



**DELAWARE HEALTH
AND SOCIAL SERVICES**

DIVISION OF STATE
SERVICE CENTERS

OFFICE OF COMMUNITY SERVICES

August 15, 2011

Child, Inc.
507 Philadelphia Pike
Wilmington, DE 19809-8989

Attn: Timothy Brandau

Dear Mr. Brandau:

The purpose of this letter is to inform you of the decision of the Division of State Service Centers (DSSC), Department of Health and Social Services (DHSS), regarding Request for Proposal No. HSS- 11 – 041 for Emergency/Transitional Housing Shelter Operations Grant.

Child Inc. has been awarded a nine month grant in the amount of \$36,720, to cover the period from October 1, 2011 to June 30, 2012. This grant may be renewed at a prorated amount for an additional twelve months.

The Division acknowledges the community need for the work Child Inc. does in operating two shelters for battered women and their children, one in Southern New Castle County (Sarah's House) and one in Northern New Castle County (Martha's Carriage House), seeking to reduce domestic violence by providing safety, support and advocacy to victims.

Please submit the below documents in order to establish a contract between DHSS/DSSC/OCS and your agency.

1. Scope of Service
2. Budget (nine month)
3. Certificate of Liability Insurance
4. Vendor Contact list
5. Current Board of Directors listing
6. Most recent audit
7. Standard of Conduct for residents
8. Name, phone number, email and salary of the Resident Managers providing 24-hour coverage

9. Waiting list process and number currently waiting for housing
10. Certification of provision of two meals per day

Enclosed are the Division Requirements, and Reporting and Invoices Guidelines, which also will be part of your contract.

Thank you for your timely response by submitting all requested documents prior to August 19, 2011.

Sincerely,

> Anne Fahey, Ph. D
Director, Division of State Service Centers
Office of Community Services

CC: Robert Broesler, Senior Services Administrator



**DELAWARE HEALTH
AND SOCIAL SERVICES**

DIVISION OF STATE
SERVICE CENTERS

OFFICE OF COMMUNITY SERVICES

August 15, 2011

Dover Interfaith Mission for Housing, Inc.
PO Box 1148
Dover, DE 19903

Attn: Jeanine Kleimo

Dear Ms. Kleimo:

The purpose of this letter is to inform you of the decision of the Division of State Service Centers (DSSC), Department of Health and Social Services (DHSS), regarding Request for Proposal No. HSS- 11 – 041 for Emergency/Transitional Housing Shelter Operations Grant.

The Dover Interfaith Mission for Housing, Inc has been awarded a nine month grant in the amount of \$20,000, to cover the period from October 1, 2011 to June 30, 2012. This grant may be renewed at a prorated amount for an additional twelve months.

The RFP panel acknowledged the great use of volunteers, entrepreneurial activities for income generation (bicycle shop, furniture shop, Dan Cagle Designs and Catering) and use of partnerships.

Please submit the below documents in order to establish a contract between DHSS/DSSC/OCS and your agency.

1. Scope of Service
2. Budget (nine month)
3. Certificate of Liability Insurance
4. Vendor Contact list
5. Current Board of Directors listing
6. Most recent audit
7. Standard of Conduct for residents
8. Name, phone number, email and salary of the resident managers providing 24-hour coverage
9. Waiting list process and number currently waiting for housing

10. Provision of two meals per day

Enclosed are the Division Requirements, and Reporting and Invoices Guidelines, which also will be part of your contract.

Thank you for your timely response by submitting all requested documents prior to August 26, 2011.

