

**Impact Evaluation of
Genesee County Problem Solving
Child Support Court
Request for Proposals**

**Issued By:
The State Court Administrative Office
of the Michigan Supreme Court**

**The Child Support Problem Solving Court Project
is a Joint Project between the
State Court Administrative Office
and the 7th Circuit Court (Genesee County)**

Part I - Introduction

A. General Information

This Request for Proposal (RFP) provides interested bidders with information to prepare and submit proposals for consideration by the State Court Administrative Office (SCAO).

B. Contract Award

The contract entered into will be the contract deemed most advantageous to the SCAO and the 7th Circuit Court (circuit court). The SCAO reserves the right to consider proposals or modifications to proposals received at any time before the award is made, if such action is in the best interest of the SCAO.

If a contract is awarded, the selected bidder will be required to comply with the contract provisions in Part II of this RFP, which will be a part of the contract.

C. Rejection of Proposals

The SCAO reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the SCAO and the circuit court. This RFP is made for informational or planning purposes only. The SCAO does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

D. Incurring Costs

The SCAO is not liable for any cost incurred by the prospective contractors prior to issuance of the contract.

E. Inquiries

Questions that arise as a result of this RFP must be submitted in writing (e-mail would be acceptable) to the SCAO. **All questions must be submitted on or before November 16, 2009** to Timothy Cole at ColeT@courts.mi.gov or sent to:

Timothy Cole
Michigan Hall of Justice
925 West Ottawa
Lansing, MI 48909

F. Preproposal Conference

If deemed necessary, a preproposal conference may be held at the SCAO on a date and time to be determined. The purpose of this conference will be to respond to questions arising from the review of this RFP. The preproposal conference will be for informational purposes only and may be limited to one representative per bidder. Answers that change or substantially clarify the RFP will be affirmed in writing.

G. Amendment to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all bidders.

H. Response Date

To be considered, the proposal must arrive at the SCAO, 925 West Ottawa, P.O. Box 30048, Lansing, MI 48909, on or before **November 16, 2009, at 5:00 p.m.** Bidders who mail proposals should allow adequate delivery time to ensure timely receipt of their proposals.

I. Proposals

To be considered, bidders must submit a complete response to this RFP, using the format provided in Part V. No other distribution of proposals will be made by the bidder. Proposals must be signed by an official authorized to bind the bidder to its provisions. The proposal must remain valid for at least 90 days.

J. Acceptance of Proposal Content

The contents of the proposal of the successful bidder may become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

K. Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

L. Oral Presentation

Bidders who submit a proposal may be required to make an oral presentation of their proposal to the SCAO. The presentation provides an opportunity for the bidder to clarify its proposal to ensure thorough mutual understanding. If necessary, the SCAO will schedule the presentations.

M. Prime Contractor Responsibilities

The selected contractor will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, the SCAO will consider the selected contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

N. Independent Contractor Status

The selected contractor will act as an independent contractor in the performance of duties under the contract reached between the contractor and the SCAO. Accordingly, the selected contractor will be responsible for payment of all taxes, including federal, state, and local taxes, arising out of the selected contractor's activities in accordance with a contract, including by way of illustration but not limitation, federal and state income tax, social security tax, unemployment insurance tax, and any other tax or business license fee as required.

Because the selected contractor is engaged in his/her own independent business, the contractor will not be eligible for, and will not participate in, such benefits as pension plans, health or other fringe benefit plans, holiday pay, sick pay, and vacation pay of the SCAO or the Supreme Court, or such other rights or provisions arising out of a contract of hire or

employer/employee relationship as a result of a contract. No workers' compensation insurance will be obtained by the SCAO concerning the selected contractor.

O. Time Schedule for Beginning and Completing the Evaluation

A complete schedule of all activities and a breakdown of the basis for all costs associated with the evaluation must be submitted. The successful bidder will be required to submit a detailed evaluation plan, schedule of activities, and the cost breakdowns to the SCAO no later than **November 16, 2009**.

P. Contract Payment Schedule

The SCAO shall make payments to the selected contractor as negotiated in the written contract. Payment will be made contingent upon submission of timely and complete reports and satisfactory progress on the evaluation as outlined in the evaluation design and schedule of activities.

