



CHILD ABUSE & NEGLECT

Prevention Board

INNOVATE • EDUCATE • MOBILIZE

201 West Washington Avenue, Suite 815, Madison WI 53703

Phone: 608/266-6871 Fax: 608/266-3792

CONTRACT

by and between

Wisconsin Child Abuse and Neglect Prevention Board

and

Vendor

CONTRACT NO

ASSISTANCE LISTING

[Additional Federal Award Information](#)

COMMODITY OR SERVICE TITLE

CONTRACT TERM

CANPB CONTRACT ADMINISTRATOR

Administrator - Phone

Administrator email

CONTRACT BILLING AND PAYMENT TERMS

Monthly payments from submitted invoices via STAR

CONTACT INFORMATION

Authorized Signatory

Address

Phone

Supplier Contract Admin

CC

UEI

_____ By initialing here, you certify the Unique Entity Identifier (UEI) is accurate. If you are unsure, please confirm with your finance staff prior to initialing.

Funding Information for Contracts managed thru STAR:

Contractor:	STAR Supplier ID:
Commodity or Service Description	Award Amount
Total Project Amount	

All funding allocations are subject to Federal and State budgetary changes.

The Board and the Contractor acknowledge that they have read the Contract and the attached exhibits, addenda and requirements, understand them and agree to be bound by their terms and conditions. Further, the CANPB and the Contractor agree that the Contract and the exhibits and documents incorporated herein by reference are the complete and exclusive statement of the agreement between the parties relating to the subject matter of the Contract and supersede all proposals, letters of intent or prior agreements, oral or written, and all other communications and representations between the parties relating to the subject matter of the Contract. CANPB reserves the right to reject or cancel agreements based on documents that have been altered.

This Agreement becomes null and void if the time between the earlier dated signature and the later dated signature exceeds sixty (60) calendar days, unless waived by the Board.

Signatures

Date

Executive Director
Child Abuse and Neglect Prevention Board

Date

CONTRACT AGREEMENT

I. **PARTIES TO THE CONTRACT**

This agreement, hereinafter referred to as the "Contract," shall be between the Wisconsin Child Abuse and Neglect Prevention Board, hereinafter referred to as "CANPB" and/or "The Board", and the Contractor listed on the signature pages, hereinafter referred to as "Contractor" and/or "Provider" for the procurement of commodity or services listed, according to the terms set forth in this Contract. The Contractor shall not have exclusive rights to provide all supplies or services covered under this Contract during the term of the Contract or any extension of the Contract.

II. **TERM OF CONTRACT**

The Contract term is _____ to _____. Upon satisfactory performance and by mutual agreement of the agency and the Contractor, the Contract may be renewed up to _____ additional _____ periods.

Remove C below if no RFP conducted; or Remove D below if RFP was conducted.

Remove reference to RFP if one was not conducted. (G-I)

Remove "The Board's Request for Proposal/Bid, the proposal/bid response, " if no RFP conducted

III. **EXECUTED CONTRACT TO CONSTITUTE ENTIRE AGREEMENT**

The Board's Request for Proposal/Bid, the proposal/bid response, written communications and this Contract constitute the entire agreement between the parties. The order of precedence is as follows:

- A. Laws, regulations and policies of the State and Federal government
- B. [HHS Administration for Children & Families General Terms and Conditions](#)
- C. Standard Terms and Conditions ([DOA-3054](#))
- D. Standard Terms and Conditions ([DOA-3054A](#))
- E. Supplemental Terms and Conditions ([DOA-3681](#))
- F. This Contract, including all exhibits, attachments, appendices and addenda to the Contract
- G. Contractor's proposal/bid as submitted
- H. Addenda to the Request for Proposal/Bid
- I. Request for Proposal/Bid # _____

Any conflict in terms shall be governed by the highest listed document.

Contractor agrees to renegotiate this Contract or any part thereof in such circumstances as:

- Significant reduction in the monies available affecting the substance of this Contract; or
- Changes required by court action, or by changes to Federal law, State law, or regulations that substantially change the type of services delivered under this Contract or;
- Implementation of any new program or policy initiative that is not specifically mandated by Federal or State laws, rules or regulations.

Failure to agree to a renegotiated Contract under these circumstances is cause for CANBPB to terminate this Contract.

Revision of this agreement may be made by mutual agreement. The revision will be effective when an addendum or amendment to this agreement is signed by the authorized representatives of both parties. In circumstances in which increased caseload or Contract amount, where such increase in funds is for the same purpose as originally agreed upon, the agreement may be amended by a unilateral amendment made by CANPB.

If any provision of this Contract is found by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the Contract shall remain valid and in full force and effect. The invalid provision shall be replaced with a valid provision that comes closest in intent to the invalid provision.

IV. SUBCONTRACTS

A. Prior Written Approval

The Contractor may Subcontract part of this Agreement only with the prior written approval of the Board's Associate Director. In addition, CANPB approval may be required regarding the award process, the terms and conditions of the Subcontracts and the Subcontractors selected. Approval of the Subcontractors will be withheld if CANPB reasonably believes that the intended Subcontractor will not be a responsible provider in terms of services provided and costs billed.

B. Contractor Responsibility

The Contractor retains responsibility for fulfillment of all terms and conditions of this Agreement when it enters into any subsequent agreement with a Subcontractor and will be subject to enforcement of the terms and conditions of this Contract.

C. Minority Business Subcontractors

The Wisconsin Child Abuse and Neglect Prevention Board is committed to the promotion of minority businesses in the State's purchasing program. Authority for this program is found in Wisconsin Statutes 15.107(2), 16.75(3m), and 16.755.

Contractor is strongly urged to use due diligence to further this policy by setting up Subcontracts to State-certified Minority Business Enterprises (MBE) and/or by using such enterprises to provide goods and services incidental to this Contract (second-tier suppliers), with a goal of awarding 5% of the Contract cost to such enterprises. An MBE means a business certified, or certifiable, by the Wisconsin Department of Administration under Statute 16.75(3m)(b)(1).

A listing of State of Wisconsin certified minority businesses, as well as the services and commodities they provide, is on the State of Wisconsin Department of Administration Supplier Diversity website: [Supplier Diversity](#).

Quarterly reports, as agreed, are requested to be submitted to the Department of Children and Families (DCF), Procurement Unit, itemizing the deliveries and cost of items or services provided by certified firms. Reports should state the costs for the previous Contract quarter. The Department reserves the right to verify with listed firms their involvement as Subcontractors or second-tier suppliers.

