://www.acf.hhs.gov/sites/default/files/documents/orr/PL-22-13-Ukrainian-Humanitarian-Parolees-Eligible-for-ORR-Benefits-and-Services.pdf). The initial date of eligibility for UHPs and other non-Ukrainian individuals displaced from Ukraine for ORR benefits and services is May 21, 2022, or the individual’s date of humanitarian parole, whichever is later. If an individual from either of these populations was paroled and entered the United States between February 24, 2022, and May 21, 2022, their date of eligibility is May 21, 2022. If they entered the United States after May 21, 2022, their date of eligibility is their date of humanitarian parole.

# **Purpose**. The purpose of this Contract is to establish the terms and conditions by which the Contractor will provide services to eligible refugee children in the birth to Kindergarten continuum and/or their parents. These services aim to ensure that children are prepared to succeed in formal schooling and that their parents are knowledgeable about how to support their child’s cognitive, social, and emotional growth.

# **Statement of Work**. The Contractor shall provide the services and staff, and otherwise do all things necessary for or incidental to the performance of work as described in this Contract and the attached Exhibit(s).

# **Consideration**. Total consideration payable to the Contractor for satisfactory performance of the work under this Contract is a maximum of $XX including any and all expenses, and shall be based upon the payment points within Exhibit B, Statement of Work. All funding for this Contract is awarded to DSHS from the federal Department of Health and Human Services, Office of Refugee Resettlement (ORR), through the Refugee School Impact Program (RSIP).

# **Background Checks**. The Contractor may be required to ensure a full and satisfactory criminal history background check has been completed for all current employees, volunteers, and subcontractors, and that a criminal history background check shall be initiated for all prospective employees, volunteers, and subcontractors to meet all required terms under this Contract.

# **Child Abuse and Health and Safety Concerns.** In the delivery of services under this Contract, children’s health and safety shall always be the first concern of the Contractor. The Contractor shall immediately report all instances of suspected child abuse to Child Protective Services at 1-866-END HARM.

# **Duplication of Services.** The Contractor shall ensure that work to be performed does not duplicate services charged to the State of Washington **or another funder** under any other contract or agreement with the Contractor. The Contractor must not bill other funding sources for services rendered and reported under this contract which would result in duplicate billing to different funding sources for the same or similar service. If the Contractor provides other services or benefits to clients through other funding sources, those services or benefits to clients cannot be counted towards performance outcomes billed for this Contract. Such services are considered as “in-house” services. Although the Early RSI clients may receive other funded services, the Contractor may not report or count those services as a performance outcome under this Contract.

# **Billing and Payment**.

## Invoice System. The Contractor shall submit invoices using State Form A-19 Invoice Voucher, or such other form as designated by DSHS. Consideration for services rendered shall be payable upon receipt of properly completed invoices which shall be submitted to the DSHS Program Manager by the Contractor no later than 30 calendar days after the last day of each month. The rates shall be in accordance with those set forth in Section 4, Consideration, of this Contract. Each Invoice Voucher submitted for payment must be accompanied by the following:

### A completed Contract Summary Report (CSR); the CSR format will be provided by DSHS;

### A completed Monthly Caseload Report (MCR). The format and reporting instructions will be provided by DSHS;

### Any other program reports as requested in the attached Exhibit(s); and,

### Any additional backup documentation requested by the DSHS Program Manager that provides clarification or gives detail regarding the A19 Invoice Voucher, CSR, or Monthly Caseload Report.

## Payment. Payment shall be considered timely if made by DSHS within thirty (30) days after receipt and acceptance by the DSHS Program Manager of the properly completed invoices. Payment shall be sent to the address designated by the Contractor on page one (1) of this Contract. DSHS may, at its sole discretion, withhold payment claimed by the Contractor for services rendered if Contractor fails to satisfactorily comply with any term or condition of this Contract.

# **Interpretation and Translation Services.** The Contractor shall provide interpreter and translation services as necessary to perform the obligations of this Contract, and DSHS shall not reimburse the Contractor for the use of interpreter or translation services, except if specifically stated in an Exhibit(s) of this Contract.

# **Culturally Relevant Services.** The Contractor shall ensure all services are provided in the cultural context of the individual and/or individual’s family. Best practices for providing culturally relevant services are to employ staff with similar cultural backgrounds and to offer training for all staff working on the program.

# **Transportation of Clients.** In the event the Contractor chooses to transport clients, it is solely at the risk of the Contractor.

# **Incorporation by Reference.** The following reference information are also available for the Contractor’s use under this Contract and incorporated by reference:

## The DSHS Consent Form 14-012 in English and 51 additional languages can be found at <https://www.dshs.wa.gov/fsa/forms?field_number_value=14-012&title=&=Apply>.

## The DSHS ESA Nondisclosure of Confidential Information Agreement form 03-374D for Non Employees available at: [03-374d.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.dshs.wa.gov%2Fsites%2Fdefault%2Ffiles%2Fforms%2Fword%2F03-374d.docx&wdOrigin=BROWSELINK)

## The program proposal and budget submitted and agreed upon by the DSHS Program Manager and Contractor.

## ORR Refugee School Impact Policy Letter 22-07 available at: <https://www.acf.hhs.gov/sites/default/files/documents/orr/orr-pl-22-07-refugee-school-impact-2021-12-08.pdf>

# **Record Keeping.** The Contractor shall maintain the documentation required as outlined in this Contract and make it available to ORIA for monitoring purposes.

