

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES

STANDARD CONTRACT

Contract Number: CVS-12-089-02

This contract entered into this 1st day of October 2012, by Lutheran Social Services of the National Capital Area called the "Contractor" and Commonwealth of Virginia, Department of Social Services, Division of Community and Volunteer Services, Office of Newcomer Services, called the "Purchasing Agency."

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to the Purchasing Agency as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: From October 1, 2012, through September 30, 2013.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by the Purchasing Agency as follows:

Upon submission of itemized invoices as specified in the RFP General Terms and Conditions, Section J, page 31, and the RFP Special Terms and Conditions, Section F, page 36. The contract award amounts of \$194,000 (RSS) and \$55,000 (TAP) shall not exceed the total combined expenditures of \$249,000.

The Contract Documents shall consist of:

1. This signed form "Standard Contract"
2. The Request for Proposal – Version 2, dated May 25, 2012;
3. The Terms and Conditions of the Request for Proposal;
4. Addendum No. 1 to the Request for Proposal, dated May 29, 2012;
5. Addendum No. 2 to the Request for Proposal, dated June 13, 2012;
6. Addendum No. 3 to the Request for Proposal, dated June 19, 2012;
7. The Contractor's Proposal dated June 25, 2012; and
8. Proposal Modifications dated September 24, 2012, which consist of:
 - a) Revised Budget
 - b) Revised Performance Outcomes

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

National Capital Area Lutheran Social Services

By: Melina Gaus

TITLE: CEO

EIN # 53-0207407

ADDRESS: 7401 Wesley Pike
Falls Church VA

Virginia Department of Social Services

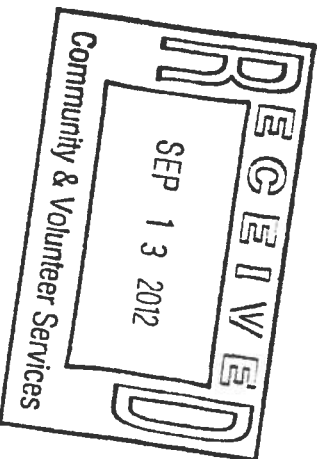
By: Martine J. Gunn

TITLE: COMMISSIONER

BUDGET SUMMARY - DSS FUNDS

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 12 TO 09 / 30 / 13



BUDGET CATEGORY	RSS PROGRAM COMPONENT	TAP PROGRAM COMPONENT	TOTAL DSS REQUEST
SALARIES	\$115,460.29	\$31,081.93	\$146,542.22
EMP. BENEFITS	\$29,260.97	\$9,723.67	\$38,984.65
POSTAGE	\$240.00	\$120.00	\$360.00
RENT & UTILITIES	\$9,600.08	\$4,612.39	\$14,212.47
EQUIPMENT	\$2,000.00	\$0.00	\$2,000.00
PRINTING	\$672.29	\$250.00	\$922.29
CONSUMABLE SUPPLIES	\$3,600.00	\$840.00	\$4,440.00
TRAVEL	\$5,200.00	\$972.00	\$6,172.00
OTHER	\$10,330.00	\$2,400.00	\$12,730.00
OTHER (ADM. OVERHEAD)	\$17,636.36	\$5,000.00	\$22,636.37
TOTAL REQUESTED FROM DSS	\$194,000.00	\$55,000.00	\$249,000.00

WHAT PERCENT IS THE TOTAL REQUESTED FROM DSS OF THE TOTAL AGENCY/ORGANIZATION BUDGET	3%
--	----

VOLUNTEERS AND STAFF WILL BE USED TO PROVIDE ENGLISH LANGUAGE SKILLS TO PARTICIPANTS. THE VALUE OF THESE SERVICES WILL BE AT MINIMUM VALUE EQUAL TO 10% OF THE CONTRACT	10%
---	-----

BUDGET SUMMARY - DSS FUNDS RSS

SUB-GRANT PERIOD: FROM 10/01/12 TO 09/30/13 SUB-GRANTEE NAME: Lutheran Social Services of the National Capital Area