V. SCOPE OF SERVICES

The Contractor will provide services in accordance with this Contract. Specific program requirements are included as **Exhibit 1: Scope of Services**.

A. Provision of Services

The Contractor shall provide the services with all due skill, care, and diligence, in accordance with accepted industry practices and legal requirements, and to CANPB's satisfaction; CANPB's decision in that regard shall be final and conclusive. CANPB may inspect, observe and examine the performance of the services performed on CANPB's premises at any time. CANPB may inspect, observe and examine the performance of Contractor's services at reasonable times, without notice, at any other premises.

If CANPB notifies the Contractor that any part of the services rendered are inadequate or in any way differ from the Contract requirements for any reason other than as a result of CANPB's default or

negligence, the Contractor shall at its own expense reschedule and perform the work correctly within such reasonable time as CANPB specifies. This remedy shall be in addition to any other remedies available to CANPB by law or in equity.

B. Contractor Personnel

When contracted staff are utilized, it is CANPB's expectation that the Contractor or their contracted staff are responsible for provision of all needs for the contracted staff to perform the services. Those include, but are not limited to space, equipment, software, connectivity, supplies, email, phone, etc. DCF will not provide any such items unless specified in the Scope of Work exhibit of this contract.

CANPB reserves the right to refuse to admit to CANPB's premises any person employed or contracted by the Contractor whose admission in the opinion of CANPB would be disruptive to operations.

If requested by CANPB, the Contractor shall provide a list of the names and addresses of all Contractor's employees, contracted personnel, or Subcontractor's employees who may at any time require admission to CANPB's premises in connection with the performance of the services, specifying each such person's connection to the Contractor, the role the person is to take in the performance of the Contract, and other particulars as CANPB may require.

C. Background or Criminal History Investigation

Prior to the commencement of any services under this Contract, CANPB may request a background or criminal history investigation of any of the Contractor's employees, contracted personnel, and Subcontractor's employees, who will be providing services to CANPB under the Contract. If any of the stated personnel providing services to CANPB under this Contract is not acceptable to CANPB in its sole opinion as a result of the background or criminal history investigation, CANPB may either request immediate replacement of the person in question, or immediately terminate this Contract and any related Service Agreement.

D. Performance

Work under this Contract shall be performed in a timely, professional and diligent manner by qualified and efficient personnel and in conformity with the strictest quality standards mandated or recommended by all generally-recognized organizations establishing quality standards for work of the type to be performed hereunder. The Contractor shall be solely responsible for controlling the manner and means by which it and its contracted Personnel or its Subcontractors perform the services, and the Contractor shall observe, abide by, and perform all of its obligations in accordance with all legal requirements and State or CANPB work rules.

Without limiting the foregoing, the Contractor shall control the manner and means of the services so as to perform the work in a reasonably safe manner and comply fully with all applicable codes, regulations and requirements imposed or enforced by any government agencies, including all applicable requirements of the Occupational Safety and Health Administration (OSHA) and all safety codes and procedures mandated or recommended by insurance underwriting organizations and all generally recognized organizations establishing safety standards, including without limitation the National Fire Protection Association, for work of the type to be performed hereunder. Notwithstanding the foregoing, any stricter standard provided in plans, specifications or other documents incorporated as part of this Contract shall govern.

E. Conversion Therapy

Funding provided pursuant to the resulting contract may not be used for conversion therapy for individuals under eighteen (18) years of age. For these purposes, conversion therapy refers to the practice of attempting to change an individual's sexual orientation or gender identity, including efforts to change behaviors or gender expressions or eliminate or suppress sexual or romantic attractions or feelings toward individuals of the same sex.

'Conversion therapy' does not include: any practice or treatment that provides acceptance, support, or understanding to an individual, or any practice or treatment that facilitates an individual's coping, social support, or identity exploration and development, so long as such practices or treatments do not seek to change sexual orientation or gender identity; any practice or treatment that is neutral with regard to sexual orientation or gender identity and that seeks to prevent or address unlawful conduct or unsafe practices, or any practice or treatment that assists an individual seeking to undergo a gender transition or who is in the process of undergoing a gender transition.

VI. **BILLING AND PAYMENT TERMS**

Awarded Contract will follow the costs/expenses outlined in **Exhibit 2: Budget**. Payments will be made from properly submitted monthly invoices for rendered services. For those contracts that require match to be reported, match must be reported monthly along with expenses unless otherwise agreed to by the contract administrator. Contractor will receive a copy of the Purchase Order against this Contract; the Purchase Order number must be included on all invoices. Monthly invoices shall be submitted to, and must be approved by CANPB Associate Director.

If TANF funded, leave the following two paragraphs, otherwise delete them.

All reimbursements under this contract are subject to the limitation(s) provided under Wis. Stat. s. 49.175(1). All efforts should be made to spend down individual allocations by the end date specified as funds remaining at the end of any allocation period will not be carried over.

In addition, the department reserves the right to adjust funding allocations provided under the contract to accommodate requests for reimbursement submitted during the 60-day window allowed in D. Final Submission in order to remain compliant with s. 49.175 limitations in a given fiscal year.

A. **Allowable Costs**

The Board will make payments for incurred allowable costs that are consistent with the [DCF Allowable Cost Guide Manual](#) and applicable Federal allowable cost policies. Program expenditures and descriptions of allowable costs are further described in 2 CFR Part 200 and 45 CFR Part 75, where applicable. See Office of Management and Budget website for links to Code of Federal Regulations (CFR) sections: [Federal OMB Uniform Guidance Site](#)

B. **Travel Expense Policy**

All approved travel expenses shall only be reimbursed at the rates currently in effect for State employees. The established State of Wisconsin rates are determined by the Division of Personnel Management (DPM). Reimbursement for any travel exceeding the rates established by DPM will not be allowed. Travel rate maximums established by DPM include but are not limited to the following:

Mileage

personal vehicle mileage

Uniform Travel Schedule Section 3.05(3)(a)

DPM Bulletin — Mileage Reimbursement Rate Change

Meals

breakfast in-state *Uniform Travel Schedule Section 4.02*

breakfast out-state *Uniform Travel Schedule Section 4.02*

lunch in-state *Uniform Travel Schedule Section 4.02*

lunch out-state *Uniform Travel Schedule Section 4.02*

dinner in-state *Uniform Travel Schedule Section 4.02*

dinner out-state *Uniform Travel Schedule Section 4.02*

Lodging

lodging in-state (except Milwaukee, Racine, and Waukesha counties)

Uniform Travel Schedule Section 5.02

lodging in-state (Milwaukee, Racine, and Waukesha counties only)

Uniform Travel Schedule Section 5.02

lodging out-state

Uniform Travel Schedule Section 5.02

lodging out-state, high-cost cities

Uniform Travel Schedule Section 5.02

DPM Bulletin — Max Reimbursement for Lodging in High-Cost Out-of-State Cities

The current travel reimbursement rates are located on DPM's website:

[Uniform Travel Schedule](#)

[DPM Bulletin – Mileage Reimbursement Rate Change](#)

[DPM Bulletin – Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities](#)

[Pocket Travel Guide](#)

The Contractor shall not pay, nor will CANPB reimburse, for an hourly labor rate for travel time that is more than the normal hourly wage.