# **Confidentiality and Nondisclosure.** The Contractor shall:

## Protect information according to federal and state laws including the following incorporated by reference:

### Chapter 74.04.060 RCW, Records, Confidential -- Exceptions – Penalty; and

### Chapter 42.56 RCW-Public Records.

## Use personal, confidential, and other information gained by reason of this Contract only for the purposes directly related to the administration of this Contract. Any personal use of client information is strictly prohibited. Contractor shall return, or certify the destruction of, such information if requested in writing by DSHS.

## Not disclose, transfer, or sell any information as described in this Contract to any party in whole or in part, except as provided by law, or to any individual or agency not specifically authorized by federal or state law, rule or regulation.

## Maintain the confidentiality of personal information in accordance with state and federal laws, and shall have adequate policies and procedures in place to ensure compliance with confidentiality requirements, including restrictions on re-disclosure.

## Notify all authorized persons who require access to data of the use and disclosure requirements.

# **Contract Monitoring.** DSHS shall monitor the Contractor for compliance with the terms and condition of this Contract and provide technical assistance upon request or when necessary to assist with contract compliance. The method of monitoring may include the following:

## Site Visits. The ORIA Program Manager or authorized designee shall perform site visits during the term of this contract. The Contractor shall be present for site visits, which shall be scheduled during regular business hours. Site visits shall be conducted with prior notification to the Contractor, and may include, but is not limited, to the review of the following:

### Observation of contracted services.

### License and certification if applicable.

### Confidentiality policy and process.

### Insurance.

### Participant Files.

### Service documentation and verification.

### Desk audits.

### Request for various documentation verifying services.

### Participant interviews.

# **Contractor Information.** The Contractor shall forward to DSHS within ten (10) working days, any information concerning the Contractor’s change of circumstances. Changes in the Contractor’s circumstances include change of business name, address, telephone number, fax number, e-mail address, business status, and names of staff that are current program employees.

# **Subcontracting.** In addition to the requirements of Section 26 of the General Terms and Conditions of this Contract, entitled Subcontracting, the Contractor shall:

## The Contractor shall not subcontract any of the contracted services without the prior approval of DSHS.

## The Contractor is responsible to ensure that all terms, conditions, assurance and certifications set forth in the Contract are included in any and all Subcontracts.

## Any failure of the Contractor or its subcontractors to perform the obligations of this Contract shall not discharge the Contractor from its obligations hereunder or diminish DSHS rights or remedies available under this Contract.

## The Contractor shall:

### Submit written requests for approval to subcontract to the DSHS Contact, or designee, named on page one (1) of this Contract, along with the proposed subcontractors’ qualifications prior to entering into an agreement with a subcontractor; and

### Submit copies of any subcontracts the Contractor enters into within ten (10) business days of the date of execution, along with a plan for monitoring the subcontractors at least once during the first six months of the subcontract; and

### Submit copies of subcontract monitoring reports to the DSHS Contact, or designee, named on page one (1) of this Contract, within thirty (30) calendar days of the monitoring visit.

# **Program Training.** The Contractor shall ensure all of its employees who provide services under this Contract attend ORIA Contract Orientation/Training as requested by DSHS.

# **Reduction of Funds.** Funding for this contract is based upon an estimated number of clients the Contractor will serve. If the Contractor’s billing patterns indicate the estimate was too high, DSHS reserves the right to adjust those estimates and reduce funding accordingly. In the event DSHS chooses to exercise this right, DSHS will notify the Contractor in writing of the amount of the reduction. Both parties to this Contract agree that an amendment to this Contract will be considered proper written notice.

# **Contract Extensions.** DSHS may make subsequent Contract awards or extensions at DSHS’ sole discretion. DSHS will base such future awards or extensions on the Contractor’s ability to comply with the terms and conditions of this Contract and to meet the requirements of the statement(s) of work.

# **Contract Suspension.** DSHS may take certain actions in the event the Contractor, or any of its partners, officers, directors, or employees, is investigated by a local, county, state or federal agency, for a matter which DSHS determines may adversely affect the delivery of services provided under this contract. DSHS may, without prior notice, either suspend the delivery of services or disallow the person(s) involved in the allegations(s) from providing services or having contact with clients pending final resolution of the investigation.

# **Dispute Resolution.** Either party may submit a request for resolution of a contract dispute (rates set by law, regulation, or DSHS policy are not disputable). The requesting party shall submit a written statement identifying the issue(s) in dispute and the relative positions of the parties. A request for a dispute resolution must include the Contractor’s name, address, and contract number, and be mailed to the address listed below within thirty (30) calendar days after the party could reasonably be expected to have knowledge of the issue in dispute.

Department of Social and Health Services

Attn: Community Services Division Contracts Unit

P.O. Box 45470, Olympia, WA 98504-5470

# **Exceptions.** The Contractor shall submit to the DSHS Contact, or designee, named on page one (1) of this Contract, a prior written request for any Exceptions. The DSHS Contact shall provide the Contractor with written approval or denial within five (5) business days of receipt of the request. The DSHS Contact shall include justification with all denials.

