



**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES (DPHSS)
DIVISION OF SENIOR CITIZENS (DSC)**



**LEGAL ASSISTANCE SERVICES
PROGRAM**

**REQUEST FOR PROPOSAL SPECIFICATIONS
RFP/DPHSS-2013-001**

Terms of Services Required: This procurement is to procure Legal Assistance Services Program services. The initial term of the contract shall be one year from the date the Governor has signed the contract, with an option for renewal up to one (1) one-year renewal term, upon the option of the Government.

The Legal Assistance Services (LAS) Program is funded in part by the Department of Health and Human Services, Administration for Community Living, through the Older Americans Act, As Amended, Grant Number: 13AAGUT3SP, Catalog of Federal Domestic Assistance (CFDA) Number 93.044, Title III-B and local Government of Guam funds.

Final Version

LEGAL ASSISTANCE SERVICES (LAS) PROGRAM
REQUEST FOR PROPOSAL RFP/DPHSS-2013-001

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I. GENERAL INFORMATION

1. AUTHORITY

Department of Health and Human Services, Administration for Community Living, Older Americans Act of 1965 (Older Americans Act Amendments, as Amended) Public Law 109-365 and Title III-B Federal funds Grant Numbers: 13AAGUT3SP for Fiscal Year 2013, 14AAGUT3SP for Fiscal Year 2014, and 15AAGUT3SP for Fiscal Year 2015, Catalog of Federal Domestic Assistance (CFDA) Number 93.044, and Title 45 Code of Federal Regulations, Part 92.

2. TYPE OF SERVICES OR PROGRAM

Legal Assistance Services Program

3. PURPOSE OF REQUEST FOR PROPOSALS

To provide legal advice and representation by an attorney to older individuals with greatest economic or social needs; and includes to the extent feasible, counseling or other appropriate assistance by a paralegal or law student under the direct supervision of an attorney; and counseling or representation by a non-lawyer where permitted by law.

4. CONTRACTING ENTITY

Government of Guam
Department of Public Health and Social Services (DPH&SS)
Division of Senior Citizens (DSC)

5. NUMBER OF CLIENTS TO BE SERVED

Approximately 300 eligible older individuals.

6. TERMS OF SERVICES REQUIRED

The effective date of any awards shall be the date of signature by the Governor. The initial term of the contract shall be one year from the date the Governor has signed the contract, with an option for renewal up to one (1) one-year renewal term, upon the option of the Government.

Additionally there shall be a special monthly extension period after the final renewal term on a month to month basis (each being a “Monthly Extension Period”), to begin immediately after the expiration of the final renewal period, provided that in no event may the parties agree to more than six (6) Monthly Extension Periods. The Monthly Extension Periods may be agreed to by the parties only if the Government is unable to continue the services uninterrupted under a new contract after a new solicitation and procurement undertaken by the Government.

The term of contract and special Monthly Extension Periods, are subject to the availability of funds from fiscal year to fiscal year and the Government’s

determination of its best interest.

In the event funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled and the contractor shall be reimbursed or the reasonable value of any non-recurring costs incurred but not amortized in price of supplies or services delivered under the contract.

7. **CONTRACTING AUTHORITY**

Title 2, Guam Administrative Rules and Regulations (GAR), Division 4, §2112; Title 5, Guam Code Annotated (GCA) §5121 entitled “Authority to Contract for Certain Services and Approval of Contracts”.

8. **TYPE OF CONTRACT**

Indefinite Quantity Contract, Title 2 GAR Division 4, §3119(i)(2).

9. **INTRODUCTION**

The Legal Assistance Service (LAS) Program is funded in part by the Department of Health and Human Services, Administration for Community Living, through the Older Americans Act, As Amended, Grant Number: 13AAGUT3SP, Catalog of Federal Domestic Assistance (CFDA) Number 93.044, Title IIIB and local Government of Guam funds.

10. **RFP SPECIFICATIONS**

These RFP specifications were drafted by personnel of the Division of Senior Citizens to include but not limited to the Senior Citizens Administrator and Program Coordinators of the DPH&SS, DSC.

11. **CONTACT INDIVIDUAL**

Ms. Charlene D. San Nicolas
Program Coordinator IV
Division of Senior Citizens, DPH&SS
Telephone: 735-7015 or 735-7421

II. INSTRUCTIONS TO THE OFFERORS

The offeror shall follow all instructions contained in this Request for Proposal (RFP) packet according to the format provided.

1. **COVER LETTER.** A cover letter shall accompany the response to the RFP identifying it as the official response to the DPH&SS, DSC RFP, citing the date of publication of the RFP, the RFP number and published program name. The cover letter shall contain assurances of the following:

- a. The organization understands the requirements and provisions of the

“Request For Proposal” and any changes thereto, and is willing and able to provide the services specified in the RFP.

- b. The organization accepts responsibility to be in compliance with all applicable rules, regulations, statutes, and laws pertaining to the program, inclusive of procurement rules and regulations and compliance requirements as stipulated by the Government, DPH&SS, DSC.
- c. The organization retains and shall retain the financial capability to provide the required services of this program.
- d. The organization is legally qualified to contract with the Government of Guam.
- e. The organization has not filed for, nor is in the process of filing for bankruptcy.
- f. The organization has not retained a person to solicit or secure a Territorial contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.
- g. The organization ensures that its employees who directly provide the services which are the subject to this agreement and whose occupational titles are listed in the Wage Determination issued by the U.S. Department of Labor as made applicable to Guam by Title 5 GCA §5801, now receive or will receive wages and benefits accordingly. The organization will comply with the Federal regulations on Wage Determination and will be solely responsible for submitting Standard Form 98, if positions are not listed on the current Wage Determination List.
- h. The organization ensures compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996, P.L. 104-191 and the Federal “Standards for Privacy of Individually Identifiable Health Information” promulgated thereunder at 45 CFR Parts 160 and 164.
- i. The organization ensures compliance relative to preventing the inappropriate disclosure and misappropriation of social security numbers (Ref. Article 7, Title 5 GCA, Chapter 32).
- j. The organization is strictly prohibited from employing convicted sex offenders to work directly with clients. (Ref. Title 5 GCA§5253)

- k. The Cover Letter must acknowledge receipts of all amendments to this RFP.
 - l. Each Offeror may only submit one (1) proposal. Multiple offers or alternative offers will be rejected.
2. **REGISTRATION REQUIRED.** DPH&SS maintains a procurement registration log and has a contact registration card process. Only registered potential offerors may submit proposals in this procurement. Official communications, clarifications and amendments to the RFP will be sent to all registered potential offerors. Receipt and acknowledgment of all RFP amendments is required of all offerors submitting proposals.
3. **MANDATORY FORMS.** The Guam Procurement Law requires each offeror to make a number of disclosures. Some of the disclosures are required for an offeror to qualify to submit a bid or a proposal. An explanation of each disclosure follows. For the offeror's ease in making these required disclosures, the purchasing agency is providing sample disclosure forms. They must be completed and included with the proposal. The forms are attached in Section XIV. Appendix of Mandatory Forms. **Failure to complete and submit the forms will automatically disqualify a proposal as being non-responsive, and such proposal will not be evaluated.** All notarized affidavits must be prepared no earlier than thirty (30) days prior to submission. Furthermore, all disclosure forms submitted by the offeror awarded the contract will be open to public inspection and copying.
- a. **Offeror's Profile.** The Contractor shall provide background information on as to its official name, location, contact information, offeror's staff to manage the program, type of offeror, date of incorporation, and the number of years the offeror has been in business.
 - b. **Affidavit Disclosing Ownership and Commissions.** As a condition of bidding and doing business with the government, an offeror must disclose in the form of an affidavit the names of all persons owning more than ten percent (10%) of the outstanding interest of the offeror's business during the twelve-month period immediately preceding the date the proposal is submitted, including the percentage owned by each such person or entity. The same affidavit must also disclose the identity of anyone who has received or is entitled to receive a commission, gratuity, percentage, brokerage or other compensation or contingent arrangement for procuring a contract with the purchasing agency or for assisting the offeror in obtaining business related to this Request for Proposals, and the value or amounts. Please note that commissions, gratuities, percentages, contingency fees, or other compensation for the purposes stated herein are prohibited by Guam law, except that this prohibition does not apply to fees payable by the offeror upon contracts or sales secured or made through

bona fide established commercial or selling agencies maintained by the offeror for the purpose of securing business.

- c. **Affidavit re Non-Collusion.** The offeror must represent that its offer is genuine and not a sham and that the offeror is not in collusion with others, and that the offeror has not colluded, conspired, connived or agreed, directly or indirectly with any other person or offeror to put in a sham proposal, or to fix the cost of the contract, or to secure any advantage against the government or any person interested in the contract.

- d. **Affidavit re No Gratuities and Kickbacks.** The offeror must represent, pursuant to Title 2 GAR, Division 4, §11107(e), that it has not violated, is not violating, and promises that it will not violate, the prohibition against gratuities and kickbacks set forth in the Guam Procurement Law. The prohibition is as follows: It is a breach of ethical standards for any person to offer, give, or agree to give any government employee or former government employee, or for any government employee or former government employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advise, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal thereof. Further, it shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement of the award of a subcontract or order.

- e. **Affidavit re Ethical Standards.** The offeror must represent, pursuant to Title 2 GAR, Division 4 §11103(b), that it has not knowingly influenced, and promises that it will not knowingly influence, a government employee to breach any of the ethical standards set out in Guam's procurement code or regulation pertaining to ethics in public contracting.

- f. **Affidavit re Contingent Fees.** The offeror must represent, pursuant to Title 2 GAR, Division 4, §11108(f) and §11108(h), that it has not retained any person or agency on a percentage, commission, or other contingent arrangements to secure a contract with the government; nor has it retained a person to solicit or secure a contract with the government of Guam upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide

condition for proposal submission or award selection.

7. **SUBMISSION:**

- a. Proposals shall be typewritten, be complete and technically accurate at the time of submission. Proposals shall be submitted on standard white paper and be clipped, stapled, or bound and submitted in a sealed envelope.
- b. Envelope(s) shall be sealed and labeled indicating the following:

<p>REQUEST FOR PROPOSAL TO BE OPENED BY AUTHORIZED PERSONS ONLY RFP Number RFP/DPHSS-2013-001 Legal Assistance Service Program</p> <p>Submission Date: _____ Submission Time: _____ Received By: _____</p> <p style="text-align: center;">DSC Personnel</p>

- c. **DO NOT FAX PROPOSALS.** An original and seven (7) copies of the proposal shall be submitted. Proposals shall be mailed or delivered to the DPH&SS, DSC. Mailed proposals shall be received on or before the deadline. If delivered, ensure that the envelope containing the proposal is date-stamped by the DPH&SS, DSC personnel.

MAIL TO:
Mr. Arthur U. San Agustin, MHR
Senior Citizens Administrator
Division of Senior Citizens
123 Chalan Kareta
Mangilao, Guam 96913-6304

DELIVER TO:
Mr. Arthur U. San Agustin, MHR
Senior Citizens Administrator
Division of Senior Citizens
130 University Drive
Suite 8 University Castle Mall
Mangilao, Guam 96913

8. **DEADLINE:**

- a. An original and seven (7) copies of the proposal shall be delivered to the Division of Senior Citizens Office located at 130 University Drive, Suite 8 University Castle Mall, Mangilao, Guam 96913, **no later than 3:00 p.m., Monday, August 12, 2013.**
- b. **DPH&SS, DSC SHALL NOT EVALUATE PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED.**

9. **RIGHT TO REJECT OFFERS AND CANCEL THE PROCUREMENT.** DPH&SS shall have the right to reject all proposals, or individual proposal in whole or in part, and/or cancel this procurement if it is determined to be in the best interest of the DPH&SS.
10. **TAXES.** Offerors are cautioned that they are subject to Guam Income Taxes as well as all other taxes on Guam transactions. Specific information on taxes may be obtained from the Director of Revenue and Taxation. It is the policy of the Government of Guam to award proposals to Offerors duly authorized and licensed to conduct business in Guam.

III. CONTRACTING INFORMATION

1. **FEDERAL FUNDS.** This procurement is funded with federal and local funds. The Federal Grant Funds are from the United States Department of Health & Human Services, Administration for Community Living, Supportive Services. The Grant Document Numbers are: 13AAGUT3SP, 14AAGUT3SP, and 15AAGUT3SP for Fiscal Years 2014, and 2015. The Catalog of Federal Domestic Assistance (CFDA) Number is 93.044 Title IIIB. The Notice of Grant Award for the above funds incorporates in its terms and conditions the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local, and Tribal Governments under Title 45 Code of Federal Regulations, Part 92. The above mentioned federal laws and regulations are incorporated herein as if fully re-written and offeror agrees to abide by them in addition to all other applicable federal and Guam laws and regulations and the Department of Public Health and Social Service, Division of Senior Citizens processes and program requirements, including but not limited to the 2012-2015 Guam Four Year State Plan on Aging.

The Federal Grant Funds and local Government of Guam Funds are anticipated to be received with regards to this procurement as part of the annual appropriation for DPH&SS is required to be provided in that they are a recurring service which Guam has agreed to provide as documented in their submission of Guam's Four Year State Plan on Aging for 2012-2015 and subsequently approved by U.S. Health Secretary for Aging.

2. **TYPE OF CONTRACT.** The Director, DPH&SS has determined in writing that services required under this RFP meet all requirements of an Indefinite Quantity Contract under Title 2 GAR Division 4, §3119(i)(2), and shall be used for this award. This contract provides that the contractor shall be reimbursed for the allowable cost incurred in performing the contract, but shall not receive a fee.
3. **TERM OF CONTRACT.** The effective date of any awards shall be the date of signature by the Governor. The initial term of the contract shall be one year from the date the Governor has signed the contract, with an option for renewal up to one (1) one-year renewal term, upon the option of the Government.

4. Additionally there shall be a special monthly extension period after the final renewal term on a month to month basis (each being a “Monthly Extension Period”), to begin immediately after the expiration of the final renewal period, provided that in no event may the parties agree to more than six (6) Monthly Extension Periods. The Monthly Extension Periods may be agreed to by the parties only if the Government is unable to continue the services uninterrupted under a new contract after a new solicitation and procurement undertaken by the Government.

The term of contract and special Monthly Extension Period, are subject to the availability of funds from fiscal year to fiscal year and the Government’s determination of its best interest.

In the event funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled and the contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in price of supplies or services delivered under the contract.

IV. PROPOSAL PROCESS

1. RECEIPT AND HANDLING OF PROPOSALS:

- a. **REGISTRATION.** Proposals and modifications shall be time-stamped upon receipt and held in a secure place until the established due date. Proposals shall not be opened publicly nor disclosed to unauthorized persons, but shall be opened in the presence of two or more procurement officials. A Register of Proposals shall be established which shall include for all proposals, the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the services offered. The Register of Proposals shall be opened to public inspection only after award of the contract. Proposals of offerors who are not awarded the contract shall not be opened to public inspection.
- b. **REQUESTS OF NONDISCLOSURE OF DATA.** If the offeror selected for award has requested in writing the nondisclosure of trade secrets and other proprietary data so identified, the head of the agency conducting the procurement or a designee of such office shall examine the request in the proposal to determine its validity prior to entering negotiations. If the parties do not agree as to the disclosure of data in the contract, the head of the agency conducting the procurement or a designee of such officer shall inform the offeror in writing what portion of the proposal will be disclosed and that, unless the offeror withdraws the proposals or protests under 5 GCA Chapter 5 Article 9 (Legal and Contractual Remedies) of the Guam Procurement Act, the proposal will be so disclosed.

c. **CLARIFICATION OF SPECIFICATIONS.** Discrepancies, omissions, or doubts as to the meaning of the specifications shall be communicated in writing to the named contact individual of the contracting entity for interpretation. Offerors shall act promptly and allow sufficient time for a reply to reach them before the submission of their proposal. Interpretation, if required, shall be in the form of a modification to the specifications and forwarded to all prospective offerors, and its receipt acknowledged by the offeror on the proposal form.

2. **DISCUSSION:**

a. **Discussions Permissible.** The head of the agency conducting the procurement or a designee of such officer shall evaluate all proposals submitted and may conduct discussions with any offeror. The purposes of such discussions shall be to:

- 1) determine in greater detail such offeror's qualifications, and
- 2) explore with the offeror the scope and nature of the required services, the offeror's proposed method of performance, and the relative utility of alternative methods of approach.

b. **No Disclosure of Information.** Discussions shall not disclose any information derived from proposals submitted by other offerors, and the agency conducting the procurement shall not disclose any information contained in any proposals until after award of the proposed contract has been made. The proposal of the offeror awarded the contract shall be opened to public inspection except as otherwise provided in the contract. (Title 2 GAR Division 4, §3114(h)(1), Receipt and Handling of Proposals, Registration).

c. **Modification or Withdrawal of Proposals.** Proposals may be modified or withdrawn at any time prior to the conclusion of discussions.

3. **EVALUATION.** Proposals shall be evaluated only on the basis of evaluation factors stated in the Request for Proposal.

Proposal Evaluation Factors: To be considered eligible for award, the proposal from the offeror shall need to garner 70 points or greater from the evaluating committee. No credit for extraneous materials or additional information to that requested shall be given by the RFP Committee. The DPH&SS shall have the right to inspect the proposed offices and facilities to be utilized in this program during the evaluation period to determine its suitability.

- a. **30 POINTS MAXIMUM** - The offeror's proposal is compliant with the requirements of performing this service with the requirements of this RFP including but not limited to the plan for performing the required services. The offeror submitted all the required information and attachments and responded to all questions and items in the RFP, including the Organization's Service Delivery Plan, the Scope of Services – Program Specifications and the Standard Operating Procedures inclusive of an Emergency Management Plan.
 - b. **25 POINTS MAXIMUM** - The offeror is able to perform the services as reflected by technical training and education, general experience, specific experience in providing the required services, professional history and the qualifications and abilities of personnel proposed to be assigned to perform the services (include joint ventures, associations, professional subcontracts, etc.).
 - c. **25 POINTS MAXIMUM** - The personnel, equipment, and facilities to perform the services currently available or demonstrated to be made available at the time of contracting and are compliant with the requirements of this RFP.
 - d. **20 POINTS MAXIMUM** – The offeror's record of past performance of similar work.
4. **SELECTION OF THE BEST QUALIFIED OFFERORS.** After conclusion of validation of qualifications, evaluation, and discussion as provided in Title 2 GAR Division 4, §3114(i) (Discussions), the head of the agency conducting the procurement or a designee of such officer shall select, in the order of their respective qualification ranking, no fewer than three acceptable offerors (or such lesser number if less than three acceptable proposals were received) deemed to be the best qualified to provide the required services.

The acceptable offerors shall be ranked in order of the number of points received during the evaluation process. The best qualified offeror is the one receiving the highest number of points.

5. **SUBMISSION OF COST OR PRICING DATA.** The offeror determined to be best qualified shall be required to submit cost or pricing data to the head of the agency conducting the procurement at a time specified prior to the commencement of negotiations in accordance with Title 2 GAR Division 4, §3118 (Cost or Pricing Data) of these regulations.
6. **NEGOTIATION AND AWARD OF CONTRACT.**
 - a. **General.** The head of the agency conducting the procurement or a designee of such officer shall negotiate a contract with the best qualified

offeror for the required services at compensation determined in writing to be fair and reasonable.

- b. **Elements of Negotiation.** Contract negotiations shall be directed toward:
 - 1) Making certain that the offeror has a clear understanding of the scope of work, specifically, the essential requirements involved in providing the required services;
 - 2) Determining that the offeror will make available the necessary personnel and facilities to perform the services within the required time; and
 - 3) Agreeing upon compensation which is fair and reasonable, taking into account the estimated value of the required services, and the scope, complexity, and nature of such services.
- c. All cost in this procurement must be reasonable, allocable, and necessary to the project, and they must also comply with Federal and Government of Guam funding statutes and regulations.
- d. **Successful Negotiation of Contract with Best Qualified Offeror.** If compensation, contract requirements, and contract documents can be agreed upon with the best qualified offeror, the contract shall be awarded to that offeror.
- e. **Failure to Negotiate Contract With Best Qualified Offeror.**
 - 1) If compensation, contract requirements, or contract documents cannot be agreed upon with the best qualified offeror, a written record stating the reasons there for shall be placed in the file and the head of the agency conducting procurement or designee of such officer shall advise such offeror of the termination of negotiations which shall be confirmed by written notice within three days.
 - 2) Upon failure to negotiate a contract with the best qualified offeror, the head of the agency conducting the procurement or the designee of such officer may enter into negotiations with the next most qualified offeror. If compensation, contract requirements, and contract documents can be agreed upon, then the contract shall be awarded to that offeror. If negotiations again fail, negotiations shall be terminated as provided in Title 2 GAR Division 4, § 3114 (1)(4)(a) of this Section and commence with the next qualified offeror.

7. **NOTICE OF AWARD:**
 - a. Written notice of award shall be public information and made a part of the contract file.
 - b. The award of any contract, based on the proposal received in response to this RFP, is contingent upon the DPH&SS, DSC receiving adequate Title III and local funds.
8. **FAILURE TO NEGOTIATE CONTRACT WITH OFFERORS INITIALLY SELECTED AS BEST QUALIFIED.** Should the head of the agency conducting the procurement or a designee of such officer be unable to negotiate a contract with any of the offerors initially selected as the best qualified offerors, offers may be resolicited or additional offerors may be selected based on original, acceptable submissions in the order of their respective qualification ranking and negotiations may continue in accordance with Title 2 GAR Division 4, 3114(1)(4) of this Section until an agreement is reached and the contract awarded.
9. **RIGHT TO PROTEST AND BE HEARD.** Any actual or prospective offeror who may be aggrieved in connection with the method of source selection, solicitation or award of a contract, may protest to the Director, DPH&SS, in accordance with the provisions of Title 5 GCA, Article 9 and as otherwise provided for by law, rule or regulation. The protest shall be submitted in writing within fourteen (14) days after such aggrieved person knows or should know the facts giving rise thereto.