C. Reserves

1. The Contractor may retain a reserve or profit of funds, consistent with \$49.34(5m) Wis. Stats that will occur with the reconciliation at the end of the Contract period. Calculation of the annual reserve amounts and the portion of reserves that a Contractor may retain in a year will be based on DCF Allowable Cost Guide Manual. Any earnings will become part of the reserve for programs under this Contract.
2. The Contractor will be allowed discretion in its use of the reserve and the period in which it may be used based upon DCF's determination of the Contractor's success, or reasonable progress, in meeting performance standards regarding permanence, safety and child well-being. During the Contract period DCF will further detail the manner in which the Contractor may use its reserve under this provision.

D. Final Submission

The Contractor shall report all incurred allowable expenses for reimbursement under this Agreement to the Department within sixty (60) days of the end of the Contract period.

If allowable under Federal law and funding is available, the Department will not unreasonably withhold approval for expenditures eligible for Federal financial participation. To submit an expense report later than sixty (60) days, the Contractor shall submit a written request to the Department prior to the sixtieth (60th) day providing an explanation for the late submission. The Department program unit providing the funds must approve the late expense report for the late expenses to be reimbursed.

E. Excess / Overpayments

The Contractor will return to DCF any funds paid in excess of the allowable costs of services provided under this agreement within thirty (30) calendar days of notification by DCF. Allowable costs are defined by 2 CFR Part 200 and 45 CFR Part 75, where applicable, the attachment(s) to this agreement, and/or the program policy manual. If the Contractor fails to return funds paid in excess of the allowable costs of the services provided, DCF may recover any funds paid in excess of the conditions of this agreement from subsequent payments or may recover such funds by any legal means.

F. Withholding, Deduction/Reduction, and Recovery of Funds

The Department shall have the right to withhold, deduct, reduce, and/or recover payments due under the terms of the Contract if the Contractor fails to provide services consistent with this Contract; if the Contractor fails to meet performance standards; or if the Department reasonably determines it to be necessary to protect the Department against potential losses or liabilities, including potential Federal disallowances or sanctions. The Department may recover payments pursuant to State or Federal audits.

1. Withholding

The payments to be withheld will be in an amount the Department determines necessary to cause the Contractor to correct its failures, or to protect the Department against potential losses or liabilities, and such amount will be withheld until the failure to provide the services or meet the Contract provision is cured or until the potential loss or liability ceases. The Department will withhold funds pursuant to this subsection only after the Department has given notice to withhold funds.

2. Deduction/Reduction of Funds

The Department makes payments only for services that are actually provided and that meet the terms and conditions of this Contract. Therefore, the Department shall have the right to deduct the amounts being withheld from its financial obligations to the Contractor if, at the end of the Contract term, the Contractor has not yet cured its failures or caused the potential losses or liabilities to cease. In addition, the Department shall have the right to deduct amounts equal to an amount imposed against the Department as a Federal disallowance or sanction that is attributable to the Contractor's performance or failure to perform.

The Department shall have the right to deduct any amounts due the Department from the Contractor from money otherwise payable to the Contractor for any other reason specifically provided under this Contract.

DCF reserves the right, upon careful examination, to reduce the total amount of the Contract award due to significant under-spending by the Contractor. All such Contract award reductions will be executed by a unilateral amendment issued by the Department and will become effective upon thirty (30) calendar days written notice to the Contractor. Such reduction in funding shall not relieve the Contractor of any programmatic requirements or contractual responsibilities.

3. Recovery of Funds

The Department reserves the right to recover funds that are owed by either:

- a. Requesting immediate repayment from the Contractor, or
- b. Reducing future payments to the Contractor by an amount equal to what is owed. The Department may adjust subsequent claims for reimbursement by any audit exception or non-compliance exception up to the amount of the exception.

4. Payment Adjustments

The Parties shall attempt to negotiate the timing and payment schedule of any adjustments under this section.

VII. CONTRACTOR LIABILITIES

A. Past Due Liabilities

The Contractor shall notify CANPB in writing, within thirty (30) calendar days of the date payment was due of any past due liabilities to the Federal government, State government or their agents for income tax withholding, FICA, Worker's Compensation, Unemployment Compensation, garnishments or other employee related liabilities, Sales Tax, Income Tax of the Contractor, or other monies owed. The written

notice shall include the amount(s) owed, the reason the monies are owed, the due date, the amount of any penalties or interest, known or estimated, the unit of government to which the monies are owed, the expected payment date and other related information.

B. Past Due Payments

The Contractor shall notify CANPB, in writing, within thirty (30) calendar days of the date payment was due, of any past due payment in excess of five hundred dollars (\$500), or when total past due liabilities to any one or more vendors exceed one thousand dollars (\$1000), related to the operation of this Contract for which CANPB has reimbursed or will reimburse the Contractor. The written notice shall include the amount(s) owed, the reason the monies are owed, the due date, the amount of any penalties or interest, known or estimated, the vendor to which the monies are owed, the expected payment date and other related information. If the liability is in dispute, the written notice shall contain a discussion of facts related to the dispute and the information on steps being taken by the Contractor to resolve the dispute.

C. Bonds

DCF may require written assurance that the Contractor has in force and will maintain for the course of this Contract Employee Dishonesty bonding. A Commercial Crime Insurance Policy can be maintained by the contractor to satisfy this requirement and may be requested by DCF.

