



County of Solano Standard Contract

CONTRACT NUMBER:
(Dept., Division, FY, #)

BUDGET ACCOUNT:

SUBJECT ACCOUNT: 2245

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

LEADERS IN COMMUNITY ALTERNATIVES, INC. / CA. C Corporation

CONTRACTOR'S NAME

BUSINESS FORM

2. The Term of this Contract is:

March 01, 2020 – February 28, 2023

3. The maximum amount of this Contract is:

\$2,255,622

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 Provisions

Exhibit C – General Terms and Conditions

Exhibit D – Special Terms and Conditions

This Contract is made on July 1, 2019. 20 KAP

CONTRACTOR	COUNTY OF SOLANO
LEADERS IN COMMUNITY ALTERNATIVES, INC.	
CONTRACTOR'S NAME	<i>Birgitta E. Corsetto</i> 2/25/2020 AUTHORIZED SIGNATURE DATED
<i>Jeffrey Essex</i> 2/11/20 SIGNATURE DATED	BIRGITTA E. CORSELLO
JEFFREY ESSEX	COUNTY ADMINISTRATOR
PRINTED NAME	TITLE
EXECUTIVE DIRECTOR (INTERIM)	
TITLE	475 UNION AVENUE
160 FRANKLIN ST. SUITE 310	ADDRESS
ADDRESS	FAIRFIELD CA 94533
OAKLAND CA 94607	CITY STATE ZIP CODE
CITY STATE ZIP CODE	Approved as to Content: <i>[Signature]</i> 2/11/2020 DEPARTMENT HEAD OR DESIGNEE DATED
	Approved as to Form: <i>[Signature]</i> 2/11/20 COUNTY COUNSEL DATED

CONTRACT MUST BE EXECUTED BEFORE WORK CAN COMMENCE

EXHIBIT A

SCOPE OF WORK

I. PROGRAM AND SERVICE DESCRIPTION

Contractor shall provide, at each service location, the following on-site employment and related re-entry services for adult participants placed under Probation Department's supervision and referred to the Center for Positive Change or in custody and referred to the Sheriff's Employment Readiness Program while incarcerated in the Solano County Jail.

A. Evidence Informed Employment Services – IN COMMUNITY

- 1) **Overview.** Contractor shall provide employment readiness, job search, retention support, referrals to vocational training and other employment and reentry related services for up to 300 participants annually. The groups and services will be delivered in accordance with training and model requirements. Contractor shall utilize assessment tools as determined in coordination with the County, currently identified as the Barriers to Success Inventory (BESI). The group times and number of groups will be determined by the Contractor, who must obtain County's agreement, and based on the number of participant referrals.
- 2) **Assessment and Intake.** Upon referral, Contractor will review the Level of Service/Case Management Inventory (LS/CMI) and other participant-readiness related assessments. Intake appointment shall be scheduled with participant within one week of referral. At intake, Contractor shall complete the BESI with the participant and begin developing an employment service plan with movement toward employment readiness, sustainable employment and/or self-sufficiency as the goal depending on the needs of the participant.
- 3) **Case Plan Review.** Contractor will review the Case Plan as developed by the Center for Positive Change Caseworker or assigned supervision officer. Contractor will make recommendations for changes and/or additions to the Case Plan related to employment and employment barriers, based on individual participant need, and employment or self-sufficiency goals.
- 4) **Service Planning.** Develop Individual Employment Services Plan for each participant participating in Employment Services. The plan will include the participant's strengths, goals and barriers, educational and training interests, job and life skill needs, and vocational and employment goals.
- 5) **Evidence Based Group Activities/Curriculum**

- a. Group activities shall utilize mutually agreed upon curriculum to address participant's needs, currently identified as the 3 modules from the Change Companies' Courage to Change system: Recreation and Leisure; Taking Charge of My Finances; and, Seeking Employment.
- b. Any changes in curriculum must be pre-approved and agreed upon by the County. Groups will consist of up to 12 participants per group. Each group will be facilitated by an Employment Specialist qualified to facilitate the curriculum who receives support and supervision from a Contractor employed supervisor.
- c. Contractor shall have a plan for ensuring groups have back up support to minimize any need for group cancellation due to staff absences.

6) Individualized Employment Services

- a. As participants develop skills and become ready for employment, Contractor will individually refer and provide resources to participants to meet their employment and/or self-sufficiency objectives.
- b. Contractor will offer participants in need of additional skills opportunities to engage in vocational training and in some cases partner with employers to offer subsidized employment services.
- c. Contractor shall work closely with CPC Caseworker and other staff to ensure participants referred for employment services are served following an evidence-based sequencing of services per the Risk, Need, and Responsivity (RNR) model of the Center for Positive Change and the Probation Department.
- d. Contractor will also assist participants in barrier removal activities such as securing identification: driver licenses, Social Security cards, birth certificates and other documents required for participation in vocational training and employment.

7) Discharge Planning and Job Retention

- a. Contractor shall complete a discharge summary to contain a job retention or self-sufficiency plan and provide a copy to Deputy Probation Officer (DPO) and/or CPC Caseworker for inclusion in the final discharge plan developed by CPC Caseworker.
- b. Contractor will provide Job Retention Services and Post Placement Support to monitor the performance and involvement of participants

placed in jobs. Job Retention services will include: open communication with employers; providing early intervention to assist participants and employers; developing pro-social connections for participants; and extended assistance with barrier removal.

8) Employment and Job Development

- a. Contractor shall partner with community-based providers and services to ensure aftercare, continuing education and transitional support services for participants participating in Employment Services at the CPCs. This includes continued partnership development and referrals to Workforce Development, Solano Community College, 5 keys and other community resources.
- b. Participants employed in a transitional job will be connected to organizations and training opportunities to assist in future career path planning and sustainable employment.
- c. Contractor will coordinate a job fair at each CPC site once per year, per site, for a total of two job fairs annually.

- 9) On the Job Training Center.** Contractor shall begin process of determining feasibility of creating an on the job training and development center utilizing a small business model as presented in Contractor's proposal. Contractor shall work closely with County staff to develop model and plan for site.

10) Contractor Staff Training and Development

- a. Contractor shall ensure staff are well versed in trauma informed and gender responsive care and shall utilize evidence-based practices to ensure those and other responsivity strategies, including cultural relevance, literacy and participation barriers are a focus to enhance participant engagement and emotional safety.
- b. Contractor shall participate in County's Quality Assurance activities by participating in feedback sessions. Contractor staff shall participate in a feedback session at least one per month with Contractor supervisor participation at least quarterly.
- c. Contractor shall be trained in and utilized Motivational Interview (MI) techniques. Contractor staff will participate in initial training of the MI Personal Mastery Project. Continued development opportunities will be offered and are dependent on interest and commitment to personal mastery of MI.

- d. Contractor will adhere to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations and develop and maintain comprehensive participant confidentiality policies and procedures and demonstrate reasonable effort to secure written and/or electronic participant information.

