



Vendor Agreement Between Ocean Partnership for Children, Inc. (OPC) AND

VENDOR:

ADDRESS:

PHONE:

FAX:

EMAIL:

This Vendor Agreement serves to define the roles and responsibilities of **VENDOR** as we work in partnership to provide services to children and families served through the New Jersey Division of the Children's System of Care (DCSOC). This agreement applies to the arrangement for or purchase of:

for children and/or families. This agreement is effective immediately and continues ongoing unless terminated as per the section named "Termination".

A Shared Commitment to Children and Families

One of the primary goals of Ocean Partnership for Children, Inc. is to work in partnership with children, families, and local providers to coordinate, improve, and expand the services families receive from their local community. We are committed to providing the highest quality of services by upholding the values of the New Jersey DCSOC. These values define our promise to the community that our services are family-driven, community-based, strength-based, culturally diverse, individualized, and easily accessible. Our goal is to keep children at home, in school, and out of trouble. Our intention is to help families find or develop community resources that will allow the family to function as normally as possible. As one of our partners in the delivery of services, we expect that **VENDOR** will share our commitment to these values through all of your work with the children and families we assist.

VENDOR must show a willingness to communicate with staff from Ocean Partnership for Children, Inc. in offering input and assistance in the care of the youth. Your opinion is valued and needed to ensure the child receives the highest quality of services.

At any time if you have questions or concerns about services you have been asked to provide to a child or youth, please direct those questions to our Community Resource Development Director.

No Eject/No Reject Policy

In compliance with DCF policy, OPC honors the no eject/no reject approach to service. Enrollment is maintained for all youth and families referred to OPC until defined outcomes and discharge criteria are met, unless the family opts for discharge from care management services. As one of our partners in the delivery of services, we expect that **PROVIDER** will share our commitment to this policy through all of your work with the children and families we assist.

Termination

We ask that **VENDOR** respect that continuity of care is important to the children and families in our care, and therefore we ask that there be a notice of at least thirty (30) days written notice before terminating a service. In the event of failure of **VENDOR** to comply with any provision of this Agreement, OPC reserves the right to terminate this Agreement upon five (5) days written notice.

Requirements of Vendor

1. No services shall be procured or subcontracted to any outside agency or individual.
2. **Vendor** meets all applicable current local, state, and federal requirements or standards set forth by any appropriate local, state or federal entity or licensing authority. They attest that they are a business in good standing with New Jersey state and federal government agencies, departments or bureaus.
3. **PROVIDER** has comprehensive general and professional (malpractice) liability, property damage and automobile liability insurance (if providing transportation to families or youth) with **Ocean Partnership for Children, Inc. (OPC)** listed as a certificate holder. **PROVIDER** shall be continuously insured during the term of business with CMO. **PROVIDER** will notify CMO at any time if insurance coverage is cancelled or suspended and will cease providing services with families/youth until coverage is reinstated. CMO bears no responsibility for monitoring insurance coverage, coverage limits or expirations.
4. OPC expects all service **providers** that are affiliated with OPC and providing services to children and families abide by all Federal and State regulations and comply with Section 6032 of the Federal Deficit Reduction Act. Service **providers** must disseminate OPC's Deficit Reduction Act Policy and make the policy available, to their employees and managers. The

Deficit Reduction Act Policy can be directly obtained from OPC's Director of Organizational Development and/or Community Resource Director. A Copy will also be sent out yearly to all providers from the Executive Director.

OPC's Deficit Reduction Act Policy Received - Initial: _____

5. **Vendor** has a process in place to ensure that all staff having direct contact with children has completed, at a minimum, criminal background checks when required by law, and if required, a Child Abuse Registry Index check. All changes in direct contact staff and the criminal background /Child Abuse Registry Index should be monitored by **Vendor**.
6. **Vendor** has a process in place to ensure that all staff that would transport child will have a driving record check.
7. All information about the youth and family shall be kept confidential including any reports, progress notes, correspondence, and publications written by or for vendor regarding children and families enrolled in Ocean Partnership for Children, Inc. OPC is HIPAA compliant and requires all medical or mental/behavioral health providers of services to be as well.
8. **Vendor** is expected to notify Ocean Partnership for Children, Inc. when seeking availability of services within 24 hours for the actual disposition as to whether Vendor can accept the referral.
9. **Vendor** agrees to invoice Ocean Partnership for Children, Inc. no later than the 15th of each month for services rendered the month prior. **Vendor understands that services invoiced after 30 days of due date will be ineligible for payment from any source.** Invoices and reports, when applicable, are to be emailed to **providers@oceanpartnership**
10. **Vendor** agrees to provide Ocean Partnership for Children, Inc. with an accurate accounting of the services provided to each child stipulating the staff involved in rendering the service, dates of service, type of service (s), and authorization number. A separate invoice shall be used for each individual youth. Ocean Partnership for Children, Inc. will then issue payment within thirty (30) days of receiving the invoice.

11. **Description of Services and Rates:**

Service	Rate/Unit	Payable by: (please list all accepted forms of payment; e.g., Medicaid, sliding scale, private insurance, flex funds)

12. **PROVIDERS** are expected to add their agency/organization information to the Ocean Resource Net, a website developed by Ocean Partnership for Children to be shared with and used by all community members. Ocean Resource Net is a complimentary web tool providing a wide range of information about support, resources, and services for youth and families in Ocean County. Advertisements are added to Ocean Resource Net at no cost to providers.

By typing my name/signing, I acknowledge and understand that Ocean Partnership for Children, Inc. and its employees, trustees and agents are not responsible for any personal injury or property damages that may occur during a client's participation in any services that have been provided by my organization and which have been authorized and/or referred to my organization by Ocean Partnership for Children, Inc.

I will abide by the terms as outlined in this agreement.

Vendor Representative Signature _____ **Title** _____ **Date** _____

Provider's Federal Tax Payer ID Number: _____

(Please attach completed W-9 form)

OPC Community Resource Development Director Signature: _____ **Date** _____

OPC Finance Director Signature: _____ **Date** _____

OPC Executive Director Signature: _____ **Date** _____