D. Liquidated Damages

The State declares, and the Contractor acknowledges, that the State may suffer damages due to the Contractor's delay or failure to perform in accordance with the terms and conditions of the Contract or other similar directive. Since it is impractical and difficult to accurately fix actual damages sustained in the event of any such delay or failure, the State may assess the Contractor, after notice to the Contractor of the appropriate amount, beginning on the first business day after the scheduled due date of any work to be performed or provided by the Contractor set forth in a Contract or similar directive, daily liquidated damages for each day the delay or failure continues until such time as the work is provided to the State and either passes acceptance, or is rejected by the State. Said liquidated damages shall be a prorated percentage of the total Contract amount to be determined by the State prior to assessment.

The State shall notify the Contractor in writing of the assessment of liquidated damages. The Contractor shall not be liable for liquidated damages when delays or failures arise from causes solely the responsibility of the State. At the State's option, the State may deduct liquidated damages set forth below from any monies due and payable to the Contractor. Any damages outstanding over and above the amounts deducted from invoices shall be promptly tendered by Contractor to the State.

VIII. PRIVACY AND CONFIDENTIAL INFORMATION

A. Indemnification

Contractor shall indemnify and hold harmless the State of Wisconsin, and any of its officers, employees, or agents against any and all claims, suits, actions, liabilities and costs of any kind, including attorney's fees, for personal injury or damage to property arising from the acts or omissions of the Contractor, its agents, officer, employees or Subcontractors.

B. Confidentiality of Records

All case information, paper records, written information, and any electronic data shall remain confidential, as required by law and applicable policy, and shall be the sole property of the State of Wisconsin.

Contractor and its Subcontractors shall comply with all State and Federal confidentiality laws concerning the information in both the records it maintains and in any other confidential records the Contractor accesses to provide the services under this Contract.

C. Confidentiality

Except as otherwise authorized by law, the Contractor may not disclose confidential information for any purpose other than purposes associated with the administration of services under this Contract.

"*Confidential Information*" means all tangible and intangible information and materials accessed or disclosed in connection with this Agreement, in any form or medium (and without regard to whether the information is owned by CANPB or by a third party), that satisfy at least one of the following criteria:

1. Personally Identifiable Information;
2. Individually Identifiable Health Information;
3. Non-public information related to CANPB's employees, customers, technology (including data bases, data processing and communications networking systems), schematics, specifications, and all information or materials derived there from or based thereon; or
4. Information designated as confidential in writing by CANPB.

While performing services under this contract, the Contractor shall prevent and prohibit DCF data or information from being accessed, used, processed, stored in, or analyzed by artificial intelligence (AI) systems unless approved in writing by DCF.

- **Artificial intelligence (AI)** means any IT system or part of an IT system able to perform specific tasks that normally require human intelligence. A complete listing of all such technologies or capabilities is not feasible or desirable, but at present includes capabilities such as visual perception, speech recognition, decision-making, creation of new content, documentation and/or data, and language translation.
- **Artificial intelligence systems** means any data system, software, hardware, application, tool, or utility that operates, in whole or in part, using artificial intelligence.

- D. PII: Personally Identifiable Information:** Defined as any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual's identity such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual such as medical, educational, financial, or employment information.

Confidential Information does not include information which is required to be disclosed by operation of law.

E. Breach of Confidentiality

If the Contractor becomes aware of any actual use or disclosure of any Confidential Information or has the reasonable belief that there has been a use or disclosure of any Confidential Information that is not authorized by this Contract, the Contractor shall notify the Department promptly after becoming aware of such unauthorized use or disclosure, but no later than three (3) business days after the Contractor becomes aware of such unauthorized use or disclosure. Such notice shall include, to the best of the Contractor's knowledge at that time, the persons affected and the Confidential Information that was or may have been disclosed.

In the event of a breach of this Section by the Contractor, the Contractor shall indemnify and hold harmless the State of Wisconsin and any of its officers, employees, or agents from any claims arising from the acts or omissions of the Contractor, and its Subcontractors, employees and agents, in violation of this Section.

This includes, but is not limited to, costs of monitoring the credit of all persons whose Confidential Information was disclosed, disallowances or penalties from Federal oversight agencies, and any court costs, expenses, and reasonable attorney fees, incurred by the State in the enforcement of this Section.

If a breach occurs, the Contractor shall take prompt commercially reasonable steps to minimize the risk of another such unauthorized use or disclosure or to mitigate any harmful effects of such unauthorized use or disclosure. The Contractor shall cooperate with the State's efforts to seek appropriate injunctive relief or otherwise prevent or curtail such actual breach, or to recover confidential information, including complying with a Corrective Action Plan as provided for in Section XII C.

"Equitable Relief" means the Contractor acknowledges and agrees that the unauthorized use, disclosure, or loss of Confidential Information may cause immediate and irreparable injury to the individuals whose information is disclosed and to the State, which injury will not be compensable by money damages and for which there is not an adequate remedy available at law. Accordingly, the parties specifically agree that the State, on its own behalf or on behalf of the affected individuals, may seek injunctive or other equitable relief to prevent or curtail any such breach, threatened or actual, without posting security and without prejudice to such other rights as may be available under this Agreement or under applicable law.

Confidential Information does not include information which is required to be disclosed by operation of law.

IX. RECORDS, CANPB PROPERTY AND AUTOMATION

A. Records Access and Retention

Under §19.36 (3) Wis. Stats., all records of the Contractor that are produced or collected under this Contract are subject to disclosure pursuant to a public records request.

The Contractor shall maintain such records (in either written or electronic form) as required by State and Federal law and as required by program policies. The Contractor shall retain records in a secure environment for no less than 6 years beyond the end of this contract, or the period specified in the attached Scope of Services if a different retention period is required. Records for periods which are under audit or subject to dispute or litigation must be retained until the audit/dispute/litigation, and any associated appeal periods, have ended. DCF will inform the Contractor in the event records would be affected by this.

Upon DCF's request, at the expiration of the Contract, the Contractor will transfer at no cost to DCF records regarding the individual recipients who received services from Contractor under this Agreement. The transfer of records includes transfer of any record, regardless of media, if that is the only method under which records were maintained.

The Contractor shall make all records and any written and/or electronic case information available to the Department or its authorized agents upon request, and will allow inspection of records and programs, insofar as is permitted under State and Federal law.

B. Equipment and Property

The Contractor may purchase and install IT equipment in accordance with the Department of Children and Families policies and procedures. The Contractor shall be responsible for inventory, maintenance, replacement, and security of all purchased equipment.