# **Fraud Reporting.** The Contractor shall report any knowledge of welfare fraud to DSHS by calling **1-800-562-6906** or on-line at: [Web Referral - FITT (wa.gov)](https://fortress.wa.gov/dshs/fitt/)

# **Insurance.** The Contractor shall at all times comply with the following insurance requirements:

## General Liability Insurance.

The Contractor shall maintain Commercial General Liability Insurance, or Business Liability Insurance, including coverage for bodily injury, property damage, and contractual liability, with the following minimum limits: Each Occurrence - $1,000,000; General Aggregate - $2,000,000. The policy shall include liability arising out of premises, operations, independent contractors, products-completed operations, personal injury, advertising injury, and liability assumed under an insured contract. The State of Washington, Department of Social & Health Services (DSHS), its elected and appointed officials, agents, and employees of the state, shall be named as additional insured’s. In lieu of general liability insurance mentioned above, if the Contractor is a sole proprietor with less than three (3) contracts, the Contractor may choose one of the following three (3) general liability policies but only if attached to a professional liability policy, and if selected the policy shall be maintained for the life of the Contract:

Supplemental Liability Insurance, including coverage for bodily injury and property damage that will cover the Contractor wherever the service is performed with the following minimum limits: Each Occurrence - $1,000,000; General Aggregate - $2,000,000. The State of Washington, Department of Social & Health Services (DSHS), its elected and appointed officials, agents, and employees shall be named as additional insured’s.

or

Workplace Liability Insurance, including coverage for bodily injury and property damage that provides coverage wherever the service is performed with the following minimum limits: Each Occurrence - $1,000,000; General Aggregate - $2,000,000. The State of Washington, Department of Social & Health Services (DSHS), its elected and appointed officials, agents, and employees of the state, shall be named as additional insured’s.

or

Premises Liability Insurance and provide services only at their recognized place of business, including coverage for bodily injury, property damage with the following minimum limits: Each Occurrence - $1,000,000; General Aggregate - $2,000,000. The State of Washington, Department of Social & Health Services (DSHS), its elected and appointed officials, agents, and employees of the state, shall be named as Additional Insured.

## Business Automobile Liability Insurance.

The Contractor shall maintain a Business Automobile Policy on all vehicles used to transport clients, including vehicles hired by the Contractor or owned by the Contractor’s employees, volunteers or others, with the following minimum limits: $1,000,000 per accident combined single limit. The Contractor’s carrier shall provide DSHS with a waiver of subrogation or name DSHS as an Additional Insured.

## Professional Liability Insurance. (PL)

The Contractor shall maintain Professional Liability Insurance or Errors & Omissions insurance, including coverage for losses caused by errors and omissions, with the following minimum limits: Each Occurrence - $1,000,000; Aggregate - $2,000,000.

## Worker’s Compensation.

The Contractor shall comply with all applicable Worker’s Compensation, occupational disease, and occupational health and safety laws and regulations. The State of Washington and DSHS shall not be held responsible for claims filed for Worker's Compensation under RCW 51 by the Contractor or its employees under such laws and regulations.

## Employees and Volunteers.

Insurance required of the Contractor under the Contract shall include coverage for the acts and omissions of the Contractor’s employees and volunteers. In addition, the Contractor shall ensure that all employees and volunteers who use vehicles to transport clients or deliver services have personal automobile insurance and current driver’s licenses.

## Subcontractors.

The Contractor shall ensure that all subcontractors have and maintain insurance with the same types and limits of coverage as required of the Contractor under the Contract.

## Separation of Insured’s.

All insurance policies shall include coverage for cross liability and contain a “Separation of Insured’s” provision.

## Insurers.

The Contractor shall obtain insurance from insurance companies identified as an admitted insurer/carrier in the State of Washington, with a Best’s Reports’ rating of B++, Class VII, or better. Surplus Lines insurance companies will have a rating of A-, Class VII, or better.

## Evidence of Coverage

The Contractor shall, upon request by DSHS, submit a copy of the Certificate of Insurance, policy, and additional insured endorsement for each coverage required of the Contractor under this Contract. The Certificate of Insurance shall identify the Washington State Department of Social and Health Services as the Certificate Holder. A duly authorized representative of each insurer, showing compliance with the insurance requirements specified in this Contract, shall execute each Certificate of Insurance. The Contractor is not required to submit to DSHS copies of Certificates of Insurance for personal automobile insurance required of the Contractor’s employees and volunteers under the contract.

The Contractor shall maintain copies of Certificates of Insurance, policies, and additional insured endorsements for each subcontractor as evidence that each subcontractor maintains insurance as required by the Contract.

## Material Changes

The insurer shall give the DSHS point of contact listed on page (1) of this Contract forty-five (45) days advance written notice of cancellation or non-renewal. If cancellation is due to non-payment of premium, the insurer shall give DSHS ten (10) days advance written notice of cancellation.

## General

By requiring insurance, the State of Washington and DSHS do not represent that the coverage and limits specified will be adequate to protect the Contractor. Such coverage and limits shall not be construed to relieve the Contractor from liability in excess of the required coverage and limits and shall not limit the Contractor’s liability under the indemnities and reimbursements granted to the State and DSHS in this Contract. All insurance provided in compliance with this Contract shall be primary as to any other insurance or self-insurance programs afforded to or maintained by the State.

## Waiver

## The Contractor waives all rights, claims and causes of action against the State of Washington and DSHS for the recovery of damages to the extent said damages are covered by insurance maintained by Contractor.

