

## FISCAL AND PERSONNEL AGREEMENT

### Head Start and Early Head Start Programs

This Fiscal and Personnel Agreement is hereby entered into as of July 1, 2021, by and between the Genesee County, through the Genesee County Community Action Resource Department, 601 S. Saginaw St., Ste. 1B, Flint, Michigan 48502, ("The County" or "GCCARD") and the Oakland Livingston Human Service Agency, 196 Cesar E. Chavez Ave., Pontiac, Michigan 48342, ("OLHSA" or "Contractor"). ("GCCARD" and "OLHSA", together, the "Parties"). Now, therefore, the parties hereto mutually agree to the following:

- 1. Acknowledgement.** The Parties acknowledge that GCCARD receives funding through Genesee County to operate early childhood programs that utilize multiple funding streams. As a majority of funding is provided by the Department of Health and Human Services for the Genesee County Head Start and Early Head Start Programs ("Head Start/Early Head Start" or "HS/EHS" or the "Programs"), the Parties understand and acknowledge that it is essential that OLHSA maintain compliance with the Head Start Performance Standards and Head Start Act of 2007, as amended.

The Parties acknowledge that the Genesee County Head Start and Early Head Start Programs are set up to provide comprehensive services that include health, behavioral health, nutrition, parent engagement, social services, and educational services to eligible low income families.

- 2. Engagement.** GCCARD hereby agrees to engage OLHSA, and OLHSA hereby agrees to perform the services set forth.
- 3. Term.** The Initial Term of this Agreement shall be effective July 1, 2021, through September 30, 2028, (the "Initial Term"). The Parties will utilize the HS/EHS main grant cycle dates, July 1 to June 30, to guide yearly budgets and programming (the "Program Year").

The County has the option to extend this Agreement for up to five (5) additional one (1) year terms, (the "Extension Terms").

- 4. Services.** OLHSA shall provide the necessary fiscal services and personnel needed (the "Services") to support the Programs including those contained in this Agreement, those listed in the Scope of Work (Exhibit A), and those listed here:
  - i. Personnel.** Subject to modification as program needs vary, OLHSA will provide the following personnel as permanent personnel and also provide temporary substitutes, lunch aids, and temporary agency personal as needed: two (2) Assistant Bookkeepers, one (1) Associate Program Specialist, four (4) E C State Funded Home Visitors, ten (10) Early Childhood Ed/Disabilities Service Coordinators, two (2) Early Learning Mentor Coaches, seventeen (17) EHS

Expansion Primary Caregivers, nine (9) EHS Expansion Teachers, fifteen (15) EHS Primary Caregivers, fifteen (15) EHS Teachers, eight (8) Family Service Coordinators, nine (9) Family Service Workers, one (1) Head Start Director, two (2) Health/Oral Health Services Coordinators, sixteen (16) Home Visitors, one (1) Human Resource Coordinator, one (1) Information/Data Systems Coordinator, three (3) Mental Health Assistants, one (1) Mental Health Coordinator, two (2) Nutrition Coordinators, one (1) Receptionist, one (1) Secretary to the Director, three (3) Site & Facilities Maintenance Workers, two (2) Support Service Assistants, twenty-three (23) Teachers, and twenty-two (22) Teacher Assistants.

- ii. *Independent Contractor.* It is expressly understood and agreed that OLHSA is an Independent Contractor and all acts that OLHSA or its personnel, employees, or affiliates perform pursuant to the terms of this Agreement shall be undertaken as independent contractors and not as employees of GCCARD or Genesee County. All acts and contracts of OLHSA shall be in its own name and not in the name of Genesee County or impose any liability upon Genesee County. Employees of OLHSA shall in no way be deemed to be and shall not hold themselves out to be employees or agents of Genesee County or GCCARD.
- iii. *Administrative Structure.* It is understood and agreed to by the Parties that responsibility for day-to-day operation and administration of the GCCARD HS/EHS Programs will be through the GCCARD administrative structure, and as such, will be determined exclusively by the GCCARD Executive Director or their delegated authority. It is recognized that the Head Start Director, an employee of OLHSA, is the individual responsible for running the Program and reports administratively to the GCCARD Director, but is supervised solely by OLHSA.
- iv. *Records.* OLHSA will maintain such records and accounts, as may be reasonably implied by this Agreement, to assure a proper accounting of all project funds.
- v. *Financial Reporting.* OLHSA will provide GCCARD with monthly financial reports and OLHSA will coordinate with GCCARD regarding completion of report responsibilities as required by the various funding entities. A final fiscal report shall be submitted to GCCARD within sixty (60) days of the conclusion of each Program Year.

