

**COUNTY OF MENDOCINO
STANDARD SERVICES AGREEMENT**

This Agreement is by and between the COUNTY OF MENDOCINO, hereinafter referred to as the "COUNTY", and **Chabot-Las Positas Community College District**, hereinafter referred to as the "CONTRACTOR".

WITNESSETH

WHEREAS, pursuant to Government Code Section 31000, COUNTY may retain independent contractors to perform special services to or for COUNTY or any department thereof; and,

WHEREAS, COUNTY desires to obtain CONTRACTOR to provide training and other resources to child welfare providers to benefit Title IV-E eligible children in foster and adoptive care in Mendocino County; and,

WHEREAS, CONTRACTOR is willing to provide such services on the terms and conditions set forth in this AGREEMENT and is willing to provide same to COUNTY.

NOW, THEREFORE it is agreed that COUNTY does hereby retain CONTRACTOR to provide the services described in Exhibit "A", and CONTRACTOR accepts such engagement, on the General Terms and Conditions hereinafter specified in this Agreement, the Additional Provisions attached hereto, and the following described exhibits, all of which are incorporated into this Agreement by this reference:

| | |
|------------|--|
| Exhibit A | Definition of Services |
| Exhibit B | Payment Terms |
| Exhibit C | Insurance Requirements |
| Exhibit D | Assurance of Compliance with Nondiscrimination in State and Federally Assisted Programs |
| Appendix A | Certification Regarding Debarment, Suspension, and Other Responsibility Matters -- Lower Tier Covered Transactions |

The term of this Agreement shall be from July 1, 2019 (the "Effective Date"), and shall continue through June 30, 2020.

The compensation payable to CONTRACTOR hereunder shall not exceed One Million Five Hundred Thousand Dollars (\$1,500,000) for the term of this Agreement.

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

By: _____
Bekkie Emery, HHSA Assistant Director/
Social Services Director

Date: _____

Budgeted: Yes No

Budget Unit: 5010

Line Item: 86-3118

Org/Object Code: SS

Grant: Yes No

Grant No.:

COUNTY OF MENDOCINO

By: _____
CARRE BROWN, Chair
BOARD OF SUPERVISORS

Date: _____

ATTEST:

CARMEL J. ANGELO, Clerk of said Board

By: _____
Deputy

I hereby certify that according to the provisions of
Government Code section 25103, delivery of this
document has been made.

CARMEL J. ANGELO, Clerk of said Board

By: _____
Deputy

INSURANCE REVIEW:

By: _____
Risk Management

Date: _____

CONTRACTOR/COMPANY NAME

By: _____
Ronald P. Gerhard, Vice Chancellor of
Business Services

Date: _____

NAME AND ADDRESS OF CONTRACTOR:

Chabot-Las Positas Community College District
7600 Dublin Blvd., Third Floor
Dublin, CA 95468
925-485-5203
rgerhard@clpccd.org

By signing above, signatory warrants and
represents that he/she executed this
Agreement in his/her authorized capacity and
that by his/her signature on this Agreement,
he/she or the entity upon behalf of which
he/she acted, executed this Agreement

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

KATHARINE L. ELLIOTT,
County Counsel

By: _____
Deputy

Date: _____

EXECUTIVE OFFICE/FISCAL REVIEW:

By: _____
Deputy CEO

Date: _____

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors

Exception to Bid Process Required/Completed EB # _____

Mendocino County Business License: Valid

Exempt Pursuant to MCC Section: _____

GENERAL TERMS AND CONDITIONS

1. **INDEPENDENT CONTRACTOR:** No relationship of employer and employee is created by this Agreement; it being understood and agreed that CONTRACTOR is an Independent Contractor. CONTRACTOR is not the agent or employee of the COUNTY in any capacity whatsoever, and COUNTY shall not be liable for any acts or omissions by CONTRACTOR nor for any obligations or liabilities incurred by CONTRACTOR.

CONTRACTOR shall have no claim under this Agreement or otherwise, for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance medical care, hospital care, retirement benefits, social security, disability, Workers' Compensation, or unemployment insurance benefits, civil service protection, or employee benefits of any kind.

CONTRACTOR shall be solely liable for and obligated to pay directly all applicable payroll taxes (including federal and state income taxes) or contributions for unemployment insurance or old age pensions or annuities which are imposed by any governmental entity in connection with the labor used or which are measured by wages, salaries or other remuneration paid to its officers, agents or employees and agrees to indemnify and hold COUNTY harmless from any and all liability which COUNTY may incur because of CONTRACTOR's failure to pay such amounts.

In carrying out the work contemplated herein, CONTRACTOR shall comply with all applicable federal and state workers' compensation and liability laws and regulations with respect to the officers, agents and/or employees conducting and participating in the work; and agrees that such officers, agents, and/or employees will be considered as Independent Contractors and shall not be treated or considered in any way as officers, agents and/or employees of COUNTY.

CONTRACTOR does, by this Agreement, agree to perform his/her said work and functions at all times in strict accordance with all applicable federal, state and COUNTY laws, including but not limited to prevailing wage laws, ordinances, regulations, titles, departmental procedures and currently approved methods and practices in his/her field and that the sole interest of COUNTY is to ensure that said service shall be performed and rendered in a competent, efficient, timely and satisfactory manner and in accordance with the standards required by the COUNTY agency concerned.

Notwithstanding the foregoing, if the COUNTY determines that pursuant to state and federal law CONTRACTOR is an employee for purposes of income tax withholding, COUNTY may upon two (2) week's written notice to CONTRACTOR, withhold from payments to CONTRACTOR hereunder federal and state income taxes and pay said sums to the federal and state governments.

2. **INDEMNIFICATION:** To the furthest extent permitted by law (including without limitation California Civil Code sections 2782 and 2782.8, if applicable), CONTRACTOR shall assume the defense of, indemnify, and hold harmless the COUNTY, its officers, agents, and employees, from and against any and all claims, demands, damages, costs, liabilities, and losses whatsoever alleged to be occurring or resulting in connection with the CONTRACTOR'S performance or its obligations under this AGREEMENT, unless arising out of the sole negligence or willful misconduct of COUNTY. "CONTRACTOR'S performance" includes CONTRACTOR'S action or inaction and the action or inaction of CONTRACTOR'S officers, employees, agents and subcontractors.
3. **INSURANCE AND BOND:** CONTRACTOR shall at all times during the term of the Agreement with the COUNTY maintain in force those insurance policies and bonds as designated in the attached Exhibit C, and will comply with all those requirements as stated therein.
4. **WORKERS' COMPENSATION:** CONTRACTOR shall provide Workers' Compensation insurance, as applicable, at CONTRACTOR's own cost and expense and further, neither the CONTRACTOR nor its carrier shall be entitled to recover from COUNTY any costs, settlements, or expenses of Workers' Compensation claims arising out of this Agreement.