V. BACKGROUND INFORMATION

1. **OFFEROR'S PROFESSIONAL HISTORY:**
 - a. Describe the history of your organization and its mission as it relates to Legal Assistance Services (LAS) Program or similar services for older individuals, including incorporation date, if applicable, and principal sources of financial support.
 - b. Attach a copy of your organization's current business license or certification, or a statement of exemption where appropriate from the Guam Department of Revenue and Taxation.
 - c. List past experience with Title III Aging Programs and other similar programs administered by your organization and significant accomplishments.
 - d. List all government contracts awarded in the previous three (3) years by title and contract amounts.

- e. List any professional disciplinary complaints filed against your organization's attorneys that have been fully adjudicated, are pending before the Supreme Court of Guam, or have resulted in a public reprimand by the Guam Bar Association.
- f. List any pending and adjudicated criminal, civil contempt, or malpractice proceedings against the applicant and any attorneys employed by the applicant.

2. **OFFEROR'S FINANCIAL CONDITION:**

- a. If your organization was awarded a government contract, during the previous three (3) years, list citations in the areas of procurement, questioned costs or material weaknesses identified by the government through a program audit. Include the status or resolution of each listed.
- b. If your organization was awarded a government contract, list occurrences in which your organization failed to submit timely audits and reasons for such failure to submit within the last three (3) years, as applicable.
- c. List organization's defaults of material and financial obligations over Five Thousand Dollars (\$5,000.00). Indicate any liens or levies attached to your organization's property or earnings as a result of such obligations, and the status and resolution of each obligation.
- d. For new offerors, provide a copy of your organization's latest financial Audit Report, as applicable, state reason if none is available.
- e. Tax-exempt organizations shall attach a copy of their latest financial Annual Information Return including Form 990, schedules and supporting documents [Ref. 26 CFR Part 301 §6104(d)].
- f. A partnership, sole proprietorship, or corporation shall submit a notarized affidavit that lists the name and address of any person who has held more than ten percent (10%) of the outstanding interest or shares in the organization at any time during the twelve (12) month period immediately preceding submission of this proposal (Ref. Title 5 GCA, Article 3, Part D, §5233).
 - (1) The affidavit shall contain the number of shares or the percentage of all assets of the organization that were held by each such person during the twelve (12) month period.
 - (2) The affidavit shall contain the name and address of any person who has received or is entitled to receive a commission, gratuity or

other compensation for procuring or assisting in obtaining business related to this proposal and shall also contain the amounts of any such commission, gratuity or other compensation.

3. **OFFEROR'S STAFFING.** The Contractor shall describe the minimum qualifications, abilities and responsibilities of the Attorney who would be assigned to provide the required services. The Attorney shall provide a copy of a Certificate of Good Standing from the Supreme Court of Guam or the highest court of any jurisdiction(s) in which they are licensed to practice, dated within twelve (12) months immediately preceding the deadline for submission of proposal. The organization shall ensure the key position identified in this RFP meet all employment requirements and qualifications, abilities and responsibilities as stipulated in this RFP.

4. **OFFEROR'S ADVOCACY AND CAPACITY EXPERIENCE:**
 - a. Describe in narrative form your advocacy experience and current efforts regarding areas affecting older individuals and their outcomes.

 - b. The legal assistance provider shall [reference §1321.71 45 CFR Ch. XIII (10-1-11 Edition)]:
 - (1) Have staff with expertise in specific areas of law affecting older persons in economic or social need, for example, public benefits, institutionalization and alternatives to institutionalization;

 - (2) Demonstrate the capacity to provide effective administrative and judicial representation in the areas of law affecting older persons with economic or social need;

 - (3) Demonstrate the capacity to provide support to other advocacy efforts, for example, the long-term care ombudsman program;

 - (4) Demonstrate the capacity to provide legal services to institutionalized, isolated, and homebound older individuals effectively; and

 - (5) Demonstrate the capacity to provide legal assistance in the principal language spoken by clients in areas where a significant number of clients do not speak English as their principal language.

VI. ORGANIZATION'S SERVICE DELIVERY PLAN

1. **STANDARD OPERATING PROCEDURES.** The Contractor shall ensure Standard Operating Procedures, inclusive of an Emergency Management Plan, is current and submitted as part of the response to this RFP.

2. **EMERGENCY MANAGEMENT PLAN.** In an effort to protect the health, safety and welfare of clients, as applicable, the Contractor shall visibly post emergency telephone numbers and the established emergency procedures that are subject to review by the DPH&SS, DSC. The Emergency Management Plan shall include written procedures to be followed in the event of natural or manmade disasters, or incidences which may impact their health, safety or welfare to include:
 - a. Fire/earthquake, to include a quarterly drill with an evacuation plan visibly posted in which all clients, staff, volunteers and student interns participate;
 - b. Health emergencies such as Pandemic flu outbreaks;
 - c. Physical threat, to include bodily harm situations;
 - d. Severe weather or a natural disaster; and
 - e. Power and/or water outages.

VII. SCOPE OF SERVICES: PROGRAM SPECIFICATIONS

The Contractor shall be cognizant of the provisions of Title III B of the Older Americans Act of 1965, as amended and the Code of Federal Regulations (45 CFR Chapter XIII, Subchapter C, Part 1321).

1. **PURPOSE.** Legal Assistance Services under Title III of the Older Americans Act shall provide legal advice and representation by an attorney to older individuals with economic or social needs; and includes to the extent feasible, counseling or other appropriate assistance by a paralegal or law student under the direct supervision of an attorney; and counseling or representation by a non-lawyer where permitted by law to approximately 300 eligible seniors.
2. **TARGET POPULATION.**
 - a. Persons age 60 or over older individuals who are frail, homebound by reason of illness or incapacitating disability, or otherwise isolated, shall be given priority in the delivery of services (Ref. 45 CFR 1321.69).
 - b. Older individuals with greatest economic need and older individuals with greatest social needs, (with particular attention to low-income older individuals, including low-income minority older individuals, older individuals with limited English proficiency, and older individuals residing in rural areas) [Ref. Section 305(a)(2)(E) Older Americans Act of 1965, as amended].
 - c. Older individuals with severe disabilities [Ref. Section 307(a)(17) of the Older Americans Act of 1965, as amended].
 - d. Older individuals who require a Power of Attorney or a document of equal weight legally authorizing a person to sign on behalf of the older individual for Adult Day Care admission.
 - e. Older individuals who are referred by the Bureau of Adult Protective Services who are seeking legal remedy for cases where the older individual may or may not have died as a result of abuse.
3. **TYPES AND PRIORITY OF SERVICE.** The Legal Assistance Service Provider shall:
 - a. Demonstrate the experience and capacity to deliver legal assistance;
 - b. Attempt to involve the private bar in legal assistance activities including groups within the private bar furnishing services to older individuals on a pro bono and reduced fee basis;

- c. Provide legal assistance to older individuals with social or economic need and has agreed to coordinate its services with existing Legal Services Corporation projects in the planning and service area in order to concentrate the use of funds provided on individuals with the greatest such need; and
 - d. Give priority to legal assistance, based on urgency of need related to income, health care, long-term care, nutrition, housing including landlord-tenant issues primarily in defense against evictions, utilities, protective services, defense of guardianship, abuse, neglect, age discrimination regarding employment, consumer issues in cases that reflect a pattern of fraud against the elderly as a group, land issues regarding “title to” or “use of property” and public benefits. These services shall include Advance Directives including financial and health care powers of attorney, powers of attorney, restraining orders, wills, etc., as applicable.
4. **SUPPORTIVE SERVICES PROGRAM AUTHORIZED.** The Contractor shall ensure services are designed to provide to older individuals legal assistance and other counseling services and assistance, including:
- a. Tax counseling and assistance, financial counseling, and counseling regarding appropriate health and life insurance coverage.
 - b. Representation:
 - (1) of individuals who are wards (or are allegedly incapacitated); and
 - (2) in guardianship proceedings of older individuals who seek to become guardians, if other adequate representation is unavailable in the proceedings; and
 - c. Provision, to older individuals who provide uncompensated care to their adult children who have a disability, of counseling to assist such older individuals with permanency planning for such children.
 - d. To provide information and training for individuals, who are or may become guardians or representative payees of older individuals including information on the powers and duties of guardians and representative payees and on alternatives to guardianship.
 - e. Advocate for senior rights and entitlements programs and provide support for other advocacy efforts.

5. **LEGAL ASSISTANCE.** Code of Federal Regulations, Title 45 Section 1321.71.
 - a. A legal assistance provider may not require an older person to disclose information about income or resources as a condition for providing legal assistance under this part.
 - b. A legal assistance provider may ask about the person's financial circumstances as a part of the process of providing legal advice, counseling and representation, or for the purpose of identifying additional resources and benefits for which an older person may be eligible.
 - c. A legal assistance provider and its attorneys may engage in other legal activities to the extent there is neither conflict of interest nor other interference with their professional responsibilities under the Act.
6. **LEGAL FEES.** The Contractor shall not be required to pay court fees, filing fees, recording fees, etc. These legal assistance services-related fees are the responsibility of the client. However, if a client is indigent, the Contractor shall assist the client in obtaining a waiver for fees.
7. **FEE GENERATING CASES.** The Contractor shall not use funds received under this program to provide legal assistance in a fee generating case unless other adequate representation is unavailable or there is an emergency requiring immediate legal action. The Contractor shall establish procedures for the referral of fee generating cases.
 - (1) "Fee generating case" means any case or matter which, if undertaken on behalf of an eligible client by an attorney in private practice, reasonably may be expected to result in a fee for legal services from an award to a client, from public funds, or from the opposing party.
 - (2) Other adequate representation is deemed to be unavailable when:
 - (1) Recovery of damages is not the principal object of the client; or
 - (2) A court appoints a provider or an employee of a provider pursuant to a statute or a court rule or practice of equal applicability to all attorneys in the jurisdiction; or
 - (3) An eligible client is seeking benefits under title II of the Social Security Act, 42 U.S.C. 401, *et seq.*, Federal Old Age, Survivors, and Disability Insurance Benefits; or title XVI of the Social Security Act, 42 U.S.C. 1381, *et seq.*, Supplemental Security Income for Aged, Blind, and Disabled.
 - (4) The case has been rejected by two (2) private attorneys for inability of senior to pay fee; or
 - (5) No lawyer will consider the case without payment of a consultation or prepayment fee that the senior is unable to pay.

- c. A provider may seek and accept a fee awarded or approved by a court or administrative body, or included in a settlement.
 - d. When a case or matter accepted in accordance with this section results in a recovery of damages, other than statutory benefits, a provider may accept reimbursement for out-of-pocket costs and expenses incurred in connection with the case or matter.
8. **PROHIBITED POLITICAL ACTIVITIES.** A provider, employee of the provider, or staff attorney shall not engage in the following prohibited political activities:
- a. No provider or its employees shall contribute or make available Older Americans Act funds, personnel or equipment to any political party or association or to the campaign of any candidate for public or party office; or for use in advocating or opposing any ballot measure, initiative, or referendum;
 - b. No provider or its employees shall intentionally identify the title III program or provider with any partisan or nonpartisan political activity, or with the campaign of any candidate for public or party office;
 - c. While engaged in legal assistance activities supported under the Act, no attorney shall engage in any political activity;
 - d. No funds made available under the Act shall be used for lobbying activities, including but not limited to any activities intended to influence any decision or activity by any nonjudicial Federal, State or local individual or body. Nothing in this section is intended to prohibit an employee from:
 - (1) Communicating with a governmental agency for the purpose of obtaining information, clarification, or interpretation of the agency's rules, regulations, practices, or policies;
 - (2) Informing a client about a new or proposed statute, executive order, or administrative regulation;
 - (3) Responding to an individual client's request for advice only with respect to the client's own communications to officials unless otherwise prohibited by the Older Americans Act, title III regulations or other applicable law. This provision does not authorize publication of lobbying materials or training of clients on lobbying techniques or the composition of a communication for the client's use; or
 - (4) Making direct contact with the area agency for any purpose;
 - (5) Providing a client with administrative representation in adjudicatory or rulemaking proceedings or negotiations, directly

affecting that client's legal rights in a particular case, claim or application;

- (6) Communicating with an elected official for the sole purpose of bringing a client's legal problem to the attention of that official; or
- (7) Responding to the request of a public official or body for testimony, legal advice or other statements on legislation or other issues related to aging; provided that no such action will be taken without first obtaining the written approval of the responsible area agency.

e. While carrying out legal assistance activities and while using resources provided under the Act, no provider or its employees shall:

- (1) Participate in any public demonstration, picketing, boycott, or strike, except as permitted by law in connection with the employee's own employment situation;
- (2) Encourage, direct, or coerce others to engage in such activities; or
- (3) At any time engage in or encourage others to engage in:
 - (i) Any illegal activity; or
 - (ii) Any intentional identification of programs funded under the Act or recipient with any political activity.

f. None of the funds made available under the Act may be used to pay dues exceeding \$100 per recipient per annum to any organization (other than a bar association), a purpose or function of which is to engage in activities prohibited under these regulations unless such dues are not used to engage in activities for which Older Americans Act funds cannot be used directly.

9. **CASE SELECTION CRITERIA.** The Contractor is encouraged to develop and implement a Case Selection Criteria to assist the Legal Assistance Services Program in defining the parameters to ensure representation is provided to those most in need, appropriate to the types of services to be provided, and the likelihood of a successful case resolution. The Contractor shall ensure written Standard Operating Procedures (SOP) for the implementation of a Case Selection Criteria is established and provided to the DPH&SS, DSC. The DPH&SS, DSC has the final authority on the matter in question.

10. **REGISTRATION OF CLIENTS.** The Contractor shall ensure written registration procedures are effectuated and implemented that address, at a minimum, the following:

- a. For purposes of this RFP, a Registered Client is an individual who received a unit of Legal Assistance service, within the reporting Fiscal Year (October 1 through September 30) is counted as a registered client.

- b. Legal Assistance (1 hour) - Legal advice, counseling and representation by an attorney or other person acting under the supervision of the attorney.
- c. The Contractor shall be responsible for registering clients and tracking deceased clients within the reporting fiscal year.
- d. The Registration Process shall include the procedures to access the Legal Assistance Services Program and procedures for referring eligible clients to other appropriate services. The Registration Process shall include the process to be used by the Contractor to ensure clients are aware of the legal assistance to be provided.
- e. **Intake, Profile and Referral (IPR) Form.** As part of the registration process, the Intake, Profile, and Referral (IPR) form (Attachment A) shall be provided by the DPH&SS, DSC and used by the Contractor to register clients for this program and to refer clients to other services.
- f. **IPR Record Change and Service Form.** This form (Attachment B) shall be used by the Contractor to update or change a client's IPR.
- g. The Contractor shall ensure that Legal Assistance Services contacts are registered and entered into the Aging and Disability Resource Center Guam GetCare database within five (5) work days at www.guamgetcare.com or on a database identified by DPH&SS, DSC.
- h. **Emergency Referral Assessments.** The Contractor shall include in the registration process a provision to respond to critically emergent situations to protect and safeguard the life and safety of vulnerable and high risk clients.
- i. **Partial Services List.** The Contractor shall establish a list of clients who are receiving only partial services due to program constraints, while entitled to and would greatly benefit from the full service of this program, as applicable.
- j. **Wait-List.** The Contractor shall include in the registration process a "Wait-List" provision. A "Wait-List" is defined as a list of names of older individuals (clients) waiting to receive program services and currently not receiving any services. The Contractor shall submit as part of this RFP written procedures to inform clients who are on the "Wait-List" on their status for Legal Assistance and the frequency notification to the client is made.
- k. **Client Contact.** The Contractor shall ensure contact with the client occurs no later than two (2) working days after receipt of the referral to

coordinate the client's registration for this program. Referrals shall be made to assist and address the issues and needs presented by the client at time of registration subject to periodic updates.

- l. **Duplication of Services.** The Contractor shall ensure that all services funded through this program are coordinated with other appropriate services in the community, and that these services do not constitute an unnecessary duplication of services provided by other sources.
- m. The Contractor shall ensure the registered client requiring further assessment is referred within three (3) working days, unless the referral warrants to be expedited on the same day to the Case Management Services Program for seniors.

11. **CLIENTS' RIGHTS AND RESPONSIBILITIES.** The Contractor shall submit as part of this RFP written procedures governing Clients' Rights and Responsibilities that that is signed by each client availing of this program's services include, at a minimum the following:

- a. Compliance/Non-Compliance of policies, rules and regulations governing this program that respect and promote the interests, rights and values of all clients. The following rights shall be afforded to all clients of this program.
 - (1) The right to be fully informed in advance about each service provided and any changes that may affect the well-being of the client;
 - (2) The right to be fully informed orally and in writing in advance of individual's rights and obligations;
 - (3) The right to participate in planning and changing any service provided in this program, as applicable;
 - (4) The right to voice a grievance with respect to the services provided or that were failed to be provided, without discrimination or reprisal as a result of voicing such grievance;
 - (5) The right to confidentiality of records; and
 - (6) The right to have the property of clients treated with respect, as applicable
- b. The consequences for the non-compliance with rules and regulations under this program.
- c. Grievance and Appeal Procedures for clients who are dissatisfied with or denied services under this program.

- d. These procedures shall also address the needs of independently functional and functionally impaired clients and provide a transition for clients requiring other services at the time of registering for this program.
12. **MULTI-DISCIPLINARY TEAM (MDT) MEETING.** The Contractor shall convene a meeting of key stakeholders and providers to serve on the *Multi-Disciplinary Team (MDT)* to address complex issues of active clients of the LAS requiring care coordination, as necessary. Conversely, the Contractor shall serve on an MDT as requested and as necessary.
13. **AWARENESS OF ELDER CONCERNS.** The Contractor shall ensure program staff be aware of unresolved problems and concerns of clients and submit them to the Program Manager for resolution or to be reported as an unmet need. The Program Manager shall initiate a referral for the coordination of services in support of clients requiring such services with respective Contractors. A record book of client's problems and concerns shall be maintained and made available upon request by the DPH&SS, DSC.
14. **INFORMATION, REFERRAL AND ASSISTANCE.** The Contractor shall build into its program an Information, Referral and Assistance component and make a continuous effort to inform clients and their families regarding additional services and opportunities available. The Contractor shall initiate a referral for the coordination of services, i.e., housing, public benefits, and social security, for clients requiring such services with the respective Contractors, as applicable. Ensure that copies of Intake, Profile, and Referral Forms are forwarded to the Case Management Services (CMS) Program for inclusion in the CMS client database, the primary point of entry into Guam's Aging Network, and to ensure that services requested by clients that are beyond the scope of the LAS are properly addressed.
15. **PROGRAM DATABASE.** The Contractor shall be required to comply with the efforts of using a unified automated information system that would support and promote a coordinated and comprehensive system of care. This effort shall be spearheaded by DPH&SS, DSC in collaboration with the Guam Aging and Disability Resource Center Project grantee or other grantees. All Title III Contractors shall be collaborators and partners of this effort, as directed by the DPH&SS, DSC. At a minimum, the Contractor shall ensure that staff attend training, maintain and enter data, generate reports and conduct all necessary transactions in support of this reporting requirement.
16. **OFFICE/FACILITY.** The Contractor shall be responsible for the following:
 - a. Ensure office/facility(ies) are approved by the DPH&SS, DSC, as applicable.

- b. Ensure this program prominently displays a sign outside of the facility approved by the DPH&SS, DSC identifying the program's name, the Contractor administering this program and the DPH&SS, DSC as the funding source of the program, hours of operation, and office telephone number(s).
- c. Ensure all office/facility(ies) complies with the Americans with Disabilities Act Amendments Act (ADAA) requirements.
- d. **SUGGESTION BOX.** The Contractor shall ensure all program facilities shall have a Suggestion Box visibly located and accessible to clients and the general public to provide them an opportunity to express their thoughts on program services, which shall be the responsibility of the Contractor. The Contractor shall present the suggestions received from clients to either the respective organization for their review and disposition, as appropriate.

17. **HOURS OF OPERATIONS:**

- a. **OFFICE.** The Contractor shall ensure office hours are provided from 8:00 a.m. to 5:00 p.m. Monday through Friday, except on Federal and local holidays.
- b. **SERVICE.** The services shall be client driven; therefore, legal services shall be provided in the best interest of the client to meet the diversified needs of older individuals.

18. **FILES, RECORDS MAINTENANCE, ACCESS, AND CONFIDENTIALITY.** The Contractor shall ensure all client and staff files and records pertaining to the program, programmatic and financial, are accurate, complete and professionally maintained and made accessible to the DPH&SS, DSC and its authorized representatives and are subject to audit, monitoring and evaluation.