Sincerely,

~~Anne Farley, Ph. D~~
Director, Division of State Service Centers
Office of Community Services

CC: Robert Broesler, Senior Services Administrator



**DELAWARE HEALTH
AND SOCIAL SERVICES**

DIVISION OF STATE
SERVICE CENTERS

OFFICE OF COMMUNITY SERVICES

August 15, 2011

Home of the Brave, Inc.
6632 Sharps Road
Milford, DE 19963

Attn: Brenda Sullivan, Director

Dear Ms. Sullivan:

The purpose of this letter is to inform you of the decision of the Division of State Service Centers (DSSC), Department of Health and Social Services (DHSS), regarding Request for Proposal No. HSS- 11 – 041 for Emergency/Transitional Housing Shelter Operations Grant.

Home of the Brave, Inc has been awarded a nine month grant in the amount of \$48,195, to cover the period from October 1, 2011 to June 30, 2012. This grant may be renewed at a prorated amount for an additional twelve months.

The RFP panel acknowledged the comprehensive case management services provided to clients at this agency, as well as the amount of follow-up for those exiting the program (up to a year). An impressive amount of donations are garnered on behalf of clients and the agency makes good use of volunteers and we acknowledge Home of the Brave as the only veteran's shelter in the State.

Please submit the below documents in order to establish a contract between DHSS/DSSC/OCS and your agency.

1. Scope of Service
2. Budget (nine month)
3. Certificate of Liability Insurance
4. Vendor Contact list
5. Current Board of Directors listing
6. Most recent audit
7. Standard of Conduct for residents

8. Name, phone number, email and salary of the resident managers providing 24-hour coverage
9. Waiting list process and number currently waiting for housing
10. Provision of two meals per day

Enclosed are the Division Requirements, and Reporting and Invoices Guidelines, which also will be part of your contract.

Thank you for your timely response by submitting all requested documents prior to August 26, 2011.

Sincerely,

Anne Farley, Ph. D
Director, Division of State Service Centers
Office of Community Services

CC: Robert Broesler, Senior Services Administrator



**DELAWARE HEALTH
AND SOCIAL SERVICES**

DIVISION OF STATE
SERVICE CENTERS



August 15, 2011

Homeward Bound, Inc.
P.O. Box 9740
Newark, DE 19714-9740

Attn: Nancy Berry, Director

Dear Ms. Berry:

The purpose of this letter is to inform you of the decision of the Division of State Service Centers (DSSC), Department of Health and Social Services (DHSS), regarding Request for Proposal No. HSS- 11 – 041 for Emergency/Transitional Housing Shelter Operations Grant.

Homeward Bound has been awarded a nine month grant in the amount of \$36,720, to cover the period from October 1, 2011 to June 30, 2012. This grant may be renewed at a prorated amount for an additional twelve months.

The Division appreciates that the emergency shelter program provides all required accommodations for the visually impaired and physically disabled; plus the facility is able to serve persons with visual or physical disabilities, including a seeing-eye dog.

Please submit the below documents in order to establish a contract between DHSS/DSSC/OCS and your agency.

1. Scope of Service
2. Budget (nine month)
3. Certificate of Liability Insurance
4. Vendor Contact list
5. Current Board of Directors listing
6. Most recent audit
7. Standard of Conduct for residents
8. Name, phone number, email and salary of the resident managers providing 24 hour coverage

9. Waiting list process and number currently waiting for housing
10. Provision of two meals per day

Enclosed are the Division Requirements, and Reporting and Invoices Guidelines, which also will be part of your contract.

Thank you for your timely response by submitting all requested documents prior to August 26, 2011.

Sincerely,

~~Anne Farley, Ph. D.~~
Director, Division of State Service Centers
Office of Community Services

CC: Robert Broesler, Senior Services Administrator



**DELAWARE HEALTH
AND SOCIAL SERVICES**

DIVISION OF STATE
SERVICE CENTERS

OFFICE OF COMMUNITY SERVICES

August 15, 2011

Ministry of Caring
506 N. Church Street
Wilmington, DE 19801

Attn: Mark J. Poletunow, Deputy Director

Dear Mr. Poletunow:

The purpose of this letter is to inform you of the decision of the Division of State Service Centers (DSSC), Department of Health and Social Services (DHSS), regarding Request for Proposal No. HSS- 11 – 041 for Emergency/Transitional Housing Shelter Operations Grant.