**Exhibit A – Data Security Requirements**

**1. Definitions**. The words and phrases listed below, as used in this Exhibit, shall each have the following definitions:

a. “AES” means the Advanced Encryption Standard, a specification of Federal Information Processing Standards Publications for the encryption of electronic data issued by the National Institute of Standards and Technology (http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.197.pdf).

b. “Authorized Users(s)” means an individual or individuals with a business need to access DSHS Confidential Information, and who has or have been authorized to do so.

c. “Business Associate Agreement” means an agreement between DSHS and a contractor who is receiving Data covered under the Privacy and Security Rules of the Health Insurance Portability and Accountability Act of 1996. The agreement establishes permitted and required uses and disclosures of protected health information (PHI) in accordance with HIPAA requirements and provides obligations for business associates to safeguard the information.

d. “Category 4 Data” is data that is confidential and requires special handling due to statutes or regulations that require especially strict protection of the data and from which especially serious consequences may arise in the event of any compromise of such data. Data classified as Category 4 includes but is not limited to data protected by: the Health Insurance Portability and Accountability Act (HIPAA), Pub. L. 104-191 as amended by the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH), 45 CFR Parts 160 and 164; the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 CFR Part 99; Internal Revenue Service Publication 1075 (https://www.irs.gov/pub/irs-pdf/p1075.pdf); Substance Abuse and Mental Health Services Administration regulations on Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2; and/or Criminal Justice Information Services, 28 CFR Part 20.

e. “Cloud” means data storage on servers hosted by an entity other than the Contractor and on a network outside the control of the Contractor. Physical storage of data in the cloud typically spans multiple servers and often multiple locations. Cloud storage can be divided between consumer grade storage for personal files and enterprise grade for companies and governmental entities. Examples of consumer grade storage would include iTunes, Dropbox, Box.com, and many other entities. Enterprise cloud vendors include Microsoft Azure, Amazon Web Services, and Rackspace.

f. “Encrypt” means to encode Confidential Information into a format that can only be read by those possessing a “key”; a password, digital certificate or other mechanism available only to authorized users. Encryption must use a key length of at least 256 bits for symmetric keys, or 2048 bits for asymmetric keys. When a symmetric key is used, the Advanced Encryption Standard (AES) must be used if available.

g. “FedRAMP” means the Federal Risk and Authorization Management Program (see www.fedramp.gov), which is an assessment and authorization process that federal government agencies have been directed to use to ensure security is in place when accessing Cloud computing products and services.

h. “Hardened Password” means a string of at least eight characters containing at least three of the following four character classes: Uppercase alphabetic, lowercase alphabetic, numeral, and special characters such as an asterisk, ampersand, or exclamation point.

i. “Mobile Device” means a computing device, typically smaller than a notebook, which runs a mobile operating system, such as iOS, Android, or Windows Phone. Mobile Devices include smart phones, most tablets, and other form factors.

j. “Multi-factor Authentication” means controlling access to computers and other IT resources by requiring two or more pieces of evidence that the user is who they claim to be. These pieces of evidence consist of something the user knows, such as a password or PIN; something the user has such as a key card, smart card, or physical token; and something the user is, a biometric identifier such as a fingerprint, facial scan, or retinal scan. “PIN” means a personal identification number, a series of numbers which act as a password for a device. Since PINs are typically only four to six characters, PINs are usually used in conjunction with another factor of authentication, such as a fingerprint.

k. “Portable Device” means any computing device with a small form factor, designed to be transported from place to place. Portable devices are primarily battery powered devices with base computing resources in the form of a processor, memory, storage, and network access. Examples include, but are not limited to, mobile phones, tablets, and laptops. Mobile Device is a subset of Portable Device.

l. “Portable Media” means any machine readable media that may routinely be stored or moved independently of computing devices. Examples include magnetic tapes, optical discs (CDs or DVDs), flash memory (thumb drive) devices, external hard drives, and internal hard drives that have been removed from a computing device.

m. “Secure Area” means an area to which only authorized representatives of the entity possessing the Confidential Information have access, and access is controlled through use of a key, card key, combination lock, or comparable mechanism. Secure Areas may include buildings, rooms or locked storage containers (such as a filing cabinet or desk drawer) within a room, as long as access to the Confidential Information is not available to unauthorized personnel. In otherwise Secure Areas, such as an office with restricted access, the Data must be secured in such a way as to prevent access by non-authorized staff such as janitorial or facility security staff, when authorized Contractor staff are not present to ensure that non-authorized staff cannot access it.

n. “Trusted Network” means a network operated and maintained by the Contractor, which includes security controls sufficient to protect DSHS Data on that network. Controls would include a firewall between any other networks, access control lists on networking devices such as routers and switches, and other such mechanisms which protect the confidentiality, integrity, and availability of the Data.

o. “Unique User ID” means a string of characters that identifies a specific user and which, in conjunction with a password, passphrase or other mechanism, authenticates a user to an information system.

**2. Authority**. The security requirements described in this document reflect the applicable requirements of Standard 141.10 (<https://ocio.wa.gov/policies>) of the Office of the Chief Information Officer for the state of Washington, and of the DSHS Information Security Policy and Standards Manual. Reference material related to these requirements can be found here: <https://www.dshs.wa.gov/ffa/keeping-dshs-client-information-private-and-secure>, which is a site developed by the DSHS Information Security Office and hosted by DSHS Central Contracts and Legal Services.

**3. Administrative Controls.** The Contractor must have the following controls in place:

a. A documented security policy governing the secure use of its computer network and systems, and which defines sanctions that may be applied to Contractor staff for violating that policy.

b. If the Data shared under this agreement is classified as Category 4, the Contractor must be aware of and compliant with the applicable legal or regulatory requirements for that Category 4 Data.

c. If Confidential Information shared under this agreement is classified as Category 4, the Contractor must have a documented risk assessment for the system(s) housing the Category 4 Data.