5. **Personnel.** OLHSA represents that it has, or will secure all personnel required in performing the services under Section 4i of this Agreement. As an independent contractor, OLHSA has sole and exclusive authority to hire, fire, supervise, promote, and/or discipline its employees.

6. **Assignment.** OLHSA may not assign or subcontract this Agreement, or any portion of this Agreement, without the express written consent of the County.

7. **Warranties.** OLHSA warrants that all fiscal and personnel services performed under this Agreement will be performed in accordance with the generally acceptable practices in the industry, that OLHSA will comply, and cause its employees to comply,

with the requirements of the Federal and State grants used to fund and support this Agreement, and OLHSA will obtain and maintain all applicable licenses and permits necessary to provide the services for the entire term of this Agreement.

OLHSA agrees to indemnify, defend, and hold harmless the County and GCCARD, its officials, officers, agents, and employees from any and all claims, damages, or liability, including defense costs, arising out of OLHSA's breach of these warranties.

8. **Agreement Administrator.** The Agreement Administrator for this Agreement is GCCARD Executive Director Stephanie Howard. OLHSA acknowledges that the Agreement Administrator is the primary County contact for notices and instructions related to this Agreement. OLHSA agrees to provide a copy of all notices related to this Agreement to the Agreement Administrator.
9. **Audit Responsibilities.** OLHSA certifies that all information provided to the County relating to the Agreement award, fiscal and personnel services, and modifications of this Agreement, or any payment or dispute related to this Agreement are true and correct.

OLHSA agrees to ensure compliance with this Agreement and the grant terms and that worksites, places of business, records, and accounts will be made available by OLHSA for audit purposes to GCCARD, the United States Department of Health and Human Services/Administration for Children and Families ("HHS/ACF") or the Controller General of the United States or any authorized representative thereof, and will be retained by OLHSA for three (3) years after HHS acceptance of GCCARD's audit report for the Agreement period. OLHSA further certifies that its accounting system conforms to generally accepted accounting principles.

10. **Amendments or Modifications.** This Agreement constitutes the complete understanding of the parties hereto and any amendments or modifications to this Agreement must be agreed to in writing and signed by both Parties.
11. **Funding Sources.** The Parties acknowledge that the funding amount and the personnel needs may change or require modification as program needs vary. It is understood that due to the nature of grant funding, federal, state and local, as well as other sources of income, this Agreement may require periodic amendments due to increases or decreases from various funding sources.
12. **Fiduciary Fee/Advance Payment.** GCCARD agrees to pay OLHSA the sum of \$500,000.00 upon the approval and signing of this Agreement. This sum is an advance against expenses which will be incurred. It shall be credited against future reimbursement requests and amortized over month's #2-12 of the first Program Year of the Agreement.
13. **Reimbursement Requests.** By the fifteenth day of each month, OLHSA shall submit a report of expenses incurred during the preceding month in the form of a

Reimbursement Request (Exhibit C). This Reimbursement Request shall include a report of current expenditures, total (to date) expenditures, payments received to date, and a monthly total amount requested. Upon receipt and approval of the reimbursement request, GCCARD will compensate OLHSA in accordance with that request within thirty (30) days following receipt of the request.

**14. Budget.** OLHSA shall submit an annual budget to the County, through GCCARD, for approval by the Genesee County Board of Commissioners for each Program Year. It is expressly understood and agreed that there are multiple funding sources and that the total budget and program needs may change over the course of the Agreement.

The total compensation, including reimbursement, to be paid to OLHSA for all services which are required during the first Program Year is estimated to be \$10,500,000.00.

**15. Suspension or Termination for Cause.** If, through any cause, OLHSA shall fail to fulfill in proper manner, its obligations under this Agreement, GCCARD shall have the right to suspend or terminate this Agreement by giving written notice and an effective date of such suspension or termination to OLHSA at least forty-five (45) days before the effective date of such termination. The amount of additional work to be carried out and the compensation for that work to carry the project to a logical stopping point, shall be subject to negotiation between the Parties.

