From: Pasalic, Vanja
To: Caddell, Dave;
cc: Levandowsky, Katharine, M; White, Benjamin, R ; Lira, Gloria;
Subject: DE111093-001 IGA for Client Access, Education and Information (Career Exploration and Supported Education)
Date: Wednesday, August 18, 2010 3:21:03 PM
Attachments: Exhibit_J_Data_Sharing_Request_Agreement_form~14.doc
Attachment 01 Service_Implementation_Questionnaire~16.doc
Attachment 02 Price Sheet.doc
Attachment 03_Request for Search of Central Registry Background Check.doc
Attachment 04 Facility Location Chart Gila .doc
DE111093001 IGA Gila County 8-18-10.docx
DE111093001 Scope of Work rev 8-18-10.docx
Exhibit_A_Client_Service_Plan~14.doc
Exhibit_B_Career_Exploration_Summary~14 (1).doc
Exhibit_B_Career_Exploration_Summary~14.doc
Exhibit_C_Contractor_Code_of_Conduct~14.doc
Exhibit_D_Client_Transportation_Requirements~14.doc
Exhibit_E_Monthly_Progress_Report~15.doc
Exhibit_F_Quarterly_Report~14.doc
Exhibit_G_Contractor_Billing_Form~14.doc
State of Arizona Substitute W-9.pdf

Hello Dave,

Please bear with me while reading through this lengthy e-mail. It is important that you read all the way through to understand these somewhat complex instructions.

Attached you will find the following documents:

1. DE111093-001 Intergovernmental Agency Agreement (IGA) that references the Scope of Work (which is a separate document).

Attachments
1. Scope of Work Client Access, Education and Information (Career Exploration and Supported Education)
2. Service Implementation Questionnaire (Attachment 01)
3. Price Sheet (Attachment 02)
4. Request for Search of Central Registry for Background Check (Attachment 03)
5. Facility Location Chart (Attachment 04).
6. Arizona Substitute W-9 form

Exhibits
1 Client Service Plan (Exhibit A)
2 Career Exploration Summary (Exhibit B)
3 Contractor Code of Conduct (Exhibit C)
4 Client Transportation Requirements (Exhibit D)
5 Monthly Progress Report (Exhibit E)
6 Quarterly Report (Exhibit F)
7 Contractor Billing Form (Exhibit G)
8 Data Sharing Agreement (Exhibit J)

Instructions for Submission

Please complete the following documents (1-4) and send them to me. My address is DES/RSA Contracts Unit Manager PO BOX 6123 Site Code 930A; Phoenix, AZ 85005.

1. Two signed originals of DE111093-001 Intergovernmental Agency Agreement (IGA)
2. Complete Service Implementation Questionnaire (Attachment 01) which is basicaly the service methodology
3. Complete Price Sheet (Attachment 02). Enter your proposed rates for the services
4. Complete Facility Location Chart (Attachment 04)
5. Complete and signed Arizona Substitute W-9 form

DO NOT SEND TO ME Request for Search of Central Registry for Background Check (Attachment 03). This form must include all your agency staff that will provide direct client services. Complete, **sign** and **mail this document to:**

Arizona Department of Economic Security
Division of Children Youth and Families (DCYF)– Contracts Unit
Attn: CPS Background Check
1789 West Jefferson, Site Code 940A
Phoenix, Arizona 85007

PROCESS:

- Please send Request for Search of Central Registry for Background Check to DCYF at your earliest convenience.
- After I receive all the documents from you, I will verify with DCYF to ensure that there are no findings.
- I will forward all contract documents to our procurement office for execution. Once the contract is signed by our procurement, I will send you your original.
- After the contract is executed , I will send you a form called Data Sharing Agreement, which only requires your agency signature.

Vanja Pasalic, M.A.,CRC
Contracts Unit Manager
Rehabilitation Service Administration
602.542.6296

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