**4. Authorization, Authentication, and Access.** In order to ensure that access to the Data is limited to authorized staff, the Contractor must:

a. Have documented policies and procedures governing access to systems with the shared Data.

b. Restrict access through administrative, physical, and technical controls to authorized staff.

c. Ensure that user accounts are unique and that any given user account logon ID and password combination is known only to the one employee to whom that account is assigned. For purposes of non-repudiation, it must always be possible to determine which employee performed a given action on a system housing the Data based solely on the logon ID used to perform the action.

d. Ensure that only authorized users are capable of accessing the Data.

e. Ensure that an employee’s access to the Data is removed immediately:

(1) Upon suspected compromise of the user credentials.

(2) When their employment, or the contract under which the Data is made available to them, is terminated.

(3) When they no longer need access to the Data to fulfill the requirements of the contract.

f. Have a process to periodically review and verify that only authorized users have access to systems containing DSHS Confidential Information.

g. When accessing the Data from within the Contractor’s network (the Data stays within the Contractor’s network at all times), enforce password and logon requirements for users within the Contractor’s network, including:

(1) A minimum length of 8 characters, and containing at least three of the following character classes: uppercase letters, lowercase letters, numerals, and special characters such as an asterisk, ampersand, or exclamation point.

(2) That a password does not contain a user’s name, logon ID, or any form of their full name.

(3) That a password does not consist of a single dictionary word. A password may be formed as a passphrase which consists of multiple dictionary words.

(4) That passwords are significantly different from the previous four passwords. Passwords that increment by simply adding a number are not considered significantly different.

h. When accessing Confidential Information from an external location (the Data will traverse the Internet or otherwise travel outside the Contractor’s network), mitigate risk and enforce password and logon requirements for users by employing measures including:

(1) Ensuring mitigations applied to the system don’t allow end-user modification.

(2) Not allowing the use of dial-up connections.

(3) Using industry standard protocols and solutions for remote access. Examples would include RADIUS and Citrix.

(4) Encrypting all remote access traffic from the external workstation to Trusted Network or to a component within the Trusted Network. The traffic must be encrypted at all times while traversing any network, including the Internet, which is not a Trusted Network.

(5) Ensuring that the remote access system prompts for re-authentication or performs automated session termination after no more than 30 minutes of inactivity.

(6) Ensuring use of Multi-factor Authentication to connect from the external end point to the internal end point.

i. Passwords or PIN codes may meet a lesser standard if used in conjunction with another authentication mechanism, such as a biometric (fingerprint, face recognition, iris scan) or token (software, hardware, smart card, etc.) in that case:

(1) The PIN or password must be at least 5 letters or numbers when used in conjunction with at least one other authentication factor

(2) Must not be comprised of all the same letter or number (11111, 22222, aaaaa, would not be acceptable)

(3) Must not contain a “run” of three or more consecutive numbers (12398, 98743 would not be acceptable)

j. If the contract specifically allows for the storage of Confidential Information on a Mobile Device, passcodes used on the device must:

(1) Be a minimum of six alphanumeric characters.

(2) Contain at least three unique character classes (upper case, lower case, letter, number).

(3) Not contain more than a three consecutive character run. Passcodes consisting of 12345, or abcd12 would not be acceptable.

k. Render the device unusable after a maximum of 10 failed logon attempts.

**5. Protection of Data**. The Contractor agrees to store Data on one or more of the following media and protect the Data as described:

a. **Hard disk drives**. For Data stored on local workstation hard disks, access to the Data will be restricted to Authorized User(s) by requiring logon to the local workstation using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards.

b. **Network server disks**. For Data stored on hard disks mounted on network servers and made available through shared folders, access to the Data will be restricted to Authorized Users through the use of access control lists which will grant access only after the Authorized User has authenticated to the network using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on disks mounted to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

For DSHS Confidential Information stored on these disks, deleting unneeded Data is sufficient as long as the disks remain in a Secure Area and otherwise meet the requirements listed in the above paragraph. Destruction of the Data, as outlined below in Section 8 Data Disposition, may be deferred until the disks are retired, replaced, or otherwise taken out of the Secure Area.

c. **Optical discs (CDs or DVDs) in local workstation optical disc drives**. Data provided by DSHS on optical discs which will be used in local workstation optical disc drives and which will not be transported out of a Secure Area. When not in use for the contracted purpose, such discs must be Stored in a Secure Area. Workstations which access DSHS Data on optical discs must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

d. **Optical discs (CDs or DVDs) in drives or jukeboxes attached to servers**. Data provided by DSHS on optical discs which will be attached to network servers and which will not be transported out of a Secure Area. Access to Data on these discs will be restricted to Authorized Users through the use of access control lists which will grant access only after the Authorized User has authenticated to the network using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on discs attached to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

e. **Paper documents**. Any paper records must be protected by storing the records in a Secure Area which is only accessible to authorized personnel. When not in use, such records must be stored in a Secure Area.

f. **Remote Access**. Access to and use of the Data over the State Governmental Network (SGN) or Secure Access Washington (SAW) will be controlled by DSHS staff who will issue authentication credentials (e.g. a Unique User ID and Hardened Password) to Authorized Users on Contractor’s staff. Contractor will notify DSHS staff immediately whenever an Authorized User in possession of such credentials is terminated or otherwise leaves the employ of the Contractor, and whenever an Authorized User’s duties change such that the Authorized User no longer requires access to perform work for this Contract.

g. **Data storage on portable devices or media**.

(1) Except where otherwise specified herein, DSHS Data shall not be stored by the Contractor on portable devices or media unless specifically authorized within the terms and conditions of the Contract. If so authorized, the Data shall be given the following protections:

(a) Encrypt the Data.