The Ministry of Caring has been awarded a nine month grant in the amount of \$304,598, to cover the period from October 1, 2011 to June 30, 2012. This grant may be renewed at a prorated amount for an additional twelve months.

The Division appreciates and acknowledges the 34 year history of service provided by The Ministry of Caring. However, the RFP panel noted the need for more clearly stated objectives and outcomes. In addition the percentage of total funding requested from OCS was high as was the cost to run the programs. Another concern was regarding the lack of accommodations for the visually impaired and physically disabled.

Please submit the below documents in order to establish a contract between DHSS/DSSC/OCS and your agency.

1. Scope of Service
2. Budget (nine month)
3. Certificate of Liability Insurance
4. Vendor Contact list
5. Current Board of Directors listing
6. Most recent audit
7. Standard of Conduct for residents

8. Name, phone number, email and salary of the resident managers providing 24 hour coverage
9. Waiting list process and number currently waiting for housing
10. Provision of two meals per day

Enclosed are the Division Requirement, and Reporting and Invoices Guidelines, which also will be part of your contract.

Thank you for your timely response by submitting all requested documents prior to August 26, 2011.

Sincerely,

Anne Farley, Ph. D
Director, Division of State Service Centers
Office of Community Services

CC: Robert Broesler, Senior Services Administrator



**DELAWARE HEALTH
AND SOCIAL SERVICES**


DIVISION OF STATE
SERVICE CENTERS

OFFICE OF COMMUNITY SERVICES

August 15, 2011

People's Place, II, Inc.
1129 Airport Road
Milford, DE 19963

Attn: Del Failing, Director

Dear Mr. Failing: 

The purpose of this letter is to inform you of the decision of the Division of State Service Centers (DSSC), Department of Health and Social Services (DHSS), regarding Request for Proposal No. HSS- 11 – 041 for Emergency/Transitional Housing Shelter Operations Grant.

People's Place II has been awarded a nine month grant in the amount of \$218,790, to cover the period from October 1, 2011 to June 30, 2012. This grant may be renewed at a prorated amount for an additional twelve months.

The RFP panel ranked the trauma focused model and the focus on victims of domestic violence very high and was equally impressed with the time from first contact, intake interview and notification of acceptance or rejection into the shelter.

Please submit the below documents in order to establish a contract between DHSS/DSSC/OCS and your agency.

1. Scope of Service
2. Budget (nine month)
3. Certificate of Liability Insurance
4. Vendor Contact list
5. Current Board of Directors listing
6. Most recent audit
7. Standard of Conduct for residents
8. Name, phone number, email and salary of the resident managers providing 24-hour coverage

9. Waiting list process and number currently waiting for housing
10. Provision of two meals per day

Enclosed are the Division Requirements, and Reporting and Invoices Guidelines, which also will be part of your contract.

Thank you for your timely response by submitting all requested documents prior to August 26, 2011.

Sincerely,

~~Anne Farley, Ph. D.~~
Director, Division of State Service Centers
Office of Community Services

CC: Robert Broesler, Senior Services Administrator



**DELAWARE HEALTH
AND SOCIAL SERVICES**

DIVISION OF STATE
SERVICE CENTERS

OFFICE OF COMMUNITY SERVICES

August 15, 2011

The Salvation Army
400 N. Orange Street
P.O. Box 308
Wilmington, DE 19899
Attn: Major DeMichael

Dear Major DeMichael:

The purpose of this letter is to inform you of the decision of the Division of State Service Centers (DSSC), Department of Health and Social Services (DHSS), regarding Request for Proposal No. HSS- 11 – 041 for Emergency/Transitional Housing Shelter Operations Grant.