B. Evidence Informed Employment Services – IN CUSTODY

- 1) **Overview.** Contractor shall provide employment readiness and reentry related services for up to 200 participants annually. The groups and services will be delivered in accordance with training and model requirements. Contractor shall utilize assessment tools as determined in coordination with the County, currently identified as the Barriers to Success Inventory (BESI). The group times and number of groups will be determined by the Sheriff's Program Manager. Re-entry plans will be developed based on participant need identified through BESI and LSCMI results (if available).
- 2) **Assessment and Intake.** Contractor will work with Sheriff's Office Program Officer to identify participants for the Employment Services Program. At intake, Contractor shall complete the BESI with the participant and begin developing an employment service plan with movement toward employment readiness while in-custody, and sustainable employment and/or self-sufficiency as the goal depending on the needs of the participant upon release.
- 3) **Service Planning.** Develop Individual Employment Services Plan for each participant participating in Employment Services. The plan will include the participant's strengths, goals and barriers, job and life skill needs, to be addressed in-custody and educational and training interests, and vocational and employment goals identified for work in the community.
- 4) **Evidence Based Group Activities/Curriculum**
 - a. Group activities shall utilize mutually agreed upon curriculum to address participant's needs, currently identified as the 3 modules from the Change Companies' Courage to Change system: Recreation and Leisure; Taking Charge of My Finances; and, Seeking Employment.
 - b. Any changes in curriculum must be pre-approved and agreed upon by the County. Groups will consist of up to 15 participants per group. Each group will be facilitated by an Employment Specialist qualified to facilitate the curriculum who receives support and supervision from a Contractor employed supervisor.

- c. Contractor shall have a plan for ensuring groups have back up support to minimize any need for group cancellation due to staff absences.

5) Re-entry Planning Activities

- a. Contractor shall work with each Employment Skills participant to develop a Re-entry Plan which will identify needed barrier removal activities, links and referrals to education and vocational training services identified by the participant as well as links to community-based employment services.
- b. For those participants involved in the In-Custody Vocational Training Programs, Contractor will work with the training provider to assist with links to employers.

II. STAFFING, POSITION DESCRIPTIONS, QUALIFICATIONS, LOCATIONS, AND HOURS OF OPERATION

A. **Staffing Plan.** To fulfill this contract, Contractor will employ 6 total full-time staff:

- FTE Program Director/Lead Employment Specialist to oversee all staff at both CPC sites and the Jail Facility
- 2.0 FTE Employment Specialists to facilitate in community employment readiness groups and services
- 1.0 FTE Employment Specialist to facilitate in custody employment services groups and services
- 1.0 FTE Job Retention Specialist to assist employed participants with extended barrier removal services and support to ensure sustainable employment
- 1.0 FTE Administrative Assistant to assist in job fair development, data collection, reports and other administrative tasks

B. Position Descriptions

- 1) **Program Director/Lead Employment Specialist:** The Program Director will supervise and manage all Contractor staff, ensuring contract compliance and budgetary management. Additionally, the Director will oversee staff and participant interactions and ensure all staff are trained using evidence-based techniques such as Motivational Interviewing. The Director will regularly monitor group schedules and deliverables, attend administrative meetings with Solano County Probation and network with outside resources. The Director will communicate with assigned Probation Officers to report all non-compliance with court ordered terms and conditions, as well as program concerns. The Program Director will oversee and

provide direct services as needed and provide backup services during staff absences. The Director will ensure all reporting requirements are met and will respond to requests by the County in a timely manner.

- 2) **In Community Employment Specialist:** The Employment Specialists develop employment opportunities, conduct intakes and assessments, develop service plans, and provide group programs utilizing Courage to Change curricula, facilitate job readiness workshops to include resume writing and interview practice. This position works individually with participants to job search, match participant skills to jobs, assesses readiness, provides placement and vocational training opportunities, and communicates with CPC team and assigned Probation officers to ensure each participant has individualized support.
- 3) **In Custody Employment Specialist:** The Employment Specialist will accept referrals from the Sheriff's Office Program staff, conduct assessments and intakes, provide group employment readiness training utilizing Courage to Change curricula and conduct Re-entry Planning activities with each participant.
- 4) **Job Retention Specialist:** The Retention Specialist assists participants in obtaining and retaining permanent employment; conducts job readiness training and life skills training; and works with participants at risk of losing employment through support, motivational enhancement, connection with pro-social activities and barrier removal. The Retention Specialist monitors the work performance of participants placed and maintains open dialogue with employers to provide early intervention and ensure retention.
- 5) **Administrative Assistant:** The Administrative Assistant is responsible for team and partner communications, documentation and expense reports; scheduling intake appointments with participants; managing daily data entry ensuring accuracy; and assisting participants with incentives and resources.

C. Qualifications of Positions:

- 1) CONTRACTOR shall ensure that all staff providing services are qualified to deliver services and possess the appropriate experience and certifications required for the position.
- 2) CONTRACTOR shall ensure that the Program Director has a minimum of 5 years' experience overseeing an Employment Services program or similar social services program

D. Hours of Operation:

- 1) The CPC's are open extended hours four (4) days per week, Monday through Thursday. Hours of CPC's are subject to change to meet the needs of participants. Contractor shall be available eight (8) hours a day, five (5) days a week, during the term of this Contract. Employment Services shall be available in the evening hours two days per week at each site.
- 2) In custody services at the jail to be provided from 4:00 PM to 9:00 PM, Monday through Friday with possible weekend hours depending on participant availability.

E. Location of Services:

- 1) Center for Positive Change, Fairfield Probation: 475 Union Avenue, Fairfield, CA 94533
- 2) Center for Positive Change, Vallejo: 355 Tuolumne Street, Vallejo, CA 94590
- 3) Solano County Jail, Claybank Facility: 2500 Claybank Road, Fairfield, CA 94533

III. PERFORMANCE MEASURES

A. CONTRACTOR shall collect and prepare Quarterly outcome reports based upon the following performance measures for In Community Services:

- 1) Intake: 80% of participants referred will have an intake orientation completed within seven days of referral.
- 2) Assessment: 70% of participants who had an intake will have the BESI completed, including a review of the results, within seven days of intake.
- 3) Employment Service Plan (ESP): 80% of assessed participants will have an ESP completed within seven days of BESI completion.
- 4) Prosocial skill development: 70% of participants who need prosocial skill development per their ESP will complete group curriculum. (Courage to Change Recreation & Leisure and Taking Charge of My Finances)
- 5) Employment Readiness: 70% of participants who need employment readiness assistance per their ESP will complete the Employment Readiness group curriculum. (Courage to Change Seeking Employment).
- 6) Vocational Training and Job Search: 80% of participants enrolled in the program will engage in Vocational Training or Job Search Activities, as indicated in ESPs.

- 7) Sustainable Employment: 60% of participants who engage in job search activities will obtain sustainable employment as verified by staff.
- 8) Employment retention goals will be as follows: At 30 days, 70%; at 60 days 60%; at 90 days, 50%; 120 days, 45%; at 150 days, 40%; at 180 days, 35%.
- 9) In Custody Performance measure to be developed with the Sheriff's Program Manager.

