The Justice Education Center, Inc.

Request For Proposals

For

Inspire Girls Wellness Program

INTRODUCTION

The Justice Education Center, Inc., is seeking proposals from community- based organizations, municipal, quasi-public, and private organizations for girls wellness programs for girls ages 5 to 18 (grades K-12). ***Please note that this RFP supercedes an earlier version issued on August 25, 2026. Organizations that responded to that prior RFP should resubmit their proposals if desired, making any necessary changes related to the information contained in this revision.***

Proposals in response to this RFP are due November 6, 2026 at 3pm.

1. Official Contact. The Center has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the only authorized contact for this procurement and, as such, handles all related communications on behalf of The Center.

Name:	Laura Whitacre, The Justice Education Center, Inc.
Address:	62 LaSalle Road, Suite 308, West Hartford, CT 06107
Phone:	860-231-8180
E-Mail:	laura@justiceeducationcenter.org

   Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

2. Contract Offers. The offer of the right to negotiate a contract pursuant to this RFP is dependent upon the availability of funding to The Justice Education Center, Inc. The Center anticipates the following:

Total Funding Available:	TBD
Number of Contracts:	contracts will vary in size depending on scope, estimated number of contracts between 7-10, with no contracts to exceed $50,000
Contract Cost:	Confidential
Contract Term:	November 16, 2026 to June 30, 2027

3. Eligibility. Eligible respondents are private provider organizations (defined as non-state entities that are 501(c)(3) nonprofit corporations or partnerships with principal place of business in Connecticut), Connecticut municipalities, or private for-profit providers. ***Please note that providers that have received Inspire Girls Funding through the Center's USDOJ Byrne Grant are not eligible for additional funding through this RFP.***

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5. Procurement Schedule. See below. Dates after the due date for proposals ("Proposals Due") are target dates only (*). The Center may amend the schedule, as needed. Any change will be made by means of an addendum to this RFP and will be posted on the The Justice Education Center, Inc.'s website at www.justiceeducationcenter.org.

• RFP Released:	October 20, 2026
• Bidder's Conference	October 28, 2026 1pm
• Deadline for Questions:	October 28, 2026 5 p.m. Eastern Time
• Answers Released:	October 29, 2026 (on website)
• Proposals Due:	November 6 2026 3:00 p.m. Eastern Time
• (*) Start of Contract Period:	November 1, 2026

Bidder's Conference Link:

Dr. Ron Schack is inviting you to a scheduled Zoom meeting.

Topic: Inspire RFP Bidders Conference
Time: Oct 28, 2026 01:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://us02web.zoom.us/j/82474756932?pwd=5NbS2Sjh7yr95OaVQiPQvTCprOJb2U.1

6. Inquiry Procedures. All questions regarding this RFP or procurement process must be directed, in writing, to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions determined by to be material to this procurement and received before the deadline will be answered. The Center may combine similar questions and give only one answer.

7. Proposal Due Date and Time. The Official Contact is the only authorized recipient of proposals submitted in response to this RFP. Proposals must be received by the Official Contact on or before the due date and time:

• Due Date:	November 6, 2026
• Time:	3:00 p.m. Eastern Time

Faxed or mailed proposals will not be evaluated. Proposers should not interpret or otherwise construe receipt of a proposal after the due date and time as acceptance of the proposal since the actual receipt of the proposal is a clerical function. Proposals received after the due date and time may be accepted by The Center as a clerical function, but such late proposals will be evaluated for consideration under this RFP only at the discretion of The Center. At the discretion of The Center, late proposals may be destroyed or returned by the submitters.

An acceptable submission must include the following:

- one (1) electronic proposal in PDF format, including any appendices
- one (1) budget compatible with Microsoft Office Excel

Proposers should keep the original signatures on file for potential future reference. The electronic copy of the proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.

8. Multiple Proposals. N/A.

9. Declaration of Confidential Information. Respondents are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations, and interpretations resulting from them. If a respondent deems that certain information required by this RFP is confidential, the respondent must label such information as CONFIDENTIAL

PROPOSAL FORMAT

1. Required Outline. All proposals must follow the required outline presented in the– Main Proposal--Proposal Outline beginning on page 6 of this document. Submissions that fail to follow the required outline may be deemed non-responsive and not evaluated.