CONTRACTOR affirms that s/he is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for the Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code and CONTRACTOR further assures that s/he will comply with such provisions before commencing the performance of work under this Agreement. CONTRACTOR shall furnish to COUNTY certificate(s) of insurance evidencing Worker's Compensation Insurance coverage to cover its employees, and CONTRACTOR shall require all subcontractors similarly to provide Workers' Compensation Insurance as required by the Labor Code of the State of California for all of CONTRACTOR'S and subcontractors' employees.

5. **CONFORMITY WITH LAW AND SAFETY:**
 - a. In performing services under this Agreement, CONTRACTOR shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal, and local governing bodies, having jurisdiction over the scope of services, including all applicable provisions of the California Occupational Safety and Health Act. CONTRACTOR shall indemnify and hold COUNTY harmless from any and all liability, fines, penalties and consequences from any of CONTRACTOR's failures to comply with such laws, ordinances, codes and regulations.

- b. Accidents: If a death, serious personal injury or substantial property damage occurs in connection with CONTRACTOR's performance of this Agreement, CONTRACTOR shall immediately notify Mendocino County Risk Manager's Office by telephone. CONTRACTOR shall promptly submit to COUNTY a written report, in such form as may be required by COUNTY of all accidents which occur in connection with this Agreement. This report must include the following information: (1) name and address of the injured or deceased person(s); (2) name and address of CONTRACTOR's sub-contractor, if any; (3) name and address of CONTRACTOR's liability insurance carrier; and (4) a detailed description of the accident and whether any of COUNTY's equipment, tools, material, or staff were involved.
 - c. CONTRACTOR further agrees to take all reasonable steps to preserve all physical evidence and information which may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and to grant to the COUNTY the opportunity to review and inspect such evidence, including the scene of the accident.
6. PAYMENT: For services performed in accordance with this Agreement, payment shall be made to CONTRACTOR as provided in Exhibit "B" hereto as funding permits.
- If COUNTY over pays CONTRACTOR for any reason, CONTRACTOR agrees to return the amount of such overpayment to COUNTY, or at COUNTY's option, permit COUNTY to offset the amount of such overpayment against future payments owed to CONTRACTOR under this Agreement or any other agreement.
- In the event CONTRACTOR claims or receives payment from COUNTY for a service, reimbursement for which is later disallowed by COUNTY, State of California or the United States Government, the CONTRACTOR shall promptly refund the disallowance amount to COUNTY upon request, or at its option COUNTY may offset the amount disallowed from any payment due or that becomes due to CONTRACTOR under this Agreement or any other agreement.
7. TAXES: Payment of all applicable federal, state, and local taxes shall be the sole responsibility of the CONTRACTOR.
8. OWNERSHIP OF DOCUMENTS: CONTRACTOR hereby assigns the COUNTY and its assignees all copyright and other use rights in any and all proposals, plans, specification, designs, drawings, sketches, renderings, models, reports and related documents (including computerized or electronic copies) respecting in any way the subject matter of this Agreement, whether prepared by the COUNTY, the CONTRACTOR, the CONTRACTOR's subcontractors or third

parties at the request of the CONTRACTOR (collectively, "Documents and Materials"). This explicitly includes the electronic copies of all above stated documentation.

CONTRACTOR shall be permitted to retain copies, including reproducible copies and computerized copies, of said Documents and Materials. CONTRACTOR agrees to take such further steps as may be reasonably requested by COUNTY to implement the aforesaid assignment. If for any reason said assignment is not effective, CONTRACTOR hereby grants the COUNTY and any assignee of the COUNTY an express royalty – free license to retain and use said Documents and Materials. The COUNTY's rights under this paragraph shall apply regardless of the degree of completion of the Documents and Materials and whether or not CONTRACTOR's services as set forth in Exhibit "A" of this Agreement have been fully performed or paid for.

The COUNTY's rights under this Paragraph 8 shall not extend to any computer software used to create such Documents and Materials.

9. CONFLICT OF INTEREST: The CONTRACTOR covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of services required under this Agreement.
10. NOTICES: All notices, requests, demands, or other communications under this Agreement shall be in writing. Notices shall be given for all purposes as follows:

Personal delivery: When personally delivered to the recipient, notices are effective on delivery.

First Class Mail: When mailed first class to the last address of the recipient known to the party giving notice, notice is effective three (3) mail delivery days after deposit in a United States Postal Service office or mailbox. Certified Mail: When mailed certified mail, return receipt requested, notice is effective on receipt, if delivery is confirmed by a return receipt.

Overnight Delivery: When delivered by overnight delivery (Federal Express/Airborne/United Parcel Service/DHL WorldWide Express) with charges prepaid or charged to the sender's account, notice is effective on delivery, if delivery is confirmed by the delivery service.

Facsimile transmission: When sent by facsimile to the facsimile number of the recipient known to the party giving notice, notice is effective on receipt, provided that, (a) a duplicate copy of the notice is promptly given by first-class or certified mail or by overnight delivery, or (b) the receiving party delivers a written confirmation of receipt. Any notice given facsimile shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice are as follows:

To COUNTY: COUNTY OF MENDOCINO
HHS Family and Children's Services
P.O. Box 839
Ukiah, CA 95482
Attn: Jena Conner

To CONTRACTOR: Chabot-Las Positas Community College District
7600 Dublin Blvd., Third Floor
Dublin, CA 95468
Attn: Ronald P. Gerhard

Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger, or overnight delivery service.

Any party may change its address or facsimile number by giving the other party notice of the change in any manner permitted by this Agreement.

11. USE OF COUNTY PROPERTY: CONTRACTOR shall not use COUNTY property (including equipment, instruments and supplies) or personnel for any purpose other than in the performance of his/her obligations under this Agreement.
12. EQUAL EMPLOYMENT OPPORTUNITY PRACTICES PROVISIONS: CONTRACTOR certifies that it will comply with all Federal, State, and local laws, rules and regulations pertaining to nondiscrimination in employment.
 - a. CONTRACTOR shall, in all solicitations or advertisements for applicants for employment placed as a result of this Agreement, state that it is an "Equal Opportunity Employer" or that all qualified applicants will receive consideration for employment without regard to their race, creed, color, pregnancy, disability, sex, sexual orientation, gender identity, ancestry, national origin, age, religion, Veteran's status, political affiliation, or any other factor prohibited by law.
 - b. CONTRACTOR shall, if requested to so do by the COUNTY, certify that it has not, in the performance of this Agreement, engaged in any unlawful discrimination.
 - c. If requested to do so by the COUNTY, CONTRACTOR shall provide the COUNTY with access to copies of all of its records pertaining or relating to

its employment practices, except to the extent such records or portions of such records are confidential or privileged under State or Federal law.