IV. DATA COLLECTION AND SUBMITTALS

- A. CONTRACTOR shall submit to the COUNTY, in the format approved by the COUNTY, data reports on a monthly and quarterly basis. Reports are due no later than the 10th calendar day of the month for the previous period. Monthly data is also to be submitted with invoicing.
- B. In addition, CONTRACTOR shall submit individual participant progress reports to COUNTY upon program completion of each participant
- C. Participant Progress reports are to be submitted to the assigned CPC Caseworker and/or DPO or other designated person. Monthly and Quarterly Outcome Reports (as outlined in previous section) are to be submitted to the Social Services Manager or the Sheriff's Program Manager. Data reports will differ between In Custody and In Community services.
 - 1) Monthly Data report to include but not limited to:
 - a. Number of referrals for month
 - b. Number of Active Participants – in program, job searching, resume completion
 - c. Case Management Appointments and Contacts and Outcomes of those contacts and appointments
 - d. Vocational Training Referral and Participation – In Community
 - e. Number of participants obtaining employment, unsubsidized - In Community
 - f. Number of participants obtaining employment, subsidized - In Community
 - g. Discharge status
 - h. Retention numbers at 30, 60, 90, 150, and 180 days for both subsidized and unsubsidized employment - In Community
 - i. Tally of Barriers that prevented successful completion
 - j. Additional data as requested by Probation Department or the Sheriff's Department Program Management

- 2) Individual participant data report includes, but not limited to:

- a. Departure type
 - Successful Completion
 - Unsuccessful
 - Partial
 - Transfer
 - No Fault
- b. Number of days of service term
- c. Services received
- d. Number of completed case goals
- e. One-on-One sessions, number and type
- f. Group sessions, number and type
- g. Additional data as requested by Probation Department or the Sheriff's Department

V. OTHER REQUIREMENTS FOR SERVICE DELIVERY STAFF

A. Criminal Records Check

- 1) CONTRACTOR shall ensure all existing staff and prospective staff and volunteers performing services as part of, related to, or in connection with the Agreement whose duties do not require his/her presence at the herein referenced locations have a criminal record check and pay for any and all associated costs. The criminal record check shall be through one of the local law enforcement agencies and consist of a local law enforcement record check, a California Department of Motor Vehicle check, and a Live Scan submitted to the California Department of Justice (CDCO).
- 2) For existing staff and prospective staff and volunteers performing services as part of, related to, or in connection with this Agreement whose duties require his/her physical presence at the herein references locations, COUNTY will conduct a criminal records check.
- 3) Prospective CONTRACTOR staff or volunteer may commence services only after the results of the live scan have been received and the person is deemed suitable for work by COUNTY.
- 4) Failure by CONTRACTOR to comply with the criminal records check requirements may result in withholding of payments until compliant.

B. Staff Professional Standards

- 1) Warrant that all employees and volunteers under this contract have background, training, work experience, licenses, and supervision necessary for the performance of services in a manner of, and according to the standards observed by, a practitioner of the same profession, and in keeping with all Federal, State and County laws. CONTRACTOR shall provide a list of current employees and copies or permits,

licenses, certifications, or other documents certifying staff training and qualifications upon demand from COUNTY.

- 2) Contractor and County shall meet to discuss the selection of the therapists or counselors assigned to provide services. Contractor shall, upon the written request of Probation remove the therapists when they fail to act in the best interest of the County in the provision of services under this Contract. In addition, persons employed by Contractor who fail to obtain security clearance may be denied admittance in the Juvenile Detention Facility and/or Probation offices. Staff hired to fill these positions will meet the employment policies and requirements of both agencies.

C. Terminations and Transfers

- 1) Notify County of any program related staff terminations or transfers prior to separation of service or transfer, or immediately upon separation of service or transfer when circumstances dictate (e.g., resignation without notice, immediate dismissal or transfer warranted, etc.).

D. Drugs and Alcohol

- 1) CONTRACTOR shall not allow the use or possession of drugs, including alcohol, in the workplace or facility.

E. Incident Reporting

- 1) CONTRACTOR shall report to COUNTY, within 24 hours (excluding holidays and weekends), any notable incidents occurring while participants are receiving services under this contract pursuant to the following outline:
 - a. Physical confrontation between staff and participant, between participants, participants and non-staff, between staff and non-staff, and any threats of violence, including self-inflicted violence.
 - b. Any law violation.
 - c. Possession of any illegal drugs, paraphernalia, weapons, or other contraband.
 - d. Failure or refusal to participate in program.
 - e. Participant discharge or disqualified from program and reasons for said discharge or disqualification.

F. Confidentiality

- 1) CONTRACTOR agrees to maintain the confidentiality of participant records and/or participant information pursuant to : Title 42 United States Code (USC) Section 290 dd-2; title 42 Code of Federal Regulations (CFR), Part 2; Title 22 California Code of Regulations (CCR) Section 51009; Welfare & Institutions Code (W&IC) Sections

14100.2 and 5328; Health and Safety Code (HSC) Sections 11812 and 11845.5; Civil Code Sections 56-56.37, 1798.80 – 1798.82, and 1798.85; and Penal (PC) Sections 11140, 11142, and 13303. Participant records and/or information must comply with all appropriate State and Federal requirements. CONTRACTOR shall ensure that no list of persons receiving services under this Agreement is published, disclosed, or used for any purpose except for the direct administration of these services or other uses as authorized by law that are not in conflict with requirements for confidentiality contained in the preceding codes.

G. Status Reports

- 1) CONTRACTOR shall, upon request, provide written status reports to COUNTY and delivered to such places and times as directed by COUNTY.

H. Aggregate Outcomes

- 1) CONTRACTOR must be mindful and work toward the following aggregate outcomes of the Probation Department's Reentry, Rehabilitation, Treatment, and programs and services which include: reducing or eliminating anti-social behavior and ideation, as well as reducing or eliminating criminal behavior.

I. Meetings

- 1) Participate in meetings held by COUNTY or COUNTY'S designees as related to Probation Programming and CPC services and (if applicable) cooperate in the data collection for CONTRACTOR'S particular component and will provide data as requested by the COUNTY Program Evaluator.

J. Training

- 1) CONTRACTOR will participate in at least one (1) training on Evidence-Based Practices per year.
- 2) CONTRACTOR will attend all assigned training as directed by COUNTY and participate in Quality Assurance to ensure program fidelity.

II. COUNTY SHALL BE RESPONSIBLE FOR THE FOLLOWING:

- A. Refer program participants to Contractor.
- B. Provide Contractor relevant participant information to assist Contractor in engaging participants and providing appropriate services.

- C. Probation's Social Service Manager or Sheriff's Programs Manager will provide program oversight and exercise final approval for all items where County approval is required. County shall provide Contractor with explanation when final approval is not given.
- D. Provide Contractor with any forms and/or examples of reporting formats required to fulfill Contractor's responsibilities under this Contract.
- E. Provide furniture, supplies, and equipment to include but not limited to, a desk, chair, paper, copier, telephone, access to participant assessment information as needed, and a computer that is connected to the County of Solano network as necessary for Contractor to provide services under this Contract.