2. Attachments. Attachments other than the required Appendices or Forms identified in Section IV are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions may result in disqualification.

3. Style Requirements. Submitted proposals must conform to the following specifications:

Paper Size:	8 ½" x 11" "portrait" orientation
Page Limit:	20 pages excluding all required Appendices and Forms
Font Size:	Minimum 11 point
Margins:	The binding edge margin of all pages shall be a minimum of one and one half inches (1½"); all other margins shall be one inch (1")
Line Spacing:	Single-spaced

4. Pagination. The proposer's name must be displayed in the header of each page. All pages, from the Cover Sheet through the required Appendices and Forms, must be numbered in the footer.

5. Delivery Condition – All proposals must be received via email, including all required attachments by the above deadline. Proposers are recommended to use a secure email platform or request a read receipt to confirm delivery.

EVALUATION OF PROPOSALS

1. Evaluation Process. It is the intent of The Center to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP.

2. Evaluation Team. The Center will designate an Evaluation Team to evaluate proposals submitted in response to this RFP. The contents of all submitted proposals, including any confidential information, will be shared with the Evaluation Team. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. Attempts by any respondent (or representative of any respondent) to contact or influence any member of the Evaluation Team may result in disqualification of the respondent.

3. Minimum Submission Requirements. All proposals must comply with the requirements specified in this RFP. To be eligible for evaluation, proposals must (a) be received on or before the due date and time; (b) meet the Proposal Format requirements; (c) follow the required Proposal Outline; and (d) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Center will reject any proposal that deviates significantly from the requirements of this RFP.

4. Evaluation Criteria (and Weights). Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Evaluation Team will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The criteria are weighted according to their relative importance. The weights are confidential.

    - Organizational Requirements
    - Status as recent Inspire Provider
    - Service Requirements
    - Staffing Requirements
    - Data and Technology Requirements
    - Community Partners and Subcontractors
    - Work Plan
    - Financial Requirements
    - Budget Requirements
    - Appendices

5. Respondent Selection. Upon completing its evaluation of proposals, the Evaluation Team will submit the rankings of all proposals to The Center's Executive Director. The final selection of a successful respondent is at the discretion of the ED. Any respondent selected will be so notified and offered an opportunity to negotiate a contract with The Center. Such negotiations may, but will not automatically, result in a contract. All unsuccessful respondents will be notified by e-mail about the outcome of the evaluation and respondent selection process.

6. Debriefing. After receiving notification from The Center, any respondent may contact the Official Contact and request a Debriefing of the procurement process and its proposal. If respondents still have questions after receiving this information, they may contact the Official Contact and request a meeting with The Center to discuss the procurement process. The Center shall schedule and conduct Debriefing meetings that have been properly requested, within fifteen (15) days of The Center's receipt of a request. The Debriefing meeting must not include or allow any comparisons of any proposals with other proposals, nor should the identity of the evaluators be released. The Debriefing process shall not be used to change, alter or modify the outcome of the competitive procurement. More detailed information about requesting a Debriefing may be obtained from the Official Contact.

INSPIRE GIRLS' WELLNESS PROGRAM DESCRIPTION

1. Program Description and Purpose

   The Inspire Girls Wellness Program seeks to provide opportunities for girls 5 through 18 (grades K-12) to participate in sports related wellness activities. An emphasis of the program is to engage girls that would not otherwise choose to participate in sports or wellness activities or those that have not had the opportunity or ability to do so.