The Salvation Army has been awarded a nine month grant in the amount of \$129,362, to cover the period from October 1, 2011 to June 30, 2012. This grant may be renewed at a prorated amount for an additional twelve months.

The Division acknowledges that the Salvation Army provides a much needed service in the community. However, the RFP panel was unable to determine the amount of follow-up provided to their shelter residents and documentation that supportive services has led to self-sufficiency.

Please submit the below documents in order to establish a contract between DHSS/DSSC/OCS and your agency.

1. Scope of Service
2. Budget (nine month)
3. Certificate of Liability Insurance
4. Vendor Contact list
5. Current Board of Directors listing
6. Most recent audit
7. Standard of Conduct for residents

8. Name, phone number, email and salary of the resident managers providing 24-hour coverage
9. Waiting list process and number currently waiting for housing
10. Provision of two meals per day

Enclosed are the Division Requirements, and Reporting and Invoices Guidelines, which also will be part of your contract.

Thank you for your timely response by submitting all requested documents prior to August 26, 2011.

Sincerely,

Anne Farley, Ph. D.
Director, Division of State Service Centers
Office of Community Services

CC: Robert Broesler, Senior Services Administrator



**DELAWARE HEALTH
AND SOCIAL SERVICES**

DIVISION OF STATE
SERVICE CENTERS

OFFICE OF COMMUNITY SERVICES

August 15, 2011

The Shepherd Place
1362 S. Governor's Avenue
Dover, DE 19904

Attn: Diane Cahall

Dear Ms. Cahall:

The purpose of this letter is to inform you of the decision of the Division of State Service Centers (DSSC), Department of Health and Social Services (DHSS), regarding Request for Proposal No. HSS- 11 – 041 for Emergency/Transitional Housing Shelter Operations Grant.

The Shepherd Place has been awarded a nine month grant in the amount of \$107,100, to cover the period from October 1, 2011 to June 30, 2012. This grant may be renewed at a prorated amount for an additional twelve months.

The RFP panel acknowledges Shepherd Place partnership and collaboration with other agencies, citing their flexibility in working with clients. Case management services, however, were not ranked high as some concerns were expressed regarding follow-up thorough with clients.

Please submit the below documents in order to establish a contract between DHSS/DSSC/OCS and your agency.


1. Scope of Service
2. Budget (nine month)
3. Certificate of Liability Insurance
4. Vendor Contact list
5. Current Board of Directors listing
6. Most recent audit
7. Standard of Conduct for residents

8. Name, phone number, email and salary of the resident managers providing 24-hour coverage
9. Waiting list process and number currently waiting for housing
10. Provision of two meals per day

Enclosed are the Division Requirements, and Reporting and Invoices Guidelines, which also will be part of your contract.

Thank you for your timely response by submitting all requested documents prior to August 26, 2011.

Sincerely,


Anne Farley, Ph. D
Director, Division of State Service Centers
Office of Community Services

CC: Robert Broesler, Senior Services Administrator



**DELAWARE HEALTH
AND SOCIAL SERVICES**

DIVISION OF STATE
SERVICE CENTERS

OFFICE OF COMMUNITY SERVICES

August 16, 2011

Sojourners' Place, Inc.
2901 Northeast Blvd.
Wilmington, DE 19802

Attn: Rick Pernell, Director

Dear Mr. Pernell:

The purpose of this letter is to inform you of the decision of the Division of State Service Centers (DSSC), Department of Health and Social Services (DHSS), regarding Request for Proposal No. HSS- 11 – 041 for Emergency/Transitional Housing Shelter Operations Grant.

Sojourners' Place has been awarded a nine month grant in the amount of \$113,373, to cover the period from October 1, 2011 to June 30, 2012. This grant may be renewed at a prorated amount for an additional twelve months.