- d. Nothing contained in this Agreement shall be construed in any manner so as to require or permit any act which is prohibited by law.
 - e. The CONTRACTOR shall include the provisions set forth in this paragraph in each of its subcontracts.
13. **DRUG-FREE WORKPLACE:** CONTRACTOR and CONTRACTOR's employees shall comply with the COUNTY's policy of maintaining a drug-free workplace. Neither CONTRACTOR nor CONTRACTOR's employees shall unlawfully manufacture, distribute, dispense, possess or use controlled substances, as defined in 21 U.S. Code § 812, including, but not limited to, marijuana, heroin, cocaine, and amphetamines, at any COUNTY facility or work site. If CONTRACTOR or any employee of CONTRACTOR is convicted or pleads *nolo contendere* to a criminal drug statute violation occurring at a COUNTY facility or work site, the CONTRACTOR, within five days thereafter, shall notify the head of the COUNTY department/agency for which the contract services are performed. Violation of this provision shall constitute a material breach of this Agreement.
14. **ENERGY CONSERVATION:** CONTRACTOR agrees to comply with the mandatory standards and policies relating to energy efficiency in the State of California Energy Conservation Plan, (Title 24, California Administrative Code).
15. **COMPLIANCE WITH LICENSING REQUIREMENTS:** CONTRACTOR shall comply with all necessary licensing requirements and shall obtain appropriate licenses and display the same in a location that is reasonably conspicuous, as well as file copies of same with the County Executive Office.

Before the COUNTY will issue a notice to proceed with the Services, CONTRACTOR and any subcontractors must acquire, at their expense, a business license from COUNTY in accordance with MCC 6.0. Such licenses must be kept valid throughout the Agreement term.

CONTRACTOR represents and warrants to COUNTY that CONTRACTOR and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions.

16. **AUDITS; ACCESS TO RECORDS:** The CONTRACTOR shall make available to the COUNTY, its authorized agents, officers, or employees, for examination any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the expenditures and disbursements charged to the COUNTY, and shall furnish to the COUNTY, within sixty (60) days after examination, its authorized agents, officers or employees

such other evidence or information as the COUNTY may require with regard to any such expenditure or disbursement charged by the CONTRACTOR.

The CONTRACTOR shall maintain full and adequate records in accordance with COUNTY requirements to show the actual costs incurred by the CONTRACTOR in the performance of this Agreement. If such books and records are not kept and maintained by CONTRACTOR within the County of Mendocino, California, CONTRACTOR shall, upon request of the COUNTY, make such books and records available to the COUNTY for inspection at a location within COUNTY or CONTRACTOR shall pay to the COUNTY the reasonable, and necessary costs incurred by the COUNTY in inspecting CONTRACTOR's books and records, including, but not limited to, travel, lodging and subsistence costs. CONTRACTOR shall provide such assistance as may be reasonably required in the course of such inspection. The COUNTY further reserves the right to examine and reexamine said books, records and data during the four (4) year period following termination of this Agreement or completion of all work hereunder, as evidenced in writing by the COUNTY, and the CONTRACTOR shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any manner whatsoever for four (4) years after the COUNTY makes the final or last payment or within four (4) years after any pending issues between the COUNTY and CONTRACTOR with respect to this Agreement are closed, whichever is later.

17. DOCUMENTS AND MATERIALS: CONTRACTOR shall maintain and make available to COUNTY for its inspection and use during the term of this Agreement, all Documents and Materials, as defined in Paragraph 8 of this Agreement. CONTRACTOR's obligations under the preceding sentence shall continue for four (4) years following termination or expiration of this Agreement or the completion of all work hereunder (as evidenced in writing by COUNTY), and CONTRACTOR shall in no event dispose of, destroy, alter or mutilate said Documents and Materials, for four (4) years following the COUNTY's last payment to CONTRACTOR under this Agreement.
18. TIME OF ESSENCE: Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.
19. TERMINATION: The COUNTY has and reserves the right to suspend, terminate or abandon the execution of any work by the CONTRACTOR without cause at any time upon giving to the CONTRACTOR notice. Such notice shall be in writing and may be issued by any COUNTY officer authorized to execute or amend the contract, the County Chief Executive Officer, or any other person designated by the County Board of Supervisors. In the event that the COUNTY should abandon, terminate or suspend the CONTRACTOR's work, the CONTRACTOR shall be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment. Said

payment shall be computed in accordance with Exhibit B hereto, provided that the maximum amount payable to CONTRACTOR for its services as outlined in Exhibit A shall not exceed \$1,500,000 payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment or lack of funding.

20. **NON APPROPRIATION:** If COUNTY should not appropriate or otherwise make available funds sufficient to purchase, lease, operate or maintain the products set forth in this Agreement, or other means of performing the same functions of such products, COUNTY may unilaterally terminate this Agreement only upon thirty (30) days written notice to CONTRACTOR. Upon termination, COUNTY shall remit payment for all products and services delivered to COUNTY and all expenses incurred by CONTRACTOR prior to CONTRACTOR'S receipt of the termination notice.
21. **CHOICE OF LAW:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by the laws of the State of California, excluding any laws that direct the application of another jurisdiction's laws.
22. **VENUE:** All lawsuits relating to this contract must be filed in Mendocino County Superior Court, Mendocino County, California.
23. **WAIVER:** No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure, right or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.
24. **ADVERTISING OR PUBLICITY:** CONTRACTOR shall not use the name of COUNTY, its officers, directors, employees or agents, in advertising or publicity releases or otherwise without securing the prior written consent of COUNTY in each instance.
25. **ENTIRE AGREEMENT:** This Agreement, including all attachments, exhibits, and any other documents specifically incorporated into this Agreement, shall constitute the entire agreement between COUNTY and CONTRACTOR relating to the subject matter of this Agreement. As used herein, Agreement refers to and includes any documents incorporated herein by reference and any exhibits or attachments. This Agreement supersedes and merges all previous understandings, and all other agreements, written or oral, between the parties and sets forth the entire understanding of the parties regarding the subject matter thereof. This Agreement may not be modified except by a written document signed by both parties. In the event of a conflict between the body of this

Agreement and any of the Exhibits, the provisions in the body of this Agreement shall control.