- a. **CONFIDENTIALITY.** Ensure information obtained directly or indirectly from a client be kept confidential and not released in a form that identifies the person without the informed consent of the person, or of his or her legal representative, unless the disclosure is required by court order, or for program monitoring by authorized Federal, State or local monitoring agencies (Ref. 45 CFR 1321.51). [Privacy Rule. Standards for Privacy of Individually Identifiable Health Information, Ref. 45 CFR Part 160 and Part 164, Subparts A and E].
- b. **CLIENT FILES.** Maintain and update individual client files in its central office or a designated office. Client files shall be retained for a period of three (3) years and shall include evidence of the following:

- (1) Intake, Profile and Referral Form and updates;
- (2) Acknowledgement receipt of the most current version of the Clients' Rights and Responsibilities;
- (3) Client Service Plan;
- (4) Client Service Record;
- (5) Copy of any court documents, as applicable; and
- (6) Other documents as deemed necessary by the DPH&SS, DSC.

c. **LEGAL ASSISTANCE SERVICES MONTHLY LOGBOOK.** Maintain a logbook containing the following information:

- (1) Names of all clients contacted each month in the course of providing Legal Assistance Services;
- (2) Total number of information and assistance contacts; and
- (3) Total number of outreach contacts made each month to include location and number of potential clients.

d. **STAFF FILES.** The Contractor shall maintain and update individual files of each staff member in its central office with each staff file to have copies of the following:

- (1) Current Notary License, as applicable;
- (2) Current Certificate of Good Standing from the Supreme Court of Guam and other jurisdictions for all attorneys;
- (3) Current Tuberculosis (TB) Clearance;
- (4) Original or Certified Copy of Police and Court Clearances updated every three (3) years for current staff;
- (5) Original or Certified Copy of Police and Court Clearances for new staff shall be dated no earlier than 90 days prior to employment;
- (6) U.S. District Court Clearance- Personnel Officer or designee to document, date and time U.S. District Court Clearance was reviewed and notate findings by attesting and certifying staff clearance;
- (7) Copy of High School Diploma or attainment of General Educational Development (GED);
- (8) Documentation of attendance at Annual Orientation of Title III and Title VII Aging Programs, Bureau of Adult Protective Services, and the Aging and Disability Resource Center (ADRC) Project or other program database by DPH&SS, DSC;
- (9) Documentation of continuing education, certifications, training and workshops, as applicable;
- (10) Acknowledgement receipt of the Adult Protective Services Mandate, Public Law 31-278;
- (11) Acknowledgement of Contractor's Drug/Smoke-Free Workplace Policy;

- (12) Acknowledgement of Contractor's Equal Employment Opportunity Policy;
- (13) Acknowledgement of Contractor's Standard Operating Procedures that includes an Emergency Management Plan;
- (14) Completed Employment Application;
- (15) Position Description;
- (16) Annual Work Plan and Job Performance Evaluation;
- (17) Reports of accidents and/or incidents involving staff affecting the care of clients or operation of the program and actions taken towards resolution; and
- (18) Other documents as deemed necessary by the DPH&SS, DSC.

19. **PROGRAM REPORTING REQUIREMENTS.** As a condition for receipt of funding, the Contractor shall provide the DPH&SS, DSC in a timely manner, with complete and accurate financial, statistical and other informational reports as required by the DPH&SS, DSC to meet its planning, coordination, evaluation and reporting requirements. (Ref. 45 CFR 1321.65 and 45 CFR 92.12) The Contractor shall submit the following information as required by the DPH&SS, DSC. The Contractor shall use the forms provided by DPH&SS, DSC upon award of contract. The Contractor shall ensure all monthly fiscal program reporting requirements be prepared utilizing the Microsoft Office Excel software unless otherwise agreed upon and approved by the DPH&SS, DSC. In the event, that the Contractor is unable to provide the fiscal program reporting requirements in the approved format, written notification within five (5) working days shall be provided to the DPH&SS, DSC for review and approval prior to any program changes.

a. **MONTHLY REPORTS.** The Contractor shall ensure the submission of one (1) original and one (1) copy of the Monthly Reports with transmittal page signed by the Program Manager be complete, accurate, and received by the DPH&SS, DSC in the format provided no later than 10 working days after the end of each reporting month, with the exception of the September Reports or for the month being reported on in which the contract expires, reports are due no later than five (5) working days after the end of either the fiscal year or the expiration of the contract and shall include:

- (1) Transmittal Page
- (2) Invoice
- (3) Program Income Report to include:
 - (a) Service Contributions (donations and gifts) to include:
 - 1) Number of Contributors
 - 2) Amount Contributed
 - 3) Year-to-date Service Contribution
 - (b) Grant Opportunities
 - (c) In-Kind Contributions
- (4) Program Income-Expenditures Report by Object Class

- (5) Accounts Receivable Activity Report
- (6) Statistical Report for Legal Assistance Services to include:
 - (a) Client Count
 - 1) New IPRs received by the program
 - 2) Active Clients for the Month
 - 3) Total Unduplicated Clients Registered
 - 4) Waiting List
 - 5) Partial Services List
 - (b) Clients' Ethnicity
 - (c) Clients' Citizenship
 - (d) Units of Service
 - (e) Case Profile
 - (f) Volunteer(s)
 - (g) Clients with a Disability
- (7) National Aging Program Information System (NAPIS) Client Contact
- (8) Program Summary. A narrative report that includes the following:
 - (a) New Activities
 - 1) Workshops, conferences and presentations facilitated by this program to increase program awareness (include dates, titles, presenters and locations)
 - 2) Suggestions from Clients (Surveys/Suggestion Box)
 - (b) Staff Accomplishments: Provide a narrative highlighting the results achieved by staff, volunteers, and student interns
 - 1) Trainings, Workshops, Conferences, and Presentations attended (include names of staff, volunteers, and student interns; dates, titles, presenters, and locations)
 - 2) Grants applied for or awarded to this program
 - (c) Program Accomplishments: Provide a narrative highlighting the results achieved by the Contractor
 - (d) Partial Services List: Provide a narrative to address this area
 - (e) Wait-List: Provide a narrative to address this area
 - (f) Categorical listing of unmet needs: Provide a categorical listing with an accompanying narrative documenting additional, unresolved or unmet needs identified by the program.
 - (g) Complaints, Problems and Concerns and Proposed Solutions:
 - 1) From Clients
 - 2) From Staff
 - 3) Regarding Services Provided
 - (h) Plans for Next Month

- 1) Staff and Volunteers Training Plan
 - 2) Program and Management Plan
 - a) Identify changes in administrative policies and/or procedures to improve program operations
 - b) Presentations and Outreach Plan
 - 3) Advisory Board Meetings
 - 4) Staff Meetings
- (9) **CASE LISTING.** Current year-to-date list of unduplicated cases in numerical order containing the following information.
- (a) No. and Type of Cases Received
 - (b) No. and Type of Cases Accepted
 - (c) No. and Type of Cases Closed
 - (d) No. and Type of Cases Pending
 - (e) No. and Type of Cases Referred to Other Resources
- (10) **FINANCIAL STATEMENT REPORT.** The Contractor shall include a Financial Statement Report generated from an automated Accounting System. The Financial Statement Report shall include all revenues, expenditures, accounts receivables, and accounts payable, and changes in fund balance for individual accounts maintained for this program.
- (11) As applicable, copy of confirmation of payment received through Electronic Transfer of Funds (EFT) or copies of checks and check stubs to confirm payment of program invoices shall be provided to the DPH&SS, DSC within 24 hours of receipt.
- b. **YEARLY REPORT.** The Contractor shall ensure the Yearly Report is complete, accurate and received by the DPH&SS, DSC in the format provided no later than five (5) working days after the end of the fiscal year or for the month being reported on in which the contract expires, the Yearly Report is due no later than five (5) working days at the expiration of the contract and shall include:
- (1) Release of Claims Statement.
 - (2) Listing of all staff reflecting Criminal History Record (Police Clearance) of Felony Arrest(s) or Conviction(s) that occurred within the past five (5) years, dates of Felony Arrest(s) or Conviction(s) and employment date of staff. The list provided by the Contractor shall include traffic citations and violations.
 - (3) Listing of bank accounts, including checking and savings, of funds from this program including information of activities, from which the funds were generated, authorized signatures and current balances, as applicable.

VIII. PRIORITIZATION OF SERVICES

The Contractor shall collaborate with the DPH&SS, DSC to provide Legal Assistance Services for clients on a wait-list. The Contractor shall submit to DPH&SS, DSC their plan to address the wait-list to include the threshold for activating the Prioritization of Services in providing services to clients on the wait-list.

The prioritization of services for the LAS will be based on the following scale which serves as a guideline to prioritize the provision of services to those in greatest socio-economic need, as necessary and directed by the Guam State Office on Aging (SOA), DPH&SS, DSC. The scale will be based on four (4) focal points, the older individual's:

1. Health Status
2. Financial Assets
3. Degree of Existing Support System
4. Housing Condition

Greatest priority will be given to older individuals in descending order, with twelve (12) being the highest possible points garnered translating to the older individual in greatest socio-economic need.

Prioritization of Services Table:

Point System	Health Status	Financial Assets	Support System	Housing Condition
1	No health condition	25% to 49% below the poverty level	Support available, and not living in same household	Full concrete structure
2	Minimal health condition	50% to 74% below the poverty level	Minimal support; but not regularly available	Semi-concrete structure
3	Poor health condition	75% or greater below the poverty level	No support system in place	Tin and wood structure

Based on the need to activate this provision, the number of persons to be served will be determined by the existing conditions at the time of implementation. In the event that the number of available slots is not sufficient to provide services to the number of persons determined to be at-risk and in need of services, the number of Activities of Daily Living (ADL) impairments will be applied to this distinct group as the determining factor for services. The Contractor is encouraged to collaborate with the contracted case management service for the activities of daily living impairments. An additional factor in this point system may include whether the older individual is responsible for the care of a dependent.

IX. STAFFING RESPONSIBILITIES, CERTIFICATION AND TRAINING

1. The Contractor shall ensure all services and activities provided by the program staff is performed in a professional, courteous, culturally sensitive, safe and caring manner. The Contractor shall ensure employee is trained to proficiency in Title III and Title VII Aging Programs. The Contractor shall ensure that staff hired to fill the position meet the minimum qualifications as prescribed in this RFP.

EXECUTIVE OR PROGRAM DIRECTOR. The Executive or Program Director shall be licensed to practice law on Guam and responsible for the overall management of this program and shall possess the experience, knowledge and skills to accomplish the objectives of the program, and be responsible for:

- a. Planning and development in the delivery of program services;
 - b. Evaluation of program services ensuring contractual compliance and efficiency, effectiveness and accountability of this program;
 - c. Resource development to improve the efficiency and accessibility of program services that would meet the needs of the population to be served;
 - d. Fiscal management, budgeting, preparing reports, and maintaining complete and accurate records;
 - e. Community and advisory group collaboration and relations; and
 - f. Personnel management, training and staff development, including volunteers and student interns.
2. The Contractor shall ensure the following requirement is met by staff prior to or throughout their employment as prescribed in this RFP.
 - a. The following requirements shall be met by all staff **prior to employment**:
 - (1) Tuberculosis (TB) Clearance to be renewed annually.
 - (2) Original or Certified Copy of Police, Court and Traffic Clearances for new staff shall be dated no earlier than 90 days prior to employment.
 - (3) Possess a High School Diploma or attainment and possession of a General Educational Development (GED).
 - (4) Possess a current Guam Driver's License, as applicable.
 - (5) Completed employment application.
 - b. The following requirements shall be met by current staff **throughout their employment with this program**:
 - (1) Tuberculosis (TB) Clearance to be renewed annually;
 - (2) Original or Certified Copy of Police, Court and Traffic Clearances updated every three (3) years for current staff;
 - (3) Possess a current Guam Driver's License, as applicable;
 - (4) Annual Orientation to Title III and Title VII Aging Programs,

- Bureau of Adult Protective Services, and the Aging and Disability Resource Center (ADRC) Project or program database presented by DPH&SS, DSC staff shall be met within the first month of each fiscal year, and new staff within 30 days of employment;
- (5) Continuing education, certification, training and workshops to improve professional competence, i.e., cultural sensitivity, as applicable; and
 - (6) Other documents as deemed necessary by the DPH&SS, DSC.
- c. Under no condition shall an applicant be accepted or an employee be retained for this program if:
- (1) He/she has been convicted of a felony; or
 - (2) He/she has been convicted of a drug or alcohol offense.
- d. **Special Requirements:**
- (1) A staff member shall possess a current Notary License.
 - (2) Attorneys shall provide a copy of a current Certificate of Good Standing from the Supreme Court of Guam or the highest court of any jurisdiction(s) in which they are licensed to practice.

X. ADMINISTRATIVE REQUIREMENTS

1. **FUNDING REQUIREMENT.** Funds received for this program are to be spent to support this program and not Board activities that do not advance or support the provisions of this program.
2. **APPROVED BUDGET.** Ensure funds are expended in accordance with DPH&SS, DSC approved budgetary breakdown. Any changes to the approved budget shall be reviewed and approved by DPH&SS, DSC prior to being incurred. Any expense that deviates from the approved budget shall be categorized an unauthorized expense and be the responsibility of the Contractor.
3. **REQUESTS FOR PROGRAM RESPONSE.** The Contractor shall provide program responses, as requested by DPH&SS, DSC within five (5) working days unless otherwise specified in the request.
4. **MANAGEMENT PERSONNEL.** The Contractor shall be knowledgeable of the provisions of the RFP with the DPH&SS, DSC and be provided copies of the RFP and the program budget. The absence of the Executive Director for more than three (3) consecutive days shall be reported in writing to the DPH&SS, DSC within two (2) working days prior to its effective date, naming the person(s) authorized to act on their behalf and the anticipated duration of the appointment.
5. **STAFF MEETINGS.** The Contractor shall ensure staff meetings are conducted as often as necessary, but not less than quarterly, to keep staff informed of changes in

the program, and shall be open to the DPH&SS, DSC. The Contractor shall provide written notice of the meeting date, time, place, and agenda to the DPH&SS, DSC within five (5) working days prior to the commencement of the meeting. Unless specifically requested earlier, copies of the minutes shall be provided to the DPH&SS, DSC at least five (5) working days prior to the next meeting.

6. **ACTIVITIES OF PERSONNEL.** Ensure notification of activities other than those related to Title III programs that will be performed during official working hours by the Contractor's employee be submitted in writing stating date, time, purpose, staff and hours for approval by the DPH&SS, DSC ten (10) working days prior to commencement of activities. Activities not approved shall be considered unauthorized and the identified hours and corresponding salary or identified non-personnel resources expended shall be disallowed from the Contractor's Monthly Expenditure. Further, the Contractor shall report in writing to the DPH&SS, DSC within two (2) working days of learning of alleged acts of malfeasance, including embezzlement, by their employees which affects the program.
7. **COMPLAINTS, PROBLEMS AND CONCERNS.** The Contractor shall address non-urgent complaints, problems and concerns of LAS clients and document their efforts in dealing with the matter which will be reported in their Monthly Program Reports.
 - a. The Contractor shall report in writing to the DPH&SS, DSC complaints, problems and concerns that are not resolved to the mutual satisfaction of all parties.
 - b. The Contractor shall immediately notify DPH&SS, DSC of any urgent complaints, problems, and concerns, with written communications submitted within four (4) hours to DPH&SS, DSC. This shall include complaints filed against the Contractor with local or Federal agencies by clients.
 - c. The Contractor shall promptly investigate complaints, problems and concerns regarding a conduct and shall provide a written report to the DPH&SS, DSC within three (3) days of the date the complaint was made.
8. **ACCIDENTS AND INCIDENTS.** The Contractor shall ensure all accidents and incidents involving injury to individuals and/or damage to property is reported to the DPH&SS, DSC as soon as possible with written communication containing the facts submitted no later than the following work day of the accident or incident. A copy of reports, i.e., GPD, GFD, GMH, Mayor, etc., issued regarding the accident or incident shall be submitted to the DPH&SS, DSC no later than the next working day following its receipt by the Contractor.

9. **VOLUNTEERS AND STUDENT INTERNS.** Volunteers are authorized and encouraged within Title III programs. The Contractor shall recruit and train volunteers and student interns. The volunteers and student interns shall retain applicable licenses and certifications to properly execute their assignments with the LAS while safeguarding the health and safety of the clients, and the integrity of the program (Ref. P.L. 25-38).
- a. **Liability Protection for Volunteers** (Ref. P.L. 25-38, Chapter 16, Division 2, Title 7, Section 16103). Unless otherwise provided by law, no volunteer of a non-profit Contractor or governmental entity shall be liable for harm caused by an act or omission of the volunteer on behalf of the Contractor or entity if:
- 1) the volunteer was acting within the scope of the volunteer's responsibilities in the non-profit Contractor or governmental entity at the time of the act or omission;
 - 2) the appropriate or required volunteer was properly licensed, certified or authorized by the appropriate authorities for the activities or practice on Island, in which the harm occurred, where the activities were, or practice was undertaken, within the scope of the volunteer's responsibilities in the non-profit offeror or governmental entity;
 - 3) the harm was not caused by the willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed by the volunteer; and
 - 4) the harm was not caused by the volunteer operating a motor vehicle, vessel, aircraft or other vehicle for which the operator or the owner of the vehicle, craft or vessel is required to:
 - (a) possess an operator's license; or
 - (b) maintain insurance.
- b. The Contractor shall provide each volunteer and student intern a written job description listing their specific duties and responsibilities.
- c. The Contractor shall maintain a log showing the names, dates and the total number of hours worked by each volunteer and student intern, subject to review by the DPH&SS, DSC. The total number of volunteer and intern hours worked shall be reported in the Monthly Statistical Reports.
10. **STAFF, VOLUNTEERS AND STUDENT INTERNS IDENTIFICATION.** The Contractor shall issue each staff, volunteer and student intern a photo identification card that shall be worn in clear view while on duty. The identification card shall include, at a minimum: the name of the Contractor; name of program; name of staff, volunteer or student intern; and their work identification number.

11. **CLIENT SURVEY BY INDEPENDENT CONTRACTOR.** The Contractor shall conduct a client survey to gauge clients' perceptions of services rendered, and to identify unmet needs. The surveys shall be submitted to the DPH&SS, DSC with the June monthly report.

12. **ADVISORY BOARD MEETINGS.** Federal Grant Funds encourage recipient of funds to establish and maintain an active Advisory Board that meets quarterly to provide guidance to the Executive Director on services and policies affecting the operation of the program. The meetings shall be open to the public. The Contractor shall provide written notice to the DPH&SS, DSC of the meeting date, time, place and agenda within five (5) working days prior to the meeting. Unless specifically requested earlier, copies of the meeting minutes shall be provided to the DPH&SS, DSC at least five (5) working days prior to the next meeting.
 - a. At a minimum, fifty percent (50%) of the Advisory Board members shall be clients or be eligible to participate in Title III programs (Ref. 45 CFR 1321.57). However, an appointed member of the Guam Council on Senior Citizens shall not serve as a member of the Contractor's Advisory Board nor shall any member selected by the Contractor be able to represent more than one of the enumerated posts to be filled to meet the composition of this Advisory Board. The Advisory Board shall consist of the following:
 - 1) Representatives of older persons;
 - 2) Representatives of health care provider organizations, including veterans' health care;
 - 3) Representatives of supportive services organizations, including Title III Aging Service Providers, Public Health Nursing and organizations who assist persons who have a disability;
 - 4) Persons with leadership experience in the private and voluntary sectors;
 - 5) Local elected officials; and
 - 6) The general public.

 - b. The Contractor shall provide the meeting venue, administrative support services and submit program progress reports and client suggestions to the Advisory Board. The Contractor's Board of Directors or paid staff shall not serve in the capacity of Advisory Board members. The Executive Director and a representative of the Board of Directors, or its equivalent, shall attend and contribute to the meetings. At the initial meeting, at a minimum, the Advisory Board shall elect a President, Vice President and Secretary from their members.

 - c. The Advisory Board shall recommend and advocate for changes in policies and functions to the Contractor's Board of Directors that promotes the maximum development of this program.

- d. The Contractor shall submit to DPH&SS, DSC by October 31st of every program year, or within 30 days of award, whichever is lesser period, a list of its Advisory Board members, to include identification of Board Officers, as applicable. Any subsequent changes to Board membership shall be reported to DPH&SS, DSC no later than five (5) working days after changes have occurred.

XI. PROGRAM MONIES

1. **Service Contributions.** The Contractor shall provide each LAS client with an opportunity to voluntarily contribute to the cost of the LAS, a service contribution is defined in 45 CFR Part 1321.67 (Service Contribution). The Contractor shall in keeping with 45 CFR Part 1321.67 clearly inform each LAS client that there is no obligation to contribute and that the contribution is purely voluntary; protect the privacy and confidentiality of each LAS client with respect to the LAS client's contribution or lack of contribution; and use all collected contributions to expand the service for which the contributions were given. No LAS client shall be denied a service because the LAS client will not or cannot contribute to the cost of the service. This information shall be documented in the Program Report.
2. **Program Income.** The Contractor shall safeguard Program Income generated in support of the LAS, accounting for all funds in keeping with OMB Circular A-87 and 45 CFR Part 92.25 and 45 CFR Part 121.67. This information shall be documented in the Program Report.
3. **Grant Opportunities.** The Contractor is encouraged to apply for grants (Federal, local, foundation based, etc.) to enhance and/or expand the program. Notice of applications for grants and awards thereof shall be reported to the DPH&SS, DSC upon the Contractor being notified by the awarding entity and further reported in the Program Reports.
4. **In-Kind Contributions.** In-kind contributions shall be reported on the Program Income Report submitted monthly to the DPH&SS, DSC.
5. **Unexpended Program Monies.** Unless approval is granted by the DPH&SS, DSC, Service Contributions and Program Income Funds shall be expended within the current contract period of each fiscal year (Funds). Funds not expended within each fiscal year may be used to reduce the Contractor's monthly invoiced amount, unless granted by DPH&SS, DSC for the Contractor to carry over the unexpended Funds into the next fiscal year. In the event the LAS contract is terminated, not renewed or expires, all unexpended Funds is immediately due within five working days and payable to the DPH&SS, DSC or to the new provider, as directed by the DPH&SS, DSC. In the event unexpended Funds is not forwarded, the Contractor's final invoice shall be reduced by DPH&SS, DSC as an offset in an

amount equal to the Funds not paid to the DPH&SS, DSC or to the new provider, as directed by DPH&SS, DSC.

