



AITKIN COUNTY HEALTH & HUMAN SERVICES

204 First Street NW
Aitkin, MN 56431

Phone: 800-328-3744/218-927-7200
Fax: 218-927-7210

Contract

This purchase of service agreement is with Woodview Support Services/Oakridge Homes, Inc., Brainerd, MN.

Objective

This contract sets the rate for Semi-Independent Living Services (SILS) provided by Woodview Support Services/Oakridge Homes, Inc.

Opportunity

These services are provided to eligible clients as part of their case plan and/or waiver program.

Existing or New Contract

This is an existing contract.

Changes to Existing Contract

No changes were made to this contract.

Timeline for Execution

January 1, 2021 to December 31, 2021.

Conclusion

ACHHS is asking that the board approve this contract.



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PURCHASE OF SERVICE AGREEMENT

THIS AGREEMENT between **AITKIN COUNTY HEALTH & HUMAN SERVICES**, 204 1st Street NW, Aitkin, Minnesota 56431, hereafter referred to as the County and **WOODVIEW SUPPORT SERVICES/OAKRIDGE HOMES, INC.**, 1021 Industrial Park Road, Brainerd, MN 56401, hereafter referred to as the Contractor; enter into this agreement for the period from January 1, 2021, to December 31, 2021.

WHEREAS, the Contractor is an organization licensed under the State of Minnesota to provide services to persons and an approved vendor;

WHEREAS, the County, pursuant to Minnesota Statutes, section 373.01, 373.02, and 256M or 119B.125, wished to purchase such program services from the Contractor; and

WHEREAS, the Contractor represents that it is duly qualified and willing to perform such services;

NOW THEREFORE, in consideration of the mutual understandings and agreements set forth, the County and the Contractor agree as follows:

I. SERVICES TO BE PROVIDED OR PURCHASED

- A. As specified in Minnesota Statutes, section 373.01, 373.02, and 256M and Aitkin County Annual Community SILS, Adult Service Agreement, the County agrees to purchase and the Contractor agrees to provide Semi-Independent Living Services (SILS).
- B. The County shall determine the amount of services to be delivered for each person, as stated in the individual authorization form or client service plan.
- C. The Contractor must, within 10 days notify the County whenever it is unable to, or going to be unable to, provide the required quality or quantity of purchased services. Upon such notification, the County must determine whether such inability will require modification or cancellation of said contract.

II. COST AND DELIVERY OF PURCHASED SERVICES

- A. The hourly cost for providing services to eligible clients is \$9.74 per 15 minute unit or \$38.96 per hour. The hourly cost shall cover the entire cost of the service including transportation.
- B. The Contractor certifies that the services to be provided under this agreement are not otherwise available without cost to eligible clients. The Contractor certifies that the services provided under this contract are not duplicative of

"This institution is an equal opportunity provider."

services available to the individual service and funded by another source. The Contractor further certifies that payment claims for Purchased Services will be in accordance with rates of payment, which do not exceed amounts reasonable and necessary to assure quality of service. The Contractor further certifies that rates of payment do not reflect any administrative or program costs assignable to private pay or third-party pay service recipients.

- C. The parties understand and agree that all service provided to eligible recipients under the terms of this contract must be in accordance with the Coordinated Supports and Services Plan (CSSP) developed by the individual client's social worker or case manager.
- D. Performance of the Contractor will be monitored in accordance with client outcomes, goals, and indicators as specified in the CSSP.
- E. Purchased services will be provided at client homes, other approved community or office settings, or in a secure virtual setting at the discretion of the County.

III. PAYMENT PROCESS

- A. Payment must be made on the basis of 100 percent of the time incurred providing service to eligible clients.
- B. The Contractor must, within 15 working days following the last day of each calendar month, submit a standard invoice for social services purchased to the Aitkin County Human Services Division. The Invoice must show an itemized account of each social service eligible individual, identifying service(s) provided and number of units (15 minute intervals) of service provided, cost per unit and total per client.
- C. Payment: The County must, within 30 days of the date of receipt of the invoice, make payment to the Contractor for all eligible clients identified on the invoice.