EXHIBIT B
PAYMENT PROVISIONS

1. TOTAL COMPENSATION

Maximum contract amount **shall not exceed \$2,255,622.**

2. METHOD OF PAYMENT

A. Upon submission of an invoice by Contractor, and upon approval by County, County shall, in accordance with the "Budget" attached to this Contract as Attachment B-2 and incorporated into this Contract by this reference, pay Contractor monthly in arrears for fees and expenses actually incurred the prior month, up to the maximum amount set forth in each budget line item in Attachment B-2. A sample invoice is incorporated into this Contract as Attachment B-1.

B. Contractor shall submit monthly invoices on or before the tenth calendar day of each month to ensure timely payment. Contractor shall submit with each invoice a detailed cost schedule for each category line item reflecting costs by type (e.g., salaries, benefits, communication, rent, equipment lease, supplies, mileage, etc.) and the invoice must meet the criteria set forth in section C below. Total category line-item expense reported per the schedule must equal amount charged on invoice. Contractor's failure to provide a detailed cost schedule with invoice may result in payments being withheld until the report is received and approved by County. Contractor's failure to provide required monthly reports and/or weekly attendance records may result in payments being withheld until items are received.

C. The following criteria apply to expense data submitted by Contractor under this Contract:

(1) Requests for payment of personnel costs must include positions, salary, and actual percentage of time for each position. Salaries are fixed compensation for services performed by staff who is directly employed by Contractor and who is paid on a regular basis. Employee benefits and employer payroll taxes include Contractor's contributions or expenses for social security, employee's life and health insurance plans, unemployment insurance, pension plans, and other similar expenses that are approved by County. These expenses are allowable when they are included in the contract amount and are in accordance with Contractor's approved written policies.

Salaries and benefits of personnel involved in more than one contract or project must be charged to each contract based on the actual percentage of time spent on each contract or project. The annualized actual percentage charged for a particular position (e.g., Project Director) cannot exceed the annual percentage approved in the contract amount. Similarly, the dollar amount charged for a particular position also may not exceed the dollar amount in the approved contract award.

(2) Allowable operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits, equipment or payments to subcontractors. Such expenses include specific items directly charged to the project. The expenses must be contract-related

(i.e., to further the program objectives as defined in the contract amount) and be incurred (realized) during the contract period. County reserves the right to make the final determination if an operating expense is allowable and necessary.

3. MILEAGE REIMBURSEMENT

Mileage reimbursement shall be calculated using current IRS rates and shall not include commute miles.

4. PURCHASE OF TANGIBLE PROPERTY

Contractor must obtain written pre-approval from the County Probation Manager prior to purchasing tangible property (e.g., office furniture, equipment, and curriculum). Approval will only be granted if no other equipment owned by the County is available and suitable. Contractor's failure to obtain prior approval may be considered a disallowed cost and may result in non-reimbursement of claim.

Company Logo

INVOICE

Employment Services to Solano County, rendered on XXXXX

BILL TO:

**Solano County Probation
Attn: Katie Ward
475 Union Avenue
Fairfield, CA 94533**

REMIT PAYMENT TO:

Contract No.

Invoice Date

Invoice No.

Terms

Due Date

Net 30

Description

Amount

\$

\$

\$

\$

Comments:

Attachment:

☐ Detailed Schedule of Costs

BALANCE DUE

\$

**Solano County Employment Services Budget
FY2020-2023**

Budget Summary	BUDGET		
		2020-2023	
	Mar '20 - Feb '21 (12 Months)	Mar '21 - Feb '22 (12 Months)	Mar '22 - Feb '23 (12 Months)
Detailed Budget			
Salaries			
LCA Program Director	\$ 73,500	\$ 76,000	\$ 77,520
Employment Specialist - In-Custody	\$ 58,240	\$ 60,320	\$ 62,400
Employment Specialist - Fairfield	\$ 57,200	\$ 59,280	\$ 61,360
Employment Specialist - Vallejo	\$ 57,200	\$ 59,280	\$ 61,360
Job Retention Specialist	\$ 46,800	\$ 48,880	\$ 50,960
Administrative Assistant	\$ 35,360	\$ 36,400	\$ 37,440
Fringe Benefits	\$ 98,490	\$ 102,048	\$ 105,312
SUBTOTAL TOTAL PERSONNEL	\$ 426,790	\$ 442,208	\$ 456,352
Program Curriculum	\$ 4,843	\$ 5,666	\$ 6,019
Supplies	\$ 14,500	\$ 16,500	\$ 16,500
Client Incentives/Awards	\$ 17,800	\$ 16,800	\$ 16,800
Transportation Incentives (Bus Passes, Gas Cards)	\$ 26,000	\$ 26,000	\$ 26,000
Barrier Removal Services (ID cards, SSN cards, etc.)	\$ 10,000	\$ 10,000	\$ 10,000
Clothing Incentives	\$ 6,000	\$ 6,000	\$ 6,000
Vocational Training Related Purchases (Clothing, shoes, boots, tools, etc.)	\$ 6,400	\$ 6,400	\$ 6,400
Food Incentives	\$ 11,500	\$ 11,500	\$ 11,500
GED Prep/Other Classes	\$ -	\$ -	\$ -
Database	\$ 1,000	\$ 1,000	\$ 1,000
Training and Education (Staff)	\$ 7,900	\$ 5,900	\$ 5,900
Travel/Mileage	\$ 7,000	\$ 7,000	\$ 7,000
Communications (cell phone)	\$ 2,000	\$ 2,000	\$ 2,000
Insurance	\$ 8,744	\$ 8,744	\$ 8,744
Startup	\$ -	\$ -	\$ -
SUBTOTAL OPERATING EXPENSES	\$ 123,687	\$ 123,510	\$ 123,863
Subcontractors			
Michael's Transportation	\$ 50,000	\$ 50,000	\$ 50,000
Subsidized Employment	\$ 25,000	\$ 30,000	\$ 30,000
Other Vocational	\$ 10,000	\$ 10,000	\$ 10,000
SUBTOTAL SUBCONTRACTORS	\$ 85,000	\$ 90,000	\$ 90,000
Subtotal:	\$ 635,477	\$ 655,718	\$ 670,215
Administrative Overhead	\$ 95,322	\$ 98,358	\$ 100,532
Total	\$ 730,799	\$ 754,076	\$ 770,747

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.

EXHIBIT D
SPECIAL TERMS AND CONDITIONS

1. CONTRACT EXTENSION

Notwithstanding Section 2 of the Standard Contract, and unless terminated by either party prior to February 28, 2023, this Contract, at County's sole option, may be extended for two successive one year periods, with a total contract term of no more than five years, provided the County notifies the Contractor in writing of its intention to do so at least 60 days prior to the Contract expiration date. Any such extension must be in writing.