XII. ANNUAL AUDIT

The Contractor who is a Non-Profit Organization and for Profit Organization shall be in compliance with Office of Management and Budget OMB Circular A-133.

1. The Office of Management and Budget (OMB) Circular A-133 requires a *non-profit* organization that expends \$500,000.00 or more per year under Federal grants, cooperative agreements, and/or procurement contracts to have an annual audit by a public accountant or a Federal, State, or local governmental audit organization. The audit must meet the standards specified in Generally Accepted Government Auditing Standards (GAGAS).
2. A *for-profit* organization is required to have a non-Federal audit if, during its fiscal year, it expended a total of \$500,000.00 or more under one or more U.S. Department of Health and Human Services (HHS) awards (as a subrecipient). Title 45, part 74.26(d) of the CFR incorporates the thresholds and deadlines of OMB Circular A-133 but provides *for-profit* organizations two options regarding the type of audit that will satisfy the audit requirements. The *for-profit* recipient either may have:
 - a. A *Financial-Related Audit* as defined in, and in accordance with, the Government Auditing Standards, commonly known as the “Yellow Book”, (GPO stock 020-000-00-265-4) of all the HHS awards; or
 - b. An *Audit* that meets the requirements of OMB Circular A-133.
3. The Contractor shall submit to the DPH&SS, DSC within 30 days upon official notification of award of this RFP, a copy of their engagement with an entity to perform the independent audit of this program. This audit shall be completed and forwarded to the DPH&SS, DSC, no later than March 31st proceeding September 30th of each contract term.
4. The Contractor shall submit supporting documents to resolve any questioned costs or material weaknesses identified in the annual audit.
5. The Contractor agrees that any questioned costs not resolved shall result in a deduction in the contractual amount of the entire amount questioned from the agreed upon value of the negotiated Renewal or the negotiated new Agreement awarded to the same Contractor.
6. The Contractor shall be responsible for any questioned costs not resolved at the end of the Agreement year and remains the responsibility of the Contractor

awarded said Agreement, even if the Contractor is not awarded the new RFP. The amount due resulting from any questioned costs shall be due to the DPH&SS, DSC within ninety (90) days upon notification by the DPH&SS, DSC, unless otherwise agreed upon by the DPH&SS, DSC and the Contractor.

7. If the contract amount is less than Five Hundred Thousand Dollars (\$500,000.00), the Contractor shall provide at the time of budget negotiations, a procedures review for approval. Once approved, this review shall be completed and submitted to the DPH&SS, DSC, no later than March 31st proceeding September 30th of each contract term, unless otherwise agreed upon by the Contractor and the DPH&SS, DSC.
8. The Contractor on in which the contract expires is required to comply with the *Annual Audit*. The *Annual Audit* shall be submitted to the DPH&SS, DSC six (6) months after the end of the fiscal year, service year, or upon the contracts expiration, as applicable or as authorized and communicated in writing by the DPH&SS, DSC.

XIII. SPECIAL PROGRAM TERMS AND CONDITIONS

1. **GRANTOR RECOGNITION.** The Contractor shall ensure recognition of the role of the grantor agency in providing services through the RFP. When a press release is issued or interview is given for any activity funded in whole or in part through this RFP, reference shall be given as to the funding source and funding agency. The Contractor shall prominently identify in all publications and advertisements that funding for the item(s) is provided through the DPH&SS, DSC to include all activities, facilities, and items utilized pursuant to the RFP. For example, *“This project is made possible through federal and local funds administered by the Department of Public Health and Social Services, Division of Senior Citizens. The Federal Grant Funds are from the United States Department of Health & Human Services, Administration for Community Living, Legal Assistance Services Program. The Grant Document Numbers are: 14AAGUT3SP and 15AAGUT3SP for Fiscal Years 2014 and 2015 respectively. The Catalog of Federal Domestic Assistance (CFDA) Number is 93.044 Title IIIB under Title 45 Code of Federal Regulations, Part 92 and Government of Guam Funds.”* All advertisements by the Contractor about the program shall be submitted to the DPH&SS, DSC prior to distribution to the general public.
2. **STANDARDS OF CONDUCT.** The Contractor shall uphold the highest standards of conduct of their staff in administering services to the elderly. All staff shall abide by a zero tolerance of encouraging, accepting and receiving any type of loan, monetary gift or gratuity or any other form of financial gain from clients or their families.

3. **REMOVAL OR SUSPENSION OF PROGRAM PERSONNEL.** The DPH&SS, DSC, shall retain the absolute right and authority to suspend or terminate personnel from this program for reasonable cause; any personnel employed either hourly, salary, or sub-contracted by the Contractor, when DPH&SS, DSC determines this management intervention is required to be executed to safeguard the program. A disregard of Federal and local laws, regulations, policies, and non-compliance or non-performance with a contracted provision or provisions, but not limited to, shall be considered reasonable cause. The Contractor's procedures used in the management of their personnel shall include this provision.
4. **FACILITIES AND PERSONNEL.** The facilities and personnel used within this program shall meet the changing needs of the program. The Contractor shall ensure that changes to the program that require a consolidation, merger or relocation of facilities and personnel during the contract period shall be transitioned in a professional and timely manner.
5. **PROGRAM INVENTORY.** The Contractor shall submit an inventory listing of non-expendable property to be used by the program which is not acquired through a prior contract for this program.
6. **REQUESTS FOR PROGRAM CHANGES.** The Contractor shall submit a written request for changes in its program administration and service, including changes in budgeted positions, facilities relocation, personnel assignments, etc., to the DPH&SS, DSC with fifteen (15) to thirty (30) calendar days prior to the implementation of the proposed changes. Program and service changes shall not be approved by the DPH&SS, DSC without adequate justification. The Contractor accepts that the final authority to approve changes in the administrative, service and financial components of the program remain with the DPH&SS, DSC.
7. **MONITORING.** Unannounced monitoring of the program by the DPH&SS, DSC cannot be denied by the Contractor. Monitoring may include on-site observation of activities and/or staff and volunteers, facility inspections, and discussions with clients regarding the effectiveness of the program. All documents related to the operations and delivery of services is subject to review by the DPH&SS, DSC.
8. **PROGRAM SPECIFIC AUDIT.** The DPH&SS, DSC reserves the right to have a Program Specific Audit performed by an independent auditing firm on this program. The Contractor shall extend their full cooperation in submitting requested information to the auditors in a timely manner.
9. **ANNUAL PROGRAM REPORT (APR).** The Contractor shall have ten (10) working days from receipt of the APR in which to appeal, in writing, their objections to any of the findings. Non-receipt of an appeal from the Contractor within ten (10)

working days shall be considered acceptance of the findings. The appeal, and any supporting documents, shall become a part of the APR.

10. **REPORT OF ABUSE OR NEGLECT:**

- a. The Contractor shall verbally report immediately any suspected cases of abuse or neglect of elders and adults who have a disability and provide a written report within forty-eight (48) hours to the Bureau of Adult Protective Services, DPH&SS, DSC or its contracted provider (Ref. P.L. 31-278, G.C.A. Ch2 Title 10).
- b. The Contractor shall verbally report immediately any suspected cases of abuse or neglect of children and provide a written report within forty-eight (48) hours to the Child Protective Services Unit, Bureau of Social Services Administration (Ref. P.L. 20-209, G.C.A Ch88 Title 10).

11. **PROCUREMENT PROCEDURES AND RECORDS.** The Contractor shall ensure Federal and local procurement laws and regulations are complied with in accordance with 45 CFR Part 92, Uniform Administrative Requirements for Grants and Cooperative Agreements. All equipment and other non-expendable property acquired through the Agreement shall be the property of the DPH&SS, DSC.

- a. Notification of all procurement of equipment and services of Five Thousand Dollars (\$5,000.00) or more prior to awarding the contract therefore shall be made to the DPH&SS, DSC within five (5) working days prior to actual acquisition of equipment or services. This provision applies to all funding sources of the program, to include but is not limited to, voluntary contributions, grants, awarding of this contract and program income.
- b. This notification shall not apply to the approved program budget and subsequent Budget Modifications as the approval of these requests fulfills the intent to be notified of procurement activity of Five Thousand Dollars (\$5,000.00) or more prior to awarding of the contract.

12. **RENEWAL OF AGREEMENT.** Upon notification by DPH&SS, DSC, the Contractor shall submit to the DPH&SS, DSC a proposed price quotation for the succeeding fiscal year in the format provided. In addition to the proposed price quotation, the Contractor shall submit the following:

- a. List of new government contracts awarded during the current period by title and contract amount.

- b. Tax-exempt offerors shall attach a copy of their latest Annual Information Return including Form 990, schedules and supporting documents [Ref. 26 CFR Part 301 §6104(d)].
 - c. A partnership, sole proprietorship, or corporation shall submit a notarized affidavit that lists the name and address of any person who has held more than ten percent (10%) of the outstanding interest or shares in the offeror at any time during the current contract period.
 - 1) The affidavit shall contain the number of shares or the percentage of all assets of the offeror that were held by each such person during the current contract period.
 - 2) The affidavit shall contain the name and address of any person who has received or is entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to this RFP and contract and shall also contain the amounts of any such commission, gratuity or other compensation.
13. **PROGRAM PENALTIES:** The DPH&SS, DSC may assess a penalty or penalties for the submission of incomplete, inaccurate or late financial, statistical, and other required information. The penalty shall be calculated after any disallowed cost to the monthly invoice amount is applied. Any delay in submitting an accurate and complete report will only delay the processing of the monthly program invoice. The penalty is based on the following schedule within the contract period:
- a. **Initial Submission.** In the event the initial submission of the Monthly and Yearly Program Report is inaccurate, incomplete or missing, and upon notification by DPH&SS, DSC, the Contractor shall have three (3) working days to submit or resubmit, as applicable, the required reports and upon being cleared by DPH&SS, DSC, no penalties will be applied.
 - b. **Revisions.** In the event further corrections are required for any part of the required Program Reports, the DPH&SS, DSC may assess a penalty of half of one percent for inaccurate, incomplete or late submission of any of the required Program Reports and shall be calculated after any disallowed cost to the monthly invoice amount is applied.
 - c. **Personnel and Client Files and Records.** Personnel and client files and records shall be kept current and filed accordingly. The Contractor shall have three (3) work days to correct personnel and client files and records identified to be incomplete, missing, inaccurate, outdated or expired. After the third work day has passed and the Contractor has not rectified the identified deficiency to the satisfaction of the DPH&SS, DSC, the Contractor may be assessed a flat penalty of Twenty-Five Dollars (\$25.00)

penalty for each personnel and client files and records identified to be deficient.

- d. **Charging of Vacant Position Penalty.** The Contractor shall invoice only for those positions authorized and funded by the DPH&SS, DSC. Any invoice reflecting an incorrect charge for personnel shall be disallowed.
 - e. **Annual Audit.** The Contractor will be assessed a penalty of Five Hundred Dollars (\$500.00) for each month for the Annual Audit is submitted late to the DPH&SS, DSC. The payment of the penalty shall not be derived from Service Contributions or Program Income funds generated through this program. The payments shall be made payable to the DPH&SS, DSC and shall be the responsibility of the Contractor. The penalty may be waived, as authorized by the DPH&SS, DSC, provided the Contractor can demonstrate in good faith having executed an agreement with an independent auditing entity to conduct the audit within thirty (30) days upon official notification of award of this RFP. If none exist, the Five Hundred Dollars (\$500.00) penalty will be applied for each month the annual audit is submitted late.
14. **UNAUTHORIZED SERVICES.** Any unauthorized services rendered by the Contractor shall be considered a disallowed cost and shall be deducted from the program invoice.
15. **COMPENSATION FOR SERVICES.** The Contractor shall be compensated monthly upon the clearance of monthly invoices by DPH&SS, DSC.
- a. Payment shall be based upon ACTUAL COSTS submitted less disallowed costs and penalties, as applicable. Allowable compensation based upon the aggregate of the ACTUAL COSTS submitted may be LESS THAN the agreed upon compensation but in no event shall it exceed the agreed upon compensation, unless otherwise provided for.
 - b. Upon being awarded the RFP, the Contractor shall provide the DPH&SS, DSC with a program budget. This program budget shall be used by DPH&SS, DSC to process program invoices for the term of the RFP.
 - 1) No additional costs are allowable without the prior approval of the DPH&SS, DSC. Any cost above the agreed amounts shall be at the expense of the Contractor.
 - 2) Personnel cost associated to direct services of this RFP shall be submitted in an itemized format as stipulated by the DPH&SS, DSC.

- 3) An equitable adjustment to compensation for services may be authorized by the DPH&SS, DSC if the physical scope of work, time for performance, or services requested are increased or decreased over that agreed to. Requests for modification shall be addressed to the DPH&SS, DSC justifying the adjustment.
 - 4) Non-payment by the Government shall not be considered as grounds for suspension of services by the Contractor.
 - c. **Invoices.** In any reporting month there exist a discrepancy in the statistical, narrative or financial reports submitted by the Contractor, ten percent (10%) of the invoice amount after applying any penalties or disallowed costs, may be withheld until the discrepancy has been resolved to the satisfaction of the DPH&SS, DSC. Upon being notified by DPH&SS, DSC that the discrepancy has been resolved, the Contractor shall submit an invoice for the remaining ten percent (10%) to be processed accordingly.
 - d. **Final Payment and Release of Claims.** Final payment shall be made upon satisfactory delivery and acceptance of all services as herein specified and performed under this Agreement. Prior to final payment and as a condition precedent thereto, the Contractor shall execute and deliver to the DPH&SS, DSC a release, in a form approved by the DPH&SS, DSC, of claims against the Government of Guam arising under and by virtue of the Agreement.
 - e. **Prompt Payment Act.** The negotiated and agreed upon amount of compensation shall comply with the provisions of Title 5 GCA, Division 2, Chapter 22, Article 5, Prompt Payment Act --- Interest on Late Payment by the Government.
16. **PROFESSIONAL STANDARDS.** Contractor agrees to maintain professional standards applicable to its profession, professional development, and other Services. At all times pertinent to this Agreement Contractor shall maintain all professional certifications and business licensed required in Guam and other states in which it does any portion s of Services in this Agreement.
 - a. Contractor shall be responsible for the professional and technical accuracy of all work and materials furnished under this Agreement. Contractor shall, without additional cost to the Government, correct or revise all errors or deficiencies in its work.
 - b. The Government's review, approval, acceptance of, and payment of fees for services required under this Agreement, shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of

action arising out of Contractor's failure of performance of this Agreement and Contractor shall be and remain liable to the Government for all costs of any kind which may be incurred by the Government as a result of the Contractor's negligent performance of any of the Services performed under this Agreement.

- c. **Proper Hygiene.** All program staff and volunteers shall practice good hygiene and maintain a professional appearance. They are required to be neat, clean, and well-groomed and are expected to serve as role models in the upkeep of one's personal hygiene.
- d. **Dress Code.** The Contractor shall ensure program staff including volunteers and student interns perform their duties and responsibilities in a professional, courteous, safe and caring manner and are sensitive, patient and understanding in providing services to the clients, and deliver services in accordance to standard operating procedures developed by the Contractor.

17. **PROGRAM TRANSITION.** All steps shall be taken by the Contractor to ensure a smooth and professional transition of the program to prevent any interruption of services to the clients and to preserve the integrity of the program.

- a. The Contractor, who has not been awarded a new contract or renewal of an existing contract under this program, shall immediately prepare to relinquish all program related information, files, equipment, service contributions, and program income (contributions, donations and gifts) remaining balances and all other operational, administrative and service documents and/or items to the new Contractor. The Contractor shall designate a person(s) who will work with DPH&SS, DSC in the transition process to the new Contractor.
- b. The DPH&SS, DSC shall oversee the transfer of all program related information, files, equipment, and monies to the new Contractor.

18. **NEPOTISM.** With the exception of "For Profit" offerors, the Contractor shall ensure no employee supervises relatives to the first degree. The Contractor shall ensure no more than two (2) members of an immediate family shall be employed under this program. First degree or immediate family is defined as brother, sister, parent, child, or spouse.

19. **SPECIAL REPORTING REQUIREMENTS FOR NON-PROFIT ORGANIZATIONS.** Contractor, if a non-profit organization, in addition to any terms and conditions of this Contract shall comply with the reporting requirements set forth in P.L. 31-233, Chapter XIII §12 and this clause. In the event one of the Contractor's subcontractors is a non-profit organization the provisions of this clause shall also

be deemed to apply to Contractor's subcontractor, and Contractor is obligated to submit its non-profit subcontractor's information in the same manner and time periods.

- a. Contractor shall maintain accurate financial records of all monies paid to it under this Agreement.
- b. Contractor shall provide access to DPH&SS, DSC or its duly authorized representative, and of Government of Guam auditors, to any and all appropriate records for the purpose of audit and examination of books, documents, papers, and records of funds expended as part of this Agreement. Contractor shall upon written request by DPH&SS, DSC provide source documentation, including but not limited to copies of checks or receipts, employee pay statement, inventory receipt, attendance records, and utility bills.
- c. Contractor is subject to the Single Audit Rules shall provide annually to the DPH&SS, DSC copies of its Audit Reports for all time periods covered as part of this Agreement.
- d. In the event Contractor fails to timely provide any reports or items set forth in this section to DPH&SS, DSC after prior written reasonable notice by DPH&SS, DSC to Contractor and Contractor's failure to cure the contract default, DPH&SS, DSC in addition to other contractual rights and remedies under this Agreement, may withhold payment of ten percent (10%) of any amounts that are invoiced under this Agreement by Contractor.

20. **PUBLIC LAW 30-168, PROHIBITING DISCRIMINATION FOR THE GOVERNMENT OF GUAM PROGRAMS SOLELY ON THE BASIS OF CONVICTION OF STATUS OFFENSE, §20120 G.C.A CH20 TITLE 19.** The Contractor shall comply with the provision of this mandate in which *no* private entity that receives Government of Guam funding for any of its program may, *solely* on the basis of conviction of a status offense, discriminate against any person who would otherwise be eligible. Status offenses referenced above relates to truancy, possession of alcohol, or possession of tobacco.

21. **RESTRICTING THE USE OF MOBILE PHONES WHILE DRIVING A VEHICLE, AND PROVIDING FOR PUBLIC EDUCATION REQUIREMENTS REGARDING SUCH RESTRICTIONS.** The Contractor shall ensure compliance relative to the restrictions on the Use of Mobile Phones While Driving (Ref. P.L. 31-194, G.C.A Ch3 Title 16).

22. **DRUG AND SMOKE-FREE WORKPLACE.** The Contractor shall ensure compliance with Federal and local drug and smoke-free workplace laws and requirements

[Federal Drug-Free Workplace Act of 1988, the Governor's Circular No. 89-26 (Governor's Policy Statement Establishing a Drug-Free Workplace and Clean Indoor Air Act of 1992, P.L. 21-139, G.C.A Ch89 Title 10].

23. **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA).** The Contractor shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 P.L. 104-191 and the Federal "Standards for Privacy of Individually Identifiable Health Information" promulgated thereunder at 45 CFR Parts 160 and 164.
24. **SOCIAL SECURITY NUMBER CONFIDENTIALITY ACT.** The Contractor shall ensure compliance relative to preventing the inappropriate disclosure and misappropriation of social security numbers (Ref. P.L. 28-95, Article 7, G.C.A. Ch32 Title 5).
25. **EQUAL EMPLOYMENT OPPORTUNITY.** The Contractor shall be an equal opportunity employer. The Contractor shall not discriminate on the basis of race, religion, color, sex, sexual preference, age, national origin or disability. The Contractor shall ensure that employees are treated equally during employment without regard to their race, religion, color, sex, sexual preference, age, national origin, or disability.
26. **REPORTING REQUIREMENTS FOR NON-PROFIT ORGANIZATIONS, PUBLIC LAW 31-77, CHAPTER XIII, §11.** Non-compliance with reporting requirements as set forth in this provision of law will subject the non-profit offeror to a three percent (3%) reduction of its appropriation(s) and the overseeing agency's contract with the offeror shall so provide.
27. **EMPLOYMENT OF INDIVIDUALS WITH SEVERE DISABILITIES, PUBLIC LAW 26-109, §41210(b), ARTICLE 2, CHAPTER 41, DIVISION 5, TITLE 17 G.C.A.** The Contractor shall comply with the provision of this mandate with emphasis on the employment of two percent (2%) of its workforce with severe disabilities in coordination with the Division of Vocational Rehabilitation Administrator, Department of Integrated Services for Individuals with a Disability (DISID) for placement. In the event the Contractor is unable to employ due to the lack of individuals with disabilities who are able to work, the Contractor shall utilize funds for the purchase of supplies produced by non-profit offerors employing individuals with disabilities. Efforts to comply with this specification shall be documented by the Contractor and is subject to review and inspection by the DPH&SS, DSC.
28. **APPROVAL OF ACCOUNTING SYSTEM, 5 GCA §5236.** The Contractor shall ensure the organization possesses a financial management system that meets the standards of the Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments, in

financial reporting, accounting records, internal control, budget control, allowable cost, source documentation and cash management.