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES		\$ 115,460.29
EMP. BENEFITS	Calculated at 22.80% of salaries	\$ 29,260.97
POSTAGE	Calculated at \$15 per month	\$ 240.00
RENT & UTILITIES	Rent, utilities, phones, and fax	\$ 9,600.08
EQUIPMENT	Furniture and equipment purchase	\$ 2,000.00
PRINTING	Program flyers, brochures, and Employer Luncheon	\$ 672.29
CONSUMABLE SUPPLIES		
	Office stationary and supplies	\$ 3,600.00
TRAVEL		
	Mileage reimbursement	\$ 5,200.00
	Insurance	\$ 500.00
OTHER (Specify)		
	Client ESL, vocational and skills training	\$ 5,500.00
OTHER (Specify)		
	World Refugee Day Expense	\$ 500.00
OTHER (Specify)		
	Transportation subsidy	\$ 1,120.00
OTHER (Specify)		
	Staff training and incentives	\$ 1,200.00
OTHER (Specify)		
	Advertising and recruitment	\$ 510.00
OTHER (Specify)		
	A-133 Program Audit	\$ 1,000.00
OTHER (Specify)		
	Administrative overhead calculated at 10%	\$ 17,636.36
TOTAL REQUESTED FROM DSS		\$ 194,000.00

* Awarded funds cannot be used to supplant existing funds.

BUDGET DETAIL - SALARIES AND EMPLOYEE BENEFITS

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 12 TO 09 / 30 / 13

STAFF POSITION	SALARIES	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
1. Program Director/ Mamadou Sy		37.5	8%	\$ 75,673.85	\$ 6,053.91
2. Grants Administrator/ Eros Tuladhar		37.5	8%	\$ 57,231.74	\$ 4,578.54
3. Employment Advocate/Manfred Carew		37.5	0%	\$ 36,770.75	\$ -
4. R&P/MG Manager/ Aerlande Wontarno		37.5	20%	\$ 44,125.20	\$ 8,825.04
5. Employment Manager/Nizama Tikvina		37.5	95%	\$ 39,735.67	\$ 37,748.89
6. Employment Advocate/Illham Darwash		37.5	100%	\$ 31,363.50	\$ 31,363.50
7. Employment Advocate/Farah Fanaenian		37.5	80%	\$ 33,613.02	\$ 26,890.42
TOTAL SALARIES REQUESTED FROM DSS				\$ 318,513.74	\$ 115,460.29

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
FICA	1-11	7.65%	\$ 24,366.30	\$ 8,832.71
PENSION/RETIREMENT	1-11	3.68%	\$ 11,721.31	\$ 4,952.00
HEALTH INSURANCE	1-11	7.87%	\$ 25,067.03	\$ 10,610.26
LIFE INS/ADD/LTD	1-11	1.10%	\$ 3,503.65	\$ 751.00
UNEMPLOYMENT	1-11	1.70%	\$ 5,414.73	\$ 2,234.00
OTHER WORKERS COMP	1-11	0.80%	\$ 2,548.11	\$ 1,881.00
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS		22.80%	-----	\$ 29,260.97

BUDGET - OTHER PROPOSED EXPENSES RSS

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 12 TO 09 / 30 / 13

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
POSTAL TOTAL	\$20 Per month Postage	\$ 240.00
Administrative		
Program		
RENT AND UTILITIES TOTAL		\$ 9,600.08
Rent		
Utilities	Historical trends	\$ 7,254.00
Telephone	Landlines, cellular phones and internet	\$ 2,346.08
EQUIPMENT TOTAL	Equipment maintenance	\$ 2,000.00
Equipment Purchase	Equipment and furniture	\$ 2,000.00
Cubicle Dividers	Equipment & Furniture	
PRINTING TOTAL	Program brochures, flyers and Employment Guidebook	\$ 672.29
Administrative		
Program		
CONSUMABLE SUPPLIES TOTAL	Purchase of agency letterhead and office supplies	\$ 3,600.00
Office		
Program		