The RFP panel ranked the application very low due to excessive inflates and unsupported budget items. Additionally, no resumes` or qualifications of staff were submitted. Methodology was a re-statement of the Minimum Standards of Congregate Housing and not reflective of the operation. The RFP panel questioned the staffing level of 22 employees to oversee a shelter with a 50-bed capacity. The division has opted to fund Sojourners due to its acceptance of persons with disabilities which is a critical need in the community. However, future funding will be predicated on the merits and quality of the submitted application.

Please submit the below documents in order to establish a contract between DHSS/DSSC/OCS and your agency.

1. Scope of Service
2. Budget (nine month)
3. Certificate of Liability Insurance
4. Vendor Contact List
5. Current Board of Directors listing

6. Most recent audit
7. Standard of Conduct for residents
8. Name, phone number, email and salary of the resident managers providing 24-hour coverage
9. Waiting list process and number currently waiting for housing
10. Provision of two meals per day

Enclosed are the Division Requirements, and Reporting and Invoices Guidelines, which also will be part of your contract.

Thank you for your timely response by submitting all requested documents prior to August 26, 2011.

Sincerely,

~~Anne Farley, PhD~~
Director, Division of State Service Centers
Office of Community Services

CC: Robert Broesler, Senior Services Administrator



**DELAWARE HEALTH
AND SOCIAL SERVICES**

DIVISION OF STATE
SERVICE CENTERS

OFFICE OF COMMUNITY SERVICES

August 16, 2011

STEHM, Inc.
602 Philadelphia Pike
Wilmington, DE 19809

Attn: Kathy Bevans, President

Dear Ms. Bevans: *Kathy*

The purpose of this letter is to inform you of the decision of the Division of State Service Centers (DSSC), Department of Health and Social Services (DHSS), regarding Request for Proposal No. HSS- 11 – 041 for Emergency/ documents prior Transitional Housing Shelter Operations Grant.

The Supportive Transitional and Emergency Housing Ministry (STEHM, Inc) has been awarded a nine month grant in the amount of \$11,475, to cover the period from October 1, 2011 to June 30, 2012. This grant may be renewed at a prorated amount for an additional twelve months.

DSSC is requesting to meet STEHM to discuss the referral and placement process due to lack of clarity in the submitted application.

Please submit the below documents in order to establish a contract between DHSS/DSSC/OCS and your agency.

1. Scope of Service
2. Budget (nine month)
3. Certificate of Liability Insurance
4. Vendor Contact list
5. Current Board of Directors listing
6. Most recent audit
7. Standard of Conduct for residents
8. Name, phone number, email and salary of the resident managers providing 24-hour coverage

10. Provision of two meals per day

Enclosed are the Division Requirements, and Reporting and Invoices Guidelines, which also will be part of your contract.

Thank you for your timely response by submitting all requested prior to August 26, 2011.

Sincerely,

~~Anne Farley~~, Ph. D.
Director, Division of State Service Centers
Office of Community Services

CC: Robert Broesler, Senior Services Administrator



**DELAWARE HEALTH
AND SOCIAL SERVICES**

DIVISION OF STATE
SERVICE CENTERS

OFFICE OF COMMUNITY SERVICES

August 15, 2011

Sussex Community Crisis Housing Services, Inc.
204 E. North Street
Georgetown, DE 19947

Attn: Marie Morole, Director

Dear Ms. Morole: *Marie*

The purpose of this letter is to inform you of the decision of the Division of State Service Centers (DSSC), Department of Health and Social Services (DHSS), regarding Request for Proposal No. HSS- 11 – 041 for Emergency/ documents prior Transitional Housing Shelter Operations Grant.

Sussex Community Crisis Housing Services, Inc (SCCHS) has been awarded a nine month grant in the amount of \$125,435, to cover the period from October 1, 2011 to June 30, 2012. This grant may be renewed at a prorated amount for an additional twelve months.

The RFP panel acknowledged the agency serves a good cross section of individuals and the website has promotional activities and success stories. However, the panel was concerned with what appears to be a lack of supportive services.