   The Justice Education Center, Inc. is excited to share that a new Inspire NFL Flag Football League has been created with the support of National PAL. This league is beginning in October of 2026. Teams from ten communities will be playing 8 games and participate in a two-day tournament. Participants will receive reversable, branded NFL jerseys and equipment through the NFL's sponsored vendor, RCX. The Center will provide resources to each participating community including coaches' stipends, referee fees, and help offset transportation costs. ***While not directly related to this RFP, it is strongly encouraged to indicate future interest in participating in this league as a part of your response to this RFP.***

   The Center is also partnering with the WNBA to begin a statewide Inspire WNBA Girls Basketball League, building on the statewide league that been operational for the last two years. Like the Inspire NFL Girls Flag Football League, participants will receive reversible, branded WNBA jerseys and equipment through the WNBAs sponsored vendor, RCX. The Center will provide resources to each participating community including coaches' stipends, referee fees, and offset some transportation costs. ***Please indicate whether you are interested in participating in this league as part of your response to this RFP. In the case of the WNBA Girls Basketball League, selected participating organizations will receive an award of $5000 to support coordination of activities related to league participation.***

   For purposes of this RFP, the sports and wellness activities may include basketball, softball, volleyball or other sports on a case-by-case basis. Responding organizations may also include other related activities, such as a mentoring component, a community service component, or a vocational exploration component as part of the proposal.

   The Inspire program integrates participation in the above sports and wellness activities with a youth character development program, call ECHO (which stands for Empathy, Character, Hope and Opportunity. The Center will provide tools and resources for successful respondents to incorporate ECHO into the programming they propose. It is expected that all providers will integrate at least 10 hours of ECHO programming for participants as they deliver their program.

   In addition to ECHO, the Center will also provide training in identifying and initial response to trauma issues that may arise with participants. The Center will also provide information on nutrition and wellness to be incorporated into the programming provided by successful respondents.

   The intended outcomes of the Inspire Girls Wellness Program include an increase in sports/ wellness related skills and knowledge and increase in knowledge of the ECHO core values and associated changes in attitudes and behavior, and an increases in self-esteem, self-confidence, and resiliency. These activities are also intended to prevent/reduce justice involvement by increasing positive

activities and increasing the self-esteem and resilience which will put them on a path toward success in life.

The Center will provide pre-post assessment instruments and other evaluation tools to assess the extent to which the above outcomes are achieved for program participants.

Performance measures for Inspire Programs will include:

How Much

- Number of Participants Served
- Number of Games/Events Held

How Well

- Participant Satisfaction
- Cost Per Participant

Better Off

- % of participants that increase sports skill or knowledge
- % of participants that increase self-esteem or resiliency
- % of participants increasing knowledge of ECHO core values

MAIN PROPOSAL

Respondents are required to provide the information requested about each community partner and subcontractor proposed to provide direct services to program participants were indicated throughout this section of the RFP. Failure to comply with this requirement may result in the immediate disqualification of the proposal.

1. Organizational Requirements

a. Organizational Description

Describe your organization, including the type of organization (non-profit, municipal agency, quasi-public, or private for profit), the number of years in operation, and the types of services you provide.

b. Organizational Experience

Please describe your organization's experience with planning, coordinating, and providing sports and wellness related programming. Please provide recent examples of programming that you have provided.

2. Service Requirements

A responsive proposal must describe how the respondent shall, directly or indirectly through community partners and subcontractors, perform the activities required by this RFP. The respondent should note which city will be the focus of their program.

- ❖ Interest in coordinating an Inspire NFL Girls Flag Football team or teams?
- ❖ Interest in coordinating an Inspire WNBA Girls Basketball team or teams?
- ❖ For activities other than participating in the Inspire WNBA Girls Basketball League

- Describe the number of individuals/participants who will engage annually with your program;
- Describe the types of sports/fitness/wellness programming that will be provided
- Describe the number of hours of programming to be provided
- Describe the duration of the programming
- Describe when the programming will occur (summer, fall, spring, school vacations, etc) . include specific or estimated dates of programming.
- Describe how ECHO will be incorporated in the delivery of programming
- Describe how wellness and nutrition will be incorporated in the delivery of programming

3. Staffing Requirements

   A responsive proposal must include the following information about the number and qualifications of staff that the respondent and each proposed community partner and subcontractor intend to employ to perform the activities required by this RFP.

   a. Key Personnel: Provide the names and titles of proposed personnel key to the success of the proposed program and the hours and percentages of time dedicated to this project. Describe how your staffing will successfully meet this RFP's requirements in light of any other obligations this staff have to any other entity. Summarize your procedures to secure and retain professional staff and your method to evaluate personnel performance.
   b. Job Descriptions: Attach job descriptions for proposed funded positions and resumes if position hours are to be filled by % of FTE of existing staff members.