(b) Control access to devices with a Unique User ID and Hardened Password or stronger authentication method such as a physical token or biometrics.

(c) Manually lock devices whenever they are left unattended and set devices to lock automatically after a period of inactivity, if this feature is available. Maximum period of inactivity is 20 minutes.

(d) Apply administrative and physical security controls to Portable Devices and Portable Media by:

i. Keeping them in a Secure Area when not in use,

ii. Using check-in/check-out procedures when they are shared, and

iii. Taking frequent inventories.

(2) When being transported outside of a Secure Area, Portable Devices and Portable Media with DSHS Confidential Information must be under the physical control of Contractor staff with authorization to access the Data, even if the Data is encrypted.

h. **Data stored for backup purposes**.

(1) DSHS Confidential Information may be stored on Portable Media as part of a Contractor’s existing, documented backup process for business continuity or disaster recovery purposes. Such storage is authorized until such time as that media would be reused during the course of normal backup operations. If backup media is retired while DSHS Confidential Information still exists upon it, such media will be destroyed at that time in accordance with the disposition requirements below in Section 8 *Data Disposition*.

(2) Data may be stored on non-portable media (e.g. Storage Area Network drives, virtual media, etc.) as part of a Contractor’s existing, documented backup process for business continuity or disaster recovery purposes. If so, such media will be protected as otherwise described in this exhibit. If this media is retired while DSHS Confidential Information still exists upon it, the data will be destroyed at that time in accordance with the disposition requirements below in Section 8 *Data Disposition*.

i. **Cloud storage**. DSHS Confidential Information requires protections equal to or greater than those specified elsewhere within this exhibit. Cloud storage of Data is problematic as neither DSHS nor the Contractor has control of the environment in which the Data is stored. For this reason:

(1) DSHS Data will not be stored in any consumer grade Cloud solution, unless all of the following conditions are met:

(a) Contractor has written procedures in place governing use of the Cloud storage and Contractor attests in writing that all such procedures will be uniformly followed.

(b) The Data will be Encrypted while within the Contractor network.

(c) The Data will remain Encrypted during transmission to the Cloud.

(d) The Data will remain Encrypted at all times while residing within the Cloud storage solution.

(e) The Contractor will possess a decryption key for the Data, and the decryption key will be possessed only by the Contractor and/or DSHS.

(f) The Data will not be downloaded to non-authorized systems, meaning systems that are not on either the DSHS or Contractor networks.

(g) The Data will not be decrypted until downloaded onto a computer within the control of an Authorized User and within either the DSHS or Contractor’s network.

(2) Data will not be stored on an Enterprise Cloud storage solution unless either:

(a) The Cloud storage provider is treated as any other Sub-Contractor, and agrees in writing to all of the requirements within this exhibit; or,

(b) The Cloud storage solution used is FedRAMP certified.

(3) If the Data includes protected health information covered by the Health Insurance Portability and Accountability Act (HIPAA), the Cloud provider must sign a Business Associate Agreement prior to Data being stored in their Cloud solution.

**6. System Protection**. To prevent compromise of systems which contain DSHS Data or through which that Data passes:

a. Systems containing DSHS Data must have all security patches or hotfixes applied within 3 months of being made available.

b. The Contractor will have a method of ensuring that the requisite patches and hotfixes have been applied within the required timeframes.

c. Systems containing DSHS Data shall have an Anti-Malware application, if available, installed.

d. Anti-Malware software shall be kept up to date. The product, its anti-virus engine, and any malware database the system uses, will be no more than one update behind current.

**7. Data Segregation**.

a. DSHS Data must be segregated or otherwise distinguishable from non-DSHS data. This is to ensure that when no longer needed by the Contractor, all DSHS Data can be identified for return or destruction. It also aids in determining whether DSHS Data has or may have been compromised in the event of a security breach. As such, one or more of the following methods will be used for data segregation.

(1) DSHS Data will be kept on media (e.g. hard disk, optical disc, tape, etc.) which will contain no non-DSHS Data. And/or,

(2) DSHS Data will be stored in a logical container on electronic media, such as a partition or folder dedicated to DSHS Data. And/or,

(3) DSHS Data will be stored in a database which will contain no non-DSHS data. And/or,

(4) DSHS Data will be stored within a database and will be distinguishable from non-DSHS data by the value of a specific field or fields within database records.

(5) When stored as physical paper documents, DSHS Data will be physically segregated from non-DSHS data in a drawer, folder, or other container.

b. When it is not feasible or practical to segregate DSHS Data from non-DSHS data, then both the DSHS Data and the non-DSHS data with which it is commingled must be protected as described in this exhibit.

**8. Data Disposition**. When the contracted work has been completed or when the Data is no longer needed, except as noted above in Section 5.b, Data shall be returned to DSHS or destroyed. Media on which Data may be stored and associated acceptable methods of destruction are as follows:

|  |  |
| --- | --- |
| **Data stored on:** | **Will be destroyed by:** |
| Server or workstation hard disks, or  Removable media (e.g. floppies, USB flash drives, portable hard disks) excluding optical discs | Using a “wipe” utility which will overwrite the Data at least three (3) times using either random or single character data, or  Degaussing sufficiently to ensure that the Data cannot be reconstructed, or  Physically destroying the disk |
|  |  |
| Paper documents with sensitive or Confidential Information | Recycling through a contracted firm, provided the contract with the recycler assures that the confidentiality of Data will be protected. |
|  |  |
| Paper documents containing Confidential Information requiring special handling (e.g. protected health information) | On-site shredding, pulping, or incineration |
|  |  |
| Optical discs (e.g. CDs or DVDs) | Incineration, shredding, or completely defacing the readable surface with a coarse abrasive |
|  |  |
| Magnetic tape | Degaussing, incinerating or crosscut shredding |

**9. Notification of Compromise or Potential Compromise**. The compromise or potential compromise of DSHS shared Data must be reported to the DSHS Contact designated in the Contract within one (1) business day of discovery. If no DSHS Contact is designated in the Contract, then the notification must be reported to the DSHS Privacy Officer at dshsprivacyofficer@dshs.wa.gov. Contractor must also take actions to mitigate the risk of loss and comply with any notification or other requirements imposed by law or DSHS.