26. HEADINGS: Herein are for convenience of reference only and shall in no way affect interpretation of this Agreement.
27. MODIFICATION OF AGREEMENT: This Agreement may be supplemented, amended or modified only by the mutual agreement of the parties. No supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by authorized representatives of both parties.
28. ASSURANCE OF PERFORMANCE: If at any time the COUNTY has good objective cause to believe CONTRACTOR may not be adequately performing its obligations under this Agreement or that CONTRACTOR may fail to complete the Services as required by this Agreement, COUNTY may request from CONTRACTOR prompt written assurances of performance and a written plan acceptable to COUNTY, to correct the observed deficiencies in CONTRACTOR's performance. CONTRACTOR shall provide such written assurances and written plan within thirty (30) calendar days of its receipt of COUNTY's request and shall thereafter diligently commence and fully perform such written plan. CONTRACTOR acknowledges and agrees that any failure to provide such written assurances and written plan within the required time is a material breach under this Agreement.
29. SUBCONTRACTING/ASSIGNMENT: CONTRACTOR shall not subcontract, assign or delegate any portion of this Agreement or any duties or obligations hereunder without the COUNTY's prior written approval.
 - a. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. Any agreement that violates this Section shall confer no rights on any party and shall be null and void.
 - b. Only the department head or his or her designee shall have the authority to approve subcontractor(s).
 - c. CONTRACTOR shall remain fully responsible for compliance by its subcontractors with all the terms of this Agreement, regardless of the terms of any agreement between CONTRACTOR and its subcontractors.
30. SURVIVAL: The obligations of this Agreement, which by their nature would continue beyond the termination on expiration of the Agreement, including without limitation, the obligations regarding Indemnification (Paragraph 2), Ownership of Documents (Paragraph 8), and Conflict of Interest (Paragraph 9), shall survive termination or expiration for two (2) years.

31. SEVERABILITY: If a court of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected, unless an essential purpose of this Agreement would be defeated by the loss of the illegal, unenforceable, or invalid provision.
32. INTELLECTUAL PROPERTY WARRANTY: CONTRACTOR warrants and represents that it has secured all rights and licenses necessary for any and all materials, services, processes, software, or hardware ("CONTRACTOR PRODUCTS") to be provided by CONTRACTOR in the performance of this AGREEMENT, including but not limited to any copyright, trademark, patent, trade secret, or right of publicity rights. CONTRACTOR hereby grants to COUNTY, or represents that it has secured from third parties, an irrevocable license (or sublicense) to reproduce, distribute, perform, display, prepare derivative works, make, use, sell, import, use in commerce, or otherwise utilize CONTRACTOR PRODUCTS to the extent reasonably necessary to use the CONTRACTOR PRODUCTS in the manner contemplated by this agreement.

CONTRACTOR further warrants and represents that it knows of no allegations, claims, or threatened claims that the CONTRACTOR PRODUCTS provided to COUNTY under this Agreement infringe any patent, copyright, trademark or other proprietary right. In the event that any third party asserts a claim of infringement against the COUNTY relating to a CONTRACTOR PRODUCT, CONTRACTOR shall indemnify and defend the COUNTY pursuant to Paragraph 2 of this AGREEMENT

In the case of any such claim of infringement, CONTRACTOR shall either, at its option, (1) procure for COUNTY the right to continue using the CONTRACTOR Products; or (2) replace or modify the CONTRACTOR Products so that that they become non-infringing, but equivalent in functionality and performance.

33. ELECTRONIC COPIES: The parties agree that an electronic copy, including facsimile copy, email, or scanned copy of the executed Agreement, shall be deemed, and shall have the same legal force and effect as, an original document.
34. COOPERATION WITH COUNTY: CONTRACTOR shall cooperate with COUNTY and COUNTY staff in the performance of all work hereunder.
35. PERFORMANCE STANDARD: CONTRACTOR shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in CONTRACTOR's profession. COUNTY has relied upon the professional ability and training of CONTRACTOR as a material inducement to enter into this Agreement. CONTRACTOR hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, as well as the

requirements of applicable Federal, State, and local laws, it being understood that acceptance of CONTRACTOR 's work by COUNTY shall not operate as a waiver or release. If COUNTY determines that any of CONTRACTOR 's work is not in accordance with such level of competency and standard of care, COUNTY, in its sole discretion, shall have the right to do any or all of the following: (a) require CONTRACTOR to meet with COUNTY to review the quality of the work and resolve matters of concern; (b) require CONTRACTOR to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of paragraph 19 (Termination) or (d) pursue any and all other remedies at law or in equity.

[END OF GENERAL TERMS AND CONDITIONS]

EXHIBIT A

DEFINITION OF SERVICES

Overview: This program provides training and other resources to child welfare providers to benefit children in foster and adoptive care in Mendocino County.

CONTRACTOR shall provide the following services:

1. Contracted Services:

- a. CONTRACTOR shall offer trainings that fulfill the requirements for Title IV-E federally-funded training programs. CONTRACTOR shall collaborate with subcontracting agencies and COUNTY to coordinate training schedules, locations and subcontracting activities. This Agreement is created in partnership with Mendocino County Health & Human Services Agency (HHSA), Family and Children's Services (FCS) and community agencies that work with foster and adoptive care children in Mendocino County. This Agreement and subsequent addendums shall serve as the primary basis and reference documents for the contracted services described within.
- b. Trainings and technical assistance will be offered to group home, FCS staff, foster family agency staff, and others who work with out-of-home children in a coordinated and (as needed) sequential manner. This allows trainees to build on and enhance their professional competencies; ranging from a foundational knowledge of direct care, to sophisticated skills for supporting children and families in crisis including trauma informed practices and strategies.

2. Audience:

CONTRACTOR, in collaboration with its subcontractors, shall design, and/or purchase materials and convene a series of training courses that shall serve as a local training resource for group home staff, foster care providers, COUNTY staff and other Title IV-E eligible participants serving Mendocino County's Title IV-E federally eligible children.

3. Subcontractors:

In addition to working with the COUNTY, CONTRACTOR will work with the following subcontractors to provide training and technical assistance as described in item 1 above: FIRST 5 Mendocino, Redwood Community Services, Inc., and Mendocino County Youth Project. CONTRACTOR will also work with additional eligible subcontractors as identified by the COUNTY.

4. Trainings:

Title IV-E qualifying trainings provide new information and refresher courses directly related to working with court dependents and their families, and

maintaining the exemplary skill level required by child welfare workers, families, healthcare providers, and others who work with foster and adoptive care children.