Q. News Releases

News releases pertaining to this RFP on the service, study, or project to which it relates shall not be made without prior approval by the SCAO.

Part II - Contract Provisions

These nonnegotiable provisions will be included in all contracts negotiated with the SCAO.

A. The SCAO's Source of Funds-Termination

The SCAO's payment of funds for purposes of this contract is subject to and conditional upon the availability of funds for such purposes, being federal and/or state and/or private funds. No commitment is made by the SCAO to continue or expand such activities. The SCAO may terminate this contract immediately upon written notice to the contractor at any time prior to the completion of this contract if, in the opinion of the SCAO, funding becomes unavailable for this service or such funds are restricted.

B. Review and Monitoring Reports

The contractor shall comply with all program and fiscal review reporting procedures as are or may be established by the SCAO. The contractor shall also comply with all reporting procedures established by the SCAO in completion of monitoring and progress reports at time intervals and on forms specified by the SCAO. Any additional reports as deemed necessary by the SCAO shall be made and submitted by the contractor upon request.

C. Examination and Maintenance of Records

The contractor shall permit the SCAO, or any of its identified agents, access to the files being utilized at any reasonable time to review the operation of the project. The contractor shall retain all books, records, or other documents relevant to this contract for six years after final payment, at their cost. Federal auditors, the SCAO auditors, and any persons duly authorized by the SCAO shall have full access to and the right to examine and audit any of the material during said period. If an audit is initiated prior to the expiration of the six-year period, and extends past that period, all documents shall be maintained until the audit is completed. The SCAO shall provide findings and recommendations of audits to the contractor. The SCAO shall adjust future payments or final payment if the findings of an audit indicate over or under payment to the contractor in the period prior to the audit. If no payments are due and owing to the contractor, the contractor shall immediately refund all amounts that may be due the SCAO. The contractor shall assure, as a condition of any sale or transfer of ownership of the contractor's agency, that the new purchaser or owner maintains the above-described books, records, or other documents for any unexpired portion of the six-year period after final payment under this contract or the contractor shall otherwise maintain said records as the SCAO may direct. If business operations cease, the contractor shall maintain the records as the SCAO may direct.

The contractor shall, as a provision of the contract between the contractor and the SCAO, assure that the SCAO may make reasonable inquiries of the auditors relating to audit work papers and, furthermore, that the SCAO may review the auditor's work papers in support of the audit.

D. Insurance Coverages

The contractor shall provide and maintain public liability insurance in such amounts as necessary to cover all claims arising out of the contractor's operations under the terms

of the contract and provide proof of such insurance coverage to the SCAO prior to the effective date of this contract. Unemployment compensation coverage and workers' compensation insurance shall be maintained in accordance with applicable federal and state laws and regulations.

E. Liability

The contractor shall indemnify, save, and hold harmless the SCAO against any and all expense and liability of any kind which the SCAO may sustain, incur, or be required to pay arising out of this contract; provided, however, that the provisions of this paragraph shall not apply to liabilities or expenses caused by or resulting from the willful or negligent acts or omissions of the SCAO or any of its officers or employees. Further, in the event the contractor becomes involved in or is threatened with litigation, the contractor shall immediately notify the SCAO and the SCAO may enter into such litigation to protect the interests of the SCAO.

F. Compliance with Civil Rights Laws

Compliance with the Rehabilitation Act of 1973 (PL 93-112.87 Stat 394)

Compliance with the Americans with Disabilities Act of 1990 (ADA) (PL 101-336, 104 Stat 328).

The contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status pursuant to 1976 PA 453, Section 209. The contractor shall also comply with the provisions of the Persons with Disabilities Civil Rights Act, 1976 PA 220, and Section 504 of the Federal Rehabilitation Act of 1973, PL 93-112, 87 Stat 394, which states that no employee, client, or otherwise qualified handicapped individual shall, solely by reason of his handicap, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The contractor shall comply with the Americans with Disabilities Act of 1990 (ADA), PL 101336, 104 Stat 328, which prohibits discrimination against individuals with disabilities and provides enforcement standards. Further, the contractor shall comply with all other federal, state, or local laws, regulations, and standards, and any amendments thereto, as they may apply to the performance of this contract.