2. TERMINATION

A. Notwithstanding Section 4 in Exhibit C, this Contract may be terminated by County or Contractor, at any time, with good cause, upon 90 days written notice from one to the other.

3. ADDITIONAL WARRANTIES

A. Staff Qualifications

Contractor warrants that its employees and any volunteers associated with the program meet the following qualifications:

- ✓ Are at least 21 years of age;
- ✓ Have completed and passed a pre-employment criminal background check, including being fingerprinted, at Contractor's expense and choice of location. Contractor employees will be required to complete a live-scan criminal background check with both County and Contractor named as recipients of any updates;
- ✓ Have completed and passed a pre-employment physical; and
- ✓ Have no criminal convictions for serious and/or violent felonies as defined by Penal Code sections 1192.7 and 667.5 respectively, or misdemeanors involving violence or moral turpitude.

B. Employee Certifications

Contractor warrants that any employees associated with the program are and shall remain in good standing with their respective licensing boards/associations for the entire term of

C. Software Licensing

Contractor warrants that appropriate licensing was obtained and retained for all software applications used.

4. PROPERTY

A. Ownership

All property purchased with funds paid by County under this Contract remain the property of the County and will be tagged with appropriate identification tags. Inventory

Contractor shall provide the County with an annual inventory listing. The listing shall include property description, tag #, location and if applicable serial/license number.

B. Insurance and Damage

Except for damage arising out of Contractor's negligence, the County assumes all liability for County equipment under Contractor's use and control during its performance under this Contract. County equipment is covered under the County's self-insurance plan. In the event that property damage arose from Contractor's negligence, Contractor shall assume all financial liability for the damaged or missing County equipment. Contractor's liability shall be limited to the lower of equipment's fair market value prior to the damage or current replacement cost.

C. Replacement

In the event that County equipment is stolen, damaged, broken or obsolete, the County shall consult with Contractor to assess program needs. At the County's discretion, the equipment may be repaired, replaced, and/or designated for surplus. Except for damage arising out of Contractor's negligence, the County is responsible for all repairs, transportation, and/or shipping costs related to repair and replacement of equipment. Contractor shall assist the County in coordinating equipment movement and will transport equipment when necessary.

E. County Equipment

Without the express written consent of the County, Contractor shall not use County equipment for any purpose outside the scope of this Contract. Contractor shall make reasonable effort to prevent any improper use of County equipment by Contractor staff, program participants or third parties.

5. ADDITIONAL REQUIREMENTS

Contractor shall abide by all applicable requirements as set forth in program handbooks, guidelines, or any other documents distributed by Federal/State agencies pertaining to the program and the services provided under this Contract.

6. TRAINING

1. Organizational

Contractor shall provide ongoing training opportunities to Contractor staff to update their case management skills. Contractor must provide County with documentation of training hours completed.

2. County Sponsored

- a. Contractor shall designate at least one staff to attend County training seminars or workshops (e.g., Crossroads) as directed by County. Contractor staff attending training sessions shall be responsible for communicating all knowledge obtained to any remaining staff.
- b. In the event training covers necessary changes to treatment model, curriculum or procedures, Contractor shall work with County to implement changes promptly.

7. CONFIDENTIALITY OF RECORDS

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. Furthermore, 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.

8. CONFIDENTIALITY OF MENTAL HEALTH RECORDS

Contractor warrants that Contractor is knowledgeable of Welfare and Institutions Code section 5328 respecting confidentiality of records. County and Contractor shall maintain the confidentiality of any information regarding clients (or their 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 subcontracts.

9. CONTRACT MONITORING

County and Contractor shall meet quarterly, on mutually agreed upon dates and times, to review services provided in relation to scope of Contract including status of County goals and objectives, review monthly reports, review budget and fiscal matters, and resolve any operational issues.

10. CERTIFICATIONS AND ASSERTIONS

A. Drug Free Workplace

Contractor shall execute the form attached as Exhibit D-1.

B. Child/Adult Abuse

Contractor shall execute the form attached as Attachment D-2.

C. Health Insurance Portability and Accountability Act

Contractor shall execute the form attached as Attachment D-3.

D. Communication and Interpersonal Relations with Inmates

Contractor shall require each employee and volunteer performing services execute the form attached as Attachment D-4 to certify that they have read and understand the policy set forth by the County.

11. RECORDS

A. Books and Records

Contractor to maintain adequate fiscal and project books, records, documents and other evidence pertinent to the Contractor's work on the project in accordance with generally

accepted accounting principles. Adequate supporting documentation shall be maintained in such detail as to permit tracing transactions from the invoices to the financial statement, to the accounting records, and to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the final payment under the contract or the final audit, whichever is later, and shall be subject to examination and audit by the Board, the Department of General Services, the Bureau of State Audits or their designated representative.

B. Access to Books and Records

Contractor agrees that the County, the Board, the Department of General Services, the Bureau of State Audits or their designated representative will have the right to review, obtain, and copy all records and supporting documentation pertaining to performance of the Contract. Contractor agrees to provide access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with Public Contract Code section 10115 et seq., Government Code section 8546.7 and California Code of Regulations, Title 2, section 1896.6 et seq.

C. Subcontract

Contractor agrees to include a similar right to the State to audit records and interview staff in any subcontract related to performance of this Contract.

DRUG-FREE WORKPLACE CERTIFICATION


LEADERS IN COMMUNITY ALTERNATIVES, INC.

The contractor or grant recipient named above certifies compliance with Government Code section 8355 in matters relating to providing a drug-free workplace. The above-named contractor will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The person's or organization's policy of maintaining a drug-free workplace;
 - (c) Any available counseling, rehabilitation and employee assistance programs; and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide, as required by Government Code section 8355(c), that every employee who works on the proposed contract or grant:
 - (a) Will receive a copy of the company's drug-free policy statement; and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

CERTIFICATION

I, the official named below, certify that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

	2/3/2020
Contractor or Grant Recipient Signature	Date
Jeffrey Essex	
Official's Name (type or print)	
Executive Director (Interim)	94-3137891
Title	Federal Tax ID
Number	

CHILD ABUSE CERTIFICATION

LEADERS IN COMMUNITY ALTERNATIVES, INC.

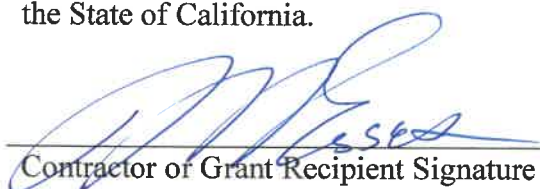
Section 11166 of the Penal Code requires any child care custodian, medical practitioner, nonmedical practitioner, or employee of a child protective agency who has knowledge of, or observes a child in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects, has been the victim of a child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone, and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

I, the undersigned, have read and understand the requirements of Penal Code Section 11166 and will comply with its provisions.

Thereof, I agree to report to my immediate supervisor any suspected child abuse situations of which I am aware and will report directly to the Child Protective Services as necessary.