- a. Title IV-E monies are available for curriculum development and/or purchase, instructor fees, venue fees, supplies and materials, conference and travel expenditures, and other expenses related to trainings. Additionally, the cost of personnel needed for coordination of these trainings also qualifies for this funding stream.
- b. The training programs planned for the 2019-20 contract year may include caring for complex needs foster and adoptive youth, working with commercially sexually exploited youth, safety planning in child abuse/neglect cases, working with Indian Child Welfare Act cases, Positive Parenting Program (Triple P), impact and mitigation of Adverse Childhood Experiences (ACEs), building resiliency in children, families and providers, trauma informed care, California Child Welfare Core Practice Model skill building, as well as other trainings and programs for COUNTY staff, foster parents, group home providers and other Title IV-E eligible participants that qualify for Title IV-E funding.
- c. The trainings will be offered via conference, lecture, group discussions, and interactive activities; as well as through distance education programs.

5. Scheduling:

- a. CONTRACTOR shall work with subcontractors identified in item 3 above and COUNTY as appropriate to create and maintain a schedule of trainings.
- b. Cancellations – Both CONTRACTOR and COUNTY retain the right to cancel any class that is offered under this Agreement no later than seven (7) days before the first meeting of the class. Additionally, if there are fewer than three (3) registrants for a scheduled class, the class may be cancelled for lack of participation.

6. Evaluation Requirements:

Following all trainings, participants will be requested to fill out a course evaluation form to assist the program coordinators with assessing the effectiveness of the instructor, materials, and information offered in the trainings. Changes will be made if a minimum of 75% of the class does not indicate an average score of 3.0 (“good”) or better on a five point scale, with 5.0 being “excellent”. If fewer than 75% of the class rates the quality of the course as 3.0 or better, the instructor and curriculum shall be reviewed and steps taken to assure success in subsequent trainings. Additional training shall be provided to students to ensure that they receive a quality, engaging educational experience.

7. Reporting Requirements:

- a. Invoices shall have supporting documentation for each training invoiced, including:
 - 1) Participant sign-in sheet
 - 2) Outline/summary of training
 - 3) Summary of each class's evaluations (number submitted, average "grade" on each evaluation point, overall grade for training, comments as necessary)
 - 4) CONTRACTOR shall be responsible for maintaining raw data to back-up monthly summary reports, to be made readily available to COUNTY or federal employees as required for auditing purposes.
- b. An Annual Report shall be submitted by September 30, 2020, reflecting the previous contract year's activities, including:
 - 1) Overview of program.
 - 2) Forward-looking discussion of how to build upon successes and/or improve the program.
 - 3) Training detail:
 - i. Training topics and programs delivered
 - ii. Conferences, seminars, etc. funded under this program
 - iii. COUNTY or community-based agencies that received training services under this Agreement.
 - 4) Total match provided, budget detail of match.
 - 5) Total reimbursement amount to CONTRACTOR and the amount invoiced by COUNTY to the State of California.

8. Certification/Licensure:

- a. CONTRACTOR represents that it is a public post-secondary educational institution with the capability and the experience to provide services in the subject area specified herein. If any class offered under this contract is for college credit, the instructor employed to teach this class will hold or qualify for a valid Faculty Service Area (FSA) designation authorizing instruction at the post-secondary level in the subject area specified.
- b. CONTRACTOR and subcontractors will maintain all licensures and certifications as required by regulatory statute and standard for each agency's operations. Subcontracted agencies will maintain and keep current all licenses granted through the State Department of Social

Services and the accreditation granted through the California Alliance of Services to Children and Families.

9. Service Area:

Mendocino County.

10. Service Delivery Sites:

Training venues will vary depending on need.

11. Service Criteria:

CONTRACTOR shall choose instructors by their ability to fulfill instruction requirements in specific topics, including subject matter expertise and training experience.

This is a one-year Agreement and CONTRACTOR should make no assumption of continued funding from the COUNTY for this purpose at the end of this Agreement period.

[END OF DEFINITION OF SERVICES]

EXHIBIT B

PAYMENT TERMS

COUNTY will pay CONTRACTOR as follows:

1. Maximum amount to be reimbursed:

Based on the current Federal Financial Participation (FFP) rate, maximum reimbursement will be 61.50% of cost of expenses, not to exceed \$1,500,000.

2. Match amount (provided by CONTRACTOR):

Based on the current FFP rate, the match amount will be 38.50% of funds used, or \$939,024 if entire contract is utilized.

3. Contract Amount:

The maximum total amount expected to be claimed on the COUNTY Expense Claim for FY 2019-20 services for this contract will be \$2,439,024.

4. Federal Financial Participation (FFP) Rate:

This Agreement is based on the FFP rate for Mendocino County of 82%. Actual FFP will be verified with Mendocino County HHSAs' fiscal department at the time of invoicing (for the period of July 2019 - June 2020) and invoice will be based on current FFP.

5. Terms and Conditions of Payment:

It is the obligation of the CONTRACTOR to progressively monitor all expenditures and take appropriate corrective preventive measures including the timely notification to COUNTY if stoppage of services becomes the necessary measure to prevent the over-expenditure of contract funds. Prior approval via a contract amendment and, if applicable, COUNTY Board of Supervisors' and CONTRACTOR'S signatory or an authorized designee shall be required to alter or change the terms and conditions of this Agreement.

6. Funding Availability:

Funding of this Agreement is subject to the availability of authorized funds. If expected or actual federal or state 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.

7. Cost Reimbursement:

All trainings will be invoiced on a cost reimbursement basis.

8. Types of Trainings:

Reimbursement will be paid on a fee for service basis at the discounted 75% rate, with the exception of administrative expenses, which are reimbursed at the discounted 50% rate.

9. Match:

Match amount for this contract is figured at 82.0% FFP rate. Using this FFP rate, CONTRACTOR will provide 38.50% of the total costs incurred as an in-kind match. The actual in-kind amount is dependent on the reimbursement received and the FFP rate at the time of invoicing. If the entire Agreement is utilized, the in-kind match to be provided by CONTRACTOR for this contract at FFP 82.0% would be \$939,024.

10. Invoicing Procedures:

Report of monthly invoiced activities will include:

- a. Total expenses for current month's billable activities.
- b. Year-to-date invoiced.
- c. Remaining contract balance.
- d. Match: current month's match.
- e. Total amount to be billed by County of Mendocino to the State of California (reimbursement total + match).
- f. Invoices shall require the original signature of the District Executive Director of Economic Development and Contract Education for the Chabot-Las Positas Community College District; its Vice Chancellor of Business Services; or an official designee.