G. Compliance with the Federal Drug-Free Workplace Act of 1988.

The contractor agrees to abide by the Federal Drug-Free Workplace Act of 1988 (49 CFR Part 29 subpart F).

H. Compliance with the Executive Order 12549: "Debarment and Suspension."

The contractor must assure that the contractor and any subcontractors that are used are not debarred or suspended or otherwise excluded or ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension."

- I. Compliance with Federal Debt Status OMB Circular A-129
The contractor assures to the best of its knowledge and belief it is not delinquent in repayment of any federal debt (Federal Debt Status OMB Circular A-129).
- J. Publication - Approval and Copyright
The SCAO shall have copyright, property, and publication rights in all written or visual material or other work products developed in connection with this contract. The contractor shall not publish or distribute any printed or visual material relating to the services provided under this contract without prior written permission of the SCAO.
- K. Lobbying
The contractor assures no funds received for work performed on this contract will be used for lobbying. As required by 31 USC 1352, no funds under this contract shall be paid by or on behalf of the contractor to any person for influencing an officer or employee of any agency, member of Congress, officer or employee of Congress, or employee of a member of Congress in connection with the award of any federal contract, grant, loan, or cooperative agreement or in connection with their extension, continuation, renewal, amendment, or modification. If funds other than federal funds are used for such purpose, the contractor agrees to submit Standard Form LLL, "Disclosure of Lobbying Activities."
- L. Cancellation of Contract
Cancellation of the contract by the SCAO may be for: (a) default of the contractor, or (b) lack of further need for the service. Default is defined as the failure of the contractor to fulfill an obligation of the contract. In case of default by the contractor, the SCAO may immediately cancel the contract without further liability to the SCAO or its employees, procure the services from other sources, and hold the contractor responsible for any excess costs occasioned thereby. In the event the SCAO no longer needs the service specified in the contract due to program changes, changes in law, rules or regulations, relocation of offices, or a reduction in appropriations for the program, the SCAO may cancel the contract without further liability to the SCAO or its employees by giving the contractor written notice of such cancellation thirty (30) days prior to the date of cancellation. The contractor may terminate this contract upon thirty (30) days written notice to the SCAO at any time prior to the completion of the contract period.
- M. Closeout
When this contract is concluded or terminated, the contractor shall provide the SCAO, within thirty (30) days after conclusion or termination, with all financial, performance, and other reports required as a condition of the contract. The SCAO shall make payments to the contractor for allowable reimbursable costs not covered by previous payments. The contractor shall immediately refund to the SCAO any payments or funds advanced to the contractor in excess of allowable reimbursable expenditures.
- N. Continuing Responsibilities
Termination, conclusion, or cancellation of this contract shall not be construed so as to terminate the ongoing responsibilities of the contractor or rights of the SCAO.

O. Disputes

The contractor shall notify the SCAO in writing of its intent to pursue a claim against the SCAO for breach of any terms of this contract. No suit may be commenced by the contractor for breach of this contract prior to the expiration of ninety (90) days from the date of such notification. Within this ninety (90) day period, the contractor, at the request of the SCAO, must meet with the State Court Administrator for the purpose of attempting resolution of the dispute, which may include participation in mediated dispute resolution services.

P. Contract Inclusiveness/Amendment

This contract contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties. The contractor shall, upon request by the SCAO and receipt of a proposed amendment, amend this contract, if and when required in the opinion of the SCAO due to revision of federal or state laws or regulations. If the contractor refuses to sign such amendment within fifteen (15) days after receipt, this contract shall terminate. This contract may otherwise be amended only by the written consent of all of the parties.

Part III - Project Information

A. Background

The project is entitled “Genesee County Problem Solving Child Support Court Project.” The family division of that county’s circuit court established a problem solving court docket for child support payers who have failed to make court-ordered child support payments. The Genesee County Problem Solving Court (often referred to as PACT [Parents and Children Together]) was implemented to assist nonresident parents in breaking barriers that impair their abilities to support their children.

