

**SERVICE  
AGREEMENT  
CONTRACT**



For WDB Use Only  
Contract No.  
**PY-16-004**

1. This Contract is made on October 1, 2016 between the Workforce Development Board of Solano County and the 28 Successful Youth Agency for Provision of Tutoring, Leadership Training and Financial Literacy Training for Enrolled Youth in the WIOA Youth Grant Program.

2. The term of this Contract is: October 1, 2016 through June 30, 2017

3. The Maximum amount of this contract is: \$72,000 to accomplish the work activities described in Exhibit A.

The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of this Contract:

Exhibit A- Scope of Work

Exhibit B- Budget Detail and Payment Provisions

Exhibit C- General Terms and Conditions

Exhibit D- Special Terms and Conditions

**APPROVED FOR THE WORKFORCE  
DEVELOPMENT BOARD**

BY: \_\_\_\_\_  
(Signature, WDB Duly Authorized Representative)

NAME: \_\_\_\_\_

TITLE: President/Executive Director

DATE: \_\_\_\_\_

ADDRESS:  
320 Campus Lane  
Fairfield, CA 94534  
(707) 864-3501

**APPROVED BY THE CONTACTOR**

BY: CES  
(Signature, Contractor's Duly Authorized Representative)

NAME: Cynthia Phillips

TITLE: Executive Director/Founder

DATE: 9/27/16

ADDRESS:  
P.O. Box 3462  
Fairfield, CA 94533  
(707) 208-8963

Approved as to Form: Kimberly Ole  
Solano County Counsel

Workforce Development Board of Solano

County Exhibit A

SCOPE OF WORK

A. CONTRACTOR RESPONSIBILITIES

1. Availability to Perform Services. Contractor will:

- a. Provide and train qualified staff to plan and administer the contracted services.
- b. Provide program sustainability for duration of Contract.
- c. Provide services during scheduled business days and/or hours appropriate to program participants' needs as defined under the "Hours of Attendance" section of this Contract.
- d. Provide a regular location where services can be reliably provided for program participants in given locales in North, Central, and South Solano County.
- e. Provide flexible program design to meet the varied needs of program participants.
- f. Provide tutoring for participants.
- g. Provide leadership activities for participants.

2. Service Activities:

Contractor will provide tutoring, leadership and/or financial literacy services for up to 30 WIOA enrolled Career-In Focus participants. The intent of this service is to assist the Career-In Focus clients with completing educational goals that will make them more competitive in future educational opportunities or employment. Contractor will assist youth in the attainment of a high school diploma or GED certificate and/or pursuit of post-secondary education as appropriate for each individual. Contractor will provide the following services:

a. Tutoring

Study skills, training, general educational tutoring and specific instructions are identified as activities leading to completion of secondary school. Tutoring includes dropout prevention strategies for the purpose of attaining a High School Diploma and/or GED and the promotion of post-secondary education. Tutoring will focus on improving basic educational skills in the following areas for the WIOA Career-In Focus clients enrolled in the WDB program and must contribute to the success of the overall performance standards and will also include strategies, practice and review of the "New Online GED Test Requirements" currently in place.

Language Arts  
Social Studies  
Science  
Mathematics

b. Leadership

The intent of Leadership Development activities is to create positive social attitudes and opportunities that Career-In Focus clients may not have general exposure to and develop the potential of the client as citizens and leaders. Activities and opportunities are to include, but not limited to the following:

- Exposure to post-secondary educational opportunities;
- Curriculum for Leadership activities;
- Community, service learning & peer centered projects. The intent is to develop a set of positive values and outlook for the future;
- Organizational and term work training (including team leadership training, i.e., parenting work behavior training and budgeting);
- Positive social activities and skill building during non-school hours (often referred to as soft skills that will be incorporated by many local programs as part of their menu of services which may include but not limited to, positive attitudinal development, self-esteem building, cultural diversity training, and work simulation).

c. Financial Literacy

Approaches to help clients gain the knowledge, skills and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age appropriate and relevant strategies. Activities and opportunities are to include, but not be limited to the following:

- Ability of clients to create budgets, initiate checking and savings accounts and make informed financial decisions;
- Learn how to effectively manage spending credit scores, as well as their rights regarding their credit and financial information;
- How to determine the accuracy of a credit report and how to correct inaccuracies, as well as, how to improve or maintain good credit;
- Ability to understand, evaluate and compare financial products, services and opportunities and to make informed financial decisions;
- Learn about identity theft, ways to protect themselves, and how to resolve cases of identity theft.