11. Invoice Submissions:

- a. Invoices are to be submitted quarterly. CONTRACTOR is to contact the COUNTY for appropriate FFP rate for the previous quarter. The FFP rate will be available the month following each quarter and will inform the invoice amounts (e.g. Q1 rate will be available in mid to late October). Invoices are due the last day of the month following each quarter: Q1 invoices = Oct. 31, 2019; Q2 = Jan. 31, 2020; Q3 = Apr. 30, 2020, Q4= July 31, 2020.
- b. CONTRACTOR shall send or deliver originally signed invoices to:

Family & Children's Services
Attn: Kristina Grogan
P.O. Box 839
Ukiah, CA 95482

12. Annual Report will be due on September 30, 2020.

Payments under this Agreement shall not exceed One Million Five Hundred Thousand Dollars (\$1,500,000) for the term of this Agreement.

[END OF PAYMENT TERMS]

EXHIBIT C

INSURANCE REQUIREMENTS

Insurance coverage in a minimum amount set forth herein shall not be construed to relieve CONTRACTOR for liability in excess of such coverage, nor shall it preclude COUNTY from taking such other action as is available to it under any other provisions of this Agreement or otherwise in law. Insurance requirements shall be in addition to, and not in lieu of, CONTRACTOR's indemnity obligations under Paragraph 2 of this Agreement.

CONTRACTOR shall furnish to COUNTY certificates of insurance with Automobile Liability/General Liability Endorsements evidencing at a minimum the following:

- a. Combined single limit bodily injury liability and property damage liability - \$1,000,000 each occurrence.
- b. Vehicle / Bodily Injury combined single limit vehicle bodily injury and property damage liability - \$500,000 each occurrence.

[END OF INSURANCE REQUIREMENTS]

EXHIBIT D
CONTRACTOR ASSURANCE OF COMPLIANCE WITH
THE MENDOCINO COUNTY
HEALTH & HUMAN SERVICES AGENCY
NONDISCRIMINATION IN STATE
AND FEDERALLY ASSISTED PROGRAMS

NAME OF CONTRACTOR: **Chabot-Las Positas Community College District**

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended and in particular section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code section 11135-11139.5, as amended; California Government Code section 12940 (c), (h) (1), (i), and (j); California Government Code section 4450; Title 22, California Code of Regulations section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, sexual orientation, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE CONTRACTOR HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, CONTRACTOR agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code section 10605, or Government Code section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on CONTRACTOR directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

Date
7600 Dublin Blvd., Third Floor, Dublin, CA 95468
Address of CONTRACTOR

CONTRACTOR Signature

Appendix A
CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, and OTHER RESPONSIBILITY MATTERS
LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 **Federal Register** (pages 19160-19211).

- (1) The primary principal certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency:
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment tendered against them for commission of fraud or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsifications or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification, and
 - (d) Have not, within a three-year period preceding this application/proposal, had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the primary principal is unable to certify to any of the statements in this certification, such principal shall attach an explanation.

Ronald P. Gerhard
 (Type Name)

Chabot-Las Positas Community College District
 (Organization Name)

Vice Chancellor of Business Services
 (Title)

7600 Dublin Blvd., Third Floor
Dublin, CA 95468
 (Organization Address)

 (Signature)

 (Date)

Chabot-Las Positas Community College District, Las Positas College

5.0 BUSINESS SERVICES

- (cc) 5.1 Approval of Commercial Warrant Registers
- (cc) 5.2 Approval of Payroll Warrant Registers
- (cc) 5.3 Approval of Declaration of Surplus Property to be Donated to Non-Profit Organization
- (cc) 5.4 Approval for Purchase of Apple Computer Equipment for Instructional Areas at Chabot-Las Positas Community College District, Las Positas College

6.0 FACILITIES PLANNING AND DEVELOPMENT

- (cc) 6.1 Approval of Contract Modification to the Existing On-Call Professional Services Agreement with William Fredrick King for Measure B Construction Management Support Services, New Academic Classroom Building 100, Las Positas College
- (cc) 6.2 Approval of Professional Services Agreement with Catalyst Consulting Group, Inc. for the Districtwide Security Management System Upgrade - Design and Engineering Services
- (cc) 6.3 Authorization to File Notice of Completion with Alameda County Clerk Recorder's Office for the Colonnade Re-Roof, Chabot College
- (cc) 6.4 Ratification of Contract and Approval of Contract Modification with Growing Energy Labs, Inc. for the LPC Microgrid Project, Las Positas College
- (cc) 6.5 Ratification of Contract and Approval of Contract Modification with ReGreen, Inc. for the Districtwide Exterior LED Lighting Project

7.0 ECONOMIC DEVELOPMENT/CONTRACT EDUCATION

- (cc) 7.1 Amendment of Grant Agreement No. 18-081-102 - California Community Colleges Chancellor's Office, District-Economic Development
- (cc) 7.2 Amendment of Grant Agreement No. 18-085-001 - California Community Colleges Chancellor's Office, District-Economic Development
- (cc) 7.3 Amendment of Grant Agreement No. 18-086-001 - California Community Colleges Chancellor's Office, District-Economic Development

8.0 INFORMATION AND DISCUSSION ITEMS (No Action)

- 8.1 Informational Personnel Report

9.0 OTHER ACTION ITEMS

- 9.1 Second Reading and Adoption of Board Goals 2019-2022
- 9.2 Second Reading and Adoption of Board Priorities 2019-2022

10.0 REPORTS- SENIOR LEADERSHIP AND TRUSTEES

- 10.1 President of Chabot College and Las Positas College
- 10.2 Chancellor
- 10.3 Recognitions
- 10.4 Trustee Reports and/or Official Communications
 - a) Las Positas College Air Quality Resolution

SAMPLE

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
AND
AGENCY
CONTRACT FOR SERVICES
MENDOCINO COUNTY

This Contract for Services is made and entered into this _____ day of _____ 2019, by and between Chabot-Las Positas Community College District hereinafter referred to as *District*, and AGENCY hereinafter referred to as *Contractor*.