**10. Data shared with Subcontractors**. If DSHS Data provided under this Contract is to be shared with a subcontractor, the Contract with the subcontractor must include all of the data security provisions within this Contract and within any amendments, attachments, or exhibits within this Contract. If the Contractor cannot protect the Data as articulated within this Contract, then the contract with the sub-Contractor must be submitted to the DSHS Contact specified for this contract for review and approval.

Exhibit B – STATEMENT OF WORK

EARLY REFUGEE SCHOOL IMPACT PROGRAM

# **Purpose**. The purpose of this Contract is to establish the terms and conditions by which the Contractor will provide services to eligible children and families across the birth to Kindergarten continuum. Allowable activities must be aligned with the intent and purpose of the Early Refugee School Impact set-aside funding, which are designed to help parents navigate daycare and preschool systems, to ensure that Office of Refugee Resettlement (ORR)-eligible children are prepared to succeed in formal schooling, and to support parent engagement activities.

# **Early Refugee School Impact** allowable activities are outlined in ORR Policy Letter 22-07. Activities for both children and their parents/caregivers shall be completed within the Terms and Conditions of this contract, including but not limited to:

## Facilitating child care and preschool access by supporting families with systems navigation, including the subsidy application process, and helping families enroll their children in day care, Head Start/Early Head Start, the Early Childhood Education and Assistance Program (ECEAP)/Early ECEAP, or other appropriate preschool.

## Supporting the academic and social preparation of children for formal schooling (preschool or Kindergarten), through providing specialized services that support the cognitive, social, and emotional growth of preschool-aged children, administering developmental screening tools, such as the Ages and Stages Questionnaire, Third Edition (ASQ-3), and working with districts to determine special education eligibility.

## Facilitating parent integration and education, through funding programs that support parents of preschool-aged children, through activities and resources such as orientations to parental resources and local school systems; opportunities for parent engagement including connections to peer supports and social groups; and parenting classes, including education on U.S. child welfare laws.

# Key Activities *(NOTE: The activities below are examples of allowable activities and services that are being shown for illustrative purposes only to demonstrate how Contracts are structured. Each Contract will be tailored to an applicant’s specific proposal.)*

## **Early Childhood Development Parenting Program**, includes but is not limited to:

#### Providing parent workshops for parents of children ages one to three. Workshops shall focus on providing opportunities for peer learning and support, positive parenting behaviors, and supporting healthy childhood development.

#### Individualized home visits for parents and their children with an Early Childhood Parent Educator to assess and support positive parenting behaviors and healthy childhood development.

### **Orientations to Day Care and Preschool Systems**, includes but is not limited to:

#### Providing parent orientations to help parents of young children navigate day care and/or preschool systems, apply for, and obtain subsidies.

#### Educating parents on the indicators of a high quality day care/preschool provider.

#### Facilitating parent visits to day care/preschool providers and/or other approved sites that would support the integration of parents and their children.

### **Program Evaluation**, includes but is not limited to:

#### Administering a pre/post-survey for parents in the Early Childhood Development Parenting Program.

#### Administering the Parenting Interactions with Children: Checklist of Observations Linked to Outcomes (PICCOLO) to assess positive parenting behaviors and track outcomes for parents enrolled in the Early Childhood Development Parenting Program.

# **Participant Eligibility** includes Washington state residents who:

### Have legally resided in the U.S. less than sixty (60) months or meet current ORR eligibility guidelines; and

### Have any of the following immigration statuses:

#### Refugees

#### Asylees

#### Cuban-Haitian Entrants

#### Amerasians

#### Certified victims of trafficking

#### Iraqi and Afghans Special Immigrant Visa (SIV) holders

#### Afghan Humanitarian Parolees

#### Ukrainian Humanitarian Parolees, or

#### U.S.-born children of parent(s) with the above-named immigrations statuses if:

##### The child is in a single-parent family with a parent who is ORR-eligible, or

##### The child is in a two-parent family and both parents are ORR-eligible.

#### Other populations deemed eligible by ORR.

### Immigration documents must be collected to verify eligible for the program.

1. **Staffing and Administrative Requirements**. The Contractor must:
   1. Provide staffing as indicated in the Contractor’s budget (incorporated by reference).
   2. Ensure all employees and volunteers who have access to confidential client information sign a DSHS Agreement on Nondisclosure of Confidential Information form which is available at [03-374d.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.dshs.wa.gov%2Fsites%2Fdefault%2Ffiles%2Fforms%2Fword%2F03-374d.docx&wdOrigin=BROWSELINK);
   3. Ensure all participants understand, review and sign a service “Consent form.” The DSHS Consent Form 14-012 in English and 51 additional languages can be found at <https://www.dshs.wa.gov/fsa/forms?field_number_value=14-012&title=&=Apply>. If an interpreter or translator is used to explain the form to the participant, the interpreter and/or translator must sign and date in the “Agency Contact/Witness” box and provide telephone contact information. Parents must sign the Consent form on behalf of their minor children;
   4. Ensure activities and services do not duplicate or supplant services provided by the Contractor through other funding sources.
2. **Contractor Responsibilities**. The Contractor shall:

## Outreach to potentially eligible participants and only enroll those who meet ORR-eligibility.

* 1. Coordinate and facilitate the Early Childhood Development Parenting Program and Orientations to Day Care and Preschool Systems in a manner that supports a culturally and linguistically responsive environment.
  2. Report all cases of child abuse or suspected child abuse in accordance with Washington State’s mandated reporter laws.
  3. Ensure participants sign-in and track attendance for all participants.
  4. Develop and administer a pre/post-survey for parents in the Early Childhood Development Parenting Program.