4. Data and Technology Requirements

Please include a statement that the respondent agrees to provide information on program participants andactivities through the Center's Inspire Reporting System, as well as administering any required evaluation instruments (e.g., pre post assessments and surveys).

COST PROPOSAL COMPONENT

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1. Budget Requirements
   a. Budget: Use the Budget form found at https://www.justiceeducationcenter.org/initiatives/solicitations/ to prepare an annual line-item budget that depicts the allowable costs associated with the program.
   b. Budget Narrative: Detail how expenses listed in the annual budget were calculated. Either Microsoft Word or Excel format is acceptable.
   c. Supportive Services may include both personnel and program costs. Personnel narratives must include the number and/or percent of case manager positions (use FTE) funded. Administrative salaries cannot be funded under the supportive services line item but may be included in the Administration line item. Program costs that support the operation of the proposed program are allowed and must be itemized and justified in the narrative.
   d. The Center reserves the right to fund portions of a proposed budget and/or require adjustments.

Please be advised that the contractors are expected to comply with the following Justice Education Center, Inc. policies. These provisions will be incorporated directly into the language of the contract award:

Background Checks and Compliance with Center and Federal Policies

All Contractor staff conducting the Inspire activities and services described in this agreement must have received a criminal background check within 1 month of hire. Any individual whose background check reveals convictions that The Center determines may pose a risk to clients, staff, or operations may be prohibited from participating in Inspire activities. No contractor staff assigned to Inspire may be under any kind of supervision, or subject to any conditions, related to a criminal conviction.

All Contractor staff conducting these activities must conform to The Center's policies related to sexual harassment, workplace violence, drug and alcohol use, and be current with any state required training regarding mandatory reporting.

All staff assigned to work with Inspire must complete the DCF Mandated Reporting and Sexual Harassment Training. Proof of completion must be submitted within 30 days of the contract being executed or within 30 days of the date of hire of a new employee.

All staff assigned to work with Inspire must adhere to HIPAA (https://www.hhs.gov/hipaa/index.html) and FERPA (https://studentprivacy.ed.gov/ferpa regulations when service the contractor is delivering is applicable.

Conflict of Interest and Ethics

Charitable organizations are frequently subject to intense public scrutiny, especially where they appear to have inappropriately benefited their officers, directors or trustees. A conflict of interest occurs where individuals' obligation to further the organization's charitable purposes is at odds with their own financial interests.

No Contractor staff shall be involved in the provision of services to Inspire where there is a perceived or real conflict of interest involving the CONTRACTOR staff person and the Inspire program, or a Inspire staff member or client. In such case, the potential conflict should be reported to the Inspire Program Director and an alternative service arrangement developed. No participant of The Center or any partner agency can be hired by the Center or partner agency while an active participant in services. No staff member of The Center or any partner agency can receive services from The Center or partner agency while employed.

Professional Boundaries

The delivery of community-based services requires strict boundaries to avoid dual relationships, or confusion about appropriate professional relationship boundaries.

- Contractors and contractor staff must have no direct or indirect business, professional, or personal interests that conflict with Inspire.
- In the event an actual or potential conflict arises (e.g., dual relationships with clients, personal or financial interests, family relationships, prior associations with participants, confidentiality concerns, or situations that may impair professional judgment), Contractor must advise The Center immediately (within 24 hours) in writing, and agree to remedy the conflict in collaboration with The Center at which time interim personnel will be assigned to the participant until the conflict is resolved.
- Ethics Certification: Contractor shall perform services in accordance with applicable professional, ethical, and organizational standards, including adherence to the ethical guidelines of any applicable licensing or credentialing body. Contractor may also be required to sign a separate ethics certification in accordance with organizational policy.
- Contractor involved in criminal investigations, arrests, pending criminal charges, court proceedings, probation or parole supervision, or other law enforcement matters that may impact the performance of services under this Agreement must comply with the nonprofit's policies regarding legal and law enforcement issues.

