



County of Solano Contract Review Worksheet

Contract Number:

(Dept., Division, FY, #)

Authority:

☐ Dept Head Execute☒ CAO Execute☒ BOS Approval Required**NOTE: Please review all instructions on the back of this worksheet before you begin processing.**

1. Department/Division: Department of Information Technology		2. Date: 6/10/25	
3. Contract Administrator: Sean Grover		4. Phone Ext: 3029	
5. Contract Attributes: <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Revenue <input type="checkbox"/> Intergovernmental <input checked="" type="checkbox"/> Personal/Professional Svcs <input type="checkbox"/> Purchase of Goods <input type="checkbox"/> Lease <input type="checkbox"/> Construction <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Original Bid/RFP Required? <input type="checkbox"/> YES <input type="checkbox"/> NO Sole Source Contract? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Date: Please attach copy of Bid/RFP or justification. 6. Description of Contract: Second Amendment - One Year Term Extension - Seeking contracted help to recruit for an additional 6 vacancies	
		<input checked="" type="checkbox"/> Amendment/Change Order Amendment/Change Order Number Contract No: C0105633 Date: 11/16/23 Please attach copies of original/amendments 7. Name of Contractor: CPS HR Consulting 8. EIN: SSN:	
9. Is Contractor a California Public Pension Plan Retiree? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes: Name of Public Pension Plan: Date of Retirement:			
10. Does Contractor have a personal relationship in a direct line of supervision in your Department? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please describe relationship: Does Contractor have a personal relationship with someone in another Department? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please provide Department and describe relationship:			
11. Has County contracted with Contractor previously during this fiscal year? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Please list County department if other than the department listed on number 1 above.			
12. Effective Date: Original Contract: 11/7/23 This amendment:		13. Termination Date: 11/6/24 By this amendment: 6/30/26	
14. Contract Budget: Original Contract Amount: \$ 87,500.00 Total of Previous Amendments: \$ 87,500.00 Current Amendment: \$ 105,000.00 Total Amount of Contract \$ 280,000.00		15. Payment Terms: <input type="checkbox"/> Prepaid <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Arrears <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Fixed <input type="checkbox"/> Progress <input type="checkbox"/> Actual <input checked="" type="checkbox"/> Other <input type="checkbox"/> Estimate	
		16. Source of Funds: <input type="checkbox"/> Fed/State Grant <input type="checkbox"/> Fed/State Funding <input checked="" type="checkbox"/> County Specify: _ Fed Catalog No: State Legislation: <input type="checkbox"/> AB <input type="checkbox"/> SB	
17. Fund: 370 Budget Unit: 1875 Sub-object: 2236		18. Current Appropriation Sufficient? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
19. Proposed Board of Supervisors Agenda Date, if required. Please attach agenda summary and ATR request. 6/10/25			
20. Remarks Professional Services Exemption 1.1.11			
21. Signature Route: Department Contract Administrator: Sean Grover Email: SMGrover@solanocounty.gov Contractor Signatory Name (Informational only): Sandy MacDonald-Hopp Email: smacdonald-hopp@cps-hr.us Department Head or Designee: Tim Flanagan Email: TPFlanagan@solanocounty.gov County Counsel Reviewer: Megan Callaway Email: MJCallaway@solanocounty.gov			
		HR Analyst (for Contract Employees) or Risk Management (for insurance changes): Megan Richards Email: MERichards@solanocounty.gov CAO Analyst: William Emlen Email: WFEmlen@solanocounty.gov Authorizing Signature (CAO/DH): Bill Emlen	

**SECOND AMENDMENT TO STANDARD CONTRACT
BETWEEN COUNTY OF SOLANO and CPS HR CONSULTING**

This Second Amendment ("Second Amendment") is entered into as of the 10th day of June, 2025, between the COUNTY OF SOLANO, a political subdivision of the State of California ("County") and CPS HR Consulting, ("Contractor").

1. Recitals

A. The parties entered into a contract dated November 16, 2023 (the "Contract"), in which Contractor agreed to provide contracted help to recruit for five (5) vacancies.

B. The First Amendment was entered into on May 7, 2024 and represents an increase of \$87,500.00 and a seven (7) month extension of the Contract to recruit for an additional five (5) vacancies.

C. This Second Amendment represents an increase of \$105,000.00 and a one (1) year extension of the Contract for an additional six (6) vacancies.

D. The parties agree to amend the Contract as set forth below.

2. Agreement.

A. Term of Contract. Section 2 is deleted in its entirety and replaced with:

The Term of this Contract is November 7, 2023 through June 30, 2026

B. Amount of Contract. Section 3 of Standard Contract is deleted in its entirety and replaced with:

The maximum amount of this Contract is \$280,000.00.

C. Scope of Work. Subsection (a) of Section 2 in Exhibit A is amended to read as follows:

(a) Contractor shall provide the services described in the proposals attached to and incorporated into this Contract as Exhibit A-1, Exhibit A-2 and Exhibit A-3.

D. Budget


Exhibit B-2 is amended to include Exhibit B-2A, attached and incorporated into this Second Amendment.


3. Effectiveness of Contract.

Except as set forth in this Second Amendment, all other terms and conditions specified in the Contract remain in full force and effect.


COUNTY OF SOLANO, a Political
Subdivision of the State of California

CPS HR CONSULTING

By  06/12/2025
William Emlen (Jun 12, 2025 13:11 PDT)
Bill Emlen, County Administrator

By  05/27/2025
Sandy MacDonald-Hopp, CFO

APPROVED AS TO FORM

By  05/29/2025
Megan Callaway, Dep. County Counsel

PROPOSAL

County of Solano

Department of Information Technology

Recruitment and Selection Services

April 3, 2025

SUBMITTED BY:

CHRISTINA BATORSKI PEACOCK

Manager, Talent Acquisition & HR Services

CPS HR Consulting

2450 Del Paso Road, Suite 220

Sacramento, CA 95834

P: 916-471-3358

masher@cpshr.us

Tax ID: 68-0067209

www.cpshr.us



Your Path to Performance



April 3, 2025

Aaron Barak
Chief Technology Officer
County of Solano, Department of Information Technology
675 Texas Street, Suite 3700
Fairfield, CA 94533

Submitted via email to: abarak@solanocounty.com, smgrover@solanocounty.com, and jlmccoy@solanocounty.com

Subject: Ongoing Recruitment and Selection Services

CPS HR Consulting ("CPS HR") is pleased to have the opportunity to submit a proposal to County of Solano ("County"), Department of Information Technology to provide additional ongoing recruitment and selection services for 6 new recruitment efforts.