BUDGET - OTHER PROPOSED EXPENSES RSS, continued

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 12 TO 09 / 30 / 13

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
TRAVEL TOTAL	250miles per FTE X 50 Cents X 12 months + Parking	\$ 5,200.00
Administrative		
Program		
OTHER TOTAL		\$ 27,966.36
Insurance	Professional Liability	\$ 500.00
Other (specify)	Advertising and recruitment	\$ 510.00
Other (specify)	Client ESL, vocational and skills training	\$ 5,500.00
Other (specify)	World Refugee Day	\$ 500.00
Other (specify)	Transportation subsidy calculated at \$40/participant	\$ 1,120.00
Other (specify)	Staff training and incentives	\$ 1,200.00
Other (specify)	A-133 Program Audit	\$ 1,000.00
Other (specify)	Administrative overhead calculated at 10%	\$ 17,636.36

TOTAL AMOUNT REQUESTED FROM DSS:

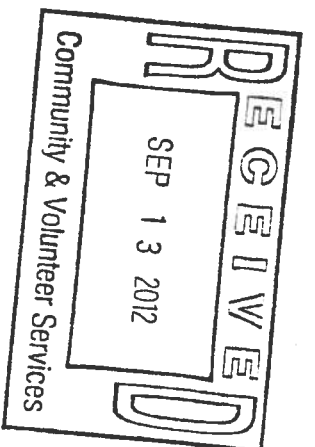
\$ 49,278.73

Other Source Funds	English Language Training 10% of Budget	\$ 19,400.00
--------------------	---	--------------

BUDGET SUMMARY - DSS FUNDS

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 12 TO 09 / 30 / 13



BUDGET CATEGORY	RSS PROGRAM COMPONENT	TAP PROGRAM COMPONENT	TOTAL DSS REQUEST
SALARIES	\$115,460.29	\$31,081.93	\$146,542.22
EMP. BENEFITS	\$29,260.97	\$9,723.67	\$38,984.65
POSTAGE	\$240.00	\$120.00	\$360.00
RENT & UTILITIES	\$9,600.08	\$4,612.39	\$14,212.47
EQUIPMENT	\$2,000.00	\$0.00	\$2,000.00
PRINTING	\$672.29	\$250.00	\$922.29
CONSUMABLE SUPPLIES	\$3,600.00	\$840.00	\$4,440.00
TRAVEL	\$5,200.00	\$972.00	\$6,172.00
OTHER	\$10,330.00	\$2,400.00	\$12,730.00
OTHER (ADM. OVERHEAD)	\$17,636.36	\$5,000.00	\$22,636.37
TOTAL REQUESTED FROM DSS	\$194,000.00	\$55,000.00	\$249,000.00

WHAT PERCENT IS THE TOTAL REQUESTED FROM DSS OF THE TOTAL AGENCY/ORGANIZATION BUDGET	3%
--	----

VOLUNTEERS AND STAFF WILL BE USED TO PROVIDE ENGLISH LANGUAGE SKILLS TO PARTICIPANTS. THE VALUE OF THESE SERVICES WILL BE AT MINIMUM VALUE EQUAL TO 10% OF THE CONTRACT	10%
---	-----

BUDGET SUMMARY - DSS FUNDS TAP

SUB-GRANT PERIOD: FROM 10/01/12 TO 09/30/13 SUB-GRANTEE NAME: Lutheran Social Services of the National Capital Area

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES		\$ 31,081.93
EMP. BENEFITS	Calculated at 28.35% of salaries	\$ 9,723.67
POSTAGE	Calculated at \$10 per month	\$ 120.00
RENT & UTILITIES	Rent, utilities, phones, and fax	\$ 4,612.39
EQUIPMENT	Equipment and furniture purchase	
PRINTING	Printing & Copying	\$ 250.00
CONSUMABLE		
SUPPLIES	Office stationary and supplies	\$ 840.00
TRAVEL	Mileage reimbursement	\$ 972.00
	Insurance	\$ 260.00
OTHER (Specify)		\$ 280.00
OTHER (Specify)	Employer Luncheon/Recognition	\$ 600.00
OTHER (Specify)	Client ESL, vocational and skills training	\$ 260.00
OTHER (Specify)	Transportation subsidy	\$ 200.00
OTHER (Specify)	Staff training and incentives	\$ 100.00
OTHER (Specify)	Advertising and recruitment	\$ 350.00
OTHER (Specify)	World Refugee Day expense	\$ 350.00
OTHER (Specify)	Federal A-133 Audit	\$ 5,000.00
OTHER (Specify)	Administrative overhead calculated at 10%	\$ 55,000.00
TOTAL REQUESTED FROM DSS		\$ 55,000.00