Except with respect to firm fixed-price contracts, no contract type shall be used unless it has been determined in writing by the Chief Procurement Officer, the Director of Public Works, the head of a Purchasing Agency, or a designee of any such officer that:

- a. the proposed contractor's accounting system will permit timely development of all necessary cost data in the form required by the specific contract type contemplated; and
- b. the proposed contractor's accounting system is adequate to allocate costs in accordance with generally accepted accounting principles.

29. **ALLOWABLE COSTS:** This procurement is funded with federal funds and is governed by the cost principles of the Office of Management and Budget (OMB). Allowable costs are those costs identified in the relevant OMB circulars and in the grant program's authorizing legislation. All costs in this procurement must be reasonable, allocable, and necessary to the project, and they must also comply with Federal and the Government of Guam funding statutes and regulations. See Cost Principles for Educational Institutions; Title 2 CFR Part 220, Cost Principles for State, Local and Indian Tribal Governments, Title 2 CFR Part 225, Cost Principles for Non-Profit Organizations, Title 2 CFR Part 230, the Federal Acquisition Regulations as well 2 GAR Division 4 Chapter 7 Cost Principles.

XIV. ADDITIONAL TERMS AND CONDITIONS

These terms and conditions shall be included in any contract.

1. **GENERAL COMPLIANCE WITH LAWS.** The Contractor shall be required to comply with all Federal and Territorial laws, ordinances applicable to the work.
2. **CHANGE ORDER.** Pursuant to Title 2 GAR Division 4, §6101 (3) (a), Changes Clause, are as follows:
 - a. By a written order, at any time, and without notice to surety, the Chief Procurement Officer may, subject to all appropriate adjustments, make changes within the general scope of this contract in any one or more of the following:
 - 1) Drawings, designs, or specifications, if the supplies to be furnished are to be specially manufactured for the territory in accordance therewith;
 - 2) Method of shipment or packing; or

3) Place of delivery.

- b. **Adjustments of Price or Time for Performance.** If any such change order increases or decreases the Contractor's cost of, or the time required for performance of any part of the work under this contract, whether or not changed by the order, an adjustment shall be made and the contract modified in writing accordingly. Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the *Price Adjustment Clause* of this contract.

Failure of the parties to agree to an adjustment shall not excuse the Contractor from proceeding with the contract as changed, provided that the territory promptly and duly make such provisional adjustments in payment or time for performance as may be reasonable. By proceeding with the work, the Contractor shall not be deemed to have prejudiced any claim for additional compensation, or an extension of time for completion.

- c. **Time Period for Claim:** Within 30 days after receipt of a written change order under Paragraph (1) (Change Order) of this clause, unless such period is extended by the Procurement Officer in writing, Contractor shall file notice of intent to assert a claim for an adjustment. Later notification shall not bar the Contractor's claim unless the territory is prejudiced by the delay in notification.

1) **Claims Barred After Final Payment.** No claim by the contractor for an adjustment hereunder shall be allowed if notice is not given prior to final payment under this contract.

2) **Other Claims not Barred.** In the absence of such a change order, nothing in this clause shall be deemed to restrict the Contractor's right to pursue a claim arising under the contract if pursued in accordance with the clause entitled, "Claims Based on a Procurement Officer's Actions or Omissions, Notice of Claim Clause", or for breach of contract."

- d. **STOP WORK ORDER:** Ref. 2 GAR Division 4, §6101 (4) (c)

1) **Order to Stop Work.** The Procurement Officer may, by written order to the contractor, at any time, and without notice to any surety, require the Contractor to stop all or any part of the work called for by this contract. This order shall be for a specified period not exceeding 90 days after the order is delivered to the contractor, unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, the

Contractor shall forthwith comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the Administrator of Supply Management shall either:

- (a) Cancel the stop work order; or
- (b) Terminate the work covered by such order as provided in the "Termination for Default Clause" or the "Termination for Convenience Clause" of this contract.

- 2) **Cancellation or Expiration of the Order.** If a stop work order issued under this clause is cancelled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, the contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or contract price shall be modified in writing accordingly, if:
 - (a) the stop work order results in an increase in the time required for, or in the contractor's cost properly allocable to, the performance of any part of this contract; and
 - (b) Contractor asserts a claim for such an adjustment within 30 days after the end of the period of work stoppage; provided that, if the Procurement Officer decides that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under this contract.
- 3) **Termination of Stopped Work.** If a stop work order is not cancelled and the work covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop work order shall be allowed by adjustment or otherwise.
- 4) **Adjustment of Price.** Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment Clause of this contract.

3. **PRICE ADJUSTMENT.** Pursuant to Title 2 GAR Division 4, §6101 (6), Price Adjustment are as follows:

- a. **Price Adjustment Methods.** Any adjustment in contract price pursuant to a clause in this contract shall be made in one or more of the following ways:
 - 1) by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;

- 2) by unit prices specified in the contract or subsequently agreed upon;
- 3) by the costs attributable to the event or situation covered by the clause, plus appropriate profit or fee, all as specified in the contract or subsequently agreed upon;
- 4) in such other manner as the parties may mutually agree; or
- 5) in the absence of agreement between the parties, by a unilateral determination by the Procurement Officer of the costs attributable to the event or situation covered by the clause, plus appropriate profit or fee, all as computed by the Procurement Officer in accordance with generally accepted accounting principles and applicable sections of the regulations promulgated under Chapter 7 (Cost Principles), subject to the provisions of Chapter 9 (Legal and Contractual Remedies) of the Guam Procurement Regulations (GAR).

b. **Submission of Cost or Pricing Data.** The Contractor shall provide cost or pricing data for any price adjustments subject to the provisions of §3118 (Cost or Pricing Data) of the Guam Procurement Regulations (GAR).

4. **CLAIMS BASED ON GOVERNMENT'S ACTIONS OR OMISSIONS.** Pursuant to Title 2 GAR Division 4, §5106 (8), Claims Based on Government's Actions or Omissions Clause, are as follows:

a. **Notice of Claim.** If any action or omission on the part of Procurement Officer, or designee of such officer, requiring performance changes within the scope of the contract constitutes the basis for a claim by the Contractor for additional compensation, damages, or an extension of time for completion, Contractor shall continue with performance of the contract in compliance with the directions or orders of such officials, but by so doing, the Contractor shall not be deemed to have prejudiced any claim for additional compensation, damages, or an extension of time for completion; provided:

- 1) Contractor shall have given written notice to the Procurement Officer, or designee of such officer:
 - (a) prior to the commencement of the work involved, if at that time the Contractor knows of the occurrence of such action or omission;
 - (b) within 30 days after the Contractor knows of the occurrence of such action or omission, if the Contractor did not have such knowledge prior to the commencement of the work; or
 - (c) within such further time as may be allowed by the Procurement Officer in writing.

This notice shall state that the Contractor regards the act or omission as a reason which may entitle the Contractor to additional compensation, damages, or an extension of time. The Procurement Officer or designee of such officer, upon receipt of such notice, may rescind such action, remedy such omission, or take such other steps as may be deemed advisable in the discretion of the Procurement Officer or designee of such officer.

- 2) The notice required by Subparagraph (a) of this Paragraph describes as clearly as practicable at the time the reasons why Contractor believes that additional compensation, damages, or an extension of time may be remedies to which Contractor is entitled; and
- 3) Contractor maintains and, upon request, makes available to the Procurement Officer within a reasonable time, detailed records to the extent practicable, of the claimed additional costs or basis for an extension of time in connection with such changes.

- b. **Limitations of Clause.** Nothing herein contained, however, shall excuse the Contractor from compliance with any rules of law precluding any territorial officers and any contractors from acting in collusion or bad faith in issuing or performing change orders which are clearly not within the scope of the contract.
- c. **Adjustments of Price.** Any adjustment in the contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment Clause of this contract.”

5. **GOVERNING LAW.** The laws of Guam shall govern the validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the parties to this Agreement.
6. **CONSENT TO JURISDICTION.** Contractor hereby expressly consents to the jurisdiction of and the forum of the courts of Guam with respect to any and all claims which may arise by reason of this Agreement, except as otherwise may be provided by the Guam Procurement Law. Contractor waives any and all rights it may otherwise have to contest the same or to proceed in a different jurisdiction or forum.
7. **CLAIMS AGAINST GOVERNMENT.** The DPH&SS, DSC is a line agency of the Government of Guam. Contractor expressly recognizes that the Government Claims Act (Title 5 of the Guam Code Annotated, Chapter 6) applies with respect only to claims of money owed by or to the Contractor against the DPH&SS, DSC if the claim arises out of or in connection with this Agreement. Contractor also

expressly recognized that all other claims by the Contractor against DPH&SS, DSC are subject to the Guam Procurement Law (Title 5 of the Guam Code Annotated, Chapter 5).

Contractor agrees that he will, within thirty (30) days after any claim accrues arising out of or in connection with the Agreement provided herein, give written notice to the Government and the Attorney General of Guam of such claim, setting forth in detail all the facts relating thereto and the basis for such claim, and that he will not institute any suit or action against the Government in any court or tribunal in any jurisdiction based on any such claim later than one (1) year after such filing. Any action or suit on any claim shall not include any item or matter not specifically mentioned in the proof of claim above specified. It is agreed that if such action or suit is instituted, proof by the Contractor of his compliance with the provisions of this paragraph shall be a condition precedent to any recovery, and that this paragraph does not constitute a waiver of any applicable statutes of limitations.

8. **TERMINATION FOR DEFAULTS:** Ref. 2 GAR Division 4, §6101 (8)
- a. **Default.** If Contractor refuses or fails to perform any of the provisions of this Agreement with such diligence as will ensure its completion within the time specified in this Agreement, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this Agreement, the Government (Procurement Officer) may notify the Contractor in writing of the delay or non-performance and if not cured in ten days or any longer time specified in writing by the Government (Procurement Officer), such officer may terminate the Contractor's right to proceed with the Agreement or such part of the Agreement as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part the Government (Procurement Officer) may procure similar supplies or services in a manner and upon terms deemed appropriate by the Government (Procurement Officer). Contractor shall continue performance of the Agreement to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.
 - b. **Contractor's Duties.** Notwithstanding termination of the Agreement and subject to any directions from the Government (Procurement Officer), Contractor shall take timely, reasonable, and necessary action to protect and preserve property in possession of Contractor in which the territory has an interest.
 - c. **Compensation.** Payment for completed supplies delivered and accepted by the territory shall be at the contract price. Payment for the protection and preservation of property shall be in an amount agreed upon by the

Contractor and the Procurement Officer; if the parties fail to agree, the Procurement Officer shall set an amount subject to the contractor's rights under Chapter 9 (Legal and Contractual Remedies) of the Guam Procurement Regulations. The territory may withhold from amounts due the contractor such sums as the Procurement Officer deems to be necessary to protect the territory against loss because of outstanding liens or claims of former lien holders and to reimburse the territory for the excess costs incurred in procuring similar goods and services.

- d. **Excuse for Nonperformance or Delayed Performance.** Except with respect to defaults of subcontractors, Contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by the contractor to make progress in the prosecution of the work hereunder which endangers such performance) if Contractor has notified the Procurement Officer within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of the public enemy; acts of the territory and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, Contractor shall not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit Contractor to meet the Agreement requirements. Upon request of Contractor, the Government (Procurement Officer) shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, the Contractor's progress and performance would have met the terms of the Agreement, the delivery schedule shall be revised accordingly, subject to the rights of the territory under the clause entitled (in fixed-price contracts, "Termination" for Convenience in cost-reimbursement contracts) "Termination". (As used in this Paragraph of this clause the term "subcontractor" means subcontractor at any tier.)
- e. **Erroneous Termination for Default.** If, after notice of termination of the Contractor's right to proceed under the provisions of this clause, it is determined for any reason that Contractor was not in default under the provisions of this clause, or that the delay was excusable under the provisions of Paragraph (4) (Excuse for Nonperformance or Delayed Performance) of this clause, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the territory, be the same as if the notice of termination had been issued pursuant to such clause. If, in the foregoing circumstances, this contract

does not contain a clause providing for termination for convenience of the territory, the contract shall be adjusted to compensate for such termination and the contract modified accordingly subject to the contractor's rights under Chapter 9 (Legal and Contractual Remedies) of the Guam Procurement Regulations.

- f. **Additional Rights and Remedies.** The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this Agreement.
 - g. **Liquidated Damages.** Reference Title 2 GAR Division 4, §6101 (9) (a). When the Contractor is given notice of delay or nonperformance as specified in Paragraph (d) (Default) of the Termination for Default Clause of this contract and fails to cure in the time specified, the contractor shall be liable for damages for delay in the amount of one-fourth of one-percent (1%) of outstanding order per calendar day from date set for cure until either the territory reasonably obtains similar supplies or services if the contractor is terminated for default, or until the contractor provides the supplies or services if the contractor is not terminated for default. To the extent that the contractor's delay or nonperformance is excused under Paragraph (4) (Excuse for Nonperformance or Delayed Performance) of the Termination for Default Clause of this contract, liquidated damages shall not be due the territory. The contractor remains liable for damages caused other than by delay.
 - h. **In Other Situations.** If the contract will not have a termination for Default Clause or the liquidated damages are to be assessed for reasons other than delay, the Chief Procurement Officer may approve the use of any appropriate liquidated damages clause.
9. **TERMINATION FOR CONVENIENCE.** Reference Title 2 GAR Division 4, §6101 (10).
- a. **Termination.** The Government may, when the interest of the territory so require, terminate this contract in whole or in part, for the convenience of the territory. The Government shall give written notice of the termination to the contractor specifying the part of the contract terminated and when termination becomes effective.
 - b. **Contractor's Obligations.** Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination the contractor will stop work to the extent specified. Contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. Contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected

with the terminated work. The Government may direct the Contractor to assign Contractor's right, title, and interest under terminated orders or subcontracts to the territory. Contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

c. **Right to Supplies.** The Government may require Contractor to transfer title and deliver to the territory in the manner and to the extent directed by the Procurement Officer:

- 1) any completed supplies; and
- 2) such partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (hereinafter called "manufacturing material") as the contractor has specifically produced or specially acquired for the performance of the terminated part of this contract.

The Contractor shall, upon direction of the Procurement Officer, protect and preserve property in the possession of the Contractor in which the territory has an interest. If the Procurement Officer does not exercise this right, the Contractor shall use best efforts to sell such supplies and manufacturing materials in accordance with the standards of Uniform Commercial Code of Guam, §2706 (U.S.C.G. §2706 is quoted at the end of this §6101(10)(d) Utilization of this Section in no way implies that the territory has breached the contract by exercise of the Termination for Convenience Clause.

d. **Compensation.**

- 1) Contractor shall submit a termination claim specifying the amounts due because of the termination for convenience together with cost or pricing data to the extent required by §3118 (Cost or Pricing Data) of the Guam Procurement Regulations bearing on such claim. If the contractor fails to file a termination claim within one year from the effective date of termination, the Procurement Officer may pay the contractor, if at all, an amount set in accordance with Subparagraph (c) of this Paragraph.
- 2) The Government and Contractor may agree to a settlement provided the contractor has filed a termination claim supported by cost or pricing data to the extent required by §3118 (Cost or Pricing Data) of the Guam Procurement Regulations and that the settlement does not exceed the total contract price plus settlement costs reduced by payments previously made by the territory, the

proceeds of any sales of supplies and manufacturing materials under Paragraph (3) of this clause, and the contract price of the work not terminated.

- 3) Absent complete agreement under Subparagraph (B) of this Paragraph, the Government shall pay the Contractor the following amounts, provided payments agreed to under Subparagraph (B) shall not duplicate payments under this Subparagraph:
 - (a) contract prices for supplies or services accepted under the contract;
 - (b) costs incurred in preparing to perform and performing the terminated portion of the work plus a fair and reasonable profit on such portion of the work (such profit shall not include anticipatory profit or consequential damages) less amounts paid or to be paid for accepted supplies or services; provided, however, that if it appears that the contractor would have sustained a loss if the entire contract would have been completed, no profit shall be allowed or included and the amount of compensation shall be reduced to reflect the anticipated rate of loss;
 - (c) costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to Contractor's Obligation of this clause. These costs must not include costs paid in accordance with this Paragraph;
 - (d) the reasonable settlement costs of the Contractor including accounting, legal, clerical, and other expenses reasonably necessary for the preparation of settlement claims and supporting data with respect to the terminated portion of the contract for the termination and settlement of subcontracts thereunder, together with reasonable storage, transportation, and other costs incurred in connection with the protection or disposition of property allocable to the terminated portion of this contract. The total sum to be paid the contractor under this Subparagraph shall not exceed the total contract price plus the reasonable settlement costs of the contractor reduced by the amount of payments otherwise made, the proceeds of any sales of supplies and manufacturing materials under Subparagraph D (2) above, and the contract price of work not terminated.

- 4) Cost claimed, agreed to, or established under (B) and (C) of this Paragraph shall be in accordance with Chapter 7 (Cost Principles) of the Guam Procurement Regulations (GAR).

14 GCA §2796 (UCC) states:

§2076. Seller's Resale Including Contract for Resale.

- (a) Under the conditions stated in §2703 on seller's remedies, the seller may resell the goods concerned or the undelivered balance thereof. Where the resale is made in good faith and in a commercially reasonable manner the seller may recover the difference between the resale price and the contract price together with an incidental damages allowed under the provisions of this division (§2710), but less expenses saved in consequence of the buyer's breach.
- (b) Except as otherwise provided in Subsection (3) or unless otherwise agreed resale may be at public or private sale including sale by way of one or more contracts to sell or of identification to an existing contract of the seller. Sale may be as a unit or in parcels and at any time and place and on any terms, but every aspect of the sale including the method, manner, time, place and terms must be commercially reasonable. The resale must be reasonably identified as referring to the broken contract, but it is not necessary that the goods be in existence or that any or all of them have been identified to the contract before the breach.
- (c) Where the resale is at private sale the seller must give the buyer reasonable notification of his intention to resell.
- (d) Where the resale is at public sale:
 - (1) Only identified goods can be sold except where there is a recognized market for a public sale of futures in goods of the kind; and
 - (2) It must be made at a usual place or market for public sale if one is reasonably available and except in the case of goods which are perishable or threaten to decline in value speedily the seller must give the buyer reasonable notice of the time and place of the resale; and
 - (3) If the goods are not to be within the view of those attending the sale, the notification of sale must state

the place where the goods are located and provide for their reasonable inspection by prospective offerors; and

(4) The seller may buy.

(e) A purchaser who buys in good faith at a resale takes the goods free of any rights of the original buyer even though the seller fails to comply with one or more of the requirements of this section.

(f) The seller is not accountable to the buyer for any profit made on any resale. A person in the position of a seller (§2707) or a buyer who has rightfully rejected or justifiably revoked acceptance must account for any excess over the amount of his security interest, as hereinafter defined (Subsection 3) of §2711).

10. **MANDATORY DISPUTES RESOLUTION CLAUSE [2 GAR DIVISION 4 §9103(G)].**
Disputes Resolution

- a. The Government and Contractor agree to attempt resolution of all controversies which arise under, or are by virtue of, this Agreement through mutual agreement. If the controversy is not resolved by mutual agreement, then the Contractor shall request the Government in writing to issue a final decision within 60 days after receipt of the written request. If the Government does not issue a written decision within 60 days after written request for a final decision, or within such longer period as may be agreed upon by the parties, then Contractor may proceed as though the Government had issued a decision adverse to Contractor.
- b. The Government shall immediately furnish a copy of the decision to Contractor, by certified mail with a return receipt requested, or by any other method that provides evidence of receipt.
- c. The Government's decision shall be final and conclusive, unless fraudulent or unless the Contractor appeals the decision.
- d. This subsection applies to appeals of the Government's decision on a dispute. For money owed by or to the Government under this Agreement, Contractor shall appeal the decision in accordance with the Government Claims Act by initially filing a claim with the Office of the Attorney General no later than eighteen (18) months after the decision is rendered by the Government or from the date when a decision should have been rendered. For all other claims by or against the Government arising under this Agreement, the Office of the Public Accountability has jurisdiction

over the appeal from the decision of the Government. Appeals to the Office of the Public Accountability must be made within sixty (60) days of the Government's decision or from the date the decision should have been made.

- e. Contractor shall exhaust all administrative remedies before filing an action in the Superior Court of Guam in accordance with applicable laws.
- f. Contractor shall comply with the Government's decision and proceed diligently with performance of this Agreement pending final resolution by the Superior Court of Guam of any controversy arising under, or by virtue of, this Agreement, except where Contractor claims a material breach of this Agreement by the Government. However, if the Government determines in writing that continuation of Services under this Agreement is essential to the public's health or safety, then Contractor shall proceed diligently with performance of the Agreement notwithstanding any claim of material breach by the Government.