If, through any cause, GCCARD shall fail to fulfill in proper manner, its obligations under this Agreement, OLHSA shall have the right to suspend or terminate this Agreement by giving written notice and an effective date of such suspension or termination to GCCARD at least forty-five (45) days before the effective date of such termination. OLHSA shall receive just and equitable compensation for all work performed on the project, pursuant to this Agreement.

If the County, in its discretion, determines that the Contractor's breach of this Agreement constitutes a threat to public health, safety, or welfare, the County may terminate this Agreement immediately upon notice to the Contractor. In addition to any other remedies provided by law or this Agreement, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

**16. Termination for Lack of Funding.** The Parties acknowledge that grant funding serves as the basis for this Agreement. If grant funds are not appropriated or the grant is discontinued, the County may terminate this Agreement by written notice specifying the date of termination. The County shall pay for all work properly performed up to the effective date of the notice of termination.

**17. Insurance.** OLHSA shall maintain the insurance coverages specified on the attached Insurance Checklist according to the terms and conditions specified therein (Exhibit B). OLHSA shall submit to GCCARD, prior to the performance of services under this Agreement, documentation of such insurance coverage, including a copy of the

Insurance Checklist executed by OLHSA's insurance agent. Coverage is to remain in uninterrupted force throughout the duration of this Agreement. In the event that insurance coverage is at any time reduced or terminated during the duration of this Agreement, OLHSA shall immediately notify GCCARD in writing of such reduction or termination. The parties understand, acknowledge and agree that GCCARD has not and will not procure Employment Practices Liability and/or Professional Employer Organization insurance on behalf of OLHSA. OLHSA further acknowledges the property and casualty insurance coverage obtained and maintained by the County for Head Start classrooms does not provide insurance coverage for the business or personal property of OLHSA or its employees.

OLHSA agrees to indemnify, defend, and hold harmless GCCARD, the County, its officials, officers, agents, and employees from any and all claims, damages, or liability, including defense costs, arising out of the OLHSA's performance of the services or presence on the County's property or worksite.

**18. Hold Harmless.** OLHSA hereby agrees to defend, indemnify, and hold harmless GCCARD, Genesee County, and its officers and employees from any and all claims of any nature whatsoever for damages (including personal injuries and death resulting therefrom), losses and expenses including, but not limited to, attorney fees, arising out of or resulting from OLHSA's performance of services pursuant to this Agreement. Nothing herein shall be construed as rendering OLHSA liable for acts of GCCARD's officers, agents, or employees. Genesee County and GCCARD in no way agree to indemnify, defend, or hold harmless OLHSA in regard to any claim for any action that may result out of a relationship as set forth in this Agreement.

**19. Nondiscrimination.** OLHSA covenants that it will not discriminate or allow its' employees to discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, and that it will require the same nondiscrimination assurances from any subcontractor who may be used to carry out duties described in this Agreement.

OLHSA further covenants that it will not discriminate against businesses that are owned by women, minorities, or persons with disabilities in providing services covered by this Agreement, and that it shall require the same assurances from subcontractors. Breach of this covenant shall be regarded as a material breach of this Agreement.

**20. Agreement.** This Agreement and Exhibits embody the entire Agreement between the Parties. There are no promises, terms, conditions, or obligations relating to the Services other than those contained herein. In the event of a conflict between this Agreement and any Exhibit, the terms of this Agreement shall control.

This Agreement in no way shall be interpreted as a delegate agreement or contract.

**21. Federal and State Rules Application.** The Parties agree that all terms and conditions contained in this Agreement are subject to all applicable Federal and State rules and regulations promulgated or issued by HHS/ACF, MDOE and DOL.

**22. Freedom of Information Act.** This Agreement and all attachments, as well as any other information submitted by OLHSA to the County, are subject to disclosure under the provisions of MCL 15.231, et seq., known as the "Freedom of Information Act".

**23. Identity Theft Prevention.** In the event that OLHSA will obtain identifying information during the performance of the Services, OLHSA must take reasonable precautions to ensure that such identifying information is protected from unauthorized disclosure and is used only for the purpose of performing the Services.

For the purposes of this Paragraph, "identifying information" means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, student, parent, etc. including but not limited to name, address, telephone number, social security number, date of birth, driver's license number, taxpayer identification number, or routing code.

**24. Headings.** The paragraph headings in this Agreement are used only for ease of reference, and do not limit, modify, construe, and or interpret any provision of this Agreement.