IV. ELIGIBILITY FOR SERVICES

The parties understand and agree that the eligibility of the client to receive the Purchased Services is to be determined in accordance with eligibility criteria established by the County.

The parties understand and agree that the County must determine preliminary and final client eligibility.

- A. When the County has determined that the client is no longer eligible to receive Purchased Services or that services are no longer needed or appropriate, the County must notify the contractor within 5 days of the determination. The County

must notify the client of proposed termination of services in writing at least 10 days prior to the proposed County action and of the client's right to appeal this proposed County action.

- B. The Contractor must notify the County in writing whenever the Contractor proposes to discharge or terminate service(s) to a client. The notice must be sent at least 30 days prior to the proposed date of discharge or termination, and must include the specific grounds for discharge or termination of service(s). The Contractor must not discharge or terminate services to a client prior to the proposed date unless delay would seriously endanger the health, safety or well-being of other residents or service recipients. After the 30 days have expired, the County will notify the client in writing, that services under this contract have been terminated.

V. RECORD DISCLOSURES

- A. The Contractor must send the social worker or case manager for each individual client served, monthly notes of visits and monthly case reviews.
- B. Allow personnel of the County, the Minnesota Department of Human Services, and the Department of Health and Human Services, access to the Contractor's records, in accordance with state and federal laws and regulations, at reasonable hours in order to exercise their responsibility to monitor the services.
- C. The Contractor must maintain all records pertaining to the contract as required by Minnesota Department of Human Services and allow access to the Contractor's facility and records at reasonable hours to exercise their responsibility to monitor purchased services.
- D. Comply with Minnesota Code for Agency Rule - Minnesota Department of Public Welfare and the Minnesota Government Practice Act, M.S. 15.1611 - 16.1698. (Suppl. 1979)

VI. SAFEGUARD OF CLIENT INFORMATION:

- A. The use or disclosure by any party or of any private information concerning a client in a violation of any rule of confidentiality or for any purpose not directly connected with the administration of the County's or the Contractor's responsibility with respect to the Purchased Services is prohibited without the written consent of the client or responsible parent or guardian.
- B. The Contractor agrees to comply in all respects with the Minnesota Government Data Practices Act, Minn. Stat. Section 13.01-.48, and The Contractor further agrees to comply with any requests of the County which are necessitated by the County's obligations under said Act.

C. HIPAA COMPLIANCE

The parties agree to comply with all respects with the Health Insurance Portability and Accountability Act, Public Law 104-191 (HIPAA), and all rules, regulations and controls affected or promulgated pursuant thereto. The parties agree that as HIPAA and its rules and interpretations become effective, the parties shall execute amendments hereto, provide written assurances, implement policies and procedures, or take whatever other actions are necessary to comply with HIPAA. Should a party fail or refuse to honor its obligations pursuant to this section, the other party may terminate this Agreement with thirty (30) days written notice.

VII. FAIR HEARING AND GRIEVANCE PROCEDURES

A. The County agrees to provide a fair hearing and grievance procedure in conformance with Minnesota Statutes, section 256.045 and 268.86, and in conjunction with fair hearing and grievance procedures established by Minnesota Department of Human Services administrative rules.

VIII. EQUAL EMPLOYMENT OPPORTUNITY AND CIVIL RIGHTS CLAUSE

A. (When applicable) The Contractor agrees to administer all programs in accordance with the provisions contained in the Food and Nutrition Act of 2008, as amended, and in the manner prescribed by regulations issued pursuant to the Act; implement the FNS- approved State Plan of Operation for the Supplemental Nutrition Assistance Program (SNAP) if required; comply with Title VI of the Civil Rights Act of 1964; section 11 (C) of the Food and Nutrition Act of 2008, as amended; the Age Discrimination Act of 1975; section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Action of 1990; Title IX of the Educational Amendments of 1972; and all requirements imposed by the regulations issued pursuant these Acts by the U.S. Department of Agriculture to the effect that, no person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, political beliefs, or religion, be excluded from participation in, be denied the benefits of, or otherwise subject to discrimination under SNAP;