3. Program Orientation

Orientation

Immediately upon initial referral of enrolled participants, Contractor shall provide program orientation which shall include:

- A description of activities offered;
- Standards for successful completion of the program;
- Rules of appropriate conduct while engaged program activities;
- Conditions and procedures for dismissal from the program;
- Procedures for presenting grievances and complaints; and,
- Any other applicable information.

a. Hours of Attendance

Contractor shall offer its services on a flexible schedule from Monday through Friday, based on needs/availability of the WIOA Career-In Focus participants. Preferred hours are between 10:00 a.m. to 1:00 p.m., however, sessions can be scheduled as late as 5:00 p.m. Services offered will be available to participant throughout the year, with no significant breaks during holiday/summer periods.

b. Co-Case Management

WDB case management staff (Employability Specialist) will develop and make available to Contractor individual assessment profiles for each participant. Profiles will contain assessed grade level, individual enhancements and any other pertinent information. Contractor will report on each participant as follows:

- 1) Case management reports: Contractor will submit monthly participant updates to WDB case management staff. These written updates will report on each participant's activities, skills, abilities, accomplishments and goal progression.
- 2) Bi-weekly meetings: WDB staff shall meet bi-weekly, or as needed, with Contractor's staff to coordinate case management efforts. Contractor staff will make information about participants and their activities, skills, abilities, accomplishments and goal progression available to WDB case management staff.

d. Contractor's Resources

Contractor will implement and coordinate the WDB Career-In Focus Program at its site(s). Contractor staff will provide all necessary instruction, supervision, and supplies for program activities and will complete individual participant evaluations.

e. Reporting Requirements

Contractor's staff must be aware of any changes occurring during the period of a participant's enrollment and must report program activity entries, completions, placements and/or other terminations to the WDB as soon as they can be appropriately verified and documented.

Documentation of participant outcomes must be sufficient to support the reported exit status as follows:

- 1) Reporting changes in participant status shall be accomplished through bi-monthly contact with the participant's WDB Employability Specialist and through written documentation. The Contractor and the WDB will communicate concerns to co-case manager regarding any participant missing two or more scheduled activities within seven days of the action: and,
- 2) Contractor shall prepare and submit to WDB staff all participant tracking documents which may be required for reporting data on program activities, enrollments, and participant characteristics. Changes shall be reported to WDB staff within five (5) working days from the date of the event recorded (enrollment, status change, termination).  
Tracking documents for participants receiving services through this contract shall be batched and submitted to WDB staff at least once each month.

f. Program Activities

Program activities will be provided at appropriate sites within the County of Solano on days and times designated by the Contractor's program manager. Participant's goal achievements are the responsibility of Contractor. Contractor will design a flexible program to meet the needs of the individual participants.

g. Outcomes

Contractor will provide participants with the essential skills, abilities, and knowledge necessary to effectively improve on literacy and numeracy within 90 days of program entry. By the conclusion of the WDB Career-In Focus Program, each successful participant will have accomplished the following:

- 1) Improved literacy and numeracy as stated in Common Measures as established by WDB staff during the initial individual assessment and identified on the young adult's Individual Service Strategy (ISS);
- 2) GED or High School diploma. If participant is unable to attain a GED or High School diploma, he/she will return to secondary school by the end of the Contract period; and
- 3) Participant shall have attended one or more skill development trainings in tutoring, leadership and/or financial literacy.

B. WDB RESPONSIBILITIES

1. Eligibility Certification

WDB staff shall be solely responsible for eligibility determinations of all applicants for services provided through this Contract. Intake and Eligibility Certification will be conducted by WDB staff at the Workforce Development Board of Solano County office or in another mutually agreed upon location. All applicants must be certified eligible by the WDB staff prior to program enrollment.

2. Assessment

Each individual certified eligible by the WDB shall complete an assessment consisting of aptitude, ability and interest surveys. Enrolled WDB participants, who have completed assessment, shall be referred to Contractor for participation in planned services.

3. Program Oversight

The WDB will provide all administrative oversight for the Career-In Focus Program. The WDB will collect and report financial and performance data as required by the state monthly quarterly.

4. Program Monitoring

The WDB will monitor the Contractor's complete program two times during the contract term. A written report regarding findings and/or concerns will be drawn up, citing areas for improvement and a corrective action plan, if required, with a time frame for corrections.

5. Job Development and Placement Services

While enrolled in the WDB Career-In Focus Program, participants may have the opportunity to take part in subsidized work experience. If determined appropriate by WDB case management staff, participants may be placed at worksites which match the interests of the participant and the needs of the employer.

6. Incentives

WDB Staff will provide the incentives for all program participants who reach the goals as set by WDB Case management staff.