CERTIFICATION

I, the official named below, certify that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

	2/3/2020
Contractor or Grant Recipient Signature	Date
Jeffrey Essex	
Official's Name (type or print)	
Executive Director (Interim)	94-3137891
Title	Federal Tax ID Number

SOLANO COUNTY
HIPAA CONTRACTOR AGREEMENT

LEADERS IN COMMUNITY ALTERNATIVES, INC.

This Exhibit shall constitute the Business Associate Agreement (the "Agreement") between the County of Solano (the "County") and the Contractor or grant recipient (the "Contractor") and applies to the functions Contractor will perform on behalf of the County (collectively, "Services"), that is identified in Exhibit A, Scope of Work.

- A County wishes to disclose certain information to Contractor pursuant to the terms of the Agreement, some of which may constitute Protected Health Information ("PHI") (defined below).
- B County and its Contractor acknowledge that Contractor is subject to the Privacy and Security Rules (45 CFR parts 160 and 164) promulgated by the United States Department of Health and Human Services pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191 as amended by the Health Information Technology for Economic and Clinical Health Act as set forth in Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 ("HITECH Act), in certain aspects of its operations performed on behalf of the County.
- C As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require County to enter into an Agreement containing specific requirements with Contractor prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations ("C.F.R.") and contained in this Agreement.

I. DEFINITIONS

Terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in 45 CFR parts 160 and 164.

1. **Breach** means the same as defined under the HITECH Act [42 U.S.C. section 17921].
2. **Contractor** means the same as defined under the Privacy Rule, the Security rule, and the HITECH Act, including, but not limited to, 42 U.S.C. section 17938 and 45 C.F.R. § 160.103.
3. **Breach of the Security of the Information System** means the unauthorized acquisition, including, but not limited to, access to, use, disclosure, modification or destruction, of unencrypted computerized data that materially compromises the security, confidentiality,

or integrity of personal information maintained by or on behalf of the County. Good faith acquisition of personal information by an employee or agent of the information holder for the purposes of the information holder is not a breach of the security of the system; provided, that the personal information is not used or subject to further unauthorized disclosure.

4. **Commercial Use** means obtaining protected health information with the intent to sell, transfer or use it for commercial, or personal gain, or malicious harm; sale to third party for consumption, resale, or processing for resale; application or conversion of data to make a profit or obtain a benefit contrary to the intent of this Agreement.
5. **Covered Entity means the same as defined** under the Privacy Rule and the Security rule, including, but not limited to, 45 C.F.R. § 160.103.
6. **Designated Record Set means the same as defined** in 45 C.F.R. § 164.501.
7. **Electronic Protected Health Information (ePHI) means the same as defined** in 45 C.F.R. § 160.103.
8. **Electronic Health Record means the same as defined** shall have the meaning given to such term in the HITECH Act, including, but not limited to, 42 U.S.C. § 17921.
9. **Encryption** means the process using publicly known algorithms to convert plain text and other data into a form intended to protect the data from being able to be converted back to the original plain text by known technological means.
10. **Health Care Operations means the same as defined** in 45 C.F.R. § 164.501.
11. **Individual means the same as defined** in 45 CFR § 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR § 164.502(g).
12. **Marketing means the same as defined** under 45 CFR § 164.501 and the act or process of promoting, selling, leasing or licensing any patient information or data for profit without the express written permission of County.
13. **Privacy Officer means the same as defined** in 45 C.F.R. § 164.530(a)(1). The Privacy Officer is the official designated by a County or Contractor to be responsible for compliance with HIPAA/HITECH regulations.
14. **Privacy Rule** means the Standards for Privacy of Individually Identifiable Health Information at 45 CFR parts 160 and t 164, subparts A and E.
15. **Protected Health Information or PHI** means any information, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that

identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. § 164.501. Protected Health Information includes Electronic Protected Health Information [45 C.F.R. §§ 160.103 and 164.501].

16. Required By Law means the same as defined in 45 CFR § 164.103.

17. Security Rule means the HIPAA Regulation that is codified at 45 C.F.R. parts 160 and 164, subparts A and C.

18. Security Incident means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.

19. Security Event means an immediately reportable subset of security incidents which incident would include:

- a. a suspected penetration of Contractor's information system of which the Contractor becomes aware of but for which it is not able to verify immediately upon becoming aware of the suspected incident that PHI was not accessed, stolen, used, disclosed, modified, or destroyed;
- b. any indication, evidence, or other security documentation that the Contractor's network resources, including, but not limited to, software, network routers, firewalls, database and application servers, intrusion detection systems or other security appliances, may have been damaged, modified, taken over by proxy, or otherwise compromised, for which Contractor cannot refute the indication of the time the Contractor became aware of such indication;
- c. a breach of the security of the Contractor's information system(s) by unauthorized acquisition, including, but not limited to, access to or use, disclosure, modification or destruction, of unencrypted computerized data and which incident materially compromises the security, confidentiality, or integrity of the PHI; and or,
- d. the unauthorized acquisition, including but not limited to access to or use, disclosure, modification or destruction, of unencrypted PHI or other confidential information of the County by an employee or authorized user of Contractor's system(s) which materially compromises the security, confidentiality, or integrity of PHI or other confidential information of the County.

If data acquired (including but not limited to access to or use, disclosure, modification or destruction of such data) is in encrypted format but the decryption key which would allow the decoding of the data is also taken, the parties shall treat the acquisition as a breach for purposes of determining appropriate response.

20. **Security Rule** means the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR parts 160 and 164, subparts A and C.
21. **Unsecured PHI** means protected health information that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary. Unsecured PHI shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. section 17932(h).

II. OBLIGATIONS OF CONTRACTOR

1. Compliance with the Privacy Rule: Contractor agrees to fully comply with the requirements under the Privacy Rule applicable to “Business Associates” as defined in the Privacy Rule and not use or further disclose Protected Health Information other than as permitted or required by this agreement or as required by law.
2. Compliance with the Security Rule: Contractor agrees to fully comply with the requirements under the Security Rule applicable to “Business Associates” as defined in the Security Rule.
3. Compliance with the HITECH Act: Contractor hereby acknowledges and agrees it will comply with the HITECH provisions as proscribed in the HITECH Act.

III. USES AND DISCLOSURES

Contractor shall not use Protected Health Information except for the purpose of performing Contractor’s obligations under the Contract and as permitted by the Contract and this Agreement. Further, Contractor shall not use Protected Health Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by County.

1. Contractor may use Protected Health Information:
 - a. For functions, activities, and services for or on the Covered Entities’ behalf for purposes specified in the Contract and this Agreement.
 - b. As authorized for Contractor’s management, administrative or legal responsibilities as a Contractor of the County. The uses and disclosures of PHI may not exceed the limitations applicable to the County;
 - c. As required by law.
 - d. To provide Data Aggregation services to the County as permitted by 45 CFR § 164.504(e)(2)(i)(B).