CPS HR delivers personalized results-oriented service, utilizing best practice methods and strategies from our team of experts. You will find that:

- ***We are practiced at providing exemplary and responsive service for a variety of HR services.***
CPS HR has held many contracts with local government agencies, so we know how to be responsive to your unique needs. We have the staff, expertise, and resources to provide top-notch professional audit and review services and we are also full-service HR practitioners.
- ***We bring in-depth understanding of all local government operations, programs, and services.***
CPS HR has been helping public agencies meet their human resource needs for nearly 40 years. Our team of experts includes a variety of professionals with the credentials and direct public agency experience necessary to deliver technically accurate content in an innovative and engaging manner.
- ***We have a commitment to maintaining open communications with the County.***
Our project team will focus on integrating with your team and maintaining open communication with your staff to ensure that every activity is completed in a quality manner and adheres to the timeline and budget.

We are confident in our expertise and ability to meet your recruitment and selection needs and are most excited to work with the County.

Thank you for the opportunity to be considered for this assignment. Should you have questions or comments about the information presented in this proposal, please contact **Christina Batorski Peacock at cbpeacock@cpsshr.us (916) 471-3426.**

Sincerely,

A handwritten signature in blue ink that reads "Batorski Peacock".

Christina Batorski Peacock
Manager, Talent Acquisition & HR Services

Recruitment and Selection Services

Methodology and Scope of Work

Our proposed process is designed to provide the County with the full range of services required to ensure the ultimate selection of a new Incumbent uniquely suited to the County needs.



PHASE I – Strategic Recruitment Plan

The first step in this engagement is a thorough review of the County’s needs, culture, and goals; the recruitment and selection process; and the schedule. CPS HR is prepared to meet with key stakeholders to obtain input in developing the ideal candidate profile and to assist us in understanding key issues and challenges. Activities for this phase at each recruitment level will include:

- Foster client collaboration.
- Create a tailored plan for your agency and position.
- Define ideal candidate profile with hiring authority and key stakeholders.
- Identify testing/assessment needs.

PHASE II – Outreach, Advertising, and Applicant Screening

The recruitment process is tailored to fit the County’s specific wants and needs, with targeted advertising, combined with personal contacts with qualified individuals from our extensive database.

CPS HR will prepare, submit for your approval, and publish advertisements in appropriate magazines, journals, newsletters, job bulletins, and websites to attract candidates on a nationwide, regional, local, or targeted basis based on the recruitment strategy. CPS HR is focused on reaching a diverse candidate pool and would recommend publications/websites that are targeted to minority and female candidates.

CPS HR would execute the following tasks for this phase at each recruitment level including:

- Create a two-page to four-page colored brochure.
- Identify advertising sources.
- Coordinate advertising placements.
- Create targeted marketing campaigns.

- Conduct active and passive sourcing of candidates through e-mail, phone, and social media.
- Review resumes from interested parties. Candidates who are interested in applying will be directed to complete an application in the County's applicant tracking system, NEOGOV, prior to being interviewed.
- Develop and administer secondary rated screening.
- Provide a list of qualified candidates.

PHASE III – Selection

CPS HR will design a selection process based on information gathered in Phase I. We will meet with the County to review this process and discuss the County's preferred approach in assessing the final candidates.

We can coordinate all aspects of the selection process for the County. This includes preparing appropriate materials such as interview questions, evaluation packets, and other assessment exercises; and facilitating the interviews, virtually or onsite.

CPS HR will be available to complete the following components of this phase at each recruitment level:

- Develop interview questions and/or other requested selection tools.
- Develop and facilitate training of interview panel for County's interview process.
- Coordinate all candidate communication and scheduling.
- Facilitate hiring interview process.
- Conduct professional reference checks available upon request.
- All contingent and final offers will be reviewed by the Solano County Department of Human Resources prior to delivery to the candidate.
- Prepare a written report that summarizes the results of the recruitment process

CPS HR's primary goal is to recruit a robust pool of qualified individuals that meet the ideal candidate profile in the initial recruitment effort. For specialized or hard to fill positions such as those in the areas of Engineering, Information Technology, and Planning, it is possible we may have to run a second or third recruitment effort collaborating with the County to make any necessary changes to the ideal candidate profile, brochure, advertising, or outreach efforts to ensure we are targeting the right talent. If the recruitment is unsuccessful after a third effort, we would regroup with the County to discuss alternative options.

Timeline

The project team CPS HR has selected is prepared to begin work upon receipt of a fully executed contractual agreement. Depending on the recruitment level selected, recruitment and selection activities can be completed in two to four months. The precise schedule will depend on the placement of advertising in the appropriate professional journals, and the ability to schedule, as quickly as possible, the initial client kick off meeting. A proposed schedule of major milestones is presented below.

Task Name	Phase I		Phase II									Phase III		
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Middle Management/ Specialized														

Pricing Structure

Recruitment Service	Flat Rate Cost per Recruitment <i>Multiple Recruitment Discount</i> (inclusive of expenses)	Total Contract Value for <i>six (6) full recruitments</i>
Various Titles <i>Up to six (6) new full recruitments</i>	\$17,500	\$105,000

Middle Management/Specialized Recruitments* Six Month Service Guarantee

If the employment of the candidate selected and appointed by the County as a result of a full middle management/specialized recruitment (*Phases I, II, and III*) for **any of the six (6) recruitments under this proposal/contract** comes to an end before the completion of the first six (6) months of service, CPS HR will provide the County with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The County would be responsible only for reimbursable expenses. **This guarantee does not apply to situations in which the successful candidate is promoted or reassigned within the organization during the six (6) month period.** Additionally, should the initial recruitment efforts not result in a successful appointment, CPS HR will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. CPS HR does not provide a guarantee for candidates placed as a result of a partial (*Phase I & II*) recruitment effort.

