

- A. [Bennington Governance Agreement](#)
- B. [Morrisville Collaborative Governance Agreement](#)
- C. [Springfield Collaborative Governance Agreement](#)
- D. [Hartford Collaborative Governance Agreement](#)
- E. [Brattleboro Collaborative Governance Agreement](#)

The role of the Fiscal Agent is to meet its contractual performance measures and requirements with the State. To accomplish this, the Fiscal Agent will distribute funding to sub-contractors; monitor services and review sub-contract performance measure data; and ensure sub-contract implementation.

State contracting guidelines limit contracts to a two year time period, with an additional two year extension possible. Either party may also cancel the contract with 30 days notice (standard contract language).

Sub-contractors have operational authority for hiring and firing their staff.

Regions have the option of putting agreements in place that outline more specific details.

Proposed contract language (in State's contract with fiscal agent)

1. If Contractor is considering significant changes in financing or service delivery structure as it relates to sub-contractors, the following parameters must be met:
  - A. Decision to consider change in service delivery must be based on data collected by the Contractor on sub-contractor performance and/or information about community needs
  - B. Contractor must notify CDD, the CIS Systems Team and the sub-contractor that there are performance issues.
  - C. Contractor and sub-contractor must develop a performance improvement plan (within 30 days) that details steps and timeframes for sub-contractor to come into compliance with sub-contract requirements
  - D. Contractor must consider input from the CIS Systems Team in the development of the performance improvement plan

If Contractor and sub-contractor are unable to develop a performance improvement plan that is acceptable to both parties within the 30 days, the Child Development Division will step in as arbitrator and will have final decision making authority.

2. If the CIS Systems Team has concerns with the Contractor's delivery of CIS services or role as the region's fiscal agent, the following parameters must be met:
  - I. Concerns must be based on data collected by the CIS Systems Team on the Contractor's performance
  - II. CIS Systems Team must notify the Contractor and CDD that the Contractor is having performance issues
  - III. CIS Systems Team and Contractor must develop a performance improvement plan (within 30 days) that details steps and timeframes for Contractor to remediate identified performance issues

If CIS Systems Team and Contractor are unable to develop a performance improvement plan that is acceptable to both parties within the 30 days, the Child Development Division will step in as arbitrator and will have final decision making authority.

3. Sub-contractor is responsible for day-to-day management and quality of their service delivery system, including hiring and firing of staff, salaries and staff supervision.
4. An annual performance evaluation of the CIS Intake Coordinator and CIS Child Care Coordinator is required to be conducted by the employing agency. This evaluation must include input from organizations represented on the CIS Systems Team.
5. CDD will develop and conduct an evaluation of Contractor performance at the regional level annually. CDD will base the evaluation on input from the CIS Systems Team, regional partners and sub-contractors.