**25. Binding Effect.** The provisions of this Agreement shall apply to and bind the heirs, executors, administrators, and assigns all of the parties hereto.

**26. Governing Law and Venue.** This Agreement is entered into under the laws of the State of Michigan. Any litigation between the Parties arising out of this Agreement must be initiated within two years of the cause of action accruing and must be brought in a court of competent jurisdiction in Genesee County, Michigan.

**27. Subpoena Power.** The Contractor acknowledges and understands that the Chairperson of the Genesee County Board of Commissioners, pursuant to MCL 46.3(5), as amended, has the power to administer oaths, issue subpoenas, and compel a person's attendance in the same manner as a court of law. The Contractor agrees to submit to this power with respect to this Agreement.

**28. Severability and Survival.** In the event that any provision of this Agreement is deemed by any court of competent jurisdiction to be legally ineffective, such decision shall have no effect on the remaining provisions of this Agreement.

**29. Interpretation.** Each Party has had opportunity to have this Agreement reviewed by legal counsel and has had equal opportunity to contribute to its contents. In the event of any dispute concerning the interpretation of this Agreement, there shall be no

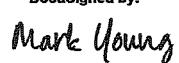
presumption in favor of any interpretation solely because the form of this Agreement was prepared by the County.

**30. Remedies.** All remedies specified in this Agreement are non-exclusive. The County reserves the right to seek any and all remedies available under this Agreement and applicable law in the event that the Contractor fails to abide by the terms of this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Fiscal and Personnel Agreement to be executed by their duly authorized agents.

9/14/2021      **GENESEE COUNTY BOARD OF COMMISSIONERS:**

Date: \_\_\_\_\_

DocuSigned by:  
By:   
Mark Young  
042202B136A541B

Mark Young, Chairperson  
Genesee County Board of Commissioners

9/14/2021 **GENESEE COUNTY COMMUNITY ACTION RESOURCE DEPARTMENT:**

Date: \_\_\_\_\_

DocuSigned by:  
By:   
Stephanie Howard  
090E23C4D90640C

Stephanie Howard, Executive Director  
GCCARD

9/14/2021 **OAKLAND LIVINGSTON HUMAN SERVICE AGENCY:**

Date: \_\_\_\_\_

DocuSigned by:  
By:   
Susan Harding  
F215CEC0674E407...

Susan Harding, Chief Executive Officer  
OLHSA

## EXHIBIT A

### Scope of Work

#### **Basic Description of the Services:**

OLHSA will provide fiduciary support as well as the staffing needed for GCCARD's Head Start and Early Head Start Programs. OLHSA will provide sufficient staff to implement the program.

#### **Details Included with the Proposal:**

OLHSA will provide the services under the direction of four key OLHSA staff:

- 1) The OLHSA Chief Executive Officer will oversee all aspects of the Agreement and will supervise OLHSA's Chief Financial Officer, Human Resources Director and the Head start Director employed for the GCCARD Head Start/Early Head Start program;
- 2) The OLHSA Chief Financial Officer will oversee the financial aspects of the Agreement to include; payroll processing and tax reporting, local and out of area travel requests or reimbursements, supply orders or reimbursements, staff education/training requests, and cellular phone service for two key staff of the program;
- 3) The OLHSA Human Resources Director will oversee recruitment, employee relations, benefits administration, advise on labor policies such as FMLA, OSHA, and ADA/ADAAA, discipline and termination of employees in accordance with organizational goals, federal, state and local legal requirements; and
- 4) The OLHSA Head Start Director will implement the day-to-day operations of the Genesee County Head Start/Early Head Start program per the direction provided to OLHSA from the GCCARD administrative structure. The Head Start Director will be responsible for the supervision of all OLHSA staff.

#### Communication:

OLHSA understands that regular communication between the GCCARD Administrative structure and OLHSA staff is critical to providing the requested services. As such, OLHSA will meet with the GCCARD administrative structure a minimum of three times per Program Year to receive direction on the implementation of the program. Additionally OLSHA's CEO will meet monthly with each of the key staff to ensure all services are being implemented properly.

#### Additional Information & Services:

OLHSA subscribes to a professional consulting firm to advise us to any questions related to Office of Management and Budget circulars, Head Start Act, or any other federally funded programs. In addition, OLHSA consults with brokers for all fringe benefits to assist with compliance, benefits administration, and quality vendors. OLHSA uses a third-party administrator to ensure compliance for our retirement plans.