C. ADMINISTRATION AND PERFORMANCE OBJECTIVES

1. Maintenance of Effort

Contractor assures that services are required for all activities. Contract will not supplant existing services or funds allocated for the same purpose.

2. Required Documentation

Attendance rosters are required for all activities. Classroom instructors and/or other Contractor staff must maintain attendance records for all participants enrolled in any and all program activities provided by the Contractor.

3. Time is of the Essence of this Contract

All services to be performed and products specified under this Contract, including training and placement of participants, must be delivered on or before the ending of date of this Contract.

4. Deliverables

WDB Staff will monitor and evaluate the WIOA Career-In Focus Program on the basis of the following "Performance Objectives".

- a. Provide a flexible program design to meet the varied needs of program participants;
- b. Administer pre-program and post-program literacy and numeracy testing as required by the WDB, of all WIOA enrolled participants with WDB assessment tools;
- c. Provide tutoring for 18 WIOA enrolled participants; up to 5 to 18 participants per workshop;
- d. Leadership activities for 30 participants as related to young adult's vocational needs, up to 5 to 30 participants per workshop; and,
- e. Financial Literacy activities for 30 participants; up to 5 to 30 participants per workshop.

5. Contractor's Monitoring Methods

The Contractor is responsible for the total administration, implementation, and operation of the program activities for its sites. This includes all fiscal and accounting activities, outlined services, all specific administrative and support responsibilities, internal monitoring, and participant tracking and reporting

Contractor will submit to the WDB for review of program design and approval for all revisions of curricula, course outlines, training/instructional competencies, and testing materials that may be utilized; and revisions thereof, in the operation of the WDB Youth Program.

Monitoring of the complete program will be conducted by the WDB's Fiscal/Monitoring Unit. A written report regarding findings will be drawn up, citing areas for improvement and a corrective action plan with a time frame for corrections.

Exhibit B

PROJECT BUDGET SUMMARY

Overall Project Budget Cost Category Breakout

COST CATEGORY	TOTAL PROGRAM COSTS	WDB PROGRAM COSTS	NON WDB FUNDED TOTAL (MATCH)
Personnel	\$64,800	\$64,800	N/A
Non-Personnel (building/overhead)	\$5,040	\$5,040	N/A
Participants	\$2,160		N/A
			N/A

I. PAYMENT PROVISIONS:

- A. Upon submission of an invoice by Contractor, and upon review and approval by WDB, WDB shall, in accordance with the Contract Budget reflected above, pay Contractor monthly in arrears for personnel and operating expenses actually incurred in the prior month. Monthly invoices for payment should be submitted to the WDB by the 15th day of the subsequent month. Notwithstanding Section 1 in Exhibit C, Contractor is required to submit all monthly invoices for services provided through May 31st no later than June 15th.
- B. All cash and accrued expenditures must be reported by the Contractor, monthly, by the line items listed on the "Expenditure Report/Cost Reimbursement Invoice.
- C. Contractor shall provide such documentation as required by WIB at any time in order to substantiate its claims for payment. WDB may elect to withhold payment for failure by Contractor to provide such documentation required by WDB.



II. EXPENDITURE REPORTING / COST REIMBURSEMENT INVOICING  
INSTRUCTIONS

A. REPORTING

Contractor will submit expenditure reports monthly to enable the WDB to report total program expenditures to the grantor.

The monthly report, of all contract expenditures, cash and accrued, must be submitted to the WDB by the 16th of the month following the end of the report month. The invoice may be used as the monthly report.

B. INVOICING

Contractor will submit invoices, by filling out the WDB expenditure report/cost reimbursement invoice form. Invoices shall be submitted once a month in order to receive reimbursement of costs that were incurred by the Contractor during the performance of the Contract, and that are authorized in the Contract. The form contains a claim for reimbursement of the cost incurred, and a summary of the cost by category. Contractor may not request reimbursement for estimated costs.

A final invoice, for all Contract costs, must be submitted to the WDB no later than 30 days after the termination date of the contract. Any invoices submitted later, will be honored only to the extent; there is available grant funding.

Completed report / invoice forms are sent to the WDB, either electronically or via fax:

Workforce Development Board of Solano County  
Attn: Kirsti Muskat

E-mail: [kmuskat@solanowib.org](mailto:kmuskat@solanowib.org) Fax#: (707)864-3386

Contractor is required to maintain all the documents that support all claimed costs. These documents must be available for review by the WDB upon request. The documents supporting all costs must be retained for three years after the termination date of the contract or the date of payment of the final invoice, or whenever any outstanding issues are settled, whichever is later.

The expenditure report / cost reimbursement invoice form is attached, along with the instructions for completing the form.



