

Risk Analysis Questionnaire

Contract Name: Legal Services

Contract Number: 23379896

FY 2010

Please provide the person's name and number to contact if additional information is needed: Laura Thomas 972-548-4511

1. Do you currently have other client service contracts with DFPS or any other Governmental entity [federal, state (ISD, University) county]?
- Yes No

If yes, please provide the contract number and indicate which of the following payment types is utilized for the contract:

Cost Reimbursement	Contractor is reimbursed for allowable costs.
Fee For Service	Contractor is paid a set fee per unit of service. Typically rates are negotiated with the individual vendor and may apply only to that vendor. An independent rate setting process does not exist for the contracted service.
Rate Based Payments	Contractor is paid at a pre-determined rate or fee per unit of service, which was established through a rate setting process. The rate setting process typically applies to multiple contractors who provide the service.
Other	Any other payment type not defined above.

Contract Number	Payment Type	Contract Number	Payment Type
23379896	Reimbursement		

RAI Factor #3

2. Check the appropriate time period since your last audit (e.g., annual audit, compliance audit, single audit) was completed by an independent auditor, including other state/federal agency.
- Less than 1 year 1 year 2 years 3 or more years OR No Audit completed

RAI Factor #16

3. Type of Related Party Transactions: "Doing business" refers to business activities such as purchasing (e.g., a building, a computer, a vehicle, etc.), leasing (e.g., a building, a computer, a vehicle, etc.), and/or obtaining a service (e.g., legal services, accounting services, banking services, etc.), even if the purchase/lease/service is provided at no charge from anyone related by blood or marriage to a member of your Board of Directors; a principal stockholder; or a key employee. See 40 TAC § 732.240 (g).

Does your agency do business with any of the above-mentioned parties for the following?

- Non-compensated services Yes No
- Non-routine and non-recurring services Yes No
- Consulting or Management services Yes No
- Building/Leasing Yes No
- Transportation Yes No
- Labor Yes No
- For-profit affiliated with non-profit Yes No
- Owned/operated by same or related entity Yes No

RAI Factor #10

Risk Analysis Questionnaire

4. The percentage of total expenditures paid out to Subcontractors in a fiscal year.

- 0% 20% or less 21% to 40% More than 40%

RAI Factor #8

5. Experience of key management staff: Note: Fiscal components refer to the financial aspect of the contract. Programmatic components refer to the program side of the contract, such as monitoring that services are provided to clients, monitoring the quality of the service delivery, ensuring compliance to the service provisions in the contract (Section VIII).

Executive Director, President or Equivalent	<input type="checkbox"/> Less than 2 years with fiscal <u>or</u> programmatic components of federal and/or state contracted programs	<input type="checkbox"/> At least 2 years with fiscal <u>or</u> programmatic components of federal and/or state contracted programs	<input checked="" type="checkbox"/> At least 2 years with fiscal <u>and</u> programmatic components of federal and/or state contracted programs
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Accounting (Comptroller, Chief Financial Officer, Business Mgr, etc.)	<input type="checkbox"/> Less than 2 years with fiscal <u>or</u> programmatic components of federal and/or state contracted programs	<input type="checkbox"/> At least 2 years with fiscal <u>or</u> programmatic components of federal and/or state contracted programs	<input checked="" type="checkbox"/> At least 2 years with fiscal <u>and</u> programmatic components of federal and/or state contracted programs
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Program Director, Program Coordinator or Equivalent	<input type="checkbox"/> Less than 2 years with fiscal <u>or</u> programmatic components of federal and/or state contracted programs	<input type="checkbox"/> At least 2 years with fiscal <u>or</u> programmatic components of federal and/or state contracted programs	<input checked="" type="checkbox"/> At least 2 years with fiscal <u>and</u> programmatic components of federal and/or state contracted programs
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RAI Factor #8

6. Total Contractor Experience

Check the appropriate box below your total contractor experience (including experience with non-DFPS agencies) providing the type of service being contracted.

- 0 to 12 months 13 to 35 months 36 to 59 months 60 or more months

RAI Factor #7

7. Check the appropriate box below if there has been any significant change in direct delivery and billing staff in the appropriate periods:

- No significant change in last 2 years
- Significant change in direct delivery and billing staff within: Last 2 years Last 12 months

RAI Factor #7