Policy & Procedure Compliance

Contractors must operate in tandem with The Center's operational standards.

- HIPAA & Confidentiality: The Contractor must comply with the Health Insurance Portability and Accountability Act (HIPAA), maintaining the confidentiality of all protected health information (PHI). A Business Associate Agreement (BAA) is o50n executed concurrently.
- Organizational Policies: The contractor agrees to abide by the nonprofit's adopted policies, including but not limited to zero-tolerance policies, emergency/crisis protocols, and cultural competency requirements. Copies of these requirements will be provided upon request.
- Mandated Reporting: Contractor and its employees, agents, and subcontractors shall comply with all applicable state mandated reporting laws regarding suspected abuse, neglect, exploitation, or imminent harm involving children or vulnerable adults. Contractor shall immediately report suspected incidents as required by law, follow the nonprofit's internal reporting and escalation procedures, and ensure that all personnel providing services complete required mandated reporter training prior to or during the performance of services under this Contract.
- Press Policy: Contractor must abide by the nonprofit's press policy; any violation may be cause for contract termination.

Social Media and Press Policy

I. Media Policy and Press releases

a. All photographs of students and Contractors will follow site-specific guidelines. Only a "do not allow" will be recognized.

b. Privacy

Any posts on social media pertaining to The Center programs and clients must respect requests for anonymity and privacy. Approval must be obtained before using any image, name or descriptive information about clients or locations served by The Center will obtain permission from individuals or entities before posting anything about them on social media.

c. Social Media Policy

Applies to all contractors and is in addition to any requests for language or disclosures that have been agreed to prior to contract. Events held at schools or other settings with minors will be covered discreetly and contractors must respect any existing requests for anonymity.

d. Permission to Speak to the Media

No contractor shall participate in an interview or speak with the media about The Center or its programs without the express approval of the Executive Director Sherry Haller or her designee. This applies to all forms of media and platforms including but not limited to: TV, Print, Radio, Online Publications, Podcasts, and all other Press Outlets.

No contractor, consultant or employee of The Center shall post anything on social media about The Center or its programs without the express approval of Executive Director Sherry Haller or her designee. This applies to all forms of social media including but not limited to: Facebook, Instagram, TikTok, LinkedIn, and all other platforms.

Always err on the side of caution when interacting with the media or using social media. Ask for direction from the Executive Director, if needed, before speaking with the press or posting any content relating to The Center

Accident and Safety Policy

All safety policies must be adhered to in the strictest form, as safety is number one for all Contractors and students in our programs. ALL CONTRACTORS are required to report accidents and violations of Safety policy IMMEDIATELY to Program or Executive Director. All Supervisors MUST report accidents within 24 hours. All Contractors are required to follow their site-specific safety policy.

Workplace Violence Policy

The State of Connecticut has adopted a statewide zero tolerance policy for workplace violence. The Justice Education Center recognizes the right of its Contractors to work in a safe and secure environment that is characterized by respect and professionalism. Therefore, except as may be required as a condition of an individual contract:

No Contractor shall bring into any worksite any weapon or dangerous instrument as defined herein.

a. Weapon means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocketknife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.
b. Dangerous instrument means any instrument, article, or substance that, under the

circumstances, can cause death or serious physical injury. Violation of the above reasonable work rules shall subject the Contractor to disciplinary action up to and including discharge.

No Contractor shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a worksite.

No Contractor shall cause or threaten to cause death or physical injury to any individual in a worksite.