The Board shall have all ownership rights in any hardware supplied by CANPB and in any software or modifications thereof and associated documentation designed, developed or installed as a result of this Contract.

The Contractor is responsible for keeping all CANPB property secure from theft, damage or other loss. The Contractor shall preserve the safety, security and integrity of CANPB property, data, and equipment in accordance with CANPB policy and procedures.

The Contractor shall keep all State owned automation equipment in a secure place and shall be responsible for damages or losses when such damage or loss is caused by the negligence or willful misconduct of the Contractor, Contractor's staff, or Subcontractor. The Contractor shall reimburse CANPB accordingly upon demand. This remedy shall be in addition to any other remedies available to CANPB by law or equity.

Contractor shall surrender to CANPB all CANPB property upon the termination of this Contract.

C. Proprietary Information

Data contained in the proposal, all documentation provided therein, and materials and innovations developed as a result of this Contract award cannot be copyrighted or patented without written authorization from CANPB. All data, documentation, and innovation become the property of the State of Wisconsin and CANPB. The successful applicant agrees that CANPB shall have royalty-free, non-exclusive, and irrevocable rights to reproduce, publish, or otherwise use and authorize others to use any materials and innovations developed as a result of this Contract award. Any copyright material authorized by CANPB or distribution of materials developed through this Contract award will acknowledge use of CANPB funds.

All right, title and interest in any items and materials originated or prepared specifically and exclusively for CANPB under the resulting Contract from the time of payment belong to CANPB unless CANPB has previously agreed in writing to accept less than the ownership rights described here.

All informational materials related to this Contract will be branded using CANPB approved materials including flyers, Power Point templates and other materials as designated by the CANPB. Reference to or use of the State of Wisconsin, the Great Seal of the State, the Wisconsin Coat of Arms, CANPB or other subunits of the State government, or any State official or employee, for commercial promotion is strictly prohibited. News releases or release of broadcast e-mails pertaining to this Contract shall not be made without prior written approval of CANPB.

D. Information Technology

Where the Contractor requires access to DCF systems or data, the Department and the Contractor will work together to ensure the efficient and effective operation of automated systems in support of the programs covered by this Contract. The Contractor is required to comply with the [National Institute of Standards and Technology \(NIST\) special publications](#), under their current revisions 800-53 (Rev. 5) - Minimum Security Controls (Moderate-Impact Baseline).

E. Access to State Automated Systems by Contractors, Subcontractors or Others

Contract provisions apply to Contractor staff, Subcontractor and other staff authorized by the Contractor to carry out Contract responsibilities. In the event that any individuals require access to the

State's automated systems, the Contractor Security Officer will ensure that such access is maintained at the minimum necessary for the individual to provide Contract services.

Prior to requesting access, the Contractor will prepare and submit to the Department properly executed data sharing agreements, appropriate confidentiality agreements, or completed [access request form](#) as defined by the Department. The agreements will address compliance with relevant State and Federal confidentiality regulations, and will specify that the individuals granted access are responsible for safeguarding the confidentiality of information and for using said information exclusively for authorized purposes.

X. ACCOUNTING REQUIREMENTS

A. Accounting Records

The Contractor shall maintain accounting records in accordance with Generally Accepted Accounting Principles (GAAP), in a manner which will enable State or Federal government or other staff to audit and examine any books, documents, papers and records maintained in support of the Contract and as more specifically provided below. All documents shall be made available to the CANPB at its written request, and shall be identifiable as pertaining to this Contract.

B. Accounting System

The Contractor shall maintain a financial management information system in accordance with the Generally Accepted Accounting Principles contained in the Department of Children and Families Financial Management Manual.

C. System Requirements

The Contractor's accounting system shall allow for accounting for individual programs, permit timely preparation of expenditure reports and support expenditure reports submitted to the CANPB.

D. Reconciling Reports

The Contractor shall reconcile costs reported to the CANPB to expenses recorded in the Contractor's accounting system on an ongoing and periodic basis. The Contractor agrees that reconciliation will be completed at least quarterly and will be documented and supplied to CANPB upon request. The Contractor shall retain the reconciliation documentation in accordance with record retention requirements.

E. Accounting Period

The Contractor's accounting records shall be maintained on an annual basis. Approval will be given only if the Contractor submits proof of Internal Revenue Service approval for changing the accounting period and if the Contractor agrees to submit a close-out audit for the shortened accounting period, within ninety (90) calendar days after the first day of the new accounting period. For purposes of determining audit requirements, expenses and revenues incurred during the shortened accounting period shall be annualized.

Remove "Auditing Requirements" section if no audit is required.

XI. AUDITING REQUIREMENTS

A. Requirement to Have an Audit

Unless waived by DCF, the Contractor shall submit an annual audit to DCF. The audit shall be performed in accordance with generally accepted auditing standards, s.49.34, Wis. Stats., *Government Auditing Standards*, and other provisions in this Contract. In addition, the Contractor is responsible for ensuring that the audit complies with other standards that may be applicable depending on the types of services provided, and the nature and amount of financial reimbursement received:

- OMB Uniform Guidance, 2 CFR Part 200 and 45 CFR Part 75, where applicable, Audit Requirements.
- The *State Single Audit Guidelines (SSAG)*, including the yearly Appendix, which are applicable to Local Governments having 2 CFR Part 200 and 45 CFR Part 75, where applicable, audits; and/or
- The *Provider Agency Audit Guide (PAAG)*. All Contractors which do not meet the requirements of the SSAG shall have audits in conformance with the PAAG.

B. Fund misappropriation or fraud: The Contractor and any contracted auditors must report all known or likely fraud affecting a State/Federal award unless such fraud is otherwise reported as an audit finding in the schedule of findings and questioned costs for State/Federal awards. This paragraph does not require the Contractor or any contracted auditor to report publicly, information which could compromise investigative or legal proceedings or to make an additional reporting when the auditor confirms that the fraud was reported outside the auditor's reports under the direct reporting requirements of GAGAS (45 CFR part 75.516(a)(6)). The department may require the Contractor to contract for a forensic audit on known fraud instances either reported on the audit report or through the department's fraud hotline.

C. Source of funding

DCF shall provide funding information needed for audit purposes including the name of the program, the Federal agency where the program originated, the Assistance Listing number, and the percentages of Federal, State, and local funds constituting this Contract.