WORKFORCE DEVELOPMENT BOARD  
OF SOLANO COUNTY

EXPENDITURE REPORT / COST REIMBURSEMENT INVOICE

Contractor: 2B Successful

Invoice #: PY

Youth Contract Number:

PY-16-004

Invoice Amount:

Contract Amount:

\$72,000

Invoice

Period:

Contract Terms:

October 1, 2016- June 30, 2017

Contract Expenditures	Budget Amount <sup>1</sup>	Prior Invoiced Expenditures	This Invoice Expenditures	Total Expenditures Invoiced To-Date	Remaining Balance
1) Administration	\$ -	\$ -	\$ -	\$ -	\$ -
2) Program Activity	\$ -	\$ -	\$ -	\$ -	\$ -
a) Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -
b) Non-Personnel Costs (Building, overhead)	\$ -	\$ -	\$ -	\$ -	\$ -
c) Participant Costs (Books/Tutorial software)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS:	\$ -	\$ -	\$ -	\$ -	\$ -

Invoice Prepared By

Date

Contractor Authorized Approval

Date

WDB Authorized Approval

Date

WDB Fiscal Approval

Date

Workforce Development Board of Solano

County General Terms and Conditions

1. Closing Out

The WDB will pay the Contractor's final request for payment providing Contractor has paid all financial obligations undertaken pursuant to this Contract. If Contractor has failed to pay all obligations outstanding, WDB will withhold from the Contractor's final request for payment, the amount of such outstanding financial obligations owed by Contractor. Contractor is responsible for WDB receipt of a final request for payment 30 days after termination of this contract.

2. Time

Time is of the essence in all terms and conditions of this Contract.

3. Time of Performance

Work will not begin, nor claims paid for services under this Contract until all Certificates of Insurance, business and professional license/certificates, IRS ID number, signed W-9 form, or other applicable licenses or certificates are on file with the WDB's Planning Unit.

4. Termination

- a. This Contract may be terminated by WDB or Contractor, at any time with or without cause, upon 30 days written notice from one to the other.
- b. WDB may terminate this Contract immediately upon notice of Contractor's malfeasance.
- c. Following termination, WDB will reimburse Contractor for all expenditures made in good faith that are unpaid at the time of termination not to exceed the maximum amount payable under this Contract unless Contractor is in default of this Contract.

5. Signature Authority

The parties executing this Contract certify that they have the proper authority to bind their respective entities to all terms and conditions set forth in this Contract.

6. Representations

- a. WDB relies upon Contractor's professional ability and training as a material inducement to enter into this Contract. Contractor represents that Contractor will perform the work according to generally accepted professional practices and standards and the requirements of applicable federal, state and local laws. WDB SC's acceptance of Contractor's work shall not constitute a waiver or release of Contractor from professional responsibility.

- b. Contractor further represents that Contractor possesses current valid appropriate licensure, including, but not limited to driver's license, professional license, certificate of tax-exempt status, or permits, required to perform the work under this Contract.

## 7. Insurance

- a. Without limiting Contractor's obligation to indemnify WDB, Contractor must procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under this Contract and the results of that work by Contractor, Contractor's agents, representatives, employees or subcontractors.

- b. Minimum Scope of Insurance:

Coverage must be at least as broad as:

- (1) Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001)
- (2) Insurance Services Office Form Number CA 00 01 covering Automobile Liability, code 1 (any auto)
- (3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

- c. Minimum Limits of Insurance  
Contractor must maintain limits no less than

1. General Liability: (Including operations, products and completed operations.)	\$1,000,000	per occurrence for bodily injury, personal injury and property damage, or the full per occurrence limits of the policy, whichever is greater. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: Aggregate	\$1,000,000 \$2,000,000	per accident for bodily injury and property damage
3. Workers' Compensation		as required by the State of California
4. Employers Liability Aggregate	\$1,000,000 \$2,000,000	Per accident for bodily injury of disease.

## d. Additional Insurance Coverage

To the extent coverage is applicable to Contractor's services under this Contract, Contractor must maintain the following insurance coverage:

1. Cyber Liability:	\$1,000,000	per incident with the aggregate limit of twice the required limit
2. Professional Liability: Aggregate	\$1,000,000 \$2,000,000	combined single limit per claim and in The aggregate. The policy shall remain in full force and effect for no less than 3 years following the completion of work under this Contract

e. If Contractor maintains higher limits than the minimums shown above, WDB is entitled to coverage for the higher limits by Contractor.