- e. To report violations of law to appropriate Federal and State authorities, consistent with CFR § 164.502(j)(1).
2. Any use of Protected Health Information by Contractor, its agents, or subcontractors, other than those purposes of the Agreement, shall require the express written authorization by the County and a Business Associate Agreement or amendment as necessary.
3. Contractor shall not disclose Protected Health Information to a health plan for payment or health care operations if the patient has requested this restriction and has paid out of pocket in full for the health care item or service to which the Protected Health information relates.
4. Contractor shall not directly or indirectly receive remuneration in exchange for Protected Health Information, except with the prior written consent of County and as permitted by the HITECH Act, 42 U.S.C. section 17935(d)(2); however, this prohibition shall not affect payment by the County to Contractor for services provided pursuant to the Contract.
5. Contractor shall not use or disclosed Protected Health Information for prohibited activities including, but not limited to, marketing or fundraising purposes.
6. Contractor agrees to adequately and properly maintain all Protected Health Information received from, or created, on behalf of County.
7. If Contractor discloses Protected Health Information to a third party, Contractor must obtain, prior to making any such disclosure, i) reasonable written assurances from such third party that such Protected Health Information will be held confidential as provided pursuant to this Agreement and only disclosed as required by law or for the purposes for which it was disclosed to such third party, and (ii) a *written* agreement from such third party to immediately notify Contractor of any breaches of confidentiality of the Protected Health Information, to the extent it has obtained knowledge of such breach [42 U.S.C. section 17932; 45 C.F.R. §§ 164.504(e)(2)(i), 164.504(e)(2)(i)(B), 164.504(e)(2)(ii)(A) and 164.504(e)(4)(ii)].

IV. MINIMUM NECESSARY

Contractor (and its agents or subcontractors) shall request, use and disclose only the minimum amount of Protected Health necessary to accomplish the purpose of the request, use or disclosure. [42 U.S.C. section 17935(b); 45 C.F.R. § 164.514(d)(3)]. Contractor understands and agrees that the definition of “minimum necessary” is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes “minimum necessary.”

V. APPROPRIATE SAFEGUARDS

1. Contractor shall implement appropriate safeguards as are necessary to prevent the use or disclosure of Protected Health Information otherwise than as permitted by this Agreement, including, but not limited to, administrative, physical and technical safeguards that

reasonably and appropriately protect the confidentiality, integrity and availability of the Protected Health Information in accordance with 45 C.F.R. §§ 164.308, 164.310, and 164.312. [45 C.F.R. § 164.504(e)(2)(ii)(B); 45 C.F.R. § 164.308(b)]. Contractor shall comply with the policies and procedures and documentation requirements of the HIPAA Security Rule, including, but not limited to, 45 C.F.R. § 164.316. [42 U.S.C. section 17931].

2. Contractor agrees to comply with Subpart 45 CFR part 164 with respect to Electronic Protected Health Information (ePHI). Contractor must secure all Electronic Protected Health Information by technological means that render such information unusable, unreadable, or indecipherable to unauthorized individuals and in accordance with the National Institute of Standards Technology (NIST) Standards and Federal Information Processing Standards (FIPS) as applicable.
3. Contractor agrees that destruction of Protected Health Information on paper, film, or other hard copy media must involve either cross cut shredding or otherwise destroying the Protected Health Information so that it cannot be read or reconstructed.
4. Should any employee or subcontractor of Contractor have direct, authorized access to computer systems of the County that contain Protected Health Information, Contractor shall immediately notify County of any change of such personnel (e.g. employee or subcontractor termination, or change in assignment where such access is no longer necessary) in order for County to disable previously authorized access.

VI. AGENT AND SUBCONTRACTOR'S OF CONTRACTOR

1. Contractor shall ensure that any agents and subcontractors to whom it provides Protected Health Information, agree in writing to the same restrictions and conditions that apply to Contractor with respect to such PHI and implement the safeguards required with respect to Electronic PHI [45 C.F.R. § 164.504(e)(2)(ii)(D) and 45 C.F.R. § 164.308(b)].
2. Contractor shall implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. §§ 164.530(f) and 164.530(e)(I)).

VII. ACCESS TO PROTECTED HEALTH INFORMATION

1. If Contractor receives Protected Health Information from the County in a Designated Record Set, Contractor agrees to provide access to Protected Health Information in a Designated Record Set to the County in order to meet its requirements under 45 C.F.R. § 164.524.
2. Contractor shall make Protected Health Information maintained by Contractor or its agents or subcontractors in Designated Record Sets available to County for inspection and copying within five (5) days of a request by County to enable County to fulfill its obligations under state law, [Health and Safety Code section 123110] the Privacy Rule, including, but not limited to, 45 C.F.R. § 164.524 [45 C.F.R. § 164.504(e)(2)(ii)(E)]. If Contractor maintains an Electronic Health Record, Contractor shall provide such information in electronic format

to enable County to fulfill its obligations under the HITECH Act, including, but not limited to, 42 U.S.C. section 17935(e).

3. If Contractor receives a request from an Individual for a copy of the individual's Protected Health Information, and the Protected Health Information is in the sole possession of the Contractor, Contractor will provide the requested copies to the individual in a timely manner. If Contractor receives a request for Protected Health Information not in its possession and in the possession of the County, or receives a request to exercise other individual rights as set forth in the Privacy Rule, Contractor shall promptly forward the request to the County. Contractor shall then assist County as necessary in responding to the request in a timely manner. If a Contractor provides copies of Protected Health Information to the individual, it may charge a reasonable fee for the copies as the regulations shall permit.
4. Contractor shall provide copies of HIPAA Privacy and Security Training records and HIPAA policies and procedures within five (5) calendar days upon request from the County.

VIII. AMENDMENT OF PROTECTED HEALTH INFORMATION

Upon receipt of notice from County, promptly amend or permit the County access to amend any portion of Protected Health Information in the designated record set which Contractor created for or received from the County so that the county may meet its amendment obligations under 45 CFR § 164.526. If any individual requests an amendment of Protected Information directly from Contractor or its agents or subcontractors, Contractor must notify the County in writing within five (5) days of the request. Any approval or denial of amendment of Protected Information maintained by Contractor or its agents or subcontractors shall be the responsibility of the County [45 C.F.R. § 164.504(e)(2)(ii)(F)].

IX. ACCOUNTING OF DISCLOSURES

1. At the request of the County, and in the time and manner designed by the County, Contractor and its agents or subcontractors shall make available to the County, the information required to provide an accounting of disclosures to enable the County to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. § 164.528, and the HITECH Act, including but not limited to 42 U.S.C. § 17935. Contractor agrees to implement a process that allows for an accounting to be collected and maintained by the Contractor and its agents or subcontractors for at least six (6) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that Contractor maintains an electronic health record and is subject to this requirement.
2. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Health Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably

informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure.

3. In the event that the request for an accounting is delivered directly to Contractor or its agents or subcontractors, Contractor shall forward within five (5) calendar days a written copy of the request to the County. It shall be the County's responsibility to prepare and deliver any such accounting requested. Contractor shall not disclose any Protected Information except as set forth in this Agreement [45 C.F.R. §§ 164.504(e)(2)(ii)(G) and 165.528]. The provisions of this paragraph shall survive the termination of this Agreement.