***CPS HR defines “specialized” recruitments as those that require a unique skill set and/or are hard to fill particular those falling into the categories of Information Technology, Engineering, and Planning.**

EXHIBIT B-2A
BUDGET DETAIL AND PAYMENT PROVISIONS

1. METHOD OF PAYMENT

Upon submission of an invoice by Contractor, and upon approval of County's representative, County shall endeavor to, within thirty days of receipt, pay Contractor for services rendered, up to the maximum amount provided for below. Each invoice must specify services rendered, to whom, date of service and the amount being charged.

Pricing Structure

Recruitment Service	Flat Rate Cost per Recruitment <i>Multiple Recruitment Discount</i> (inclusive of expenses)	Total Contract Value for <i>six (6) full recruitments</i>
Various Titles <i>Up to six (6) new full recruitments</i>	\$17,500	\$105,000

2. PAYMENT IN THE EVENT OF EARLY TERMINATION

In the event of early termination by County, Contractor will be paid all allowable fees and expenses that have been incurred or earned in connection with the completed and accepted performance and deliverables of the services up through the effective date of such termination.

**FIRST AMENDMENT TO STANDARD CONTRACT
BETWEEN COUNTY OF SOLANO and CPS HR CONSULTING**

This First Amendment ("First Amendment") is entered into as of the 7th day of May, 2024, between the COUNTY OF SOLANO, a political subdivision of the State of California, ("County") and CPS HR Consulting ("Contractor").

1. Recitals

- A. The parties entered into a contract dated November 16, 2023 (the "Contract"), in which Contractor agreed to provide contracted help to recruit for five vacancies.
- B. The County now needs help to recruit for five additional vacancies.
- C. This First Amendment represents an increase of \$87,500.00 and a 7-month extension of the Contract.
- D. The parties agree to amend the Contract as set forth below.

2. Agreement.

- A. Term of Contract. Section 2 is deleted in its entirety and replaced with:

The Term of this Contract is November 7, 2023 through June 30, 2025

- B. Amount of Contract. Section 3 is deleted in its entirety and replaced with:

The maximum amount of this Contract is \$175,000.00

- C. Scope of Work. Subsection (a) of Section 2 in Exhibit A is amended to read as follows:

(a) Contractor shall provide the services described in the proposals attached to and incorporated into this Contract as Exhibit A-1 and Exhibit A-2.

- D. Budget.


Exhibit B is deleted in its entirety and replaced with Exhibit B-2, attached to and incorporated into this First Amendment.


3. Effectiveness of Contract.

Except as set forth in this First Amendment, all other terms and conditions specified in the Contract remain in full force and effect.

COUNTY OF SOLANO, a political
subdivision of the State of California

CPS HR CONSULTING

By: 
William Emlen (May 9, 2024 11:18 PDT) May 9, 2024
Bill Emlen, County Administrator

By:  Apr 23, 2024
Sandy MacDonald-Hopp, CFO

APPROVED AS TO FORM

By:  Apr 23, 2024
Carrie Blacklock, Asst. County Counsel

EXHIBIT B-1
BUDGET DETAIL AND PAYMENT PROVISIONS

1. COMPENSATION

The total fee for services provided under this Contract shall not exceed the amount listed in Section 3 of the Contract and includes all work outlined in Exhibit A-1 and Exhibit A-2.

Recruitment Service	Flat Rate Cost per Recruitment <i>Multiple Recruitment Discount</i> (inclusive of expenses)	Total Contract Value for ten full recruitments
Various Titles <i>Up to ten new full recruitments</i>	\$17,500	\$175,000

2. METHOD OF PAYMENT

Upon submission of an invoice by Contractor, and upon approval of County's representative, County shall endeavor to, within thirty days of receipt, pay Contractor for services rendered, up to the maximum amount provided for below. Each invoice must specify services rendered, to whom, date of service and the amount being charged.

3. PAYMENT IN THE EVENT OF EARLY TERMINATION

In the event of early termination by County, Contractor will be paid all allowable fees and expenses that have been incurred or earned in connection with the completed and accepted performance and deliverables of the services up through the effective date of such termination.

PROPOSAL

County of Solano

Department of Information Technology

Recruitment and Selection Services

Revised April 17, 2024

SUBMITTED BY:

CHRISTINA BATORSKI PEACOCK

Manager, Talent Acquisition & HR Services

CPS HR Consulting

2450 Del Paso Road, Suite 220

Sacramento, CA 95834

P: 916-471-3358

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Your Path to Performance

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Methodology and Scope of Work

Our proposed process is designed to provide the County with the full range of services required to ensure the ultimate selection of a new Incumbent uniquely suited to the County needs.



PHASE I – Strategic Recruitment Plan

The first step in this engagement is a thorough review of the County’s needs, culture, and goals; the recruitment and selection process; and the schedule. CPS HR is prepared to meet with key stakeholders to obtain input in developing the ideal candidate profile and to assist us in understanding key issues and challenges. Activities for this phase at each recruitment level will include:

- Foster client collaboration.
- Create a tailored plan for your agency and position.
- Define ideal candidate profile with hiring authority and key stakeholders.
- Identify testing/assessment needs.

PHASE II – Outreach, Advertising, and Applicant Screening

The recruitment process is tailored to fit the County’s specific wants and needs, with targeted advertising, combined with personal contacts with qualified individuals from our extensive database.