- 11. **MODIFICATION AND TERMINATION OF CONTRACTS FOR SUPPLIES AND SERVICES.** Pursuant to Title 5 GCA, Division 1, Article 6, §5350 (d), modification of changes in the scope of services is permitted provided that any variations are supported by a written determination that states the circumstances justifying such variation and provided that notice of any such material variation be stated in the RFP.
- 12. **ETHICAL STANDARDS.** With respect to this Agreement and any other contract that the Contractor may have, or wish to enter into, with any government of Guam agency, the Contractor represents that it has not knowingly influenced, and promises that it will not knowingly influence, any government employee to breach any of the ethical standards set forth in the Guam Procurement Law and in any of the Guam Procurement Regulations.
- 13. **PROHIBITION AGAINST GRATUITIES AND KICKBACKS.** With respect to this Agreement and any other contract that the Contractor may have, or wish to enter into, with any government of Guam agency, the Contractor represents that it has not violated, is not violating, and promises that it will not violate, the prohibition against gratuities and kickbacks set forth in the Guam Procurement Regulations.
- 14. **PROHIBITION AGAINST CONTINGENT FEES.** The Contractor represents that it has not retained any person or agency upon an agreement or understanding for a percentage, commission, brokerage, or other contingent arrangements, except for retention of bona fide employees or bona fide established commercial selling agencies, to solicit or secure this Agreement or any other contract with the government of Guam or its agencies.

15. **PROHIBITION AGAINST EMPLOYMENT OF SEX OFFENDERS.** Ref. 5GCA §5253 (b). Contractor warrants that no person providing services on behalf of the contractor has been convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA or an offense as defined in Article 2 of Chapter 28 Title 9 GCA, or an offense in another jurisdiction with, at a minimum, the same elements as such offenses, or who is listed on the Sex Offender Registry. Contractor warrants that if any person providing services on behalf of the Contractor is convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA or an offense that as defined in Article 2 of Chapter 28, Title 9 GCA or an offense in another jurisdiction with, at a minimum, the same elements as such offenses, or who is listed on the Sex Offender Registry, that such person will be immediately removed from working at said agency and that the administrator of said agency be informed of such within twenty-four (24) hours of such conviction.

All contracts, bids, or Requests for Proposals shall state all the conditions in §5253 (b). Any contractor found in violation of §5253 (b), after notice from the contracting authority of such violation, shall, within twenty-four (24) hours, take corrective action and shall report such action to the contracting authority. Failure to take corrective action within the stipulated period may result in the temporary suspension of the contract at the discretion of the contracting authority.

16. **GOVERNMENT NOT LIABLE.** The Government assumes no liability for any accident or injury that may occur to the Contractor, his/her agents, dependents, or personal property during any travel mandated by the terms of this Agreement. Further, the Government shall not be liable to the Contractor for any work performed by the Contractor prior to the approval of the Agreement by the Government and the Contractor, hereby expressly waives any and all claims for services performed in expectation of an Agreement prior to its approval by the Government.

17. **PREVAILING WAGES COMPLIANCE WITH USDOL WAGE DETERMINATION. WAGE AND BENEFIT COMPLIANCE- CONTRACTORS PROVIDING SERVICES**

- a. Contractor with regard to all persons its employs who purpose in whole or in part is the direct delivery of service contracted for with the DPH&SS, DSC under this Agreement, shall pay such employee(s) in accordance with the Wage Determination for Guam and the Northern Mariana Islands issued and promulgated by the U.S. Department of Labor for such labor as is employed in the direct deliverance of deliverables to the government of Guam. §5802 G.C.A. Ch5 Title 5. Contractor shall be responsible for flowing down this obligation to its subcontractors.
- b. The Wage Determination most recently issued by the U.S. Department of Labor at the time a contract was awarded to Contractor shall be used to

determine wages and benefits which shall be paid to employees pursuant to this clause. §5801 G.C.A. Ch5 Title 5.

- c. Should any contract contain a renewal clause, then at the time of renewal adjustments there shall be stipulations contained in that contract for applying the Wage Determination, so that the Wage Determination promulgated by the U.S. Department of Labor on a date most recent to the renewal date shall apply. §5801 G.C.A. Ch5 Title 5.
- d. In addition to Wage Determination detailed above, health and similar benefits for employees having a minimum value as detailed in the Wage Determination issued and promulgated by the U.S. Department of Labor shall apply. Contractor shall pay a minimum of ten (10) paid holidays per annum per employee. §5802 G.C.A. Ch5 Title 5.
- e. Any violation of Contractor or its subcontractors obligations of this section shall be investigated by the Guam Department of Labor and may include a monetary penalty assessment by the Guam Department of Labor of no less than One Hundred Dollars (\$100.00) per day, and no more than One Thousand Dollars (\$1,000.00) per day, until such time as a violation has been corrected, as well as payment of all back wages and benefits due. §5803 G.C.A. Ch5 Title 5.
- f. In addition to any and all other breach of contract DPH&SS, DSC may have under this Agreement, in the event there is a violation in the process set forth in subsection (e) above, Contractor may be placed on probationary status by the Chief Procurement Officer of the General Service Agency, or its successor, for a period of one (1) year. During the probationary status, a Contractor shall not be awarded any contract by any instrumentality of the Government of Guam. A Contractor who has been placed on probationary status, or has been assessed a monetary penalty pursuant to 5 G.C.A. Article 13 Title 5 may appeal such penalty or probationary status to the Superior Court of Guam. §5804 G.C.A. Ch5 Title 5.
- g. Contractor along with all proposed offerors and submitter under this procurement were required to submit a Declaration of Compliance with Wage Determination laws as part of this procurement with a copy of the most recent Wage Determination for Guam and the Northern Marianas Islands issued and promulgated by the U.S. Department of Labor. §5805 G.C.A. Ch5 Title 5.
- h. The applicable USDOL Wage Determination Rate Revision (as defined by subsections (b) and (c) is to this Agreement. Contractor agrees to provide upon written request by the Government of Guam written certification of

its compliance with its obligations as part of each invoice, along with the names of any employees, their positions, and detailed wage and benefits paid in keeping with this section. Additionally upon request by Government of Guam, the Contractor shall submit source documents as to those individuals who provide direct services in part or whole under this Agreement and its payments to them of such wages and benefits.

18. **INSURANCE.** Contractor agrees to procure and maintain in effect Workers Compensation, Commercial General Liability, and Comprehensive General Liability Insurance coverage. The Contractor shall provide certificates of such insurance to DPH&SS, DSC when required and shall immediately report in writing to the DPH&SS, DSC any insurance claims filed. The Contractor is responsible for obtaining and maintaining the necessary insurance coverage for the operations of the Legal Assistance Services Program.
- a. Workers Compensation Insurance in the form and amount required by the law of the Government of Guam to cover all employees working in any capacity in executing this contract.
 - b. Commercial General Liability Insurance on an “Occurrence Basis” with limits of liability not less than \$1,000,000.00 per occurrence and/or combined single-limit bodily injury and property damage. The Contractor shall ensure the insurance is issued by a company authorized to do business on Guam with minimum limits of not less than \$1,000,000.00 for bodily injuries or death per occurrence, and not less than \$300,000.00 for damages to property. Such policy shall insure the Government and their respective agents and employees with respect to liability as a result of the ownership, maintenance, use or operation of vehicles pursuant to the Agreement.
 - c. Professional Liability Insurance in a form acceptable to the Government and with a limit of liability of not less than \$1,000,000.00.
19. **SEVERABILITY PROVISION.** The provision of this Contract will be deemed severable, and the unenforceability of any one or more provisions will not affect the enforceability of any other provisions. In addition, if any provision of this Contract, for any reason is declared to be unenforceable, the parties will substitute and enforceable provision that, to the maximum extent possible in accordance with applicable law, preserves the original intentions and economic positions of the parties.
20. **NO WAIVER.** No failure or delay by either party in exercising any right, power or remedy will operate as a waiver of such right, power or remedy, and no waiver will be effective unless it is in writing and signed by the waiving party. If either

party waives any right, power or remedy, such waiver will not waive any successive or other right, power or remedy the party may have under this Contract.

21. **ASSIGNMENT, SUCCESSORS AND ASSIGNS.** Contractor may not assign or otherwise transfer this Contract or any of the rights that it grants without the prior written consent of the Government. Any purported assignment in violation of the preceding sentence will be void and of no effect. This Contract will be binding upon the parties' respective successors and permitted assigns.
22. **BINDING SIGNATORY.** This Agreement, and any modification hereto, is not binding until approved by the Attorney General and Governor of Guam.

XV. APPENDIX OF MANDATORY FORMS

The following is a list of local and Federal Mandatory Forms that shall be submitted as part of this RFP:

1. Offeror's Profile
2. Affidavit Disclosing Ownership and Commissions
3. Affidavit re Non-Collusion
4. Affidavit re No Gratuities and Kickbacks
5. Affidavit re Ethical Standards
6. Affidavit re Contingent Fees
7. Declaration re Compliance with U.S. Department of Labor (DOL) Wage Determination
8. Limited English Proficiency Certification
9. Certification of Non-Discrimination
10. Civil Rights Requirements
11. Certification Regarding Lobbying
12. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
13. Compliance with Federal Laws and Regulations
14. Latest published U.S. DOL Wage Determination for Guam

XVI. APPENDIX OF PROGRAM FORMS

The following is a list of Program Forms attached as part of this RFP:

1. Intake, Profile and Referral (IPR) Form- (Referenced as Attachment A)
2. IPR Record Change and Service Form- (Referenced as Attachment B)

-----END OF SPECIAL TERMS AND CONDITIONS-----

OFFEROR'S PROFILE FOR RFP/DPHSS-2013-001

1.	Proposal for:	LEGAL ASSISTANCE SERVICES PROGRAM RFP/DPHSS-2013-001
2.	Name of Organization:	
	Address:	
	Office Telephone Number:	
	Fax Number:	
	E-mail Address:	
3.	Type of Organization. Indicate status, check one:	<input type="checkbox"/> Governmental Unit established by law <input type="checkbox"/> Private Non-Profit Corporation <input type="checkbox"/> Proprietary Agency <input type="checkbox"/> Private for Profit <input type="checkbox"/> Other: Specify _____
4.	Location of the organization's principal place of business or central office.	
5.	Location of proposed place of business, if different from above.	
6.	Date of Incorporation, as applicable.	
7.	Number of years in business:	
8.	Name of proposed Executive Director:	
9.	Name and position title of proposed alternate Person in Charge:	
10.	Contact Number:	
11.	Listing of other contracts under which services similar in scope, size, or discipline to the required services were performed or undertaken within a 12 month period	

**AFFIDAVIT DISCLOSING OWNERSHIP AND COMMISSIONS
FOR RFP/DPHSS-2013-001**

CITY OF _____)
)ss.
 STATE OF _____)

1. I, the undersigned, being first duly sworn, depose and say that I am an authorized representative of the offeror and that *(please check one)*:

- The offeror is an individual or sole proprietor and owns the entire (100%) interest in the offering business.
- The offeror is a corporation, partnership, joint venture, or association known as _____ (please state name of offeror company), and the persons, companies, partners, or joint ventures who have held more than 10% of the shares or interest in the offering business during the past 12 months immediately preceding the submission date of the proposal are as follows *(if none, please so state)*:

Name	Address	% of Shares or Interest Held

2. Further, I say that the persons who have received or are entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to the bid or proposal for which this affidavit is submitted are as follows *(if none, please so state)*:

Name	Address	Compensation

3. If the ownership of the offering business should change between the time this affidavit is made and the time and award is made or a contract is entered into, then I promise personally to update the disclosure required by Title 5 GCA, §5233 by delivering another affidavit to the government.

 Signature of one of the following:
 Offeror, if the offeror is an individual;
 Partner, if the offeror is a partnership;
 Officer, if the offeror is a corporation.

Subscribed and sworn to before me
 this _____ day of _____, 2013.

 NOTARY PUBLIC
 My commission expires: _____

AG Procurement Form 002 (Rev. Nov. 17, 2005)

**DECLARATION RE COMPLIANCE WITH U.S. DOL WAGE DETERMINATION
FOR RFP/DPHSS-2013-001**

Name of Offeror Company: _____

I, _____ hereby **certify under penalty of perjury**:

1. That I am _____ (*please select one: the offeror, a partner of the offeror, an officer of the offeror*) making the bid or proposal in the foregoing identified procurement;
2. That I have read and understand the provision of Title 5 GCA §5801 and §5802 which read:

§5801. Wage Determination Established.

In such cases where the government of Guam enters into contractual arrangements with a sole proprietorship, a partnership or a corporation (“contractor”) for the provision of a service to the government of Guam, and in such cases where the contractor employs a person(s) whose purpose, in whole or in part, is the direct delivery of service contracted by the government of Guam, then the contractor shall pay such employee(s) in accordance with the Wage Determination for Guam and the Northern Mariana Islands issued and promulgated by the U.S. Department of Labor for such labor as is employed in the direct delivery of contract deliverables to the government of Guam.

The Wage Determination most recently issued by the U.S. Department of Labor at the time a contract is awarded to a contractor by the government of Guam shall be used to determine wages, which shall be paid to employees pursuant to this Article. Should any contract contain a renewal clause, then at the time of renewal adjustments, there shall be made stipulations contained in that contract for applying the Wage Determination, as required by this Article, so that the Wage Determination promulgated by the U.S. Department of Labor on a date most recent to the renewal date shall apply.

§5802. Benefits.

In addition to Wage Determination detailed in this Article, any contract to which this Article applies shall also contain provisions mandating health and similar benefits for employees covered by this Article, such benefits have a minimum value as detailed in the Wage Determination issued and promulgated by the U.S. Department of Labor, and shall contain provisions guaranteeing a minimum of ten (10) paid holidays per annum per employee.

3. That the offeror is in full compliance with Title 5 GCA §5801 and §5802, as may be applicable to the procurement referenced herein;
4. That I have attached the most recent Wage Determination applicable to Guam issued by the U.S. Department of Labor.

Instructions to the offeror. The Wage Determination, No. 2005-2148 Revision No.: 17, Date of Rev: 06/19/2013 to be an attachment to the form. The applicable USDOL and is available at the Guam Department of Labor URL Website at www.wdol.gov.

Signature

**LIMITED ENGLISH PROFICIENCY CERTIFICATION
FOR RFP/DPHSS-2013-001**

Limited English Proficiency Certification

I certify that Limited English Proficiency persons have meaningful access to any services under any developed (if applicable) program(s). National origin discrimination includes discrimination on the basis of Limited English Proficiency (LEP). Meaningful access may entail providing language assistance services, including oral and written translation when necessary.

SUBMITTED BY:

Signature:	Date:
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Name:	Title:
-------	--------

Agency:

Instructions: Offerors need to sign and submit this form with this proposal.

**CERTIFICATION OF NON-DISCRIMINATION
FOR RFP/DPHSS-2013-001**

Certification of Non-Discrimination

Contractor agrees that:

It will comply, with and will insure compliance by its sub-grantees and contractors with the non discrimination requirements of the following statutes and regulations:

- Omnibus Crime Control and Safe Streets Act of 1968, as amended, and 42 U.S.C. 3789(d) which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the United States Department of Justice funded programs or activities;
- Title VI of the Civil Rights Act of 1964, and 42 U.S.C. §2000d which prohibits discrimination on the basis of race, color or national origin in the United States Department of Justice funded programs or activities;
- Section 504 of the Rehabilitation Act of 1973, and 29 U.S.C. §794 which prohibits discrimination on the basis of disability in U.S. D.O.E. funded programs or activities;
- Title II of the Americans with Disabilities Act (ADA) of 1990, and 42 U.S.C. §12132, as it relates to discrimination on the basis of disability in the United States Department of Justice funded programs or activities;
- Title IX of the Education Amendments of 1972, and 20 U.S.C. §1681 as it relates to discrimination on the basis of sex the United States Department of Justice funded training or educational programs;
- The Age Discrimination Act 1975, and 42 U.S.C. §6102, as it relates to services discrimination on the basis of age the United States Department of Justice funded programs or activities.

No person shall, on the grounds of race, color, religion, national origin, sex, or disability, be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in connection with any program or activity funded in whole or in part with funds made available under this title from the U.S. Department of Health and Human Services. The applicant agency also certified that, if required to formulate an Equal Employment Opportunity Plan (EEOP), in accordance with 28 CFR 42.301 et seq., it will maintain a current one on file. Non-compliance with the discrimination regulations may result in the suspension or termination of funding.

In the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, national origin, sex, or disability against a recipient of Federal funds, or any sub-grantee or contractor of that recipient, a copy of such findings must be forwarded to the United States of Department of Health and Human Services.

If your offeror is required to develop an EEOP and your offeror has received a single award for \$500,000 or more in grant funds, whether directly from the U.S. Department of Health and Human Services or indirectly from a state or local agency as a sub-recipient, your agency must submit a copy of the subject EEOP to the U.S. Department of Health and Human Services for their review and approval.

SUBMITTED BY:

Signature of Authorized Official:	Date:
-----------------------------------	-------

Name of Authorized Official:

Name of Offeror:

Instructions: Offerors need to sign and submit this form with this proposal.

**CIVIL RIGHTS REQUIREMENTS
FOR RFP/DPHSS-2013-001**

Civil Rights Requirements

Contractor:

Civil Rights Contact Person:

Title/Address:

Telephone Number:

Number of persons employed by the offeror unit:

Instructions: Offerors need to sign and submit this form with this proposal.

**CERTIFICATION REGARDING LOBBYING
FOR RFP/DPHSS-2013-001**

By signing and submitting this certification, Contractor is certifying as set out below:

CERTIFICATIONS REGARDING LOBBYING

Applicant should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of the Application Cover Page provides for 34 CFR Part 85, "Government-wide Debarment and suspension (Nonprocurement)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Public Health and Social Services (DPHSS) determines to award the covered transaction, grant, or cooperative agreement.

LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

SIGNATURE

DATE

NAME

COMPANY

Instructions: Offerors need to sign and submit this form with this proposal.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
FOR RFP/DPHSS-2013-001**

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

PROJECT INFORMATION:

Project Name: _____

Project Number: _____

Data Universal Numbering System (DUNS) Number: _____

Principal Contact: _____
Firm Name / Contact Name / Title

Firm Address/ Phone Number/ Email Address

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Contractor-

- (1) The undersigned certifies, by submission of this proposal, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal agencies;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the undersigned is unable to certify to any of the statements in this certification, such Subrecipient/ Sub Grantee offeror shall attach an explanation to this proposal*.

*Exceptions will not necessarily result in denial of award, but will be considered in determining offeror responsibility. For any exception noted, indicate to whom it applies, initiating agency, dates of action, and the type of violation.

I, the official named below, hereby swear that I am duly authorized to legally bind the prospective contractor to the above described certification. I am fully aware that this certification is made under penalty of perjury under the laws of Guam.

Signature/Authorized Certifying Official Typed Name and Title

Prospective Contractor/Offeror Date Signed

Contractor License No. (if any)

Instructions: Offerors need to sign and submit this form with this proposal.

**COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS
FOR RFP/DPHSS-2013-001**

The certifications and representations of offeror(s)/ contractor(s) are verified and signed on the page four of this four page form. The terms and conditions as to compliance with Federal Laws and Regulation that are part of this procurement, include, but are not limited to these requirements.

A. Equal Employment Opportunity & Nondiscrimination

Contractor agrees to comply with E.O. 11246--Equal Employment Opportunity, as amended by E.O. 11375--Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 60--Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor. Contractor agrees that no person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in contracted programs or activities on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or other classification protected by federal or state laws and regulations; nor shall they be excluded from participation in, be denied benefits, or be otherwise subjected to discrimination in the performance of contracts with the government of Guam or in the employment practices of the government of Guam' contractors. Accordingly, all contractors entering into contracts with the government of Guam shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

B. Discovery or Invention- Notice.

Contractor and the Government are not contracting for any Services/ Work that constitutes as a Discovery or Invention under this Agreement as initially executed. Pursuant to 34 CFR Part 80.36 (i) (8) required notification is given by the Government to Contractor: United States Department of Justice's requirements relating to discoveries, inventions, copy rights and rights in data as set forth in A-102 Section _ .36 apply and Patent Rights in Inventions Made With Federal Assistance 35 USC 202-204, as implemented by 37 CFR 401 apply where applicable.

C. Clean Air Act.

Contractor and Subcontractor agree to comply with Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended--Contracts and sub grants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to ED and the Regional Office of the Environmental Protection Agency (EPA).

D. Byrd Anti-Lobbying.

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - applies to contracts over \$100,000. Contractor as part of this Agreement certifies compliance with 31 U.S.C. 1352 and agrees to provide a copy of the Byrd Anti-Lobbying certification to the OAG, and to require any subcontractors of \$100,000 or more to file a Byrd Anti-Lobbying certification. Contractor represents that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. The disclosures are to be forwarded from Contractor and its subcontractors up to the Government.

page 1 of 4

E. Debarment and Suspension.

Debarment and Suspension (E.O. 12549 and E.O. 12689)--No contract may be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or No procurement Programs in accordance with E.O. 12549 and E.O. 12689--Debarment and Suspension. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractor certifies that contractor, nor any of contractor's trustees, officers, directors, agents, servants or employees (whether paid or voluntary) is debarred or suspended or suspended on federal, state or local debarment and suspension lists; or otherwise excluded from or ineligible for participation in federal or local assistance programs.

F. Drug-Free Work Place.

Contractor acknowledges that the Government maintains a drug free work place in compliance with Drug-Free Workplace Act of 1988 (Pub. L.100-690) and Contractor and subcontractors agree to comply with the Drug-Free Work Place Act.