D. Single Audit Reporting package

The Contractor shall submit to DCF a reporting package which includes the following:

1. All financial statements and other audit schedules and reports required for the type of audit applicable to the Contractor.
2. A summary schedule of prior year findings and the status of addressing these findings.
3. The Management Letter (or similar document conveying auditor's comments issued as a result of the audit) or written assurance that a Management Letter was not issued with the audit report.
4. Management responses/corrective action plan for each audit issue identified in the audit.

E. Submitting the Reporting Package

The Contractor shall submit the required reporting package to DCF either: (1) within nine (9) months of the end of the Contractor's fiscal year if the Contractor is a Local Government; or (2) within one hundred and eighty (180) calendar days of the end of the Contractor's fiscal year for non-governmental Contractor agencies. DCF requests electronic submission of the reporting package. Electronic Reporting Packages should be sent to: DCFAuditors@wisconsin.gov

F. Access to auditor's work papers

When contracting with an audit firm, the Contractor shall authorize its auditor to provide access to work papers, reports, and other materials generated during the audit to the appropriate representatives of the Department. Such access shall include the right to obtain copies of the work papers and computer disks, or other electronic media, upon which records/working papers are stored.

G. Access to Contractor records

The Contractor shall permit appropriate representatives of DCF to have access to the Contractor's records and financial statements as necessary to review Contractor's compliance with the Federal and State requirements for the use of the funding.

H. Failure to comply with the requirements of this section

In the event that the Contractor fails to have an appropriate audit performed or fails to provide a complete audit Reporting Package to DCF within the specified timeframes, the Department may apply one or more sanctions including (but not limited to):

1. Disallow the cost of audits that do not meet these standards; and/or,
2. Conduct an audit or arrange for an independent audit of the Contractor and charge the cost of completing the audit to the Contractor; and/or,
3. Charge the Contractor for all loss of Federal or State aid or for penalties assessed to DCF because the Contractor did not submit a complete audit report within the required time frame.

I. Close-out Audits

1. A contract specific audit of an accounting period of less than twelve (12) months is required when a contract is terminated for cause, when the Contractor ceases operations or when the Contractor changes its accounting period (fiscal year). The purpose of the audit is to close-out the short accounting period. The required close-out contract specific audit may be waived by DCF upon written request from the Contractor, except when the contract is terminated for cause. The required close-out audit may not be waived when a contract is terminated for cause.
2. DCF may require a close-out audit that meets the audit requirements specified in Section XI above. In addition, DCF may require that the auditor annualize revenues and expenditures for the purposes of applying OMB Uniform Guidance, 2 CFR Part 200 and 45 CFR Part 75, where applicable, and determining major Federal financial assistance programs. This information shall be disclosed in a note to the schedule of Federal awards.
3. All other provisions in the Audit Requirements section apply to Close-out Audits unless in conflict with the specific Close-out Audits requirements.

XII. STATE AND FEDERAL RULES AND REGULATIONS

A. Applicable Laws

This Contract shall be governed by the laws of the State of Wisconsin. The Contractor shall comply with all Federal and State laws, rules and regulations and with Policies and Procedures relating to the provision of services under this Contract.

B. Debarment Certification

In conformance with Federal law, the authorized Contractor representative must review, sign, and return the Certificate Regarding Debarment and Suspension form. (Appendix A)

C. Lobbying Certification

In conformance with Federal law, the authorized Contractor representative must review, sign and return with this Contract either the Certificate Regarding Lobbying form or the Disclosure of Lobbying Activities. (Appendix B)

D. Rights to Inventions Made Under a Contract or Agreement

In conformance with Federal law, the Contractor must comply with [37 CFR Part 401](#) regarding rights to inventions made by nonprofit organizations and small business firms in the use of federal funds.

E. Clean Air Act and Federal Water Pollution Control Act

In conformance with Federal law, the Contractor must comply with the Clean Air Act [40 CFR 111](#), Contractor must additionally comply with the Federal Water Pollution Control Act [40 CFR 140-3](#).

F. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

In conformance with Federal law, the Contractor must comply with [2 CFR 200.216](#) prohibiting purchase of certain telecommunications equipment or services with federal funds.

G. Never Contract with the Enemy

In conformance with Federal law, the Contractor must comply with [2 CFR 183](#), which prohibits contracts exceeding \$50,000 where services are performed in a country in which members of the Armed Forces are actively engaged in hostilities.

H. Fraud Disclosure

In conformance with [45 CFR 75.113](#) Mandatory Disclosures, the Contractor must disclose, in a timely manner, in writing to DCF all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in [§ 75.371](#), including suspension or debarment. (See also [2 CFR parts 180 and 376](#), and [31 U.S.C. 3321](#)).

I. ACF General Terms and Conditions

Contracts which receive federal funding from the HHS Administration for Children & Families are also subject to their [General Terms and Conditions](#).

J. Federal Funding

Any contracts funded by federal funding are subject to [2 CFR 200](#) and [45 CFR 75](#) in their entirety, in addition to the specific references used throughout this contract.

K. Civil Rights Compliance (CRC) Requirements

All Primary Recipients receiving a Grant Award, contract or agreement from CANPB must complete and submit a CRC Letter of Assurance (LOA). All service providers renewing contracts must submit a new CRC LOA by January 24, 2022 and new contractors must submit an LOA within fifteen (15) business days from the date the grant, contract or agreement was signed, if the agreement is signed after January 1, 2022.

All providers (new to CANPB and those renewing contracts) must submit an LOA to DCF Civil Rights Unit to be compliant for the CRC period of January 1, 2022 – December 31, 2026. The Agency shall submit an updated LOA in the event of changes to the key personnel identified in the LOA.

The Agency agrees to meet state and federal Civil Rights Compliance (CRC) laws, requirements, rules and regulations, as they pertain to the services covered by this agreement. The CRC requirements include developing a CRC Plan, depending on the number of employees and amount of federal revenue received by the agency. The website with Instruction and Templates necessary to complete both your CRC LOA and CRC Plan to meet civil rights requirement is located at: <https://dcf.wisconsin.gov/civilrights/plans>

Additional resources and training information are available at:

<https://dcf.wisconsin.gov/civilrights>

L. Non-Discrimination/Affirmative Action Requirements

The terms of your State Contract require that your company submit an Affirmative Action Plan within **fifteen (15)** business days of returning the signed Contract. Exceptions exist, and are noted in the Instructions for Vendors. An electronic version of the Instructions for Vendors and all forms required are

available at: <http://vendornet.state.wi.us/vendornet/doaforms/DOA-3021P.pdf>. If you require a printed copy of this information, please call (608) 422-6392 to have one mailed to you.