## Administer the Parenting Interactions with Children: Checklist of Observations Linked to Outcomes (PICCOLO) for parents in the Early Childhood Development Parenting Program.

* 1. Ensure services are available free of charge to participants.

1. **Documentation.**
   1. The Contractor shall have the discretion to maintain a filing system that best meets its business needs, however, documentation must be organized and easily accessible for the purpose of desk audits and monitoring under this Contract.
   2. Program services and activities that require backup and/or support documentation include but is not limited to the following:
      1. A legible copy of the participant’s Permanent Resident Card (I-551, I-94 (arrival document) or other USCIS documentation verifying current immigration status and date of arrival to the U.S.
      2. DSHS 14-012(X) Consent form in participant’s native language signed by the participant and Contractor as referenced in Section 3;
   3. Back-up documentation and materials that support programming and instruction;
   4. Attendance/sign-in sheets.
2. **Reporting.**
   1. On a monthly basis, the Contractor must submit an A-19 invoice, including CSR, for payment as described in Special Terms and Conditions. In addition, the Contractor will submit a Monthly Caseload Report (MCR) reporting document which details participant demographic information and monthly service activities. DSHS will provide this document in an Excel format to submit this report.
   2. On a quarterly basis, the Contractor must complete the Quarterly Performance Outcomes tab in the Monthly Caseload Report (MCR) to demonstrate eligibility for the Quarterly Performance Outcome payments.
   3. On a quarterly basis, the Contractor must submit an accurate and clear Quarterly Narrative Report. DSHS will provide the template.
   4. Within 30 days of the Contract end date, the Contractor must complete the Annual Performance Outcome tab in the Monthly Caseload Report (MCR) to demonstrate eligibility for the Annual Performance Outcome payment.

Exhibit C – PROGRAM OUTCOMES AND CONSIDERATIONS

EARLY REFUGEE SCHOOL IMPACT PROGRAM

# **Program Outcomes.** (*NOTE: The outcomes below are examples that are being shown for illustrative purposes only to demonstrate how Contracts are structured. Each Contract will be tailored to an applicant’s specific proposal.)*

## The Contractor shall serve at least XX parents on a quarterly basis in its Early Childhood Development Parenting Program.

## The Contractor shall serve a minimum of XX unduplicated parents annually in the Early Childhood Development Parenting Program.

## The Contractor shall administer at least XX PICCOLOs to parents in the Early Childhood Development Parenting Program annually.

## The Contractor shall offer at least XX Orientations to Day Care and Preschool Systems on a quarterly basis.

## Contractor shall complete the Implementation Plan and develop the Pre/Post Survey (subject to ORIA approval) to be used in the Early Childhood Development Parenting Program within 30 days of the Contract start date.

# **Consideration.**

## Total Contract Consideration

The total amount payable to the Contractor for satisfactory performance of the work under this Contract shall not exceed the Maximum Contract Amount shown on Page 1 of this Contract and shall be paid in accordance with the fees set forth in the Contract.

The Contract Amount for October 1, 2023-September 30, 2024 is **$XX**. The Contractor will be compensated for the following services:

### Administration and Services $XX (XX per month)

### Quarterly Performance Outcomes $XX (XX paid each quarter)

### Annual Performance Outcomes $XX (one-time payment)

### Evaluation Tool: pre/post survey $XX (one-time payment)

### Program Implementation Plan $XX (one-time payment)

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### TOTAL **$XX.00**

## Administration and Services

### The total amount payable to the Contractor for satisfactory performance of administering and providing services under this Contract shall not exceed XX of the Contract Maximum Amount shown on page one (1) of this Contract. DSHS shall make equal monthly payments of XX per month for 12 months upon receipt of an MCR that shows at least 10 unduplicated clients were served, with the exception of the months of October and November.

## Quarterly Performance Outcome Payments

### DSHS shall pay the Contractor $X for serving at least XX parents quarterly in the Early Childhood Development Parenting Program.

### DSHS shall pay the Contractor $XX for facilitating at least X Orientations to Day Care and Preschool Systems per quarter.

## Annual Performance Outcome Payments

### DSHS shall pay the Contractor $XX for enrolling at least X unduplicated parents in the Early Childhood Development Parenting Program.

### DSHS shall pay the Contractor $XX for administering at least X PICCOLOs to parents in the Early Childhood Development Parenting Program.

## One Time Payments

### DSHS shall pay the Contractor $XX for submitting the pre/post-survey that will be provided to parents in the Early Childhood Development Parenting Program. The survey is subject to DSHS approval. Submission is due 30 days after Contract Execution.

### DSHS shall pay the Contractor $XX for completing Implementation Plan on a format provided by DSHS. Submission is due 30 days after Contract Execution.