Recently the SCAO and Genesee County received a grant to expand existing problem solving services to assist “at risk” families *earlier* in the court process, and families who have had a financial change in circumstances. Families will be referred for holistic services that will include, but not be limited to: psychological services, anger management, mental health services, transportation, housing, job training, and job placement.

An additional component of this project is the concept that the more time a nonresident parent spends with his or her child, the more likely that parent will pay court-ordered child support. Because of this, the project will also assist nonresident parents with securing time with their children by providing custody and parenting time services.

The pilot project will last 17 months. The Genesee County Problem-Solving Child Support Court will work to expand the appropriate Michigan partnerships, including, but not limited to, public agencies and community organizations. The project will focus on: developing partnerships; creating outreach activities; identifying child support cases that require services; setting appropriate child support obligations; referring families for services (e.g., mental illness, anger management, job training, and job placement); and providing custody and parenting time services and mediation. Because partnerships and partnership direction are critical, the SCAO and Genesee County will form an advisory board to provide guidance and feedback for the project.

B. Purpose of Evaluation

The purpose of the evaluation is to determine what court processes were successful in the expanded part of the PACT court in assisting “at risk” families and families who have recently experienced a financial change in circumstances in Genesee County.

C. Resources Available from the Circuit Court

The circuit court will provide case-specific information to the evaluator. The SCAO will assist the evaluator with securing that information.

D. Reporting

The evaluator will be required to submit quarterly reports to the SCAO and the circuit court within time frames agreed upon by the SCAO, the circuit court, and the evaluator.

The contract between the SCAO and the successful bidder will specify reporting requirements. The reports will be made quarterly and should be no longer than ten (10) pages in length and should describe: (1) major activities and accomplishments during the project, (2) problems encountered during the project including any deviations or departures from the original project plan including actual/anticipated slippage in task completion dates and any special problems encountered or anticipated. (3) significant project findings and events, (4) other pilot activities as identified by the SCAO and the circuit court, and (5) activities planned for next reporting period. It is anticipated there will be five quarterly reports due.

In addition to the quarterly reports, one report will be due by February 28, 2011. This report will summarize the data collected, with emphasis on findings for the entire pilot project.

1. At least twice during the evaluation period the evaluator will be required to make interim oral reports, supported by the quarterly reports, to the SCAO and the circuit court. The SCAO and the circuit court will provide feedback to the evaluator during these presentations.

Part IV - Scope of Evaluation

The evaluation will involve gathering data (both quantitative and qualitative) to answer the following questions.

Research Questions

- What were some of the issues and problems with starting the project?
- What were some of the issues related to the local environment (i.e., economy, social)?
- Who were the project clients and what were their characteristics?
- What clients did well in the project?
- Who were the stakeholders involved in the project?
- Were the project goals and objectives achieved?
- Were the project strategies successful?
- What obstacles were encountered after the project started?
- What contributing factors lead to success in the project?
- What contributing factors lead to failure in the project?
- What collaborations were successful?
- Was there any correlation between the increased time a nonresident parent spent with his or her child and improved consistency in child support payments?
- Were there new collaborations?
- What collaborations were not successful?
- Is it possible to implement this project statewide?
- What elements of the project were most useful?
- What elements of the project were least useful?

Methodologies and Assessments

The proposal should explain how the following tasks will answer the research questions.

- Develop a plan to include how objectives, goals, and strategies are going to be measured;
- Develop evaluation reports to include short term and long term objectives and outcomes;
- Identify specific data to be collected and analyzed;
- Identify measurement reports necessary;
- Develop surveys for clients, court, and agency staff to determine the successes and failures of the project;
- Develop data/reporting processes (individuals and agencies that will report, how data will be recorded);
- Identify measurement reports that are needed;
- Train court staff and others on how to collect and record data;
- Identify measurable outcomes;
- Conduct analyses using descriptive and inferential statistics where appropriate; and
- Report and share findings.