## f. Deductibles and Self-Insured Retentions

Any deductibles or self-insured relations must be declared to and approved by the WDB. At the option of the WDB, either:

- (1) The insurer will reduce or eliminate such deductibles or self-insured retentions with respect to WDB, its officers, officials, agents, employees and volunteers; or;
- (2) Contractor must provide a financial guarantee satisfactory to WDB guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

## g. Other Insurance provisions

The general liability and automobile liability policies must contain, or be endorsed to contain, the following provisions:

- (1) The WDB of Solano County, its officers, officials, agents, employees, and volunteers must be included as additional insured with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of Contractor; and with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an Additional Insured endorsement. The insurance afforded to the additional insured shall be at least as broad as that afforded to the first named insured.
- (2) For any claims related to work performed under this Contract, Contractor's insurance coverage must be primary insurance with respect to the WDB- SC of Solano County, its officers, agents, employees, or volunteers is excess of Contractor's insurance and shall not contribute to it.

- (3) Should any of the above described policies be cancelled prior to the policies' expiration date, Contractor agrees that notice of cancelation will be delivered in accordance with the policy provisions.

h. Waiver of Subrogation

- (1) Contractor agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.
- (2) The Workers' Compensation policy must be endorsed with a waiver of subrogation *in* favor of the WDB for all work performed by Contractor, its employees, agents and subcontractors.

i. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII unless otherwise acceptable to the WDB.

j. Verification of Coverage

- (1) Contractor must furnish WDB with original certificates and endorsements effecting coverage required by this Contract.
- (2) The endorsements should be on forms provided that conform to the WDB's requirements and acceptable to the WDB.
- (3) WDB must receive and approve all certificates and endorsements before work commences.
- (4) However, failure to do so shall not operate as a waiver of these insurance requirements.
- (5) WDB reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

8. Best Efforts

Contractor represents that Contractor will at all times faithfully, industriously and to the best of its ability, experience and talent, perform to the WDB's reasonable satisfaction.

9. Default

- a. If Contractor defaults in Contractor's performance, WDB shall promptly notify Contractor in writing. If Contractor fails to cure a default within 30 days after notification or if the default requires more than 30 days to cure and Contractor fails to commence to cure the default within 30 days after notification, then Contractor's failure shall terminate this Contract.

- b. If Contractor fails to cure default within the specified period of time, WDB may elect to cure the default and any expense incurred shall be payable by Contractor to WDB.
- c. If WDB serves Contractor with a notice of default and Contractor fails to cure the default, Contractor waives any further notice of termination of this Contract.
- d. If this Contract is terminated because of Contractor's default, WDB shall be entitled to recover from Contractor all damages allowed by law.

10. Indemnification

- a. Contractor will indemnify, hold harmless and assume the defense of the WDB, its officers, employees, agents and board members from all claims, losses, damages, including property damages, personal injury, death and liability of every kind, directly or indirectly arising from Contractor's operations or from any persons directly or indirectly employed by, or acting as agency for, Contractor, excepting the negligence or willful misconduct of the WDB. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of Contractor's services, as well as during the progress of rendering such services.
- b. Acceptance of insurance required by this Contract does not relieve Contractor from liability under this indemnification clause. This indemnification clause shall apply to all damages or claims for damages suffered by Contractor's operations, regardless if any insurance is applicable or not.

11. Independent Contractor

- a. Contractor is an independent contractor and not an agent, officer or employee of the WDB. The parties mutually understand that this Contract is between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.
- b. Contractor shall have no claim against WDB for employee rights or benefits including, but not limited to, seniority, vacation time, vacation pay, sick leave, personal time off, overtime, medical, dental or hospital benefits, retirement benefits, Social Security, disability, Workers' Compensation, unemployment insurance benefits, civil service protection, disability retirement benefits, paid holidays or other paid leaves of absence.
- c. Contractor is solely obligated to pay all applicable taxes, withholding, Social Security, unemployment, disability insurance, Worker's Compensation and Medicare payments.
- d. Contractor shall indemnify and hold WDB harmless from any liability which WDB may incur because of Contractor's failure to pay such obligations, as set forth in this paragraph.

- e. As an independent contractor, Contractor is not subject to the direction and control of the WDB except as to the final result contracted for under this Contract. WDB may not require Contractor to change Contractor's manner of doing business, but may require redirection of efforts to fulfill this Contract.
- f. Contractor may provide services to others during the same period Contractor provides service to WDB under this contract.
- g. Any third persons employed by Contractor shall be under Contractor's exclusive direction, supervision and control. Contractor shall determine all conditions of employment including hours, wages, working conditions, discipline, hiring and discharging or any other condition of employment.
- h. As an independent contractor, Contractor shall indemnify and hold WDB harmless from any claims that may be made against WDB based solely on the contention by a third party that an employer-employee relationship exists under this Contract. Notwithstanding this provision, to the extent that any claim, as described in this subsection, is based on alleged negligence or willful misconduct of WDB, Contractor shall have no duty to indemnify and hold WDB-SC harmless for that particular claim.
- i. Contractor, with full knowledge and understanding of the foregoing, freely, knowingly, willingly and voluntarily waives the right to assert any claim to any right or benefit or term or condition of employment insofar as they may be related to or arise from compensation paid hereunder.