XIII. MONITORING AND COMPLIANCE REVIEWS

A. Monitoring

The Board Associate Director will monitor the Contractor's general compliance and adherence to the terms of the Contract and the Scope of Service provisions. Monitoring may be conducted on a periodic basis or as otherwise determined by the Board. If performance monitoring reports are required, the Contractor shall submit an electronic copy of their performance monitoring report in the [SPARC online portal](#) within the allowable days determined by the monitoring plan contract terms.

The Board reserves the right to monitor all aspects of the Contract, including (but not limited to):

- Adherence to the terms and conditions of the Contract,
- Adherence to State and Federal laws governing the Contract,
- Achievement of program performance standards,
- Adherence to fiscal reporting and cost allocation requirements, and
- Customer satisfaction and quality of services provided.

The Board's Associate Director may also monitor complaints regarding the operation of the program by the Contractor. The Contractor shall provide the Board with access to all relevant records upon request, including the results of Contractor administrative reviews of complaints.

On-site monitoring visits will be scheduled at a time that is mutually acceptable to the parties with at least ten (10) business days advance notice to the Contractor, or at an earlier date upon mutual agreement. On-site visits based on emergent issues may be conducted by the Board as needed, without advanced notice from the Board.

As a result of monitoring, the Board may make recommendations concerning compliance with program requirements, achievement of program performance standards or the administrative efficiency of the program and the Board may require that the Contractor take corrective action to remedy any identified deficiencies.

The Board's Associate Director reserves the right to inspect or investigate any and all Contractor and Subcontractor records, procedures, and operations at any time during and after the close of the Contract period.

B. Financial and Program Compliance Reviews

The Board may, at its discretion, schedule a more extensive Financial and/or Program Compliance Review. In the event that the Board conducts a compliance review, it may include the examination of records maintained by the Contractor. The review shall be conducted in accordance with the Board procedures. This review will not supplant the requirement to conduct a single audit of the Contractor.

1. Cooperation with Compliance Review

The Contractor will cooperate with the compliance review by making available Contractor staff, internal documents, and program records. The Contractor will provide the Board with all requested information immediately, or within not more than five (5) business days of the Board's request.

2. Compliance Review Report

Upon completion of the compliance review, the Board shall provide the Contractor with a resultant management letter and report which identifies any issues of non-compliance and

recommendations for program improvement. The review report will be issued by the Board within sixty (60) calendar days of all information needed from the Contractor being received by the Board. The review report will identify any actions necessary by the Contractor to achieve compliance with requirements and program performance standards, including itemizing any disallowances as appropriate. The Board will make available to the Contractor any additional supporting documentation upon request.

3. Contractor Response

The Contractor shall respond to the review report within thirty (30) calendar days, or other date upon mutual agreement, to specify actions that will be taken by the Contractor to address findings and recommendations in the review report. The Board may require that review findings and recommendations be addressed through corrective action, up to and including termination of the Contract for cause.

4. Technical Assistance

The Contractor may identify technical assistance needs to address the actions specified in the review report. The Board may assist the Contractor in making arrangements for technical assistance, if such assistance is warranted.

5. Dispute Resolution

If the Contractor does not agree with the Board's findings or proposed remedies, the Contractor may use the Dispute Resolution procedures under this Contract.

C. Corrective Action

The Board will notify the Contractor of items that require corrective action and the need for the Contractor to develop and submit a Corrective Action Plan. The Contractor response must be submitted within ten (10) business days of the date of the notice under this section, unless the Board approves an extension. The Board shall review, revise, as necessary, and approve the Contractor's Corrective Action Plan. Failure by the Contractor to fully implement the approved Corrective Action Plan may result in a payment reduction to be determined by the Board. Failure to comply with any part of this Contract may be cause for revision or termination of the Contract.

D. Notice to CANPB

The Contractor shall immediately notify the Board if the Contractor is substantially unable to provide the services specified under this Contract. Upon such notification, the Board shall determine whether such inability will require revision or termination of the Contract for cause.

E. Risk Assessment

The Department identifies a change in risk during the contract period, the Department will notify the contractor of any performance monitoring frequency changes.

XIV. DISPUTE RESOLUTION

If any dispute arises between CANPB and Contractor under this Contract, including CANPB's finding of non-compliance and imposition of sanctions or remedial measures, the following process will be the exclusive administrative review.

A. CANPB's and Contractor's Contract Administrators will attempt to resolve the dispute.

B. If the dispute cannot be resolved by the Contract Administrators, Contractor may ask for review by the CANPB's Executive Director.

- C. If the dispute is still not resolved, Contractor may request a final review by CANPB's Executive Committee.

XV. CANCELLATION AND TERMINATION

A. Contract Cancellation

CANPB may cancel this Contract after providing the Contractor with thirty (30) calendar days written notice of the Contractor's right to cure a failure of the Contractor to perform under the terms of this Contract. The following are examples of contractor failure that would warrant cancellation:

- Breaches or defaults an obligation under the Contract as follows:
 - Fails to perform any material obligation required under the Contract
 - Files a petition in bankruptcy, becomes insolvent, or otherwise takes action to dissolve as a legal entity
 - Allows any final judgment not to be satisfied or a lien not to be disputed after a legally-imposed, thirty (30)-day notice.
 - Makes an assignment for the benefit of creditors;
- Fails to follow the sales and use tax certification requirements of s. 77.66 of the Wisconsin Statutes;
- Incurs a delinquent Wisconsin tax liability;
- Fails to submit a non-discrimination or affirmative action plan as required here in;
- Fails to follow the non-discrimination or affirmative action requirements of subch. II, Chapter 111 of the Wisconsin Statutes (Wisconsin's Fair Employment Law);
- Becomes a Federally debarred Contractor;
- Is excluded from Federal procurement and non-procurement contracts;
- Fails to maintain and keep in force all required insurance, permits and licenses as provided in this Contract;
- Fails to maintain the confidentiality of CANPB's information that is considered to be Confidential Information, proprietary, or containing Personally Identifiable Information;
- Contractor violates other state laws; or
- Contractor performance threatens the health or safety of a State employee or State customer.

The Contractor may cancel this Contract after providing CANPB one hundred and twenty (120) calendar days' notice of the State's right to cure a failure of the State to perform under the terms of this Contract.

Upon cancellation of this Contract for any reason, or upon Contract expiration, each party shall be released from all obligations to the other party arising after the date of cancellation or expiration, except for those that by their terms survive such cancellation or expiration.