CPS HR will prepare, submit for your approval, and publish advertisements in appropriate magazines, journals, newsletters, job bulletins, and websites to attract candidates on a nationwide, regional, local, or targeted basis based on the recruitment strategy. CPS HR is focused on reaching a diverse candidate pool and would recommend publications/websites that are targeted to minority and female candidates.

CPS HR would execute the following tasks for this phase at each recruitment level including:

- Create a two-page to four-page colored brochure.
- Identify advertising sources.
- Coordinate advertising placements.
- Create targeted marketing campaigns.

*Proposal for Solano County
Recruitment and Selection Services*

- Conduct active and passive sourcing of candidates through e-mail, phone, and social media.
- Review resumes from interested parties. Candidates who are interested in applying will be directed to complete an application in the County's applicant tracking system, JobApps, prior to being interviewed.
- Develop and administer secondary rated screening.
- Provide list of qualified candidates.

PHASE III – Selection

CPS HR will design a selection process based on information gathered in Phase I. We will meet with the County to review this process and discuss the County's preferred approach in assessing the final candidates.

We can coordinate all aspects of the selection process for the County. This includes preparing appropriate materials such as interview questions, evaluation packets, and other assessment exercises; and facilitating the interviews, virtually or onsite.

CPS HR will be available to complete the following components of this phase at each recruitment level:

- Develop interview questions and/or other requested selection tools.
- Develop and facilitate training of interview panel for County's interview process.
- Coordinate all candidate communication and scheduling.
- Facilitate hiring interview process.
- Conduct professional reference checks available upon request.
- All contingent and final offers will be reviewed by the Solano County Department of Human Resources prior to delivery to the candidate.
- Prepare a written report that summarizes the results of the recruitment process

Timeline

The project team CPS HR has selected is prepared to begin work upon receipt of a fully executed contractual agreement. Dependent on the recruitment level selected, recruitment and selection activities can be completed in two to four months. The precise schedule will depend on the placement of advertising in the appropriate professional journals, and the ability to schedule, as quickly as possible, the initial client kick off meeting. A proposed schedule of major milestones is presented below.

Task Name	Phase I		Phase II								Phase III			
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Middle Management/ Specialized														

Pricing Structure

Recruitment Service	Flat Rate Cost per Recruitment <i>Multiple Recruitment Discount</i> (inclusive of expenses)	Total Contract Value for (5) full recruitments
Various Titles <i>Up to five (5) new full recruitments</i>	\$17,500	\$87,500

Middle Management/Specialized Recruitments* Six Month Service Guarantee

If the employment of the candidate selected and appointed by the County as a result of a full middle management/specialized recruitment (*Phases I, II, and III*) for **any of the five (5) recruitments under this proposal/contract** comes to an end before the completion of the first six (6) months of service, CPS HR will provide the County with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The County would be responsible only for reimbursable expenses. **This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the six (6) month period.** Additionally, should the initial recruitment efforts not result in a successful appointment, CPS HR will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. CPS HR does not provide a guarantee for candidates placed as a result of a partial (*Phase I & II*) recruitment effort.

*CPS HR defines “specialized” recruitments as those that require a unique skill set and/or are hard to fill particular those falling into the categories of Information Technology, Engineering, and Planning.

Project Team

Key Personnel

CPS HR has assembled a strong project team with each member possessing extensive recruiting experience and a direct, in-depth understanding of local government. **Christina Batorski Peacock** will serve as the Project Manager for this assignment because of her strong project management skills. She will coordinate all aspects of the project including the project staff, finalizing project plans and deliverables, organizing, and securing resources, managing communications, monitoring project progress, resolving any problems, and ensure timely and successful completion of the engagement. Ms. Peacock will be supported by **Kristin Morris** and **Heather Moore**, both Senior HR Consultants and **Jackie Frost**, Administrative Technician.

Christina Batorski Peacock, PHR, Project Manager & Principal Consultant

Mrs. Peacock has over 22 years of professional and management experience in public sector Human Resources, including experience in the areas of employee recruitment and selection, compliance, labor relations, test administration, employee relations, and policy development. Specifically, Mrs. Peacock worked directly on recruitment efforts for entry-level Police Officer and entry-level Firefighter as well as sworn and uniform promotional recruitments with the City of Chicago for over 10 years.

Employment History

- Manager, Recruitment Solutions, CPS HR Consulting
- Deputy Commissioner of Human Resources, City of Chicago
- Assistant Commissioner of Human Resources, City of Chicago
- Adjunct Professor (Managing Organizational Change), Keller School of Graduate Management
- Recruiting Analyst Supervisor, City of Chicago
- Human Resources Analyst II, City of Chicago
- Human Resources Manager/Payroll Administrator, Bethesda Home & Retirement Center
- Staffing Specialist, Northwestern University
- Employment Coordinator, Northwestern University

Professional Experience

- Managed human resource personnel responsible for executing recruitment and selection processes for 30+ clients resulting in the review of 40,000+ applications and 1,200 hires, annually.