## 12. Responsibilities of Contractor

- a. The parties understand and agree that Contractor possesses the requisite skills necessary to perform the work under this Contract and WDB relies upon such skills. Contractor pledges to perform the work skillfully and professionally. WDB's acceptance of Contractor's work does not constitute a release of Contractor from professional responsibility.
- b. Contractor verifies that Contractor has reviewed the scope of work to be performed under this Contract and agrees that the contractor's professional judgment, the work can and shall be completed for costs within the maximum amount set forth in this Contract.
- c. To fully comply with the terms and conditions of this Contract, Contractor shall:
  - (1) Establish and maintain a system of accounts for budgeted funds that complies with generally accepted accounting principles for government agencies;
  - (2) Document all costs by maintaining complete and accurate records of all financial transactions associated with this Contract, including, but not limited to, invoices and other official documentation that sufficiently support all charges under this Contract;
  - (3) Submit monthly reimbursement claims for expenditures that are directly associated with the NBBSA grant;



- (4) Be liable for repayment of any disallowed costs identified through quarterly reports, audits, monitoring or other sources; and,
- (5) Retain financial, programmatic, client data and other service records for three (3) years from the date of the end of the contract award or for three (3) years from the date of termination, whichever is later.

13. Compliance with Law

- a. Contractor shall comply with all federal, state and local laws and regulations applicable to Contractor's performance, including, but not limited to, licensing, employment and purchasing practices, wages, hours and conditions of employment.
- b. Contractor represents that it will comply with the applicable cost principles and administrative requirements including claims for payment or reimbursement by WDB-SC as set forth in 2 CFR 200, as currently enacted or as may be amended throughout the term of this Contract.

14. Confidentiality

- a. Contractor shall prevent unauthorized disclosure of names and other client-identifying information, except for statistical information not identifying a particular client.
- b. Contractor shall not use client specific information for any purpose other than carrying out Contractor's obligations under this Contract.
- c. Contractor shall promptly transmit to WDB all requests for disclosure of confidential information related to this Contract.
- d. Except as otherwise permitted by this Contract or authorized by the client, Contractor shall not disclose any confidential information related to this Contract to anyone other than the State of California without prior written authorization from WDB-SC.
- e. For purposes of this section, identity shall include, but not be limited to, name, identifying number, symbol or other client identifying particulars, such as fingerprints, voice print or photography. Client shall include individuals receiving services pursuant to this Contract.

15. Conflict of Interest

- a. Contractor represents that Contractor and/or Contractor's employees and/or their immediate families and/or Board of Directors and/or officers have no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any interest, direct or indirect, including separate contracts for the work to be performed hereunder, which conflicts with the rendering of services under this Contract. Contractor shall employ or retain no such person while rendering services under this Contract. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause.
- b. Contractor has an affirmative duty to disclose to the WDB in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

16. Drug Free Workplace

Contractor represents that Contractor is knowledgeable of Government Code section 8350 et seq., regarding a drug free workplace and shall abide by and implement its statutory requirements.

17. Health and Safety Standards

Contractor shall abide by all health and safety standards set forth by the State of California.

18. Child/Adult Abuse

If services pursuant to this Contract will be provided to children and/or elder adults, Contractor represents that Contractor is knowledgeable of the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.) and the Elder Abuse and Dependent Adult Civil Protection Act (Welfare and Institutions Code section 15600 et. seq.) requiring reporting of suspected abuse.

19. Inspection

Authorized representatives of WDB, the State of California and/or the federal government may inspect and/or audit Contractor's performance, place of business and or records pertaining to this Contract.

20. Nondiscrimination

- a. In rendering services under this contract, Contractor shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, sexual orientation or other protected status.
- b. Further, Contractor shall not discriminate against its employees, which includes but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

21. Subcontractor and Assignment

- a. Services under this Contract are deemed to be personal services.
- b. Contractor shall not subcontract any work under this Contract nor assign this Contract or monies due without the prior written consent of the WDB's Business & Resource Services Manager, applicable Division Manager or his/her designee and the President/Executive Director subject to any required state or federal approval.
- c. If WDB consents to the use of subcontractors, Contractor shall require and verify that its subcontractor maintain insurance meeting all of the requirements stated in Section 7 above.
- d. Assignment by Contractor of any monies due shall not constitute an assignment of the Contract.

