

Risk Analysis Questionnaire

Legal Name of Contractor:	Collin County Title IV-E Legal	
Contract Number:	23939924	FY 2015
Please provide the person's name, title, and number to contact for questions or if additional information is needed:	Contact Name & Title: Alexandria Jenks, Accountant/Auditor Contact Phone Number: (972) 548-4781	

Active Contracts & Payment Types

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, or Private Business]?

Yes ☒ No ☐

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

Fixed Price	Fixed price is a deliverables-based payment type for a contract with a firm agreed-upon price for the delivery of goods and services.
Cost Reimbursement	Payment type that reimburses contractors for actual, allowable, reasonable, and necessary expenditures incurred up to an approved amount and within the associated cost categories in the approved budget and budget narrative.
Fee For Service	Contractor is paid a standard fee per unit of service. Typically, rates are either negotiated with the individual vendor and apply only to that vendor or there is a uniform rate that is paid to all vendors providing the service. This rate-based payment type is used when an independent rate setting process does not exist for the contracted service.
Rate-Set Payments	Contractor is paid a set rate per unit of service. A rate setting process where the rate is approved by the Health and Human Services Commission (HHSC) or another agency with rate setting authority. The resulting rate is applied to the purchase of specifically defined units of 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.
Day (24 hour)	Usually for residential services. This is the rate paid to the provider for each 24-hour period that a DFPS client is in a provider's care.
Other	Any other payment type not defined above.

Contract Number	Payment Type
23939923	Reimbursement FCM

Contract Number	Payment Type

Independent Audits

2. Is your business entity required to undergo an independent audit? ☒ Yes ☐ No

If not, please explain:

3. How long has it been since your last independent audit (e.g., Annual Financial Statement audit, Compliance audit) was completed by an independent auditor, including other state/federal agencies such as the State Auditor's Office (SAO) or the Office of Inspector General (OIG)?

☒ Within 21 Months ☐ Within 22-34 Months ☐ 35 Months or More ☐ No Audit Completed

Describe the type of audit completed, if applicable: Single Audit FY2013

RAI Factor #15

Related Party Transactions

4. Disclose the type of business transactions (compensated or not) that occur between your business entity and any related party.

For purposes of this question, related party refers to:

- a) A member of the Board of Directors,
- b) Stockholders with >5% Ownership,
- c) Key Employees Paid Separately for Other Responsibilities (e.g., consulting services, not direct employees),
- d) Parent/Subsidiaries, or
- e) Organizations Under Common Ownership or Control.

Transactions include 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).

Non-Compensated Services	☐ Yes ☒ No
Compensated, Non-Recurring Goods, Services, or Labor	☐ Yes ☒ No
Compensated, Recurring Goods, Services or Labor	☐ Yes ☒ No
Compensated Goods, Services, or Labor w/ Uniform Rate Uniform, Set Rate that Applies to All Contracts for the Service	☐ Yes ☒ No
Compensated Consulting or Management Services	☐ Yes ☒ No
Compensated Building Leasing	☐ Yes ☒ No
Compensated Transportation	☐ Yes ☒ No
For-Profit Affiliated with Non-Profit	☐ Yes ☒ No
Owned/Operated by Same or Related Entity	☐ Yes ☒ No
Parent/Subsidiary Relationship	☐ Yes ☒ No

RAI Factor #11

Subcontractors

5. Indicate the percentage of work performed by subcontractors for the contracted service (as allowable by the contract).

- ☒ No Subcontractor Involvement
- ☐ Subcontractors Account for 50% or Less of Work Performed
- ☐ Subcontractors Account for More than 50% of Work Performed

RAI Factor #9

Key Management Staff

For purposes of this question, key management staff may include individuals with titles such as: Executive Director, President, Sole Proprietor, Comptroller, Chief Financial Officer, Manager, or Program Director.

6. Has there been a change in any key management staff at your business organization within the past two years?

☒ Yes ☐ No

If Yes, has the change been within the past 12 months? ☒ Yes ☐ No

7. Indicate whether or not key management staff have at least two years' worth of experience providing fiscal or programmatic components of the contracted service.

Fiscal components refer to the financial aspect of the contract.

Programmatic components refer to the service delivery side of the contract, such as ensuring that services are provided to clients, monitoring the quality of the service delivery, complying with the service provisions in the contract.

Executive Director, Sole Proprietor, President or Equivalent	☐ Less than 2 years with fiscal <u>or</u> programmatic components of federal and/or state contracted programs	☐ At least 2 years with fiscal <u>or</u> programmatic components of federal and/or state contracted programs	☒ At least 2 years with fiscal <u>and</u> programmatic components of federal and/or state contracted programs
Accounting Director, Comptroller, Chief Financial Officer, Business Manager, etc.	☐ Less than 2 years with fiscal <u>or</u> programmatic components of federal and/or state contracted programs	☐ At least 2 years with fiscal <u>or</u> programmatic components of federal and/or state contracted programs	☒ At least 2 years with fiscal <u>and</u> programmatic components of federal and/or state contracted programs
Program Director, Program Coordinator or Equivalent	☒ Less than 2 years with fiscal <u>or</u> programmatic components of federal and/or state contracted programs	☐ At least 2 years with fiscal <u>or</u> programmatic components of federal and/or state contracted programs	☐ At least 2 years with fiscal <u>and</u> programmatic components of federal and/or state contracted programs

RAI Factor #7

Direct Delivery Staff

8. Has there been a significant change in direct delivery staff at your business organization within the preceding year?

☐ Yes ☒ No

9. Please indicate the average level of experience that direct delivery staff at your organization have in providing the contracted service.

☒ 0 - 24 months

☐ 24 - 59 months

☐ 60 or more months

RAI Factor #8

Internal Controls

10. Does your business organization have any outstanding liabilities or litigations?

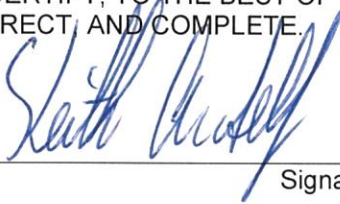
☐ Yes ☒ No

RAI Factor #10

CERTIFICATION

This form must be signed by an individual with documented signature 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.



Signature



Date

Keith Self

Printed Name

County Judge

Title