B. (When applicable) The Contractor agrees to administer all programs in accordance with U.S. Department of Health and Human Services requirements imposed by the regulations pursuant to Title VI of the Civil Rights Act of 1964; the Age Discrimination Act of 1975; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Action of 1990; Title IX of the Educational Amendments of 1972; Section 1557 of the Patient Protection and Affordable Care Act of 2010. Comply with the regulations to the effect that, no person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, or religion, be excluded from participation in, be denied the benefits of, or otherwise subject to discrimination under U.S. Department of Health and Human Services programs;

- C. (When applicable) The Contractor agrees to administer all programs and services in compliance with the Minnesota Human Rights Act, Public Services and Public Accommodations provisions; comply with all requirements imposed by the Minnesota Human Rights Act to the effect that, no person in Minnesota shall, on the grounds of race, color, national origin, religion, creed, sex, sexual orientation, marital status, public assistance status, or disability, be excluded from participation in, be denied the benefits of, or otherwise subject to discrimination under the Minnesota Human Rights Act. The Contractor and the County further agree to fully comply with any changes in Federal law and regulations. This agreement may be modified with the mutual consent of both parties;
- D. (When applicable) The Contractor agrees that by accepting the Civil Rights Assurance it will compile data, maintain records, books and accounts; and submit reports as required to permit effective enforcement of the nondiscrimination laws. The Contractor also agrees to permit authorized County, Federal and State personnel, during normal working hours, to review such records, books, accounts, and reports as need to determine compliance with the nondiscrimination laws;
- E. (When applicable) The Contractor agrees to provide meaningful access to all participants in the SNAP program. The Contractor must take reasonable steps to ensure that Limited English Proficiency (LEP) participants have meaningful access to programs, services, benefits, from the Contractor. This includes the requirement to provide bilingual program information and certification materials and interpretation services to single-language minorities in certain project areas. Please include a copy of your agency's LEP Plan;
- F. (When applicable) The Contractor agrees to attest that all employees administering services or programs under contract with the County, have received the Civil Rights power point training;
- G. (When applicable) The Contractor certifies that it has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, section 363.073 (1998). This section only applies if the grant is for more than \$100,000 and the Contractor has employed forty or more full-time employees within the State of Minnesota on a single working day during the previous 12 months.

IX. REHABILITATION ACT CLAUSE

- A. The Contractor agrees to comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794) and all requirements imposed by the applicable HHS regulation (45 CFR Part 84), and all guidelines and interpretations issued pursuant thereto.

X. BONDING, INDEMNITY, AND INSURANCE CLAUSE

- A. **BONDING:** The Contractor will obtain and maintain at all times during the term of this Agreement, a fidelity bond covering the activities of its personnel authorized to receive or distribute monies in the amount of **\$50,000**.
- B. **INDEMNITY:** The Contractor agrees it shall defend, indemnify and hold harmless the County, its officers and employees against any and all liability, loss, costs, damages and expenses that the County, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the Contractor's performance or failure to adequately perform its obligations pursuant to this Purchase of Service Agreement.
- C. **INSURANCE:** The following insurance must be maintained for the duration of this Agreement. A Certificate of Insurance for each policy must be on file with the County within ten (10) days of execution of this contract and before commencement of any work under this contract. Each certificate must include a thirty (30) day notice of cancellation, non-renewal, or material change to all named and additional insured's.

All insurance policies will be open to inspection by the County, and copies of policies will be submitted to the County upon written request. All subcontractors shall provide evidence of similar coverage.

1. General Liability Insurance

- a. **\$500,000** for claims for wrongful death and each Person for other claims
\$1,500,000 Each Occurrence
Claims outside the scope of M.S. 466 **\$2,000,000** per claim.
- b. Policy shall include at least premise, operations, completed operations, independent contractors and subcontractors, and contractual liability.
- c. **Aitkin County** must be named additional insured.