22. Unforeseen Circumstances

Contractor is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond Contractor's reasonable control, provided Contractor gives written notice to WDB of the cause of the delay within ten (10) days of the start of the delay.

23. Notice

- a. Any notice necessary to the performance of this Contract shall be given in writing by personal delivery or by prepaid first-class mail addressed as stated on the first page of this Contract.
- b. If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail, notice is effective as of the day following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

24. Nonrenewal

Contractor acknowledges that there is no guarantee that WDB will renew Contractor's services under a new contract following expiration or termination of this Contract. Contractor waives all rights to notice of non-renewal of Contractor's service.

25. WDB's Obligation Subject to Availability of Funds

- a. The WDB's obligation under this Contract is subject to the availability of authorized funds. The WDB may terminate the Contract, or any part of the Contract work, without prejudice to any right or remedy to the WDB, for lack of appropriation of funds. If expected or actual funding is withdrawn, reduced or limited in any way prior to the expiration date set forth in this Contract, or any subsequent amendment, the WDB, may upon written Notice to the Contractor, terminate this Contract in whole or in part.
- b. Payment shall not exceed the amount allowable for appropriation by the Board of Directors of the Workforce Development Board of Solano County and ratified by the County of Solano Board of Supervisors (over \$50,000). If the Contract is terminated for non-appropriation of funds:
  - (1) The WDB will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and,
  - (2) The Contractor shall be released from any obligation to provide further services pursuant to this Contract that are affected by the termination.
- c. Funding for this Contract beyond the current appropriation year is conditional upon appropriation by the Board of Directors of the Workforce Development Board of Solano County of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, this Contract will terminate at the close of the current Appropriation Year.

d. This Contract is void and unenforceable if all or parts of federal or state funds applicable to this Contract are not available to the WDB. If applicable funding is reduced, WDB may either:

- (1) Cancel this Contract; or,
- (2) Offer a contract amendment reflecting the reduced funding.

## 26. Changes and Amendments

- a. WDB may request changes in Contractor's scope of service. Any mutually agreed upon changes, including any increase or decrease in the amount of Contractor's compensation, shall be effective when incorporated in written amendments to this Contract.
- b. The party desiring the revision shall request amendments to the terms and conditions of this Contract in writing. Any adjustment to this Contract shall be effective only upon the parties' mutual execution of an amendment in writing.
- c. No verbal agreements or conversations prior to execution of this Contract or requested amendment shall affect or modify any of the terms or conditions of this Contract unless reduced to writing according to the applicable provisions of this Contract.

## 27. Choice of Law

The parties have executed and delivered this Contract in the County of Solano, State of California. The laws of the State of California shall govern the validity, enforceability or interpretation of this Contract. Solano County shall be the venue for any action or proceeding in law or equity that may be brought in connection with this Contract.

## 28. Health Insurance Portability and Accountability Act

Contractor represents that it is knowledgeable of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulations issued by the U.S. Department of Health and Human Services (45 C.F.R. parts 160-64) regarding the protection of health information that may be obtained, created, or exchanged as a result of this Contract and shall abide by and implement its statutory requirements, if applicable.

## 29. Waiver

Any failure of a party to assert any right under this Contract shall not constitute a waiver or a termination of that right, under this Contract or any of its provisions.

## 30. Conflicts in the Contract Documents

The Contract documents are intended to be complementary and interpreted in harmony so as to avoid conflict. In the event of conflict in the Contract documents, the parties agree that the document providing the highest quality and level of service to the WDB-SC shall supersede any inconsistent term in these documents.

31. Faith Based Organizations

- a. Contractor agrees and acknowledges that WDB may make funds available for programs or services affiliated with religious organizations under the following conditions: (1) the funds are made available on an equal basis as for programs or services affiliated with non-religious organizations; (2) the program funded does not support religious activities; (3) the organization complies with the terms and conditions of this Contract.
- b. Contractor agrees and acknowledges that WDB may not make funds available for programs or services affiliated with a religious organization that (1) has denied or continues to deny access to services on the basis of race, color, religion, ancestry, national origin, sex, citizenship, or known disability; (2) will use the funds for a religious purpose, (3) will use funds for a program or service that subject its participants to religious education.
- c. Contractor agrees and acknowledges that all recipients of funding from WDB must (1) comply with all legal requirements and restrictions imposed upon government funded activities set forth in Article IX, section 8 and Article XVI section 5 of the California Constitution and in the First Amendment to the United States Constitution; and (2) segregate such funding from all funding used for religious purposes.