DRUG-FREE WORKPLACE (MAY 2001)

(a) Definitions. As used in this clause—

“Controlled substance” means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in regulation at 21 CFR 1308.11 - 1308.15.

“Conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

“Criminal drug statute” means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance.

“Drug-free workplace” means the site(s) for the performance of work done by the Contractor in connection with a specific contract where employees of the Contractor are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

“Employee” means an employee of a Contractor directly engaged in the performance of work under a Government contract. “Directly engaged” is defined to include all direct cost employees and any other Contractor employee who has other than a minimal impact or involvement in contract performance.

“Individual” means an offeror/contractor that has no more than one employee including the offeror/contractor.

(b) The Contractor, if other than an individual, shall—within 30 days after award (unless a longer period is agreed to in writing for contracts of 30 days or more performance duration), or as soon as possible for contracts of less than 30 days performance duration—

(1) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(2) Establish an ongoing drug-free awareness program to inform such employees about—

(i) The dangers of drug abuse in the workplace;

(ii) The Contractor's policy of maintaining a drug-free workplace;

(iii) Any available drug counseling, rehabilitation, and employee assistance programs; and

(iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(3) Provide all employees engaged in performance of the contract with a copy of the statement required by paragraph (b) (1) of this clause;

(4) Notify such employees in writing in the statement required by paragraph (b) (1) of this clause that, as a condition of continued employment on this contract, the employee will—

(i) Abide by the terms of the statement; and

page 2 of 4

- (ii) Notify the employer in writing of the employee's conviction under a criminal drug statute for a violation occurring in the workplace no later than 5 days after such conviction;
- (5) Notify the Contracting Officer in writing within 10 days after receiving notice under subdivision (b)(4)(ii) of this clause, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
- (6) Within 30 days after receiving notice under subdivision (b) (4) (ii) of this clause of a conviction, take one of the following actions with respect to any employee who is convicted of a drug abuse violation occurring in the workplace:
 - (i) Taking appropriate personnel action against such employee, up to and including termination; or
 - (ii) Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
- (7) Make a good faith effort to maintain a drug-free workplace through implementation of paragraphs (b) (1) through (b) (6) of this clause.
- (8) The Contractor, if an individual, agrees by award of the contract or acceptance of a purchase order, not to engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while performing this contract.
- (9) In addition to other remedies available to the Government, the Contractor's failure to comply with the requirements of paragraph (b) or (c) of this clause may, pursuant to FAR 23.506, render the Contractor subject to suspension of contract payments, termination of the contract or default, and suspension or debarment.

G. Trafficking Victims Protection Act of 2000 (TVPA), as amended 22 U.S.C. 7104(g).

Contractor and its subcontractor, and their employees associated with performance under this procurement shall not (i) engage in severe forms of trafficking in persons during the period of time that the procurement is in effect; (ii) procure a commercial sex act during the time that the procurement is in effect, or (iii) used forced labor in the performance of services in this procurement as defined in the TVPA as amended or the federal regulations, including but not limited to 2 CFR 175. The Government of Guam and the United States Department of Public Health and Human Services, Administration for Children and Families may terminate any work, contract, grant, subgrant without penalty for any violation of these provisions by the Contractor and its subcontractors and their employees, imputed to the Contractor or its subcontractor imputed to them using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," as implemented by the United States Department of Public Health and Human Services 2 CFR part 376.

Contractor and its subcontractors shall inform the Government of Guam and the United States Department of Public Health and Human Services, Administration for Children and Families immediately of any information they receive from any source alleging violation of (i)(ii) and (iii) above. Contractor and its subcontractors must include this section in any subcontracts they make in this procurement. The following definitions apply to this section: (1) "Employee" means either: an individual employed by you or a subrecipient who is engaged in the performance of this procurement; or another person engaged in the performance of services in this procurement not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements. (2) "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery. (3). "Private entity": means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.

page 3 of 4

H. Charitable Choice (applies to faith-based organizations only).

Contractor attests that funds received as a result of this procurement will not be used for sectarian instruction, worship, proselytizing or for any other purely religious activities that are not directed toward the secular social goals related to the services described in the RFP. Contractor agrees to serve all eligible members of the public without regard to their religious beliefs and, further, must not require clients' active participation in any religious practice. (In carrying out the said services, the Contractor will remain independent from federal, state and local governments; will retain control over the expression of its religious beliefs, and is not required to remove its religious writings or symbols or to alter its internal governance as a condition of doing business with the DPHSS DSC). U.S. Department of Health and Human Services regulations pertaining to Equal Treatment for Faith-Based Organizations can be found at 45 CFR Part 87. DPHSS DSC incorporates and follows the Equal Treatment Regulations for Faith-Based Organizations as a matter of good practice.

page 4 of 4

DPHSS DSC rev. 7-19-12

SUBMITTED BY:

Signature of Authorized Official:	Date:
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Name of Authorized Official:

Name of Offeror:

This Form Must Be Submitted With the Proposal.

WD 05-2148 (Rev.-17) was first posted on www.wdol.gov on 06/25/2013

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor		U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210
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Diane C. Koplewski Director	Division of Wage Determinations		Wage Determination No.: 2005-2148 Revision No.: 17 Date Of Revision: 06/19/2013
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States: Guam, Northern Marianas, Wake Island

Area: Guam Statewide
 Northern Marianas Statewide
 Wake Island Statewide

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		12.50
01012 - Accounting Clerk II		13.53
01013 - Accounting Clerk III		15.59
01020 - Administrative Assistant		17.67
01040 - Court Reporter		15.38
01051 - Data Entry Operator I		10.48
01052 - Data Entry Operator II		11.99
01060 - Dispatcher, Motor Vehicle		13.06
01070 - Document Preparation Clerk		12.25
01090 - Duplicating Machine Operator		12.25
01111 - General Clerk I		10.29
01112 - General Clerk II		11.28
01113 - General Clerk III		12.32
01120 - Housing Referral Assistant		17.15
01141 - Messenger Courier		10.12
01191 - Order Clerk I		11.23
01192 - Order Clerk II		12.25
01261 - Personnel Assistant (Employment) I		14.33
01262 - Personnel Assistant (Employment) II		14.90
01263 - Personnel Assistant (Employment) III		16.48
01270 - Production Control Clerk		18.34
01280 - Receptionist		9.67
01290 - Rental Clerk		11.10
01300 - Scheduler, Maintenance		13.75
01311 - Secretary I		13.75
01312 - Secretary II		15.38
01313 - Secretary III		17.15
01320 - Service Order Dispatcher		11.57
01410 - Supply Technician		17.67
01420 - Survey Worker		15.26
01531 - Travel Clerk I		11.61
01532 - Travel Clerk II		12.57
01533 - Travel Clerk III		13.44
01611 - Word Processor I		12.25
01612 - Word Processor II		13.75
01613 - Word Processor III		15.38
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		13.34
05010 - Automotive Electrician		13.06

<http://www.wdol.gov/wdol/scafiles/std/05-2148.txt?v=17>

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05040 - Automotive Glass Installer	12.10
05070 - Automotive Worker	12.10
05110 - Mobile Equipment Servicer	8.59
05130 - Motor Equipment Metal Mechanic	13.06
05160 - Motor Equipment Metal Worker	12.10
05190 - Motor Vehicle Mechanic	13.06
05220 - Motor Vehicle Mechanic Helper	10.12
05250 - Motor Vehicle Upholstery Worker	12.10
05280 - Motor Vehicle Wrecker	12.10
05310 - Painter, Automotive	12.37
05340 - Radiator Repair Specialist	12.10
05370 - Tire Repairer	7.81
05400 - Transmission Repair Specialist	12.10
07000 - Food Preparation And Service Occupations	
07010 - Baker	10.47
07041 - Cook I	9.54
07042 - Cook II	11.78
07070 - Dishwasher	7.25
07130 - Food Service Worker	7.78
07210 - Meat Cutter	11.86
07260 - Waiter/Waitress	7.59
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.38
09040 - Furniture Handler	8.85
09080 - Furniture Refinisher	14.38
09090 - Furniture Refinisher Helper	10.66
09110 - Furniture Repairer, Minor	12.51
09130 - Upholsterer	14.38
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	8.23
11060 - Elevator Operator	8.23
11090 - Gardener	10.99
11122 - Housekeeping Aide	8.33
11150 - Janitor	8.23
11210 - Laborer, Grounds Maintenance	9.14
11240 - Maid or Houseman	7.25
11260 - Pruner	8.23
11270 - Tractor Operator	10.33
11330 - Trail Maintenance Worker	9.14
11360 - Window Cleaner	9.14
12000 - Health Occupations	
12010 - Ambulance Driver	15.81
12011 - Breath Alcohol Technician	15.81
12012 - Certified Occupational Therapist Assistant	21.70
12015 - Certified Physical Therapist Assistant	21.70
12020 - Dental Assistant	13.20
12025 - Dental Hygienist	29.85
12030 - EKG Technician	23.96
12035 - Electroneurodiagnostic Technologist	23.96
12040 - Emergency Medical Technician	15.81
12071 - Licensed Practical Nurse I	14.14
12072 - Licensed Practical Nurse II	15.81
12073 - Licensed Practical Nurse III	17.63
12100 - Medical Assistant	11.54
12130 - Medical Laboratory Technician	14.14
12160 - Medical Record Clerk	11.82
12190 - Medical Record Technician	13.59
12195 - Medical Transcriptionist	14.14
12210 - Nuclear Medicine Technologist	34.75
12221 - Nursing Assistant I	10.03
12222 - Nursing Assistant II	11.30
12223 - Nursing Assistant III	12.31

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12224 - Nursing Assistant IV	13.84
12235 - Optical Dispenser	15.81
12236 - Optical Technician	14.14
12250 - Pharmacy Technician	13.41
12280 - Phlebotomist	13.84
12305 - Radiologic Technologist	22.64
12311 - Registered Nurse I	20.70
12312 - Registered Nurse II	25.32
12313 - Registered Nurse II, Specialist	25.32
12314 - Registered Nurse III	30.64
12315 - Registered Nurse III, Anesthetist	30.64
12316 - Registered Nurse IV	36.72
12317 - Scheduler (Drug and Alcohol Testing)	19.59
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	15.06
13012 - Exhibits Specialist II	18.66
13013 - Exhibits Specialist III	22.83
13041 - Illustrator I	15.06
13042 - Illustrator II	18.66
13043 - Illustrator III	22.83
13047 - Librarian	20.66
13050 - Library Aide/Clerk	12.00
13054 - Library Information Technology Systems Administrator	18.66
13058 - Library Technician	15.06
13061 - Media Specialist I	13.46
13062 - Media Specialist II	15.06
13063 - Media Specialist III	16.80
13071 - Photographer I	12.82
13072 - Photographer II	14.32
13073 - Photographer III	17.75
13074 - Photographer IV	21.73
13075 - Photographer V	26.30
13110 - Video Teleconference Technician	12.91
14000 - Information Technology Occupations	
14041 - Computer Operator I	13.65
14042 - Computer Operator II	15.76
14043 - Computer Operator III	17.56
14044 - Computer Operator IV	19.50
14045 - Computer Operator V	21.81
14071 - Computer Programmer I	(see 1) 15.73
14072 - Computer Programmer II	(see 1) 19.50
14073 - Computer Programmer III	(see 1) 23.84
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1) 24.23
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	13.65
14160 - Personal Computer Support Technician	19.50
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	24.23
15020 - Aircrew Training Devices Instructor (Rated)	29.32
15030 - Air Crew Training Devices Instructor (Pilot)	33.30
15050 - Computer Based Training Specialist / Instructor	24.23
15060 - Educational Technologist	22.82
15070 - Flight Instructor (Pilot)	33.30
15080 - Graphic Artist	20.47
15090 - Technical Instructor	17.65
15095 - Technical Instructor/Course Developer	21.58
15110 - Test Proctor	13.87
15120 - Tutor	13.87
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	

16010 - Assembler	8.08
16030 - Counter Attendant	8.08
16040 - Dry Cleaner	9.34
16070 - Finisher, Flatwork, Machine	8.08
16090 - Presser, Hand	8.08
16110 - Presser, Machine, Drycleaning	8.08
16130 - Presser, Machine, Shirts	8.08
16160 - Presser, Machine, Wearing Apparel, Laundry	8.08
16190 - Sewing Machine Operator	9.86
16220 - Tailor	10.33
16250 - Washer, Machine	8.46
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	14.49
19040 - Tool And Die Maker	18.20
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	12.49
21030 - Material Coordinator	18.34
21040 - Material Expediter	18.34
21050 - Material Handling Laborer	10.65
21071 - Order Filler	9.66
21080 - Production Line Worker (Food Processing)	12.49
21110 - Shipping Packer	13.33
21130 - Shipping/Receiving Clerk	13.33
21140 - Store Worker I	13.23
21150 - Stock Clerk	18.58
21210 - Tools And Parts Attendant	12.49
21410 - Warehouse Specialist	12.49
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	20.69
23021 - Aircraft Mechanic I	19.70
23022 - Aircraft Mechanic II	20.69
23023 - Aircraft Mechanic III	21.74
23040 - Aircraft Mechanic Helper	13.70
23050 - Aircraft, Painter	18.50
23060 - Aircraft Servicer	16.09
23080 - Aircraft Worker	17.38
23110 - Appliance Mechanic	14.49
23120 - Bicycle Repairer	9.74
23125 - Cable Splicer	15.43
23130 - Carpenter, Maintenance	13.00
23140 - Carpet Layer	13.55
23160 - Electrician, Maintenance	14.99
23181 - Electronics Technician Maintenance I	14.72
23182 - Electronics Technician Maintenance II	15.05
23183 - Electronics Technician Maintenance III	18.31
23260 - Fabric Worker	12.60
23290 - Fire Alarm System Mechanic	15.43
23310 - Fire Extinguisher Repairer	11.67
23311 - Fuel Distribution System Mechanic	15.43
23312 - Fuel Distribution System Operator	13.01
23370 - General Maintenance Worker	11.95
23380 - Ground Support Equipment Mechanic	19.70
23381 - Ground Support Equipment Servicer	16.09
23382 - Ground Support Equipment Worker	17.38
23391 - Gunsmith I	11.67
23392 - Gunsmith II	13.55
23393 - Gunsmith III	15.43
23410 - Heating, Ventilation And Air-Conditioning Mechanic	15.76
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	16.55
23430 - Heavy Equipment Mechanic	15.15

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23440 - Heavy Equipment Operator	13.73
23460 - Instrument Mechanic	15.43
23465 - Laboratory/Shelter Mechanic	14.49
23470 - Laborer	10.65
23510 - Locksmith	14.49
23530 - Machinery Maintenance Mechanic	17.38
23550 - Machinist, Maintenance	15.43
23580 - Maintenance Trades Helper	9.92
23591 - Metrology Technician I	15.43
23592 - Metrology Technician II	16.41
23593 - Metrology Technician III	17.37
23640 - Millwright	15.43
23710 - Office Appliance Repairer	14.38
23760 - Painter, Maintenance	13.55
23790 - Pipefitter, Maintenance	15.32
23810 - Plumber, Maintenance	14.38
23820 - Pneudraulic Systems Mechanic	15.43
23850 - Rigger	15.43
23870 - Scale Mechanic	13.55
23890 - Sheet-Metal Worker, Maintenance	15.21
23910 - Small Engine Mechanic	13.55
23931 - Telecommunications Mechanic I	19.01
23932 - Telecommunications Mechanic II	19.76
23950 - Telephone Lineman	18.24
23960 - Welder, Combination, Maintenance	14.66
23965 - Well Driller	15.43
23970 - Woodcraft Worker	15.43
23980 - Woodworker	11.67
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.09
24580 - Child Care Center Clerk	12.58
24610 - Chore Aide	12.43
24620 - Family Readiness And Support Services Coordinator	12.44
24630 - Homemaker	16.12
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	15.43
25040 - Sewage Plant Operator	14.49
25070 - Stationary Engineer	15.43
25190 - Ventilation Equipment Tender	10.73
25210 - Water Treatment Plant Operator	14.49
27000 - Protective Service Occupations	
27004 - Alarm Monitor	10.90
27007 - Baggage Inspector	7.35
27008 - Corrections Officer	12.05
27010 - Court Security Officer	12.05
27030 - Detection Dog Handler	10.90
27040 - Detention Officer	12.05
27070 - Firefighter	12.05
27101 - Guard I	7.37
27102 - Guard II	10.90
27131 - Police Officer I	12.05
27132 - Police Officer II	13.40
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	9.53
28042 - Carnival Equipment Repairer	10.08
28043 - Carnival Equipment Worker	7.78
28210 - Gate Attendant/Gate Tender	13.18
28310 - Lifeguard	11.01
28350 - Park Attendant (Aide)	14.74
28510 - Recreation Aide/Health Facility Attendant	10.76
28515 - Recreation Specialist	18.26

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28630 - Sports Official	11.74
28690 - Swimming Pool Operator	17.71
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	15.20
29020 - Hatch Tender	15.20
29030 - Line Handler	15.20
29041 - Stevedore I	14.22
29042 - Stevedore II	16.25
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	17.49
30022 - Archeological Technician II	19.56
30023 - Archeological Technician III	24.21
30030 - Cartographic Technician	23.18
30040 - Civil Engineering Technician	21.93
30061 - Drafter/CAD Operator I	17.49
30062 - Drafter/CAD Operator II	19.56
30063 - Drafter/CAD Operator III	20.74
30064 - Drafter/CAD Operator IV	24.21
30081 - Engineering Technician I	14.62
30082 - Engineering Technician II	16.41
30083 - Engineering Technician III	18.36
30084 - Engineering Technician IV	22.34
30085 - Engineering Technician V	27.83
30086 - Engineering Technician VI	33.66
30090 - Environmental Technician	21.10
30210 - Laboratory Technician	20.74
30240 - Mathematical Technician	23.34
30361 - Paralegal/Legal Assistant I	19.06
30362 - Paralegal/Legal Assistant II	21.53
30363 - Paralegal/Legal Assistant III	26.35
30364 - Paralegal/Legal Assistant IV	30.80
30390 - Photo-Optics Technician	21.93
30461 - Technical Writer I	22.17
30462 - Technical Writer II	27.10
30463 - Technical Writer III	32.79
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	20.74
Surface Programs	
30621 - Weather Observer, Senior (see 2)	23.00
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	8.15
31030 - Bus Driver	9.69
31043 - Driver Courier	8.97
31260 - Parking and Lot Attendant	7.25
31290 - Shuttle Bus Driver	9.99
31310 - Taxi Driver	8.21
31361 - Truckdriver, Light	8.97
31362 - Truckdriver, Medium	11.61
31363 - Truckdriver, Heavy	12.48
31364 - Truckdriver, Tractor-Trailer	12.48
99000 - Miscellaneous Occupations	
99030 - Cashier	7.46
99050 - Desk Clerk	9.70
99095 - Embalmer	22.74
99251 - Laboratory Animal Caretaker I	16.24

99252 - Laboratory Animal Caretaker II	17.04
99310 - Mortician	22.74
99410 - Pest Controller	13.28
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	10.76
99711 - Recycling Specialist	16.27
99730 - Refuse Collector	10.24
99810 - Sales Clerk	8.95
99820 - School Crossing Guard	15.03
99830 - Survey Party Chief	20.30
99831 - Surveying Aide	11.54
99832 - Surveying Technician	15.00
99840 - Vending Machine Attendant	20.19
99841 - Vending Machine Repairer	23.57
99842 - Vending Machine Repairer Helper	20.19

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$3.81 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 4 weeks after 3 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) **COMPUTER EMPLOYEES:** Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary

affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.

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6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

**SENIOR CITIZENS AGING SERVICES FY-2013
INTAKE, PROFILE AND REFERRAL (IPR) FORM**

INSTRUCTIONS

Title III reporting requirements provide statistical data for management and advocacy initiatives serving as indicators for new and continued funding of programs for seniors. The data collected is used for budget justifications, congressional inquiries, program development and mandated reports for federal, state and local agencies. Information must be accurate for it to be useful in supporting program services.

- ◆ **FORM:** This form is an Intake Profile and Referral (IPR) Form, and not an Assessment Form. Profile characteristics are used in developing new programs to meet the needs of the elderly. Each Service Provider may have their own Assessment Form for their specific programs.
- ◆ **DATA RETENTION:** Client data is inputted and retained in a main registry.
- ◆ **SSN:** If a client does not provide a Social Security Number (SSN) then leave the space blank.
- ◆ **INCOME LEVEL:** The Income Level is based on the U.S. Department of Health and Human Services Poverty Guidelines and shall be completed before the Intake, Profile and Referral Form can be processed.
- ◆ **PRIORITIZATION OF SERVICES:** Based on the need to activate prioritization of services, the number of persons to be served will be determined by the existing conditions of clients enrolled in a program and those on a wait list at the time of implementation. Information on mobility, support system, housing condition, activities of daily living, health status and financial assets is collected should prioritization of services be necessary.
- ◆ **REFUSAL TO ANSWER:** Should a client refuse to answer a certain question, leave it blank. In the comments section, list the reason for not answering the question. This does not apply to Income Level.
- ◆ **SIGNATURE:** The signature of the client or responsible party is required before services can be provided.
- ◆ **SPECIAL ACCOMMODATIONS:** Clients requiring special accommodations shall inform the program in advance of their requirements.
- ◆ **SECTION B:**
 - **Case Management Services.** Case Management Services Program, at a minimum, conducts an assessment to individuals requesting Adult Day Care Services, In-Home Services and Home-Delivered Meals. Entry into these programs shall not be permitted before an assessment is made and eligibility established by Case Management Services.
 - **Transportation Services.** In order to meet demands, clients requesting transportation shall make reservations with the Transportation Services Program in advance for service. If the date requested cannot be accommodated, the Transportation Services Program shall recommend an alternate date. Requests for persons using wheelchairs or having a Personal Assistant/Personal Care Attendant shall be made in the same manner, whether for Center participation or to and from medical appointments, etc.
 - **Elderly Nutrition Program.** To the extent practicable, meals are adjusted to meet special dietary needs of eligible participants, and shall be supported by a statement from the client's doctor or religious leader stating the necessity for special meals. Mechanical (chopped) or pureed (blended) meals are not classified as special meals and shall be provided to the client at their request.