#### Additional Duties:

OLHSA will perform all duties listed in Section 4 of the Agreement, all those included in the Agreement body generally, and those listed here. OLHSA will also:

- a) Keep fiscal files and records for staff.

OLHSA will retain a physical and electronic file/folder for each program under this Agreement that will contain fully executed Agreement and budget along with each financial report

submitted to GCCARD. Each OLHSA employee under this Agreement will have their own payroll file that will be kept under lock and key that will house all payroll, tax, voluntary deductions, and any other pertinent information related to that employee.

- b) Be responsible for OLHSA staff payroll, utilizing existing staff salaries and established pay scale and paying staff either by ACH or by checks delivered at the option of the Contractor.

All OLHSA staff associated with this Agreement will be paid on a semi-monthly basis (twice per month) in accordance with an approved salary structure. OLHSA will process payroll and send ACH file to OLHSA's bank for processing and deliver any checks to GCCARD in time for distribution to OLHSA staff on the assigned pay date.

- c) Reimburse for supplies/materials, staff local travel, and staff education. Provide cellular phones for two key staff, conference registration and out of town travel, as well as liability and legal fees, as necessary.

Requests for reimbursement of supplies/materials will be submitted to OLHSA with original receipts and approval of immediate supervisor who will identify which program the cost should be allocated to. Local OLHSA staff travel will be submitted on a travel log that shows daily travel and will be approved by the immediate supervisor. For out of area travel, conference registration, and staff education either an out of area travel form will be submitted to request an advance of funds or reimbursement if the request is coming after the travel has occurred. Conference registrations and staff education will be paid upon registering for said conference or educational class upon confirmation of registration and approval of immediate supervisor.

- d) Maintain records and accounts to assure proper accounting of all project funds. Make such records available for audit purposes to GCCARD or other entities as needed.

OLHSA utilizes MIP/Abila accounting software to track each of our grants. Each program under this Agreement will have its own separate program code that will track all revenue and expense line items against budget. This will ensure that spending is being monitored on a continual basis. Program staff will be given access to MIP/ Abila so that they can also monitor the overall program or specific line items. If adjustments are needed, the OLHSA finance team will work with the program staff to make appropriate adjustments within the budget.

OLHSA will maintain all financial records for a minimum of seven years, and they will be available as needed for audit purposes.

- e) Provide GCCARD a list of all full-time, part-time, and temporary Contractor employees' biweekly gross wages.

OLHSA will provide on a semi-monthly basis a complete payroll register for all employees covered under this Agreement. This will include all full-time, part-time, and temporary employees.

- f) Provide GCCARD fiscal consultation in assisting with the preparation of the contract with the Contractor employees.

OLHSA will provide to GCCARD information as it pertains to costs of benefits on an annual basis when preparing the annual contractual budget. In addition, the OLHSA Chief Financial Officer will be available for consultation at any point during the Agreement for questions related to interpretation of Office of Management and Budget circulars related to financial procedures, allowable costs, and/or any other fiscal related questions.

- g) Provide GCCARD with monthly financial reports.

OLHSA will provide on a monthly basis, a financial report that will compare budget to actual program to date expenses by line item. This report will also include invoice for expenses incurred the previous month.

- h) Maintain and retain all payroll records and provide W-2s for all Contractor employees. Pay all payroll taxes and file payroll tax reports to the appropriate governmental entities.

OLHSA will maintain all payroll records for each employee to include W-2s. On a semi-monthly basis OLHSA will file and pay all federal, state, and local payroll taxes. In addition, OLHSA will ensure that quarterly federal 941 and state unemployment reports are filed. Annual W-2 reporting will be completed by OLHSA and W-2s will be issued to staff in compliance with reporting deadlines as outlined by the Internal Revenue Service.

- i) Warrant that OLHSA will comply with all federal and state requirements regarding statutory benefits for its employees including but not limited to maintaining workers compensation insurance coverage, unemployment coverage and payroll withholding requirements. Provide fringe benefits for the staff including medical, life, dental, short-term disability, accidental death and dismemberment, unemployment and workers' compensation insurance and any fringe or retirement benefit provided by OLHSA to its employees. OLHSA shall administer the fringe benefit program.