B. Termination for Convenience

Either party may terminate this Contract at any time, without cause, by providing a written notice; CANPB by providing at least thirty (30) calendar days' notice to the Contractor, and the Contractor providing at least one hundred and twenty (120) calendar days' notice to CANPB in advance of the intended date of termination.

CANPB may terminate the contract without penalty if subsequent legislatures or the funding agency fails to appropriate the funds necessary to carry on the contract.

In the event of termination for convenience, the Contractor shall be entitled to receive compensation for any fees owed under the Contract. The Contractor shall also be compensated for partially completed services. In this event, compensation for such partially completed services shall be no more than the percentage of completion of the services requested, at the sole discretion of CANPB, multiplied by the corresponding payment for completion of such services as set forth in the Contract. Alternatively, at the sole discretion of CANPB, the Contractor may be compensated for the actual Service hours provided. CANPB shall be entitled to a refund for goods or services paid for but not received or implemented, such refund to be paid within thirty (30) calendar days of written notice to the Contractor requesting the refund.

XVI. TRANSITION UPON TERMINATION OR EXPIRATION OF CONTRACT

A. Transition Plan

Within fifteen (15) business days of a Termination for Cause notice, the Contractor shall develop a plan for the complete transition of the Contractor's responsibilities to the CANPB or to a successor Contractor. The plan will allow for uninterrupted continuation of services to program participants and shall include provisions for the orderly transfer of all participant information including paper and electronic files held by the Contractor or its Subcontractor. The Transition Plan is subject to approval by the CANPB.

B. Transition Responsibilities

The parties acknowledge that the continuing provision of high quality services requires that there be no disruption of services during a transition from the Contractor to the CANPB or to a successor Contractor, if any, at the expiration or termination of this Contract. Accordingly, the Contractor will cooperate fully in providing for an orderly and controlled transition to the CANPB or to a successor Contractor and will minimize any disruption in the services to be performed under this Contract.

C. Continuation

Notwithstanding any other provision in this Contract, the Contractor shall continue providing Contract services until the CANPB determines that the CANPB or a successor Contractor is prepared to fully assume the Contractor's duties and obligations under this Contract. All the terms and conditions of the Contract will apply during this period except that, subject to the Contract's maximum reimbursement, the Contractor will be reimbursed 100% of the Costs reported on each monthly expenditure report for the period following the date at which the Contract was to expire or the date at which the Contract was to terminate after notice.

D. Staff

The Contractor shall maintain the staffing requirements in this Contract until the CANPB or a successor Contractor fully assumes the Contractor's responsibilities under this Contract. The Contractor shall not restrict its employees from becoming employees of the CANPB or of a successor Contractor, except to the extent necessary for the Contractor to fulfill its obligations during the transition period.

E. Management

The CANPB Associate Director will oversee the transition by coordinating transition activities and approving the transition plan. The Contractor shall designate a person responsible for coordinating its transition responsibilities and will assign staff as the CANPB determines is necessary to assist in the transition. Status meetings including staff from all parties involved in the transition will be held as frequently as the CANPB determines is necessary.

F. Failure to Enforce

CANPB's Failure to Enforce at any time any provision of this Agreement does not constitute a waiver of that provision or of any other provision of this Agreement.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION INSTRUCTIONS

By signing and submitting this form, the prospective primary participant is providing the certification set out below.

1. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
2. The certification in this clause is a material representation of fact upon which reliance was placed when the Department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency may terminate this transaction for cause or default.
3. The prospective primary participant shall provide immediate written notice to the Department or agency to which this certification is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the Department or agency to which this certification is being submitted for assistance in obtaining a copy of those regulations.
5. The prospective primary participant agrees by submitting this certification that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [2 CFR Part 180](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency entering into this transaction.
6. The prospective primary participant further agrees by submitting this certification that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the Department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [2 CFR Part 180](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [2 CFR Part 180](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency may terminate this transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned vendor certifies to the best of your knowledge and belief that the vendor defined as the primary participant in accordance with [2 CFR Part 180](#), and its principals:

- a) Are not presently excluded or disqualified from participation in any covered transactions by any Federal department or agency;
- b) Have not been convicted within the preceding three years of any of the offenses listed in [§180.800\(a\)](#) or had a civil judgment rendered against you for one of those offenses within that time period;
- 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 listed in [§180.800\(a\)](#); and/or
- d) Have not had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Furthermore, the vendor agrees that they will include, without modification, a copy of this clause titled "Certification Regarding Debarment and Suspension" in all lower tier covered transactions (i.e., transactions with subgrantees and/or contractors/subcontractors) and in all solicitations for lower tier covered transactions as per [§180.330](#).

Contractor Name

UEI

Date

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) 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 any 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.

(2) 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.

(3) 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.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Contractor Name

UEI

Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to title 31, U.S.C., section 1352
(See instructions for public burden disclosure)

Approved by OMB
0348-0046

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____	
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Sub-awardee Tier _____, if known: Congressional District, if known:			5. If Reporting Entity in No. 4 is a Sub-awardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency:			7. Federal Program Name/Description: Assistance Listing Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$ _____		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31, U.S. Code, section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Federal Use Only:				Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET**

Approved by OMB
0348-0046

Reporting Entity: _____ Page _____ of _____

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31, U.S. Code, section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, sub-grants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub-awardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Assistance Listing number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

MINORITY BUSINESS PARTICIPATION REPORT

Wisconsin Child Abuse and Neglect Prevention Board
s.16.75(3m) Wis. Stats.

Return via e-mail to: DCFProcurement@wi.gov

Report Date	Contract / Purchase Order #	Time Period Covered by Report <input type="checkbox"/> Monthly: <input type="checkbox"/> Quarterly: <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 through
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Project Name / Contract Title	
Prime Vendor / County Name	Federal Employer Identification Number – FEIN

Minority Vendor Vendor / County Name, Address and Telephone Number	Product / Service Purchased	Subcontract \$ Amount	Second Tier \$ Amount

If no business was awarded to Minority Business Enterprises (MBE) for this period, please describe the efforts made to encourage minority business participation. If you have questions, please call CANPB Procurement Staff, 608-422-6389 or 608-422-6363.

I certify that the information contained on this report is true and correct.

I also certify that I am an authorized representative of the above-identified Prime Vendor / County.

(Prime Vendor/County Authorized Representative Name)

(Title)