32. Pricing

Should Contractor, at any time during the term of this Contract, provide the same goods or services under similar quantity, terms and conditions to one or more counties in the State of California at prices below those set forth in this Contract, then the parties agree to amend this Contract so that such lower prices shall be extended immediately to WDB for all future services.

33. Use of Provisions, Terms, Conditions and Pricing by Other Public Agencies

Contractor and WDB agree that the terms of this Contract may be extended to any other public agency located in the State of California, as provided for in this section. Another public agency wishing to use the provisions, terms, and pricing of this Contract to contract for equipment and services comparable to that described in this Contract shall be responsible for entering into its own contract with Contractor, as well as providing for its own payment provisions, making all payments, and obtaining any certificates of insurance and bonds that may be required. WDB is not responsible for providing to any other public agency any documentation relating this Contract or its implementation. Any public agency that uses provisions, terms, or pricing of this Contract shall be deemed to indemnify and hold harmless WDB- SC from all claims, demands, or causes of actions of every kind arising directly or indirectly with the use of this Contract. WDB makes no guarantee of usage by other users of this contract nor shall the WDB incur any financial responsibility in connection with any contracts entered into by another public agency. Such other public agency shall accept sole responsibility for placing orders and making payments to Contractor.

34. Disbarment or Suspension of Contractor

- a. Contractor represents that its officers, directors and employees (1) are not currently excluded, debarred or otherwise ineligible to participate in the federal health programs as defined in 42 WSC § 1320a-7b(f) (the "Federal Healthcare Programs") or any state healthcare programs; (2) have not been convicted of a criminal offense related to the provision of healthcare items or services but or previously excluded, debarred, or otherwise declared ineligible to participate in the Federal Healthcare Programs or any state healthcare programs and (3) are not, to the best of its knowledge, under investigation or otherwise aware of any circumstances which may result in Contractor being excluded for participation in Federal healthcare programs or any state healthcare programs.
- b. This representation and warranty shall be an ongoing representation and warranty during the term of this Contract and Contractor must immediately notify the WDB of any change in the status of the representation and warranty set forth in this section.
- c. If services pursuant to this Contract involve healthcare programs, Contractor agrees to provide certification of non-suspension with submission of each invoice. Failure to submit certification with invoices will result in a delay in WDB processing of Contractor's payment.

35. Execution of Counterparts

This contract may be executed in two (2) or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument, it being understood that all parties need not sign the same counterpart. In the event that any signature is delivered by facsimile or electronic transmission (e.g., by email delivery of a ".pdf" format data file), such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or electronic signature were an original signature.

36. Entire Contract

This Contract, including any exhibits referenced, constitutes the entire agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by WDB or Contractor other than those contained in it.

## EXHIBIT D SPECIAL TERMS AND CONDITIONS

### 1. Contract Extension

Notwithstanding Section 2 of the Contract, and unless terminated by either party prior to June 30, 2017, this Contract shall be automatically extended from July 1, 2017 through September 30, 2017 to allow for continuation of services and sufficient time to complete novation or renewal contract.

### 2. Special Responsibilities of Contractor

- Submit verification of non-profit status, if a requirement for the award of this Contract;
- Provide an audit report, including a management letter to the WDB annually;
- Conduct an audit, at Contractor's expense, according to the requirements of OMB Circular A-133, which identifies all funds granted, received, disbursed and expended and provide the audit to WDB within 30 days of Completion;
- Provide an unaudited statement of revenue and expenditures to WDB within 30 days of completion of the project if funds awarded to Contractor are \$100,000 or less.

### 3. Confidentiality of Mental Health Records (if applicable)

Contractor warrants that Contractor is knowledgeable of Welfare and Institutions Code section 5328 respecting confidentiality of records. WDB and Contractor shall maintain the confidentiality of any information regarding clients (or families) receiving Contractor's services. Contractor may obtain such information from application forms, interviews, tests or reports from public agencies, counselors or any other source. Without the client's written permission, Contractor shall divulge such information only as necessary for purposes related to the performance or evaluation of services provided pursuant to this Contract, and then only to those persons having responsibilities under this Contract, including those furnishing services under Contractor through subcontractors.

### 4. Confidential Records (if applicable)

Contractor acknowledges that any information generated, received or disseminated pursuant to its performance under this Contract is confidential and shall not be disclosed in any manner unless authorized by law. Further, Contractor warrants that Contractor is knowledgeable of Welfare and Institutions Code sections applicable to the subject of this Contract, particularly, sections 10850 and 11478.1 and will abide by its requirements.