OLHSA shall also administer all of the aforementioned fringe benefit programs including, but not limited to, procuring a favorable cost in relation to level of benefits, claims processing as required, handling inquiries and providing consulting services regarding questions on the various fringe benefits provided.

The Human Resources Division will oversee and administer all benefit programs, including conducting analyses and serving as a primary contact with providers (including health and life), workers' compensation unemployment and retirement plans. We will ensure cost effectiveness, market competitiveness and internal equity among employees. OLHSA offers the following Fringe Benefits Schedule: Holiday Pay, Vacation Leave, Sick Leave, Business Leave, Medical/Prescription (Priority Health), and Dental/Vision (Humana) coverages. Unum is our provider for Short-Term Disability, Life Insurance, Accidental Death and Dismemberment, Long Term Disability, and our Employee Assistance Program. Colonial Life is our Supplemental Insurance provider, and our Tax Shelter Annuity (4038) provider is Pacific life. Our Retirement Plan (401A) provider is Voya Financial. Additionally, we provide a Key Employee Supplemental Retirement Program. Per federal and state law OLHSA provides and administers the following statutory benefits: Workers' Compensation, Unemployment Compensation, Family Medical Leave (FMLA), COBRA, and Social Security.

- j) Provide training and technical assistance on other personnel related matters, including policy procedures and payroll on an as needed basis.

The OLHSA Human Resources Division will consult with program administrators to provide expertise and resources, both in-person and virtually to support the Head Start/Early Head Start programs to ensure compliance with applicable policies and procedures in accordance with Head Start Performance Standards} licensing, federal, state and local law. The training and technical assistance will include advising on labor policies including but not limited to COBRA, ADA/ADAAA, FMLA, OSHA, ACA, Title VII, and FLSA.

- k) Secure all personnel required in performing the Services. Hire, fire, supervise and promote and/or discipline OLHSA employees, as necessary.

The OLHSA Human Resources Division is responsible for directing and managing OLHSA employee relations and the recruitment process. OLHSA will discipline and handle termination of employees per the employee handbook and applicable laws. When applicable, OLHSA will consult with their Employee Relations legal counsel. The OLHSA Human Resources Division's overall objective is to recruit for and employ staff that present the knowledge skills, and abilities that compliment or enhance the program operations and provide a work climate that lends itself to productivity, economic and personal growth. OLHSA will ensure that all necessary paperwork including programmatic, legal documentation, drug test, credentials, and background checks are complete and approved prior to hire.

- l) Complete reports as required by funding entities.

OLHSA staff will complete all required reports for funding entities that relate to the responsibilities within this Agreement including all annual reports required by funding entities which will be presented to GCCARD administrative structure for final approval once completed and prior to submission.

## EXHIBIT B

## GENESEE COUNTY INSURANCE CHECKLIST

PROFESSIONAL SERVICES CONTRACT FOR: 21-249 RFP: HEADSTART/EARLY HEADSTART STAFFING

## Coverage Required

## Limits (Figures denote minimums)

<input checked="" type="checkbox"/> 1. Workers' Compensation	Statutory limits of Michigan
<input checked="" type="checkbox"/> 2. Employers' Liability	\$100,000 accident/accuse \$500,000 policy limit, disease Including Premises/operations
<input checked="" type="checkbox"/> 3. General Liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including Products/Completed Operations and Contractual Liability
<input type="checkbox"/> 4. Professional liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including errors and omissions
<input type="checkbox"/> 5. Medical Malpractice	\$200,000 per occurrence \$300,000 in aggregate
<input checked="" type="checkbox"/> 6. Automobile liability	\$1,000,000 combined single limit each accident Owned, Hired, Non-owned
<input checked="" type="checkbox"/> 7. Umbrella liability/Excess Coverage	\$ 1,000,000 BI & PD and PI

8. Genesee County named as an additional insured on other than workers' compensation via endorsement. A copy of the endorsement or evidence of blanket Additional Insured language in the policy must be included with the certificate.

9. Other insurance required: Environmental Impairment Liability - \$1,000,000 limit

10. Best's rating: A VIII or better, or its equivalent (Retention Group Financial Statements)

11. The certificate must state bid number and title #21-249 RFP HEADSTART/EARLY HEADSTART STAFFING

## Insurance Agent's Statement

I have reviewed the requirements with the bidder named below. In addition:

The above required policies carry the following deductibles:

GL \$500 PD deductible

Liability policies are

occurrence

claims made

James M. Huttonlocher

Insurance Agent

*James M. Huttonlocher*

Signature

## Prospective Contractor's Statement

I understand the insurance requirements and will comply in full if awarded the contract.