2. Business Automobile Liability Insurance

- a. **\$500,000** Each Person
\$1,500,000 Each Occurrence
Claims outside the scope of M.S. 466, **\$2,000,000** per claim.
- b. Must cover owned, non-owned and hired vehicles.

3. Workers' Compensation per Statutory Requirements

- D. **NONCOMPLIANCE:** The County reserves the right to rescind any contract not in compliance with these requirements and retains all right thereafter to pursue any legal remedies against the Contractor.

E. AUDIT: (When Applicable) The Contractor agrees that within 60 days of the close of its fiscal year an audit will be conducted by a Certified Public Accounting Firm which will meet the requirements of the Single Audit Act Amendments of 1996, P.L.104:156 and Office of Management and Budget, Circular No. A-133. After completion of the audit, a copy of the audit report must be filed with the County.

XI. CONTRACTOR DEBARMENT, SUSPENSION, AND RESPONSIBILITY CERTIFICATION

Federal Regulation 45 CFR 92.35 prohibits the State/County from purchasing goods or services with federal Money from vendors who have been suspended or debarred by the federal government Similarly, Minnesota Statutes, Section 16C.03, sub. 2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State/County. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

By Signing This Contract, the Contractor Certifies that it and its Principals* And Employees:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or the County; and
- B. Have not within a three-year period preceding this contract:
 - 1. Been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtained, attempting to obtain or performing a public (federal, state or local) transaction or contract;
 - 2. Violating any federal or state antitrust statutes; or
 - 3. Committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- C. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for:
 - 1. Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction;
 - 2. Violating any federal or state antitrust statutes; or
 - 3. Committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- D. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this contract are in violation of any of the certifications set forth above.

- E. Shall immediately give written notice to the Contracting Officer should the Contractor come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing: a public (federal, state or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

“Principals” for the purposes of this certification means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager; head of a subsidiary, division, or business segment and similar positions).

XII. CONDITIONS OF THE PARTIES' OBLIGATIONS

- A. Before the termination date specified in the Introduction of this agreement, the County may evaluate the performance of the Contractor in regard to the terms of this agreement to determine whether such performance merits renewal of this agreement.
- B. Any alterations, variations, modifications or waivers of provisions of this agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this agreement.
- C. No claim for services furnished by the Contractor, not specifically provided in the agreement, will be allowed by the County, nor shall the Contractor do any work or furnish any material not covered by the agreement unless this is approved in writing by the County. Such approval shall be considered to be a modification of the agreement.
- D. If the County determines that funds are not being administered in accordance with the approved plan and budget, they may be withdrawn after reasonable notice to the Contractor. It is understood and agreed that the parties do not anticipate that the Contractor will administer funds as a result of this agreement.
- E. In the event that there is a revision of Federal regulations which might make this agreement ineligible for Federal financial participation, all parties will review the agreement and renegotiate those items necessary to bring the agreement into compliance with the new Federal regulations.
- F. In accordance with Minnesota Statutes, Section 245.466, Subd.3 (1), the Commissioner of Minnesota Department of Human Services is a third party beneficiary to this contract.

XIII. SUBCONTRACTING AND ASSIGNMENT

- A. The Contractor shall not enter into subcontracts for any of the work contemplated under this agreement without written approval of the County.
- B. All subcontracts shall be subject to the requirements of this contract. The Contractor shall be responsible for the performance of any subcontractor.
- C. The Contractor must ensure that any and all subcontracts to provide services under this contract must contain the following language:
 - 1. The subcontractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary, and as a third-party beneficiary, is an affected party under this contract. The subcontractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or may sue the Contractor for any appropriate relief in law or equality, including but not limited to rescission, damages, or specific performances, of all or any part of the contract. Minnesota Department of Human Services is entitled to and may recover from the Contractor reasonable attorney's fees, costs, and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision must not be construed to limit the rights of any party to a contract or any other third-party beneficiary, nor must it be construed as a waiver of immunity under the Eleventh Amendment to the United States constitution or any other waiver or immunity.
 - 2. The Contractor agrees to be responsible for the performance of any subcontractor to ensure compliance to the subcontract and Minnesota Rules, part 9525.1870, subpart 3.