*Proposal for Solano County
Recruitment and Selection Services*

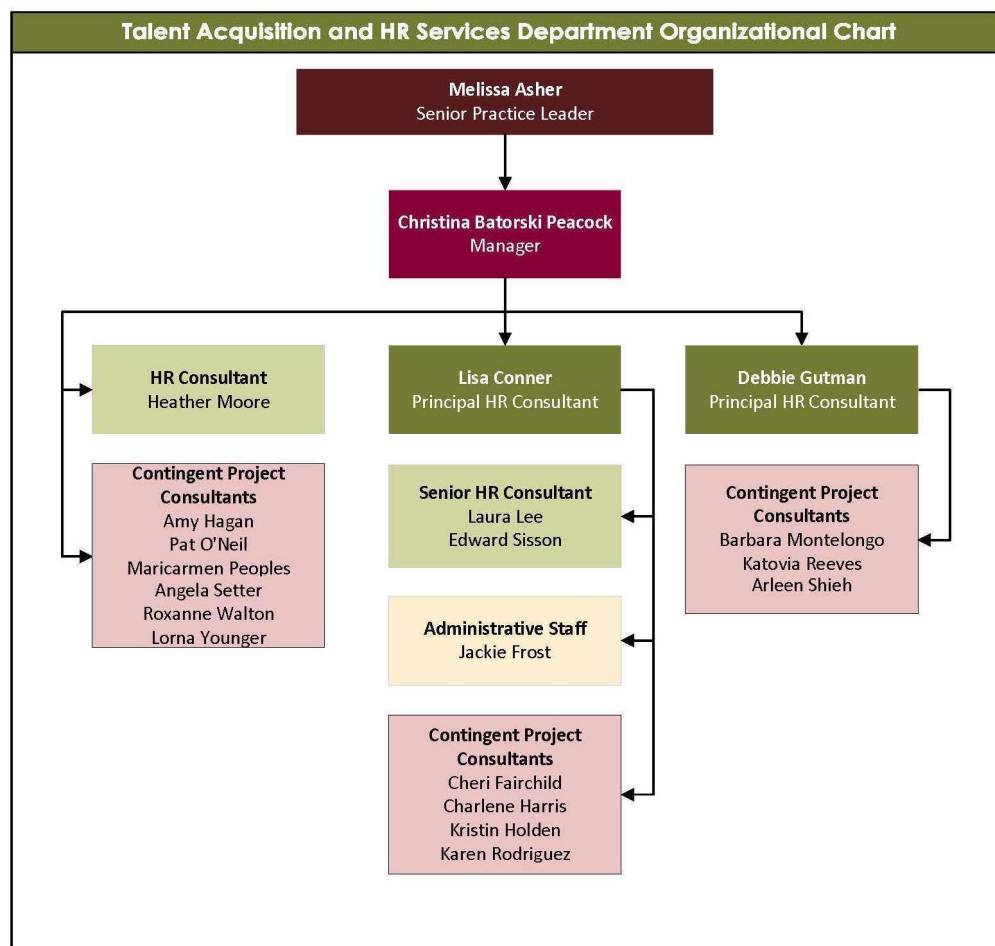
- Collaborated with the Chicago Police Department on entry-level Police Officer recruitment and selection efforts for over 10 years resulting in diverse applicant pools ranging from 18,000 to 27,000 candidates for a single recruitment.
- Performed a lead role in establishing fair and transparent recruitment and selection processes which alleviated the City of Chicago from Federal Monitor Oversight on all hiring practices.
- Taught graduate level classes in managing organizational change.
- Mediated and resolved labor relations issues in a union environment.

Education

- M.P.A. DePaul University, Chicago, IL – Public Administration
- B.A. Marquette University, Milwaukee, WI – Human Resources & Communication Studies

Professional Organizations and Affiliations

- Society of Human Resources Management (SHRM)
- International Public Management Association for Human Resources (IPMA-HR)



Résumés are available upon request.



County of Solano Standard Contract

For County Use Only
CONTRACT NUMBER:
(Dept., Division, FY, #)

BUDGET ACCOUNT:

1875

SUBJECT ACCOUNT:

2236

1. This Contract is entered into between the County of Solano and the Contractor named below:

CPS HR Consulting

CONTRACTOR'S NAME

BUSINESS FORM

2. The Term of this Contract is:

November 7, 2023 to November 6, 2024

3. The maximum amount of this Contract is:

\$ 87,500.00




4. 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 Provision

Exhibit C – General Terms and Conditions

This Contract is made on Nov 16, 2023.

CONTRACTOR	COUNTY OF SOLANO
CPS HR Consulting CONTRACTOR'S NAME	 William Emlen (Nov 16, 2023 14:18 PST) Nov 16, 2023 AUTHORIZED SIGNATURE
 SIGNATURE	County Administrator
Sandy MacDonald-Hopp, Chief Financial Officer PRINTED NAME AND TITLE	TITLE
2450 Del Paso Road, Suite 220 ADDRESS	675 Texas Street, Suite 6500
Sacramento CA 95834 CITY STATE ZIP CODE	ADDRESS Fairfield CA 94533 CITY STATE ZIP CODE
	Approved as to Content:  Timothy Flanagan (Oct 19, 2023 09:34 PDT) Oct 19, 2023 DEPARTMENT HEAD OR DESIGNEE
	Approved as to Form: M. Callaway Oct 19, 2023 COUNTY COUNSEL

Rev. 12/11/20

CONTRACT MUST BE EXECUTED BEFORE WORK CAN COMMENCE

EXHIBIT A
SCOPE OF WORK

1. Contractor shall perform those services specified here. Contractor's services are described in various attachments and exhibits, each of which is incorporated into this Contract by this reference which define and describe the Project to be undertaken by Contractor. County has materially relied upon the representations of Contractor as may have been made in County's selection of Contractor for this Project. Contractor agrees to perform or secure the performance of all specified services in their entirety within the maximum payment specified.

The Scope of Services includes the following document:

- a. Contractor's Statement of Work for the Project, entitled CPS HR Consulting, Ongoing Recruitment and Selection Services attached as Exhibit A-1.

PROPOSAL

County of Solano
Department of Information Technology
Ongoing Recruitment and Selection
Services

October 17, 2023

SUBMITTED BY:

CHRISTINA BATORSKI PEACOCK

Manager, Talent Acquisition & HR Services

CPS HR Consulting

2450 Del Paso Road, Suite 220

Sacramento, CA 95834

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Task Name	Phase I		Phase II									Phase III		
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Specialized Positions														

Pricing Structure

Recruitment Service	Flat Rate Cost per Recruitment <i>Multiple Recruitment Discount</i> (inclusive of expenses)	Total Contract Value four (5) full recruitments
Various Titles <i>Up to five (5) full recruitments</i>	\$17,500	\$87,500

Specialized Positions Recruitment Six Month Service Guarantee

If the employment of the candidate selected and appointed by the County as a result of a full specialized position recruitment (*Phases I, II, and III*) comes to an end before the completion of the first six (6) months of service, CPS HR will provide the County with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The County would be responsible only for reimbursable expenses. **This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the six (6) month period.** Additionally, should the initial recruitment efforts not result in a successful appointment, CPS HR will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. CPS HR does not provide a guarantee for candidates placed as a result of a partial (*Phase I & II*) recruitment effort.