The SCAO hopes to demonstrate that early intervention, referring families for holistic services, and providing custody and parenting time services will benefit the entire family by allowing parents to provide for the financial and emotional support of their children. The following are the goals, measures, and methods of data collection for the project.

Goal	Measure	Method of Collection
Goal 1: Refer families for early holistic services.	<ul style="list-style-type: none"> - Number of parents referred for services. - Number of parents who received services. - Number of parents who completed services. - Type of services provided. - Number of jobs parents applied for. - Number of parents who had job interviews. - Number of parents who became employed. 	<ul style="list-style-type: none"> - Focus groups. - Surveys. - Interview with parents. - Project tracking sheet. - Interview/data collections including local service providers.
Goal 2: Assist parents so their children can count on them for the financial and medical support they need to be healthy and successful.	<ul style="list-style-type: none"> - Number of child support payments made. - Number of child support payments made that were the same as the amount ordered. - Medical support provided. - Number of enforcement procedures. - Child support payments made timely. - Number of active employer income withholding notices. 	<ul style="list-style-type: none"> - MiCSES system queries. - Court's Register of Actions. - Focus Groups. - Surveys. - Project tracking sheet.
Goal 3: Provide opportunities for non-resident parents to become actively involved in their child's life early in the establishment case and when a financial change in circumstances occurs.	<ul style="list-style-type: none"> - Number of visits a parent has with his or her child. - Custody and parenting time enforcement procedures. - Mediated agreements. - Satisfaction reported by parents concerning involvement in their child's life. 	<ul style="list-style-type: none"> - Surveys. - Interviews with parents. - Focus groups. - Project tracking sheet.
Goal 4: Modify court orders to reflect the family's current situation.	<ul style="list-style-type: none"> - Number of court order modifications. - Number of stipulations. 	<ul style="list-style-type: none"> - MiCSES system queries. - Surveys. - Project tracking sheet.

Part V - Proposal Requirements

Bidders must submit a complete response to the RFP using the following format. **Four** copies of the proposal must be submitted to the State Court Administrative Office. Proposals must be signed by an official authorized to bind the bidder. The proposal must remain valid for at least ninety (90) days after **November 16, 2009**.

To be considered, proposals must be received at the State Court Administrative Office, P.O. Box 30048, 925 West Ottawa, Lansing, MI 48909, on or before 5:00 p.m. EST, **November 16, 2009**. Proposals received after this time will not be considered. Mailed envelopes containing proposals should be addressed to:

Deborah Marks
State Court Administrative Office
P.O. Box 30048
Lansing, MI 48909

Proposals may also be hand delivered and should be clearly marked "Impact Evaluation of Genesee County Problem Solving Child Support Court" to the attention of Deborah Marks.

There are no page limitations for responding to the RFP; however, precision and succinctness are important considerations. Proposals must be submitted in the format described in the following outline, utilizing the appropriate captions and item numbers.

Letter of Transmittal

The transmittal letter should be no longer than three (3) pages and should:

- Briefly state the bidder's understanding of the work to be done.
- Indicate that the bidder is able to comply with all the tasks listed in the RFP.
- State the location of the offices from which the bidders will be working.
- State that the person signing the letter will be authorized to bind the bidder in a written contract with the State Court Administrative Office.
- State that the proposal will remain valid for at least 90 days after **November 16, 2009**.

Title Page

Identify the name of the bidder, address, telephone number, name of contact person, and the date of the proposal.

Table of Contents

Include a clear identification of material by section and page number.

Proposal

- Submit a detailed and complete explanation of how the evaluation and the tasks listed in Part IV will be accomplished.
- Submit a proposed work plan with tasks and time frames.

- Describe any barriers or challenges bidders anticipate in conducting this evaluation and suggest methods for overcoming them.

Cost and Price Analysis

- Complete the "Proposal Cost and Price Worksheet" appearing at the end of this section. Itemize each cost and price. Only the identified categories may be billed while performing the duties connected with this project.
- Submit a detailed narrative to explain the proposed costs.

Bidder's Experience

Submit a statement and/or a listing of projects that are similar to this one in which the bidder was or is in the lead role. Indicate the scope of the project and any collaborating partners and their role. In particular, describe other projects of a similar nature that involved evaluating human service projects. Also, indicate any experience in working with Michigan's circuit courts. Numerous attachments are neither required nor desired.