WHEREAS, the *Contractor* desires to provide and receive contract education and training for Mendocino County (hereinafter referred to as *County*) providers and caregivers serving dependent children/youth and their families beginning on July 10, 2019 and ending on June 30, 2020;

WHEREAS, the *District* has the capability to provide contract education and training during this period;

NOW THEREFORE, it is mutually agreed that the parties referred to above will adhere to the provisions listed below:

Contractor shall:

- 1) Consult with *District* staff to coordinate the design of the education and training to be provided in order to meet training needs.
- 2) Provide training which increases the ability of staff and caregivers to provide support and assistance to foster, probation and adoptive children, youth and their families.
 - 2.1) The trainings will be offered via lecture, group discussions, and interactive activities as well as through distance education programs.
- 3) Ensure and verify that all training activities qualify for the enhanced 75% rate and attendees are qualified participants according to the Federal Title IV-E guidelines. *Contractor* shall consult with *District* for clarification when necessary.
 - 3.1) An individual, different than the individual preparing the invoice, will provide quality assurance (QA) and review the invoice to ensure alignment with federal regulations, as well as contract requirements and guidelines.
 - 3.2) *Contractor's* Chief Financial Officer or Chief Executive Officer, the individual creating the invoice, and the individual providing the QA for the invoice will sign each invoice certifying that the "invoice reflects actual direct and indirect qualified costs, as defined by 45 CFR §§235.66 and 1356.60, incurred by *Contractor* in the provision of Title IV-E training."

- 4) Invoice **District** up to the maximum amount of this Contract: \$ _____.
- 4.1) Allowable expenses for trainings shall include the following:
 - 4.1.1) Salaries, fringe benefits, travel and per diem costs for staff trainers and/or outside subject matter experts.
 - 4.1.2) Training supplies, postage of training supplies, and purchase or development of training materials.
 - 4.1.3) Training venue.
 - 4.1.4) Administrative and training oversight personnel and overhead costs directly applicable to the trainings.
 - 4.2) Some training will be delivered on a fixed unit price basis, at the rate of \$175.00 per hour of instruction or curriculum development.
 - 4.2.1) All expenses, including curriculum development units and training hours, must represent actual expenses incurred and documented.
 - 4.3) For those trainings costing more than the fixed unit price, the **Contractor** will charge on a fee for service basis. Fee for service is a direct cost reimbursement and **Contractor** must supply all required documentation including documentation of participant and content eligibility for funding source, as well as expense receipts (see documentation requirements in section 5).
 - 4.3.1) Fee for service training expenses expected to exceed \$5,000 require prior written approval from **District**.
- 5) Submit monthly summary invoices with a breakdown of fixed unit price and fee for service activities, listing the total amount due. Monthly invoices shall include the following:
- 5.1) A Microsoft Excel spreadsheet (template provided by **District**) listing all trainings with eligible title, time, location, whether the training was available to participants outside **Contractor's** staff/ caregivers, and number of participants by type as well as remaining balance on contract.
 - 5.2) A list of training participants' agency names for the month.
 - 5.4) Back-up documentation required for all training activities (fixed unit and fee for service):
 - 5.4.1) Materials that identify qualifications (e.g., resumes) of all persons paid under this Contract to provide training (if not previously submitted). All staffing is subject to **District's** approval.
 - 5.4.2) A course description or training summary outlining eligibility of learning activity at the 75% enhanced Title IV-E rate, as well as activities to support the transfer of learning (application of skills and knowledge to enhance job performance).
 - 5.4.3) A sign-in sheet with the location of the training, training topic, instructor's name(s), list of attendees and their agency names, type of participants, and the

date and time class started and ended; all to be verified with the instructor's signature.

- 5.4.3.1) The types of participants include service provider staff, foster family agency staff, group home/ Short Term Residential Treatment Program (STRTP) staff, resource family/ caregivers, county social workers and other participants.
 - 5.4.3.2) Fee for service activities conducted outside a classroom environment do not need a sign in sheet but need to include documentation that the participant(s) and content qualify(ies) under Title IV-E regulations.
 - 5.4.4) A summary of evaluation data including three measures: effectiveness of trainer, materials, and content
 - 5.4.4.1) At least 6 evaluations per trainer, and up to 20 randomly selected evaluations must be included in the evaluation summary and individual hard copies
 - 5.4.4.2) If fewer than 75% of the class does not rate the quality of the course as 3.0 or better, the instructor and curriculum shall be reviewed and steps taken to assure success in subsequent trainings. Additional training shall be provided to students to ensure that they receive a quality, engaging educational experience.
 - 5.4.4.3) Non-classroom-based learning activities are exempt from the evaluation requirement.
 - 5.4.5) Written approval for participant exemptions and fee for service trainings exceeding \$5,000 must be submitted with corresponding back-up documentation.
 - 5.4.6) Fee for service learning activities must include a summary of expenses and corresponding receipts.
- 6) Monthly invoices
- 6.1) Invoices for the months of July through June are to be submitted to the ***District*** on a monthly basis and **by the tenth of the month.**
 - 6.1.1) For example, January 2020's invoice, for services provided July 10, 2019 through January 31st, 2020 will be due February 10th, 2020.
 - 6.2) ***Contractor*** shall mail or deliver originally signed invoices with backup documentation to the ***District's*** designated agent:
Child Welfare Training- Contract Education Department
Chabot-Las Positas Community College District
7600 Dublin Blvd., Suite 102, Dublin, CA 94568
(925) 249-9369
 - 6.3) ***Contractor*** shall provide an electronic version of the invoice in Microsoft Excel to the ***District*** on or before that month's invoice's due date, at cwinvoices@clpccd.org.
 - 6.4) Any classes that were not included in the appropriate month's invoice may be included in a later invoice, as long as required documentation is included. Classes not included in or before the July 10th, 2020 invoice will not be accepted if submitted late, is incorrect or has missing documentation.

7) Quality Assurance for Invoices

- 7.1) The ***District*** will not accept invoices that are not correct mathematically or do not have correct back up documentation.
- 7.2) Contractor will ensure a quality review of all invoices before submittal. Invoices are to be correct mathematically, to have correct and complete back up documentation for each activity, include requisite signatures and be delivered on time.
- 7.3) Only one invoice submission will be allowed each month.
- 7.4) **Errors or incomplete items on invoices will result in the line item being withdrawn from that month's invoice.**
- 7.5) Contractor may resubmit the item with correction or documentation in subsequent invoices, up to the invoice due by July 10th, 2020.
- 7.6) Any errors or omissions on the July 10th, 2020 invoice will be eliminated without the ability to resubmit.
- 8) Provide training information for ALL open trainings to be posted on the ***District*** hosted training website as soon as possible, but not later than 10 days prior to the month of the training. Information shall be provided to ***District*** website contact.
- 9) Complete a year-end report due on **August 30, 2020**. Year-end reporting requirements including the following:
- 9.1) Overview of program.
 - 9.2) Training topics delivered and percentage of classes open to other agencies.
 - 9.3) Total number of training hours delivered
 - 9.4) Breakdown of types of participants (see section 5.4.3.1)
 - 9.5) List of participating agencies
 - 9.6) Total reimbursed by month
 - 9.7) Review of challenges and how to avoid them in the future as well as successes and how to sustain them
- 10) Participate in all audit preparation and implementation by ***District, County*** or other oversight entity.
- 11) All expenses are to be the sole responsibility of ***Contractor***. Payment is on a fixed unit price and fee for service basis for qualifying expenses with proper documentation, only.
- 12) Payment of ***Contractor's*** invoices by ***District*** is anticipated to be within sixty (60) days after receipt of invoice for each month. Delay in payment does not nullify the requirement of timely delivery of invoices and back-up materials as outlined in Section 5 of this contract.
- 13) ***Contractor*** shall NOT hire nor compensate ***County*** employees to perform any part of the work or services provided for herein except upon written approval of ***District***.