Project Team

Key Personnel

CPS HR has assembled a strong project team with each member possessing extensive recruiting experience and a direct, in-depth understanding of local government. **Christina Batorski Peacock** will serve as the Project Manager for this assignment because of her strong project management skills. She will coordinate all aspects of the project including the project staff, finalizing project plans and deliverables, organizing, and securing resources, managing communications, monitoring project progress, resolving any problems, and ensure timely and successful completion of the engagement. Ms. Peacock will be supported by Senior Consultants, Project Consultants, and Administrative Technician. Specific team members will be selected at the time the contract is awarded based on area of expertise and availability.

Christina Batorski Peacock, PHR, Project Manager & Principal Consultant

Mrs. Peacock has over 22 years of professional and management experience in public sector Human Resources, including experience in the areas of employee recruitment and selection, compliance, labor relations, test administration, employee relations, and policy development. Specifically, Mrs. Peacock worked directly on recruitment efforts for entry-level Police Officer and entry-level Firefighter as well as sworn and uniform promotional recruitments with the City of Chicago for over 10 years.

Employment History

- Manager, Recruitment Solutions, CPS HR Consulting
- Deputy Commissioner of Human Resources, City of Chicago
- Assistant Commissioner of Human Resources, City of Chicago
- Adjunct Professor (Managing Organizational Change), Keller School of Graduate Management
- Recruiting Analyst Supervisor, City of Chicago
- Human Resources Analyst II, City of Chicago
- Human Resources Manager/Payroll Administrator, Bethesda Home & Retirement Center
- Staffing Specialist, Northwestern University
- Employment Coordinator, Northwestern University

Professional Experience

- Managed human resource personnel responsible for executing recruitment and selection processes for 30+ clients resulting in the review of 40,000+ applications and 1,200 hires, annually.

*Proposal for Solano County
Recruitment and Selection Services*

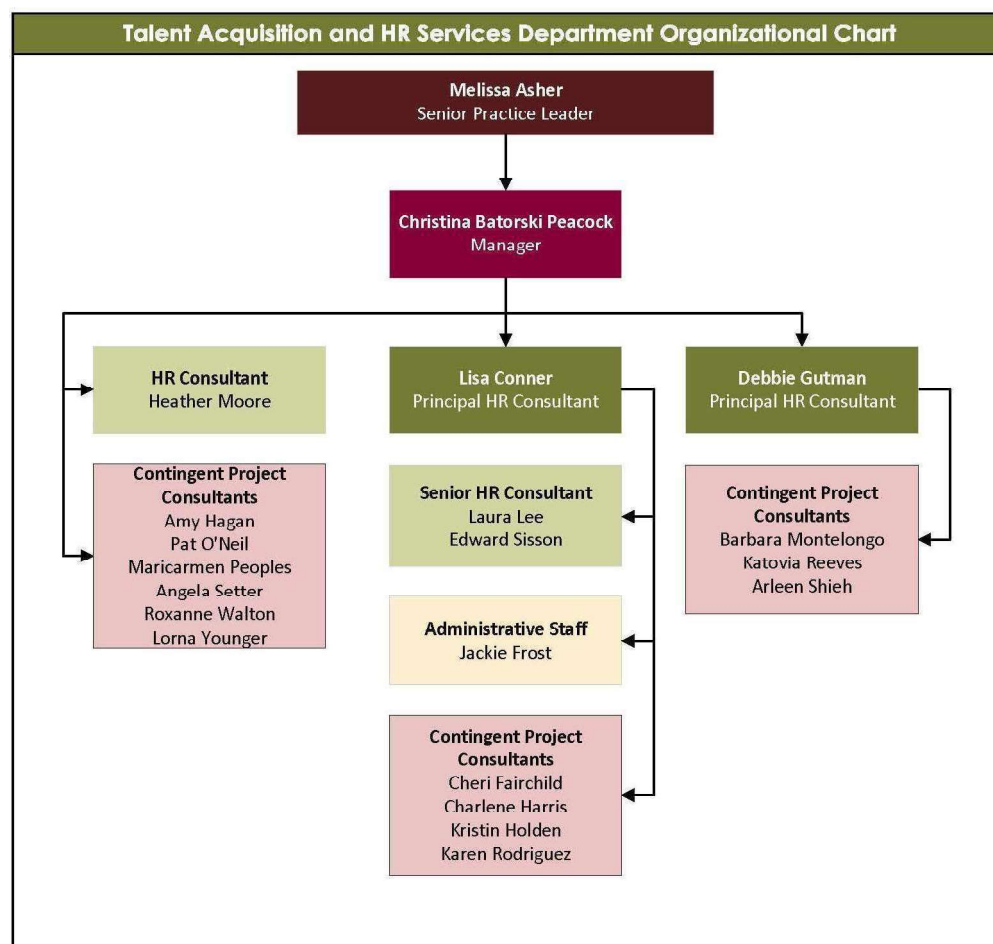
- Collaborated with the Chicago Police Department on entry-level Police Officer recruitment and selection efforts for over 10 years resulting in diverse applicant pools ranging from 18,000 to 27,000 candidates for a single recruitment.
- Performed a lead role in establishing fair and transparent recruitment and selection processes which alleviated the City of Chicago from Federal Monitor Oversight on all hiring practices.
- Taught graduate level classes in managing organizational change.
- Mediated and resolved labor relations issues in a union environment.