Substance Abuse Policy

a. It is the policy of the State of Connecticut and that also of The Center that Contractors shall not unlawfully manufacture, distribute, dispense, possess or use a controlled substance while on the job or in the workplace, or be under the influence of a controlled substance, not prescribed for him/her by a physician, while on the job or in the workplace. Any Contractor violating this policy will be subject to discipline, up to and including termination.
b. If a Contractor is involved in the use of illegal substances or alcohol abuse and voluntarily requests assistance, and it has been determined that the abuse has not compromised the Contractor's performance or risk of injury to others while on the job, the Contractor MAY not be suspended or terminated immediately. The Contractor will be directed to where and how to seek help. Upon successful completion of a prescribed rehabilitation program, the Contractor MAY be permitted to return to work. Contractors seeking to return MUST provide written evidence of proof of successful completion. Nonparticipation or incomplete participation in the prescribed plan will result in immediate termination.
c. Any Contractor voluntarily entering any prescribed program for recovery, whether in patient or out, will be personally responsible for the cost of such programs

Non -disclosure of Confidential Information

Any information that a contractor learns about The Center, or its members or donors, because of working for The Center that is not otherwise publicly available constitutes confidential information. Contractors may not disclose confidential information to anyone who is not employed by The Center or to other persons NOT employed by The Center who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of The Center The disclosure, distribution, electronic transmission or copying of The Center confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data
- Program and financial information, including information related to donors, and pending projects and proposals
- Telephone, voice mail and electronic mail systems.

The Center has provided these systems to support its mission. Although limited personal use of The Center's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, The Center's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

This section sets forth some important rules relating to the use of The Center's computer and communications systems. These systems include individual PCs or laptops provided to contractors, centralized computer equipment, and all associated software. All data in The Center's computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of The Center may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in The Center's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to The Center Likewise, the deletion of a document or message may not prevent access to the item or eliminate the item from the system.

The Center's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, The Center's systems must not be used to solicit or

proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

- Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to The Center's host computer system; password should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support or the Executive Director.
- Additions to or modifications of the standard software configuration provided on The Center's PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to computer support or the Executive Director.
- Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support or the Executive Director.
- Programs should never be downloaded from bulletin board systems or copied from other computers outside the company onto company computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the company may be performed not to present a security risk.
- The Center's computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data.
- Computer games should not be loaded on The Center PCs.
- Unlicensed software should not be loaded or executed on The Center's PCs.
- Company software (whether developed internally or licensed) should not be copied media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the company should not be removed from the company's offices.
- Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management.

Worker Classification

Mitigating legal and financial risks associated with the IRS and Department of Labor W-2 vs. 1099 guidelines.

- Independent Contractor Status: The agreement must state clearly that the Contractor is an independent business, not an employee. The nonprofit will not withhold taxes, provide benefits, or offer worker's compensation.
- Control: Contractor determines the methods and means of performing their clinical duties while using their own independent professional judgment, though they are subject to the nonprofit's quality assurance (QA) reviews.

Insurance & Liability (COI)

Protecting the nonprofit and the Contractor's practice from malpractice and liability claims.

- Professional Liability: Contractor must maintain adequate Professional Liability (Malpractice) Insurance throughout the contract term.
- Commercial General Liability: Coverage for bodily injury and property damage, typically at $1,000,000 per occurrence and $3,000,000 in the aggregate.
- Certificate of Insurance (COI): Contractor must provide a valid COI naming the nonprofit organization as an "Additional Insured" before services begin. The policy must stipulate a prior written notice to the nonprofit for any cancellation or material change in coverage.

Reporting

The Center requires contractors to comply with standards and reporting requirements to meet the needs of The Center funders, and to be positioned to show program efficacy to Legislature, potential funders, and the public.

The Center will conduct scheduled on-site program audits which will include record reviews, Veoci reviews, staff interviews, participant interviews and an overall audit of contract specific compliance and achievement of goals. Team meetings will also be scheduled for contracted staff.

Billing & Records Ownership

Ensuring compliance with federal and state mental health record-keeping mandates.

- Record Ownership: All clinical records, treatment plans, and notes generated by the Contractor remain the sole property of the nonprofit.
- Timely Documentation: Contractor agrees to complete and submit all medical records in the nonprofit's Electronic Medical Record (EMR) system within a specified timeframe (e.g., within hours of the patient encounter).

Disclaimer: Because behavioral health regulations and employment misclassification penalties vary widely by jurisdiction, it is highly recommended to have a licensed employment attorney review.