

Risk Analysis Questionnaire

Contract Name:		Title IV-E County Legal Services	
Contract Number:		23939924	FY 2014
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 active contracts with DFPS or any other entity either within or outside of Texas [federal, state (ISD, University), county, private business]?

Yes No

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

Fixed Price	Contract is for a firm fixed price. Payments are not affected by contractor actual costs.
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.
Blended Foster Care Rate	The blended foster care rate is the HHSC -developed rate equal to the weighted average rate across all placement types that DFPS pays under a Single Source Continuum Contract for each day of service provided to a child or youth in paid foster care.
Blended Foster Care Case Rate	The blended foster care case rate is the rate paid under a Single Source Continuum Contract for each day of service provided to each child or youth as measured against an established length of stay baseline formulated by HHSC for each defined age category or "strata" of children/youth.
Exceptional Foster Care Rate	An exceptional foster care rate applies to a limited number of situations and/or days under a Single Source Continuum Contract where a child requires extraordinary care. The exceptional foster care rate is developed using historical costs of delivering similar services, where appropriate data are available, and estimating the basic types of costs of products and services necessary to deliver services meeting federal and state requirements.
Other	Any other payment type not defined above.

Contract Number	Payment Type	Contract Number	Payment Type
23939923	Reimbursement FCM		

RAI Factors #2 & #4

2. Check the appropriate time period since your last audit (e.g., annual financial statement audit, compliance audit,) was completed by an independent auditor, including other state/federal agency.

Within 21 months Within 22-34 months 35 months or more OR No Audit completed

Describe the type of audit completed: Single Audit FY 2012

RAI Factor #15

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

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

- | | | |
|-----------------------------------------------|------------------------------|----------------------------------------|
| Non-Compensated Services | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Compensated non-recurring Services | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Compensated Consulting or Management Services | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Compensated Building Leasing | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Compensated Transportation | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Compensated Goods and Services or Labor | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| For-Profit Affiliated with Non-Profit | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Owned/Operated by Same or Related Entity | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Parent/Subsidiary Relationship | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

RAI Factor #10

4. The percentage of total expenditures paid out to Subcontractors in a fiscal year as allowable by contract.

- 0% No More than 30% 31% to 50% More than 50%

RAI Factor #9

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.

Executive Director, Sole Proprietor, 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 and 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 and 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 and programmatic components of federal and/or state contracted programs
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RAI Factor #7

6. Check the appropriate box below regarding any significant changes in key management staff during the identified timeframes:

- No significant change in last 2 years
- Significant change in key management staff within: Last 2 years Last 12 months

RAI Factor #7

7. Total Contractor Experience

Check the appropriate box below for your organization's 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 #8

8. Check the appropriate box below regarding any significant change in direct delivery and billing staff during the designated timeframes:

No significant change in last 2 years

Significant change in direct delivery and billing staff within: Last 2 years Last 12 months

RAI Factor #8

CERTIFICATION

Signed by an individual with documented authority as designated by the business entity.

I HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE, THAT THE INFORMATION REPORTED HEREIN IS TRUE, CORRECT AND COMPLETE.

 8/27/13

Signature and Date

County Judge Keith Self

Printed Name and Title