Education

- M.P.A. DePaul University, Chicago, IL – Public Administration
- B.A. Marquette University, Milwaukee, WI – Human Resources & Communication Studies

Professional Organizations and Affiliations

- Society of Human Resources Management (SHRM)
- International Public Management Association for Human Resources (IPMA-HR)



Résumés are available upon request.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. METHOD OF PAYMENT

Upon submission of an invoice by Contractor, and upon approval of County's representative, County shall endeavor to, within thirty days of receipt, pay Contractor for services rendered, up to the maximum amount provided for below. Each invoice must specify services rendered, to whom, date of service and the amount being charged.

Pricing Structure

Recruitment Service	Flat Rate Cost per Recruitment <i>Multiple Recruitment Discount</i> (inclusive of expenses)	Total Contract Value for <i>(5) full recruitments</i>
Various Titles <i>Up to five (5) full recruitments</i>	\$17,500	\$87,500

2. PAYMENT IN THE EVENT OF EARLY TERMINATION

In the event of early termination by County, Contractor will be paid all allowable fees and expenses that have been incurred or earned in connection with the completed and accepted performance and deliverables of the services up through the effective date of such termination.

EXHIBIT C
GENERAL TERMS AND CONDITIONS

1. CLOSING OUT

A. County will pay Contractor's final request for payment providing Contractor has paid all financial obligations undertaken pursuant to this Contract or any other contract and/or obligation that Contractor may have with the County. If Contractor has failed to pay any obligations outstanding, County will withhold from Contractor's final request for payment the amount of such outstanding financial obligations owed by Contractor. Contractor is responsible for County's receipt of a final request for payment 30 days after termination of this Contract.

B. A final undisputed invoice shall be submitted for payment no later than ninety (90) calendar days following the expiration or termination of this Contract, unless a later or alternate deadline is agreed to in writing by the County. The final invoice must be clearly marked "FINAL INVOICE", thus indicating that all payment obligations of the County under this Contract have ceased and that no further payments are due or outstanding.

C. The County may, at its discretion, choose not to honor any delinquent final invoice if the Contractor fails to obtain prior written approval of an alternate final invoice submission deadline. Written County approval for an alternate final invoice submission deadline shall be sought from the County prior to the expiration or 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 licenses/certificates, IRS ID number, signed W-9 form, or other applicable licenses or certificates are on file with the County's Contract Manager.

4. TERMINATION

A. This Contract may be terminated by County or Contractor, at any time, with or without cause, upon 30 days' written notice from one to the other.

B. County may terminate this Contract immediately upon notice of Contractor's malfeasance.

C. Following termination, County 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. County 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. County'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 County, 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 00 01).
- (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.) | \$2,000,000 | 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: | \$1,000,000 | per accident for bodily injury and property damage. |
| (3) Workers' Compensation: | As required by the State of California. | |
| (4) Employer's Liability: | \$1,000,000 | per accident for bodily injury or 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 twice the required limit to cover the full replacement value of damage to, alteration of, loss of, or destruction of electronic data and/or information property of the County that will be in the care, custody or control of Contractor under this Contract. |
| (2) Professional Liability: | \$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 5 years following the completion of work under this Contract. |

E. If Contractor maintains higher limits than the minimums shown above, County is entitled to coverage for the higher limits maintained by Contractor. Any insurance proceeds in excess of the specified limits and coverage required, which are applicable to a given loss, shall be available to the County. No representation is made that the minimums shown above are sufficient to cover the indemnity or other obligations of the Contractor under this Contract.

F. Deductibles and Self-Insured Retentions

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

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

G. Other Insurance Provisions

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

(a) The County of Solano, its officers, officials, agents, employees, and volunteers must be included as additional insureds 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 (CG 20 10 11 85 or both CG 20 10 and CG 20 37 if later ISO revisions are used or the equivalent) to Contractor's insurance policy, or as a separate owner's policy. The insurance afforded to the additional insureds shall be at least as broad as that afforded to the first named insured.

(b) For any claims related to work performed under this Contract, Contractor's insurance coverage must be primary insurance with respect to the County of Solano, its officers, officials, agents, employees, and volunteers. Any insurance maintained by County, its officers,

officials, agents, employees, or volunteers is excess of Contractor's insurance and shall not contribute to it.

(2) If Contractor's services are technologically related, Professional Liability coverage shall include, but not be limited to claims involving infringement of intellectual property, copyright, trademark, invasion of privacy violations, information theft, release of private information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to such obligations. The policy shall also include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the County in the care, custody, or control of the Contractor. If not covered under the Contractor's Professional Liability policy, such "property" coverage of the County may be endorsed onto the Contractor's Cyber Liability Policy.

(3) Should any of the above described policies be cancelled prior to the policies' expiration date, Contractor agrees that notice of cancellation 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 County 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 County.

J. Verification of Coverage

(1) Contractor must furnish County with original certificates and endorsements effecting coverage required by this Contract.

(2) The endorsements should be on forms provided by County or, if on other than County's forms, must conform to County's requirements and be acceptable to County.

(3) County must receive and approve all certificates and endorsements before work commences.

(4) However, failure to provide the required certificates and endorsements shall not operate as a waiver of these insurance requirements.

(5) County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage described above 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 County's reasonable satisfaction.

9. DEFAULT

A. If Contractor defaults in Contractor's performance, County 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 constitute cause for termination of this Contract.

B. If Contractor fails to cure default within the specified period of time, County may elect to cure the default and any expense incurred shall be payable by Contractor to County. The contract may be terminated at County's sole discretion.

C. If County 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, County 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 County of Solano, its officers, employees, agents and elective and appointive boards 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 agent for, Contractor, excepting the sole negligence or willful misconduct of the County of Solano. 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 County. 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 County 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, deductions and other obligations including, but not limited to, federal and state income taxes, withholding, Social Security, unemployment, disability insurance, Workers' Compensation and Medicare payments.

D. Contractor shall indemnify and hold County harmless from any liability which County may incur because of Contractor's failure to pay such obligations nor shall County be responsible for any employer-related costs not otherwise agreed to in advance between the County and Contractor.