* Awarded funds cannot be used to supplant existing funds.

BUDGET DETAIL - SALARIES AND EMPLOYEE BENEFITS

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 12 TO 09 / 30 / 13

Program: RSS or TAP

STAFF POSITION	SALARIES	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
1. Program Director/ Mamadou Sy		37.5	3%	\$ 75,673.85	\$ 2,270.22
2. Grants Administrator/ Eros Tuladhar		37.5	3%	\$ 57,231.74	\$ 1,716.95
3. Employment Advocate/ Farah Fanaenian		37.5	20%	\$ 33,613.02	\$ 6,722.60
4. Employment Advocate/Manifred Carew		37.5	50%	\$ 36,770.75	\$ 18,385.38
5. Employment Manager/ Nizama Tikvina		37.5	5%	\$ 39,735.67	\$ 1,986.78
TOTAL SALARIES REQUESTED FROM DSS				\$ 243,025.04	\$ 31,081.93

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
FICA	1-10	7.65%	\$ 18,591.42	\$ 2,377.77
PENSION/RETIREMENT	1-10	4.50%	\$ 10,936.13	\$ 1,398.69
HEALTH INSURANCE	1-10	10.00%	\$ 24,302.50	\$ 4,348.11
WORKER'S COMPENSATION	1-10	0.88%	\$ 2,138.62	\$ 592.11
UNEMPLOYMENT	1-10	2.70%	\$ 6,561.68	\$ 704.00
LTD, LIFE INS, ADD	1-10	0.11%	\$ 683.00	\$ 303.00
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				\$ 9,723.67

BUDGET - OTHER PROPOSED EXPENSES TAP
OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 12 TO 09 / 30 / 13

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
POSTAL TOTAL	Monthly Postage of \$10.00	\$ 120.00
Administrative		
Program		
RENT AND UTILITIES TOTAL		\$ 4,605.49
Rent		
Utilities	Historical Cost	\$ 3,600.00
Telephone	Landlines, cellular phones and internet	\$ 1,005.49
EQUIPMENT TOTAL		\$ -
Equipment Purchase		
Equipment Rental		
PRINTING TOTAL		\$ 250.00
Administrative	Printing & Copying	
Program		
CONSUMABLE SUPPLIES TOTAL	Purchase of agency letterhead and office supplies	\$ 840.00
Office		
Program		

BUDGET - OTHER PROPOSED EXPENSES TAP, continued

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 12 TO 09 / 30 / 13

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
TRAVEL TOTAL	200 miles per FTE X 50 Cents X 12 months	\$ 972.00
Administrative		
Program		
OTHER TOTAL		\$ 2,580.00
Insurance	Professional Liability	\$ 240.00
Other (specify)	Advertising and recruitment	\$ 100.00
Other (specify)	World Refugee Day	\$ 350.00
Other (specify)	Employer Luncheon/Recognition	\$ 400.00
Other (specify)	Client ESL, vocational and skills training	\$ 600.00
Other (specify)	Transportation subsidy calculated at \$40/participant	\$ 240.00
Other (specify)	Staff training and incentives	\$ 300.00
Other (specify)	Federal A-133 Audit	\$ 350.00
Other (specify)	Administrative overhead calculated at 10%	

TOTAL AMOUNT REQUESTED FROM DSS: \$ 9,367.49

Other Source Funds English Language Training 10% of Budget \$ 5,500.00