Please submit the below documents in order to establish a contract between DHSS/DSSC/OCS and your agency.

1. Scope of Service
2. Budget (nine month)
3. Certificate of Liability Insurance
4. Vendor Contact list
5. Current Board of Directors listing
6. Most recent audit
7. Standard of Conduct for residents

8. Name, phone number, email and salary of the resident managers providing 24-hour coverage
9. Waiting list process and number currently waiting for housing
10. Provision of two meals per day

Enclosed are the Division Requirements, and Reporting and Invoices Guidelines, which also will be part of your contract.

Thank you for your timely response by submitting all requested prior to August 26, 2011.

Sincerely,

Anne Farley, Ph. D.
Director, Division of State Service Centers
Office of Community Services

CC: Robert Broesler, Senior Services Administrator



Division: DSSC

Contract Number: 35-12-30-12-OCS-11

Contact Person: Robert J. Broesler

Program Name: Emergency/Transitional Housing

CATS #: 011486-0004-0000

CONTRACT REVIEW SHEET

Contractor: Aid in Dover, Inc. W-9 form completed by Vendor: Yes No

Remittance Address: 801 West Division Street
Dover, DE 19904

Term of Contract: 10/01/11 to 6/30/12

Action: New Continuation Amendment

Source of Funds	Amount of Previous Contract	Amount of Proposed Contract	DSSC Prog. Mgr. Signature	DSSC Fiscal Officer Signature
General Funds	\$ 18,750.00	\$ 11,475.00	RB 9/12/11	
Federal Funds				
SAI # _____	_____	_____	_____	_____
SAI # _____	_____	_____	_____	_____
SAI # _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
TOTAL	\$18,750.00	\$11,475.00	_____	_____

Explain any changes in service or budget from previous contract?

SERVICE TO BE OFFERED/COMMENTS: Emergency and Traditional housing for a period of 9 months.

Checklist must be completed before submission to the Fiscal Office:

Office of the Secretary approval is necessary for the following types of contracts (allow 2 weeks):

- Contract exceeds \$500,000 Yes No
- Contract is for Management Consulting Yes No
- Contract is for a duration of more than two years Yes No
- Contractual arrangement is with provider that replaces a contract that was discontinued due to unsatisfactory performance or cost consideration Yes No
- Contract is with existing or former state employee that left service 2 years ago. Yes No
- Contract is with an individual who perform tasks similar to that of an FTE on a full-time basis Yes No
- Contract deviates from approved boilerplate language Yes No
- Contract or Memorandum of Understanding with another State agency outside of the Department Yes No

Received
SEP 13 2011
DSSC Director's Office

E) Authorized Signatures:

For the Contractor:

Name Beverly C. Williams

Exec. Director
Title

8/30/11
Date

For the Department/Division:

Gene Farley, Director
Division of State Service Centers

9/15/11
Date



Division: DSSC

Contract Number: 35-12-30-12-OCS-12

Contact Person: Robert J. Broesler

Program Name: Emergency/Transitional Housing

CATS #: 006889-0009-0000

CONTRACT REVIEW SHEET

Contractor: Catholic Charities, Inc./Casa San Francisco

W-9 form completed by Vendor: Yes No

Remittance Address: 2601 West 4th Street

P.O. Box 2610

Wilmington, DE 19905

Received
SEP 21 2011
DSSC Director's Office

Term of Contract: 10/1/11 to 06/30/12

Action: New Continuation Amendment

Source of Funds	Amount of Previous Contract	Amount of Proposed Contract	DSSC Prog. Mgr. Signature	DSSC Fiscal Officer Signature
General Funds	✓ \$76,250.00	\$ 46,665.00	RB 9/21/11	
Federal Funds				
SAI # _____	_____	_____	_____	_____
SAI # _____	_____	_____	_____	_____
SAI # _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
TOTAL	\$76,250.00	\$46,665.00		

Explain any changes in service or budget from previous contract?