XIV. INDEPENDENT CONTRACTOR

- A. The Contractor is an independent contractor and not an employee or agent of the County. No statement contained in this Agreement shall be construed so as to find the Contractor to be an employee or agent of the County. The Contractor, its officers, employees and agents shall be entitled to none of the rights, privileges or benefits of the County's employees. Nothing contained herein is intended nor shall be construed as constituting the Contractor, its officers, employees or agents as the agent, representative or employee of the County for any purpose or in any manner, whatsoever.

XV. CONTRACTOR STANDARDS AND LICENSES

- A. The Contractor agrees to provide the County: Description of staffing, including job descriptions and professional qualifications of all personnel under this agreement.

XVI. NONCOMPLIANCE

- A. If the Contractor fails to comply with the provisions of this contract, the County may seek any available legal remedy.
- B. Either party must notify the other party within 30 days when a party has reasonable grounds to believe that this contract has been or will be breached in a material manner. The party receiving such notification must have 30 days, or any other such period of time as mutually agreed to by the parties, to cure the breach or anticipatory breach.

XVII. COMPLIANCE WITH THE CLEAN AIR ACT

The Contractor certifies that it meets lawful conditions of the Clean Air Act, as required by 45 CFR 228.70 and 74.159 (4).

XVIII. CANCELLATION, DEFAULT AND REMEDY

- A. This Agreement shall continue in effect until terminated by either party without cause, with 30 days advance, written notice delivered to the other party, served on the Director of Aitkin County Health and Human Services, 204 First Street NW, Aitkin, Minnesota 56431 on behalf of the County; and on the Director of Woodview Support Services/Oakridge Homes, Inc., 1021 Industrial Park Road, Brainerd, MN 56401 on behalf of the Contractor.
- B. In the event of default by either party, the non-defaulting party may cancel this Agreement immediately by sending written notice of cancellation to the defaulting party at its principal business address, notwithstanding the provisions of Paragraph XV.A above. The failure of the defaulting party, including the failure of any employee of the defaulting party, to abide by any of the terms, conditions or requirements expressed in this Agreement shall constitute a default if not corrected within ten (10) days of receipt of written notice of deficiency from the County.
- C. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing, signed by an authorized representative of the County upon resolution of the County.
- D. If either party wishes to terminate this service agreement at the end of its initial term, that party must give the other party prior written notice of intent to terminate at least 60 days prior to expiration of this contract. If party wishing to terminate the service agreement fails to give timely notice to other party, the service agreement will automatically renew for another calendar year, with services provided at the hourly rate stated in this agreement.

XIX. SINGLE INSTRUMENT, LEGALITY


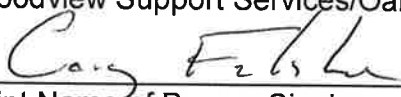
- A. It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and the County relating to the subject matter hereof.

- B. The provisions of this Agreement are severable. If a court of law holds any paragraph, section, subdivision, sentence, clause or phrase of this Agreement to be contrary to law, or contrary to any rule or regulation having the force and effect of law, such ruling shall not affect the remaining portions of this Agreement. However, upon the occurrence of such event, the parties shall immediately meet to negotiate a revised Agreement which does not violate the above-referenced ruling.

IN WITNESS WHEREOF, the COUNTY and the CONTRACTOR agree that this agreement is effective from January 1, 2021 to December 31, 2021.

BY: _____ DATE: _____
Chairperson
Aitkin County Board of Commissioners

BY: _____ DATE: _____
Cynthia Bennett, Director
Aitkin County Health & Human Services

BY:  _____ DATE: 12-14-20
Owner/Director
Woodview Support Services/Oakridge Homes Inc.


Print Name of Person Signing

APPROVED AS TO FORM AND EXECUTION

BY: _____ DATE: _____
Jim Ratz, Aitkin County Attorney