**FOR ADULT PROTECTIVE SERVICES (APS)
REFERRALS, PLEASE CONTACT
735-7421 / 7415 OR
EMERGENCY RECEIVING HOME,
24-HOUR CRISIS
INTERVENTION HOTLINE
AT 632-8853
TWENTY-FOUR HOURS A DAY
SEVEN DAYS A WEEK.**

SENIOR CITIZENS AGING SERVICES FY-2013
 INTAKE, PROFILE AND REFERRAL (IPR) FORM
 PLEASE PRINT CLEARLY USING BLUE OR BLACK INK.

A. CLIENT IDENTIFICATION			Primary Caregiver	
Last Name			Relationship	
First Name			Address	
Middle Name			Phone	
Nickname			Email	
Social Security No.			Personal Contact	
Email Address			Relationship	
Homeless	<input type="checkbox"/> Yes		Address	
	<input type="checkbox"/> No		Phone	
Receives care from NFCSP client	<input type="checkbox"/> Yes		Email	
	<input type="checkbox"/> No		C. CLIENT DEMOGRAPHICS	
Requires Assistance in an Emergency	<input type="checkbox"/> Yes (Specify)	<input type="checkbox"/> No	Date of Birth	
Home Address			Age	
Mailing Address			Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Phone (1)			Disabled	<input type="checkbox"/> Yes (Specify Type) <input type="checkbox"/> No
Phone (2)			Disability	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Not Applicable (N/A)
B. CLIENT CONTACTS			Physical Disability	Specify <input type="checkbox"/> N/A
Primary Emergency Contact			Intellectual Disability	Specify <input type="checkbox"/> N/A
Relationship			Mental Illness	Specify <input type="checkbox"/> N/A
Address			Cerebral Palsy	Specify <input type="checkbox"/> N/A
Phone			If < 60 Reason for Service	<input type="checkbox"/> Caregiver <input type="checkbox"/> Other: <input type="checkbox"/> Disabled _____ <input type="checkbox"/> Meal <input type="checkbox"/> Spouse <input type="checkbox"/> Volunteer <input type="checkbox"/> N/A
Email			Citizenship (Specify)	
Physician Contact			Race (Specify)	<input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/> Multiple
Physician Type				
Address				
Phone				
Email				

CLIENT'S NAME : _____ (Last, First, Middle Name) GETCARE ID: _____

SENIOR CITIZENS AGING SERVICES FY-2013
 INTAKE, PROFILE AND REFERRAL (IPR) FORM
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<i>Ethnicity</i>	<i>(Specify)</i>	Sources of Support <input type="checkbox"/> Family <input type="checkbox"/> Friend/Neighbor <input type="checkbox"/> Paid Help <input type="checkbox"/> Has help but unsure who provides help <input type="checkbox"/> Unknown Assisted Transportation <input type="checkbox"/> Yes <input type="checkbox"/> No Needs an Escort <input type="checkbox"/> Yes <input type="checkbox"/> No Primary Transportation <input type="checkbox"/> Owns Car <input type="checkbox"/> Aide <input type="checkbox"/> Friend <input type="checkbox"/> Public Transport <input type="checkbox"/> Senior Transport <input type="checkbox"/> Family <input type="checkbox"/> Other <input type="checkbox"/> None
Primary Language	<i>(Specify)</i>	
English Fluency	<input type="checkbox"/> Needs Translation <input type="checkbox"/> Limited <input type="checkbox"/> Fluent	
Literacy	<input type="checkbox"/> In English <input type="checkbox"/> In Main Language <input type="checkbox"/> In Both <input type="checkbox"/> Illiterate	
Relationship Status	<input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Single (Never Been Married) <input type="checkbox"/> Widowed <input type="checkbox"/> Domestic Partner	
Employment Status	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Retired <input type="checkbox"/> Un-Employed <input type="checkbox"/> Volunteer <input type="checkbox"/> Disabled	
Veteran Status	<input type="checkbox"/> Veteran <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> No	
Urban/Rural	<input checked="" type="checkbox"/> Rural	
Housing Type	<input type="checkbox"/> House/Own <input type="checkbox"/> House/Rent <input type="checkbox"/> Apartment/Duplex <input type="checkbox"/> Residential Care Facility <input type="checkbox"/> Nursing Facility <input type="checkbox"/> Other <input type="checkbox"/> None	
Lives With	<input type="checkbox"/> Alone <input type="checkbox"/> Family <input type="checkbox"/> Spouse <input type="checkbox"/> Non-Relative <input type="checkbox"/> Other	
Referral Source	<input type="checkbox"/> Self <input type="checkbox"/> Family/Friend <input type="checkbox"/> Agency: _____ <input type="checkbox"/> Other: _____	

Income Level				
Is your income less than				
Unit Size	Per Month	Per Year	Yes	No
One (1)	\$1,195.83	\$14,350		
Is your combined income less than				
Unit Size	Per Month	Per Year	Yes	No
Two (2)	\$1,615.00	\$19,380		
Is your combined income less than				
Unit Size	Per Month	Per Year	Yes	No
Three (3)	\$2,034.17	\$24,410		
<input type="checkbox"/> Four (4) or more in the Unit Size, add \$419.16 per month or \$5,030 per year for each additional member. \$ _____				
<i>Income Information</i>	<input type="checkbox"/> Above 100% FPL <input type="checkbox"/> At or Below 100% FPL			
<i>Financial Assets</i> <i>(Refer to FAS Scale)</i>	<input type="checkbox"/> 29% to 49% below the poverty level <input type="checkbox"/> 50% to 74% below the poverty level <input type="checkbox"/> 75% or greater below the poverty level <input type="checkbox"/> N/A			

CLIENT'S NAME : _____ GETCARE ID: _____
 (Last, First, Middle Name)

SENIOR CITIZENS AGING SERVICES FY-2013
 INTAKE, PROFILE AND REFERRAL (IPR) FORM
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Receives Social Security	<input type="checkbox"/> None <input type="checkbox"/> Retirement <input type="checkbox"/> Disability <input type="checkbox"/> Dependent	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #cccccc;"> <th colspan="2" style="text-align: left; padding: 5px;">D. CLIENT FUNCTIONAL ASSESSMENT</th> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"><i>Activities of Daily Living (ADL) Choices</i></td> </tr> <tr> <td style="width: 50%; padding: 5px;">Transfer Mobility</td> <td style="padding: 5px;"> <input type="checkbox"/> Unknown <input type="checkbox"/> Independent <input type="checkbox"/> Supervision <input type="checkbox"/> Assistance <input type="checkbox"/> Dependent </td> </tr> <tr> <td style="padding: 5px;">Bathing</td> <td style="padding: 5px;"> <input type="checkbox"/> Unknown <input type="checkbox"/> Independent <input type="checkbox"/> Supervision <input type="checkbox"/> Assistance <input type="checkbox"/> Dependent </td> </tr> <tr> <td style="padding: 5px;">Dressing</td> <td style="padding: 5px;"> <input type="checkbox"/> Unknown <input type="checkbox"/> Independent <input type="checkbox"/> Supervision <input type="checkbox"/> Assistance <input type="checkbox"/> Dependent </td> </tr> <tr> <td style="padding: 5px;">Toileting</td> <td style="padding: 5px;"> <input type="checkbox"/> Unknown <input type="checkbox"/> Independent <input type="checkbox"/> Supervision <input type="checkbox"/> Assistance <input type="checkbox"/> Dependent </td> </tr> <tr> <td style="padding: 5px;">Eating</td> <td style="padding: 5px;"> <input type="checkbox"/> Unknown <input type="checkbox"/> Independent <input type="checkbox"/> Supervision <input type="checkbox"/> Assistance <input type="checkbox"/> Dependent </td> </tr> <tr> <td style="padding: 5px;">Ambulating</td> <td style="padding: 5px;"> <input type="checkbox"/> Unknown <input type="checkbox"/> Independent <input type="checkbox"/> Supervision <input type="checkbox"/> Assistance <input type="checkbox"/> Dependent </td> </tr> <tr> <td style="padding: 5px;">Assistive Devices <i>(Specify)</i></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Mobility Devices <i>(Specify)</i></td> <td style="padding: 5px;"></td> </tr> </table>	D. CLIENT FUNCTIONAL ASSESSMENT		<i>Activities of Daily Living (ADL) Choices</i>		Transfer Mobility	<input type="checkbox"/> Unknown <input type="checkbox"/> Independent <input type="checkbox"/> Supervision <input type="checkbox"/> Assistance <input type="checkbox"/> Dependent	Bathing	<input type="checkbox"/> Unknown <input type="checkbox"/> Independent <input type="checkbox"/> Supervision <input type="checkbox"/> Assistance <input type="checkbox"/> Dependent	Dressing	<input type="checkbox"/> Unknown <input type="checkbox"/> Independent <input type="checkbox"/> Supervision <input type="checkbox"/> Assistance <input type="checkbox"/> Dependent	Toileting	<input type="checkbox"/> Unknown <input type="checkbox"/> Independent <input type="checkbox"/> Supervision <input type="checkbox"/> Assistance <input type="checkbox"/> Dependent	Eating	<input type="checkbox"/> Unknown <input type="checkbox"/> Independent <input type="checkbox"/> Supervision <input type="checkbox"/> Assistance <input type="checkbox"/> Dependent	Ambulating	<input type="checkbox"/> Unknown <input type="checkbox"/> Independent <input type="checkbox"/> Supervision <input type="checkbox"/> Assistance <input type="checkbox"/> Dependent	Assistive Devices <i>(Specify)</i>		Mobility Devices <i>(Specify)</i>	
D. CLIENT FUNCTIONAL ASSESSMENT																						
<i>Activities of Daily Living (ADL) Choices</i>																						
Transfer Mobility	<input type="checkbox"/> Unknown <input type="checkbox"/> Independent <input type="checkbox"/> Supervision <input type="checkbox"/> Assistance <input type="checkbox"/> Dependent																					
Bathing	<input type="checkbox"/> Unknown <input type="checkbox"/> Independent <input type="checkbox"/> Supervision <input type="checkbox"/> Assistance <input type="checkbox"/> Dependent																					
Dressing	<input type="checkbox"/> Unknown <input type="checkbox"/> Independent <input type="checkbox"/> Supervision <input type="checkbox"/> Assistance <input type="checkbox"/> Dependent																					
Toileting	<input type="checkbox"/> Unknown <input type="checkbox"/> Independent <input type="checkbox"/> Supervision <input type="checkbox"/> Assistance <input type="checkbox"/> Dependent																					
Eating	<input type="checkbox"/> Unknown <input type="checkbox"/> Independent <input type="checkbox"/> Supervision <input type="checkbox"/> Assistance <input type="checkbox"/> Dependent																					
Ambulating	<input type="checkbox"/> Unknown <input type="checkbox"/> Independent <input type="checkbox"/> Supervision <input type="checkbox"/> Assistance <input type="checkbox"/> Dependent																					
Assistive Devices <i>(Specify)</i>																						
Mobility Devices <i>(Specify)</i>																						
Receives Private Pension	<input type="checkbox"/> Yes <input type="checkbox"/> No																					
Health Insurance	<i>(Specify)</i>																					
Medicare	<input type="checkbox"/> Part A <input type="checkbox"/> Part B Claim No. _____ <input type="checkbox"/> None <input type="checkbox"/> Part D Claim No. _____ <input type="checkbox"/> None <input type="checkbox"/> Medicare Supplemental Claim No. _____ <input type="checkbox"/> None																					
Medicaid	<input type="checkbox"/> Yes Claim No. _____ <input type="checkbox"/> None																					
Guardian / Conservator	<input type="checkbox"/> None <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary																					
Person/ Organization Holding Guardianship/ Conservatorship																						
Guardian Conservator Type	<input type="checkbox"/> Estate <input type="checkbox"/> Person <input type="checkbox"/> Both <input type="checkbox"/> Dementia Power <input type="checkbox"/> Medical Authority <input type="checkbox"/> None																					
Durable Power of Attorney	<input type="checkbox"/> Unknown <input type="checkbox"/> Limited <input type="checkbox"/> Health <input type="checkbox"/> Both <input type="checkbox"/> None																					
Supplemental Nutrition Assistance Program (SNAP)	<input type="checkbox"/> Yes <input type="checkbox"/> No																					

CLIENT'S NAME : _____ GETCARE ID: _____
 (Last, First, Middle Name)

SENIOR CITIZENS AGING SERVICES FY-2013
 INTAKE, PROFILE AND REFERRAL (IPR) FORM
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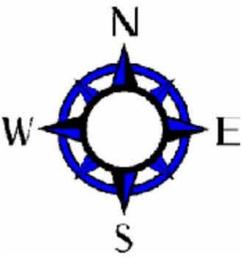
F. HIGH RISK CLIENTS UNDER EMERGENCY DECLARATION A client is considered High Risk under Emergency Declaration if any of the following exists. This information shall be provided to the client's village Mayor in preparation for emergencies. Check all that apply. <input type="checkbox"/> Bedridden <input type="checkbox"/> Requires transportation and/or escort assistance for evacuation to shelter, e.g., those living alone. <input type="checkbox"/> Requires refrigeration of medication and/or is insulin dependent. <input type="checkbox"/> Requires oxygen. <input type="checkbox"/> Lives in substandard housing. <input type="checkbox"/> Not Applicable		Signature of Client or Authorized Representative (AR) Date Relationship to Client, if AR
G. ELIGIBILITY AND CONSENT OF CLIENT Individuals age sixty (60) years and older are eligible for Title III programs under the Older Americans Act. This Act also prioritizes services for: <ul style="list-style-type: none"> ◆ Persons who are frail, homebound by reason of illness or incapacitating disability, or otherwise isolated; and ◆ Persons with greatest economic need with particular attention to low-income individuals; persons with greatest social need with particular attention to low-income minority individuals, and those who reside in rural areas. Voluntary contributions to Title III programs are encouraged and used to expand services. Services may not be denied because the client will not or cannot contribute to the cost of the program. I CERTIFY THE INFORMATION GIVEN BY ME IS TRUE TO THE BEST OF MY KNOWLEDGE, AND I UNDERSTAND IT WILL BE KEPT CONFIDENTIAL AND USED ONLY TO HELP ME RECEIVE THE BENEFITS/SERVICES WHICH I MAY BE ENTITLED. I HEREBY AUTHORIZE THE DISCLOSURE AND RELEASE OF THIS INFORMATION ONLY FOR THE PURPOSES FOR WHICH IT IS INTENDED. THIS AUTHORIZATION MAY BE REVOKED BY THE UNDERSIGNED AT ANY TIME BY GIVING WRITTEN NOTICE TO THE PARTIES AUTHORIZED HEREIN.		H. INTAKE INFORMATION Intake Worker Signature of Intake Worker Date/ Time of Intake Organization Phone Number
		IPR Forwarded To <input type="checkbox"/> Case Management Services Program <input type="checkbox"/> Adult Day Care Program <input type="checkbox"/> In-Home Services Program <input type="checkbox"/> Elderly Nutrition Program (Home-Delivered) <input type="checkbox"/> Elderly Nutrition Program (Congregate Meals) <input type="checkbox"/> Legal Assistance Services Program <input type="checkbox"/> Senior Center Operations Program <input type="checkbox"/> Transportation Services Program <input type="checkbox"/> National Family Caregiver Support Program Forwarded By Date Forwarded Time Forwarded
		I. RECEIVING ORGANIZATION INFORMATION IPR Received By Date Time Date of Initial Contact with Client Time of Initial Contact with Client Time of Intake Organization Phone Number

CLIENT'S NAME : _____ (Last, First, Middle Name) GETCARE ID: _____

SENIOR CITIZENS AGING SERVICES FY-2013
 INTAKE, PROFILE AND REFERRAL (IPR) FORM
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J. CLIENT'S HOME		
IF MAP IS SENT SEPARATELY, INCLUDE THE CLIENT'S NAME AND SSN AT TOP OF MAP		
Does the home have an accessible driveway?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you use a wheelchair, is there an accessible ramp?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

MAP TO THE CLIENT'S HOME
 In the box below, draw a map to the client's residence marking the client's home with an "X". Indicate the house number, street name and the village where the client is from. Include primary and secondary access roads, type and color of the house, if fenced, landmarks such as adjacent to or across from the village community center, store, bus stop, etc. *All pets at your home shall be controlled by leash, cage, etc. in accordance with P.L. 15-96 and 22-13.*



CLIENT'S NAME : _____ GETCARE ID: _____
(Last, First, Middle Name)

DSC INTAKE, PROFILE AND REFERRAL FORM (02.22.13) All other forms remain obsolete.

SENIOR CITIZENS AGING SERVICES FY-2013
 INTAKE, PROFILE AND REFERRAL (IPR) RECORD CHANGE AND SERVICE UPDATE FORM
PLEASE PRINT CLEARLY USING BLUE OR BLACK INK.

Use of this form will record a change or a program service update to a client's Intake, Profile and Referral form or to previously processed Record Change and Service Update forms. Requested changes should be supported with proper documentation i.e. marriage certificate, Mayor's Verification, etc. Please check below the applicable change(s).

RECORD CHANGE	SERVICE UPDATE CHANGE
---------------	-----------------------

1. Name (Last, First, Middle Initial)	3. Date of Birth (MM/DD/YR)
2. Social Security Number (000-00-0000)	4. Effective Date of Action (MM/DD/YR)

A. CLIENT INFORMATION (RECORD CHANGE)		
	FROM	TO
Village		
Home Address		
Mailing Address		
Telephone Number		
Marital Status		
Living Arrangement		
Special Needs		
Mobility Status		
Allergies		
Undergoing Treatment		
Health Insurance		
Health Status		
Support System		
Housing Condition		
Financial Assets		
Income Level		

**SENIOR CITIZENS AGING SERVICES FY-2013
INTAKE, PROFILE AND REFERRAL (IPR) RECORD CHANGE AND SERVICE UPDATE FORM**

PLEASE PRINT CLEARLY USING BLUE OR BLACK INK.

B. SERVICES REQUESTED (IPR SERVICE UPDATE(S))	
Check the appropriate program(s) and/or indicate the non-aging specific program, and describe the change in service to include effective date of period change, and duration of change.	
AGING PROGRAM	DESCRIPTION OF SERVICE UPDATE
<input type="checkbox"/> Adult Day Care	
<input type="checkbox"/> Adult Day Care – Dementia Specific Center	
<input type="checkbox"/> Case Management Services	
<input type="checkbox"/> Elderly Nutrition Program – Congregate	
<input type="checkbox"/> Elderly Nutrition Program – Home Delivered	
<input type="checkbox"/> Guam Medicare Assistance Program	
<input type="checkbox"/> In-Home Services	
<input type="checkbox"/> Legal Assistance Services	
<input type="checkbox"/> National Family Caregiver Support Program	
<input type="checkbox"/> Senior Center Operations	
<input type="checkbox"/> Transportation Services	
<input type="checkbox"/> Other Social Services or Community Based Services. Specify: _____	

C. CAREGIVER INFORMATION (RECORD CHANGE)		
	FROM	TO
Name of Caregiver		
Telephone Number		
Relationship to Client		

D. GUARDIAN / AUTHORIZED REPRESENTATIVE INFORMATION (RECORD CHANGE)		
	FROM	TO
Name of Guardian / Authorized Representative		
Telephone Number		
Relationship to Client		

Client's Name: _____ Guam GetCare No: _____ Page 2 of 3

**SENIOR CITIZENS AGING SERVICES FY-2013
INTAKE, PROFILE AND REFERRAL (IPR) RECORD CHANGE AND SERVICE UPDATE FORM**
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E. EMERGENCY CONTACT NUMBER (RECORD CHANGE)		
	FROM	TO
Name of Emergency Contact		
Telephone Number		
Relationship to Client		

F. HIGH RISK CLIENTS UNDER EMERGENCY DECLARATION (RECORD CHANGE)		
	FROM	TO
Specify High Risk		

J. CLIENT'S HOME (RECORD CHANGE)
<u>DRAW A MAP TO THE CLIENT'S HOME</u> (Indicate primary and secondary access roads, type and color of the house, if fenced, landmarks such as adjacent to or across from the village community center, store, bus stop, etc.)

INTAKE INFORMATION		PROGRAM MANAGER	
Name of Intake Worker		Name of Program Manager	
Signature of Intake Worker		Signature of Program Manager	
Date of Intake		Date of Review	
Organization		DISPOSITION	
Aging Program		<input type="checkbox"/> APPROVED Effective Date: _____	
Contact No.		<input type="checkbox"/> DISAPPROVED Reason: _____	
Date Forwarded to Program Manager			

Client's Name: _____ Guam GetCare No: _____ Page 3 of 3

DSC IPR RECORD CHANGE AND SERVICE UPDATE FORM
10.04.12
ALL OTHER FORMS ARE OBSOLETE