*Susan Hardin*

Contractor

Signature

*Susan Hardin*

Required general insurance providers are provided in the checklist above. These are based on the contract and exposures of the work to be completed under the contract. Modifications to this checklist may occur at any time prior to signing of the contract. Any changes will require approval by the vendor/contractor, the department and County Risk Manager. To the degree possible, all changes will be made as soon as feasible.

**EXHIBIT C**  
**OAKLAND LIVINGSTON HUMAN SERVICE AGENCY - GCCARD HEAD START**  
**Reimbursement Request**

Program Year: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Request Period: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

	Budget	Current Expenditures	Cont to Date Expenditures	Balance Available
Salaries				
FICA				
Unemployment				
Retirement				
Workers Compensation				
Health/Dental/Presc				
Life Insurance				
Computer Costs				
Legal Fees				
Misc. Contracts				
Temp Staff Service				
Local Travel				
Staff Travel - Out of Area				
Registration - Conferences				
Parent Travel				
Office Supplies				
Liability Insurance				
Telephone				
Fees/Subscriptions				
Parent Involvement				
Education Reimbursement				
GCCARD Head Start				
FIDUCIARY				
<b>TOTAL</b>				

Total Current Exp	_____
Total YTD Exp	_____
Payments Rec'd to Date	_____
Requested/not yet Rec'd	_____
<b>AMOUNT OF REQUEST</b>	_____

By: Charles A. Blake  
 OLHSA Deputy Director for Financial  
 Compliance

Date: \_\_\_\_\_

**Certificate Of Completion**

Envelope Id: 7875F07A288945E981FE085A00F6C9A2

Status: Completed

Subject: Head Start Contract with OLHSA GCCARD Award RFP #21-249

Source Envelope:

Document Pages: 13

Signatures: 3

Envelope Originator:

Certificate Pages: 2

Initials: 0

Donita Pikes

AutoNav: Enabled

EnvelopeD Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US &amp; Canada)

707 17th Street Suite 4000

Denver, CO 80202

DPikes@co.genesee.mi.us

IP Address: 69.5.90.9

**Record Tracking**

Status: Original

Holder: Donita Pikes

Location: DocuSign

9/10/2021 12:19:49 PM

DPikes@co.genesee.mi.us

**Signer Events****Signature****Timestamp**

Mark Young

DocuSigned by:

Sent: 9/10/2021 12:19:50 PM

MYoung@co.genesee.mi.us



Viewed: 9/14/2021 9:48:51 AM

Chairman

042202B136A541B...

Signed: 9/14/2021 9:48:55 AM

Genesee County Board of County Commissioners

Signature Adoption: Pre-selected Style

Security Level: Email, Account Authentication  
(None)

Using IP Address: 206.201.156.20

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

DocuSigned by:



Sent: 9/10/2021 12:19:51 PM

Stephanie Howard

Viewed: 9/10/2021 12:20:47 PM

SHoward@co.genesee.mi.us

Signed: 9/10/2021 12:21:16 PM

eSign

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 206.201.156.160

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

DocuSigned by:



Sent: 9/10/2021 12:19:51 PM

Susan Harding

Viewed: 9/13/2021 4:40:37 AM

susanh@olhsa.org

Signed: 9/14/2021 5:33:07 AM

Chairperson

Venture

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Uploaded Signature Image

Using IP Address: 68.41.252.187

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

**Carbon Copy Events**

Donita Pikes  
DPikes@co.genesee.mi.us  
eSign

Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**Status****COPIED****Timestamp**

Sent: 9/10/2021 12:19:51 PM  
Resent: 9/14/2021 9:48:57 AM  
Viewed: 9/10/2021 12:41:06 PM

Karen Shim

KShim@co.genesee.mi.us

Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**COPIED**

Sent: 9/10/2021 12:19:52 PM

**Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent  
Certified Delivered  
Signing Complete  
Completed

Hashed/Encrypted  
Security Checked  
Security Checked  
Security Checked

9/10/2021 12:19:52 PM  
9/13/2021 4:40:37 AM  
9/14/2021 5:33:07 AM  
9/14/2021 9:48:55 AM

**Payment Events****Status****Timestamps**