- Outline experience in working in the area of evaluation, especially in the field of human services or domestic relations.
- Provide a listing of any articles, books, or training sessions written or conducted by the bidder that are relevant to this project.
- Submit a summary that demonstrates the bidder has a good understanding of the application.

References

- List **four** references that may be contacted by the SCAO to discuss the bidder's work in areas related to the RFP.
- For each reference, please include name, title, organization, address, email, and phone number.

A. Personnel and Fringe Benefits

The RFP must include the following information regarding personnel working on the evaluation:

1. The estimated hours on the assignment, by classification of personnel assigned.
2. The rate per hour for each classification of personnel and title.
3. The total fee to be charged for each classification.

B. Travel

Effective October 1, 2007, the following maximum reimbursement rates are being used for travel authorized and reimbursed by the State Court Administrative Office. Reimbursement will be made for actual expenses not exceeding these rates:

<u>1. Meals & Lodging</u>	<u>Maximum Rate</u>
Lodging (Actual supported by receipts)	\$65.00*
Breakfast	\$7.25**
Lunch	\$7.25**
Dinner	\$16.50**

Exceptions: Wayne County, Oakland County, Benton Harbor, Charlevoix, Mackinac Island, Petosky, and St. Joseph.

Lodging (actual supported by receipts)	\$65.00*
Breakfast	\$8.75**
Lunch	\$8.75**
Dinner	\$21.00**

* Includes taxes

** Includes taxes and tips

Claims for individual meals should be based on the following time guidelines:

Breakfast--When travel commences PRIOR TO 6:00 a.m. and EXTENDS beyond 8:30 a.m.

Lunch--When travel commences PRIOR to 11:30 a.m. and EXTENDS beyond 2:00 p.m.

Dinner--When travel commences PRIOR to 6:30 p.m. and EXTENDS beyond 8:00 p.m.

Travel commences when the claimant begins travel from home or workstation, and ends upon return to home or workstation.

- Reimbursement for meals is allowable only when travel is required out of the city in which the claimant's work station is located and is within the time guidelines above.
- Claims for miscellaneous expenses such as parking, bridge tolls, etc., will be allowed only if the expense was necessary for the conduct of project business and must be supported by receipts.
- Reimbursement will not be made for alcoholic beverages.

2. Mileage

Mileage will be reimbursed based on rates published by the Supreme Court. The Supreme Court currently reimburses at \$.55 per mile.

Please give a breakdown for each type of expense on the “Proposal Cost and Price Worksheet.”

Personnel
Fringe Benefits
Consultant/Contractual
Travel
Equipment
Supplies
Telephone
Postage
Printing/Photocopying
Audit
Other (specify)
Direct Costs
Indirect Costs
Total

Price Bid for Project: Maximum fee to conduct the evaluation. The price quoted will be the maximum paid.

Additional Information and Comments: Include any additional information or comments that may be helpful to the SCAO's consideration of the proposal.

Selection Process

Each proposal will be evaluated by an SCAO Review Panel with expertise in the area of child support and domestic relations proceedings

The evaluation panel will make a recommendation to the State Court Administrator for award of the contract. However, the evaluation panel recommendation is not binding on the State Court Administrator. The State Court Administrator reserves the right to cancel the RFP process, reissue the RFP, or enter into contracts with multiple vendors for discrete tasks associated with this project. The decision of the State Court Administrator with respect to the award of a contract or contracts is final and not subject to appeal or review.

PROPOSAL COST AND PRICE WORKSHEET

Applicant: _____

Project Title: **Impact Evaluation of Genesee County Problem Solving Child Support Court**

Total Amount Requested for Project from items.

ITEM	SCAO FUNDS	OTHER FUNDS	TOTAL
Personnel			
Fringe Benefits			
Consultant/Contractual			
Travel			
Equipment			
Supplies			
Telephone			
Postage			
Printing/Photocopying			
Audit			
Other (specify)			
Direct Costs			
Indirect Costs			
Total			