X. GOVERNMENTAL ACCESS TO RECORDS

Contractor shall make its internal practices, books and records relating to its use and disclosure of the protected health information it creates for or receives from the County, available to the County and to the Secretary of the U.S. Department of Health and Human for purposes of determining Contractors compliance with the Privacy rule [45 C.F.R. § 164.504(e)(2)(ii)(H)]. Contractor shall provide to the County a copy of any Protected Health Information that Contractor provides to the Secretary concurrently with providing such Protected Information to the Secretary.

XI. CERTIFICATION

To the extent that the County determines that such examination is necessary to comply with the Contractor's legal obligations pursuant to HIPAA relating to certification of its security practices, County, or its authorized agents or contractors may, at the County's expense, examine Contractor's facilities, systems, procedures and records as may be necessary for such agents or contractors to certify to County the extent to which Contractor's security safeguards comply with HIPAA Regulations, the HITECH Act, or this Agreement.

XII. BREACH OF UNSECURED PROTECTED HEALTH INFORMATION

1. In the case of a breach of unsecured Protected Health Information, Contractor shall comply with the applicable provisions of 42 U.S.C. § 17932 and 45 C.F.R. part 164, subpart D, including but not limited to 45 C.F.R. § 164.410.
2. Contractor agrees to notify County of any access, use or disclosure of Protected Health Information not permitted or provided for by this Agreement of which it becomes aware, including any breach as required in 45 C.F.R. § 164.410. or security incident immediately upon discovery by telephone at 707-784-3198 and hss-compliance@solanocounty.com or through the online reporting portal at <https://solanocounty.com/complytrack.com/portal> and will include, to the extent possible, the identification of each Individual whose unsecured Protected Health Information has been, or is reasonably believed by the Contractor to have been accessed, acquired, used, or disclosed, a description of the Protected Health Information involved, the nature of the unauthorized access, use or disclosure, the date of the occurrence,

and a description of any remedial action taken or proposed to be taken by Contractor. Contractor will also provide to County any other available information that the Covered entity requests.

3. A breach or unauthorized access, use or disclosure shall be treated as discovered by the Contractor on the first day on which such unauthorized access, use, or disclosure is known, or should reasonably have been known, to the Contractor or to any person, other than the individual committing the unauthorized disclosure, that is an employee, officer, subcontractor, agent or other representative of the Contractor.
4. Contractor shall mitigate, to the extent practicable, any harmful effect that results from a breach, security incident, or unauthorized access, use or disclosure of unsecured Protected Health Information by Contractor or its employees, officers, subcontractors, agents or representatives.
5. Following a breach, security incident, or any unauthorized access, use or disclosure of unsecured Protected Health Information, Contractor agrees to take any and all corrective action necessary to prevent recurrence, to document any such action, and to make all documentation available to the County.
6. Except as provided by law, Contractor agrees that it will not inform any third party of a breach or unauthorized access, use or disclosure of Unsecured Protected Health Information without obtaining the County's prior written consent. County hereby reserves the sole right to determine whether and how such notice is to be provided to any individuals, regulatory agencies, or others as may be required by law, regulation or contract terms, as well as the contents of such notice. When applicable law requires the breach to be reported to a federal or state agency or that notice be given to media outlets, Contractor shall cooperate with and coordinate with County to ensure such reporting is in compliance with applicable law and to prevent duplicate reporting, and to determine responsibilities for reporting.
7. Contractor acknowledges that it is required to comply with the referenced rules and regulations and that Contractor (including its subcontractors) may be held liable and subject to penalties for failure to comply.
8. In meeting its obligations under this Agreement, it is understood that Contractor is not acting as the County's agent. In performance of the work, duties, and obligations and in the exercise of the rights granted under this Agreement, it is understood and agreed that Contractor is at all times acting an independent contractor in providing services pursuant to this Agreement and Exhibit A, Scope of Work.

XIII. TERMINATION OF AGREEMENT

1. Upon termination of this Agreement for any reason, Contractor shall return or destroy, at County's sole discretion, all other Protected Health Information received from the County, or created or received by Contractor on behalf of the County.

2. Contractor will retain no copies of Protected Health Information P in possession of subcontractors or agents of Contractor.
3. Contractor shall provide the County notification of the conditions that make return or destruction not feasible, in the event that Contractor determines that returning or destroying the PHI is not feasible. If the County agrees that the return of the Protected Health Information is not feasible, Contractor shall extend the protections of this Agreement to such Protected Health Information and limit further use and disclosures of such Protected Health Information for so long as the Contractor or any of its agents or subcontractor maintains such information.
4. Contractor agrees to amend this Exhibit as necessary to comply with any newly enacted or issued state or federal law, rule, regulation or policy, or any judicial or administrative decision affecting the use or disclosure of Protected Health Information.
5. Contractor agrees to retain records, minus any Protected Health Information required to be returned by the above section, for a period of at least 7 years following termination of the Agreement. The determining date for retention of records shall be the last date of encounter, transaction, event, or creation of the record.

CERTIFICATION

I, the official named below, certify that I am duly authorized legally to bind the Contractor or grant recipient to the above described certification. I am fully aware that this certification is made under penalty of perjury under the laws of the State of California.

 2/3/2020

Contractor or Grant Recipient Signature Date

Jeffrey Essex

Official's Name (type or print)

Executive Director (Interim)

94-3137891

Title

Federal Tax ID Number

Communications and Interpersonal Relations Policy

With respect to wards in custody and/or adult/juvenile program participants, contract workers and volunteers shall:

- ▶ Uphold all applicable County policies and procedures, including but not limited to, Sexual Harassment and Conflict of Interest;
- ▶ Respect the dignity of each person and refrain from profane, callous, or degrading remarks;
- ▶ Treat each person humanely;
- ▶ Maintain an ethical demeanor while fulfilling responsibilities in a professional manner;
- ▶ Maintain safe conditions;
- ▶ Dress in a conservative manner; and
- ▶ Notify County officials immediately of any known or suspected improprieties, including but not limited to, those actions identified below.

With respect to wards in custody and/or adult/juvenile program participants, contract workers and volunteers shall not:

- ▶ Prejudge their guilt or innocence;
- ▶ Deliver any message or article of a personal nature including, but not limited to, notes, letters, phone calls;
- ▶ Engage in improper behavior, including but not limited to, sexual encounters or exploitation, smuggling of contraband;
- ▶ Discuss personal and/or confidential County business;
- ▶ Loan or borrow money and/or personal articles;
- ▶ Purchase or sell personal articles;
- ▶ Accept or offer a gift or gratuity;
- ▶ Discuss reason for detention and/or other personal or legal matters;
- ▶ Criticize County policy, programs or staff;
- ▶

CERTIFICATION

I have read and understand the above policy and agree to abide by the rules and conditions as set forth in this document.



Contract Employee or Volunteer Signature
Jeffrey Essex, Executive Director (Interim)

2/3/2020

Date

Name (type or print)