SERVICE TO BE OFFERED/COMMENTS: Emergency and Transitional housing for a period of 9 months.

Checklist must be completed before submission to the Fiscal Office:

Office of the Secretary approval is necessary for the following types of contracts (allow 2 weeks):

- Contract exceeds \$500,000 Yes No
- Contract is for Management Consulting Yes No
- Contract is for a duration of more than two years Yes No
- Contractual arrangement is with provider that replaces a contract that was discontinued due to unsatisfactory performance or cost consideration Yes No
- Contract is with existing or former state employee that left service 2 years ago. Yes No
- Contract is with an individual who perform tasks similar to that of an FTE on a full-time basis Yes No
- Contract deviates from approved boilerplate language Yes No
- Contract or Memorandum of Understanding with another State agency outside of the Department Yes No

6. residential arrangements for those individuals served by Divisions within DHSS. This policy and procedure are included as Appendix (N/A) to this Contract. It is understood that adherence to this policy includes individuals/entities that enter into a contractual arrangement (*contractors*) with the DHSS/Division to develop a community based residential home(s) and apartment(s). Contractors shall be responsible for their subcontractors' adherence with this policy and related protocol(s) established by the applicable Division.

6. All Department campuses are tobacco-free. Contractors, their employees and sub-contractors are prohibited from using any tobacco products while on Department property. This prohibition extends to personal vehicles parked in Department parking lots.

E) Authorized Signatures:

For the Contractor:

Name

Executive Director
Title Catholic Charities, Inc.

9/19/11
Date

For the Department/Division:

Anne Farley, Director
Division of State Service Centers

9/19/11
Date



Division: DSSC

Contract Number: 35-12-30-12-OCS-06

Contact Person: Robert Broesler

Program Name: Emergency Transitional Housing

CATS #: 06884-0009-0000

CONTRACT REVIEW SHEET

Contractor: YWCA of Delaware

W-9 form completed by Vendor: Yes No

Remittance Address: 100 W. 10th Street

Suite 515

Wilmington, DE 19801

Term of Contract: 10/01/11 to 06/30/12

Action: New Continuation Amendment

Source of Funds	Amount of Previous Contract	Amount of Proposed Contract	DSSC Prog. Mgr. Signature	DSSC Fiscal Officer Signature
General Funds	\$192,500.00 ✓	\$117,810.00	RB 9/14/11	
Federal Funds				
SAI # _____	_____	_____	_____	_____
SAI # _____	_____	_____	_____	_____
SAI # _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
TOTAL	<u>\$192,500.00</u>	<u>\$117,810.00</u>	_____	_____

Explain any changes in service or budget from previous contract?

SERVICE TO BE OFFERED/COMMENTS: Emergency and Traditional housing for a period of 9 months.

Checklist must be completed before submission to the Fiscal Office:

Office of the Secretary approval is necessary for the following types of contracts (allow 2 weeks):

- Contract exceeds \$500,000 Yes No
- Contract is for Management Consulting Yes No
- Contract is for a duration of more than two years Yes No
- Contractual arrangement is with provider that replaces a contract that was discontinued due to unsatisfactory performance or cost consideration Yes No
- Contract is with existing or former state employee that left service 2 years ago. Yes No
- Contract is with an individual who perform tasks similar to that of an FTE on a full-time basis Yes No
- Contract deviates from approved boilerplate language Yes No
- Contract or Memorandum of Understanding with another State agency outside of the Department Yes No

6. All Department campuses are tobacco-free. Contractors, their employees and sub-contractors are prohibited from using any tobacco products while on Department property. This prohibition extends to personal vehicles parked in Department parking lots.

E) Authorized Signatures:

For the Contractor:

Name

Chief Executive Officers
Title

9/13/11
Date

For the Department/Division:

Anne Farley, Director
Division of State Service Centers

9/15/11
Date