E. As an independent contractor, Contractor is not subject to the direction and control of County except as to the final result contracted for under this Contract. County 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 County 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 County harmless from any claims that may be made against County based on any contention by a third party that an employer-employee relationship exists under this Contract.

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 County relies upon such skills. Contractor pledges to perform the work skillfully and professionally. County'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 in 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 directly benefit Solano County;

(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 3 years from the date of the end of the contract award or for 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. To the extent federal funds are used in whole or in part to fund this Contract, Contractor specifically agrees to comply with Executive Order 11246 entitled "Equal Employment Opportunity", as amended and supplemented in Department of Labor regulations; the Copeland "Ant-Kickback" Act (18 U.S.C. §874) and its implementing regulations (29 C.F.R. part 3); the Clean Air Act (42 U.S.C. §7401 et seq.); the Clean Water Act (33 U.S.C. §1251); and the Energy Policy and Conservation Act (Pub. L. 94-165).

C. Contractor represents that it will comply with the applicable cost principles and administrative requirements including claims for payment or reimbursement by County as set forth in 2 C.F.R. part 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 receiving services under this Contract.

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 County all requests for disclosure of confidential information.

D. Except as otherwise permitted by this Contract or authorized by law, Contractor shall not disclose any confidential information to anyone other than the State of California without prior written authorization from County.

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 photograph. 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 County 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 and/or the County of Solano pursuant to the Injury and Illness Prevention Program. If applicable, Contractor must receive all health and safety information and training from County.

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 County, 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. Subject to any required state or federal approval, Contractor shall not subcontract any work under this Contract without the prior written consent of the County's Contract Manager nor assign this Contract or monies due without the prior written approval of the County's applicable Department Head or his or her designee and the County Administrator.

C. If County consents to the use of subcontractors, Contractor shall require and verify that its subcontractors maintain insurance meeting all 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 County of the cause of the delay within 10 days of the start of the delay.

23. OWNERSHIP OF DOCUMENTS

A. County shall be the owner of and shall be entitled to possession of any computations, plans, correspondence or other pertinent data and information gathered by or computed by Contractor prior to termination of this Contract by County or upon completion of the work pursuant to this Contract.

B. No material prepared in connection with the project shall be subject to copyright in the United States or in any other country.

24. 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.

25. NONRENEWAL

Contractor acknowledges that there is no guarantee that County 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 services.

26. COUNTY'S OBLIGATION SUBJECT TO AVAILABILITY OF FUNDS

A. The County's obligation under this Contract is subject to the availability of authorized funds. The County may terminate the Contract, or any part of the Contract work, without prejudice to any right or remedy of the County, 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 County 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 Supervisors. If the Contract is terminated for non-appropriation of funds:

- i. The County 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
- ii. 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 Supervisors 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 County. If applicable funding is reduced, County may either:

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

27. CHANGES AND AMENDMENTS

A. County may request changes in Contractor's scope of services. 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.

28. 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.

29. 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 obtained, created, or exchanged as a result of this Contract and shall abide by and implement its statutory requirements.

30. 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.

31. 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 County shall supersede any inconsistent term in these documents.

32. FAITH BASED ORGANIZATIONS

A. Contractor agrees and acknowledges that County may make funds available for programs or services affiliated with religious organizations under the following conditions: (a) the funds are made available on an equal basis as for programs or services affiliated with non-religious organizations; (b) the program funded does not have the substantial effect of supporting religious activities; (c) the funding is indirect, remote, or incidental to the religious purpose of the organization; and (d) the organization complies with the terms and conditions of this Contract.

B. Contractor agrees and acknowledges that County may not make funds available for programs or services affiliated with a religious organization (a) that has denied or continues to deny access to services on the basis of any protected class; (b) will use the funds for a religious purpose; (c) will use the funds for a program or service that subjects its participants to religious education.

C. Contractor agrees and acknowledges that all recipients of funding from County must: (a) 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 (b) segregate such funding from all funding used for religious purposes.

33. 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 County for all future services.

34. USE OF PROVISIONS, TERMS, CONDITIONS AND PRICING BY OTHER PUBLIC AGENCIES

Contractor and County 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. County 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 by virtue of doing so be deemed to indemnify and hold harmless County from all claims, demands, or causes of actions of every kind arising directly or indirectly with the use of this Contract. County makes no guarantee of usage by other users of this Contract nor shall the County 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.

35. DISBARMENT OR SUSPENSION OF CONTRACTOR

A. Contractor represents that its officers, directors and employees (i) are not currently excluded, debarred, or otherwise ineligible to participate in a federally funded program; (ii) have not been convicted of a criminal offense related to the provision of federally funded items or services nor has been previously excluded, debarred, or otherwise declared ineligible to participate in any federally funded programs, and (iii) are not, to the best of its knowledge, under investigation or otherwise aware of any circumstances which may result in Contractor being excluded from participation in federally funded programs.

B. For purposes of this Contract, federally funded programs include any federal health program as defined in 42 USC § 1320a-7b(f) (the "Federal Healthcare Programs") or any state healthcare programs.

C. This representation and warranty shall be an ongoing representation and warranty during the term of this Contract and Contractor must immediately notify the County of any change in the status of the representation and warranty set forth in this section.

D. If services pursuant to this Contract involve federally-funded 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 County processing Contractor's payment.

36. EXECUTION IN COUNTERPARTS

This Contract may be executed in two 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 e-mail 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 page were an original signature.

37. LOCAL EMPLOYMENT POLICY

Solano County desires, whenever possible, to hire qualified local residents to work on County projects. A local resident is defined as a person who resides in, or a business that is located in, Solano County. The County encourages an active outreach program on the part of its contractors, consultants and

agents. When local projects require subcontractors, Contractor shall solicit proposals for qualified local residents where possible.

38. 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 County or Contractor other than those contained in it.









DOIT-1875-6-2025-CPS HR CONSULTING- SECOND AMENDMENT














Final Audit Report

2025-06-12

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