- 14) **Contractor** shall NOT hire nor compensate from any contract funds any member of its governing body or the **District's** Board of Trustees, nor any business in which such member, or the spouse, parent or child of such a member, owns or otherwise controls more than five percent (5%) of the equity of such business, without written consent of the **District**.
- 15) **Contractor** agrees to adhere to and be bound by all additional requirements imposed on **District** by **County** and its Master Contract with **District**, which is attached herein (Exhibit A.) Such requirements, incorporated by reference, include but are not limited to contract monitoring, certification/licensure of instructors, client grievance, confidentiality, indemnification, insurance, and audit requirements.
- 16) **Contractor** agrees to invoice only for expenses not already reimbursed by **County**, by other entities, or through other income-generating activities.
- 17) **Contractor** is responsible for all costs disallowed by the **District** pursuant to Section 25 of this Contract.
- 18) **Contractor** shall maintain all pertinent records for five (5) years after final payment or until all pending **County**, State of California, Federal, or **District** audits are complete, whichever is later, and make them available to **District**, **County**, State of California, Federal staff or their agents, upon request of **District**.
- 19) **Indemnification and Hold Harmless.** **Contractor** agrees to defend, indemnify and save harmless **District**, including all of its boards, agencies, departments, officers, employees, agents and volunteers against any and all claims or lawsuits (whether against **Contractor**, **District** or others) judgments, debts, demands and liability, including those arising from injuries or death of persons and for damages to property, arising directly or indirectly out of the obligations herein described or undertaken or out of operations conducted or subsidized in whole or in part by **Contractor**, save and except claims or litigation arising through the sole active negligence, and/or sole willful misconduct of **District**. **District** shall defend, and save harmless **Contractor** and its directors, officers, employees, agents and volunteers against any and all claims or lawsuits (whether against **Contractor**, **District**, or others), judgments, debts, demands and liability, including those arising from injuries or death of persons and for damages to property, arising directly or indirectly out of (1) the sole willful misconduct or (2) the sole active negligence of **District** and its officers, employees, agents and volunteers. The **District** shall indemnify and hold the **Contractor** free and harmless of and from all liability, judgments, costs, damages, claims or demands, arising out of the **District's** unjustified failure to comply with or perform the **District's** obligations under this Contract.
- 20) **Insurance.**
 - 20.1) **Contractor**, at its sole cost and expense, shall obtain and maintain in full force during the term of the Contract, the following types of insurance:
 - 20.1.1) Commercial General Liability, including operations, products and completed operations, and broad form property damage, in the minimum amount of

\$2,000,000 per occurrence for bodily injury, personal injury and property damage. 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. Coverage must also include a minimum amount of \$100,000 fire legal liability.

- 20.1.2) Commercial Automobile Liability coverage in the minimum amount of \$1,000,000 CSL bodily injury and property damage, including owned, non-owned and hired automobiles. Also to include Uninsured/Underinsured Motorists coverage in the minimum amount of \$100,000 when there are owned vehicles.
 - 20.1.3) Auto insurance in the minimum amount of \$1,000,000 CSL bodily injury and property damage for all employees and volunteers associated with the Contract.
 - 20.1.4) Workers' Compensation coverage, in full compliance with California statutory requirements, for all employees of **Contractor** and Employer's Liability in the minimum amount of \$1,000,000.
 - 20.1.5) Professional Liability coverage in the minimum amount of \$2,000,000 each occurrence and \$3,000,000 aggregate. If the professional liability coverage is "claims made", **Contractor** must purchase an extended reporting period endorsement (tail coverage) for a period of five (5) years after date when Contract is terminated, completed, or non-renewed.
 - 20.1.6) The insurance carrier must have authorization to transact business in the State of California and be BEST rated A- or higher. **District** may withhold final payments due until satisfactory evidence of the tail coverage is provided by **Contractor** to **District**.
- 20.2) All insurance required shall be primary coverage as respects to the **District** and any insurance or self-insurance maintained by **District** shall be in excess of **Contractor's** insurance coverage and shall not contribute to it.
- 20.3) **District** is to be notified immediately if any aggregate insurance limit is exceeded. Additional coverage must be purchased to meet requirements.
- 20.4) The **District**, its boards, agencies, departments, officers, employees, agents, and volunteers are to be named as Additional Insured as respects work done by **Contractor** under the terms of this Contract on all policies required (except Workers' Compensation).
- 20.5) Policies shall not be canceled, non-renewed or reduced in scope of coverage until after sixty days (60) written notice has been given to **District's** Business Services.
- 20.6) **Contractor** agrees to provide **District** with the following insurance documents on or before the effective date of this Contract:
- 20.6.1) Certificates of insurance for all required coverage;
 - 20.6.2) Additional Insured endorsements naming the **District** as additional insured (see 20.4);

20.6.3) Sixty (60) Days' Notice Cancellation Clause endorsements.

20.7) Failure to provide these documents shall be grounds for immediate termination or suspension of this Contract.

21) **Contractor** is an independent contractor, and not an employee, agent or partner of, or joint venture with the **District**. Nothing in this Contract is intended to nor shall it be construed as creating the relationship of agent, servant, employee, partnership, joint venture, or association. As an independent contractor, **Contractor** will be solely responsible for determining the means and methods for performing the services described herein. **Contractor** shall further be responsible for deducting all federal, state and local income taxes, FICA and other charges, if any, to be deducted from the compensation of **Contractor's** employees. The **District** shall make no State or Federal unemployment insurance or disability insurance contributions on behalf of **Contractor** and/or its employees. Each and every person providing services to the **District** under this Contract shall, at all times, remain an employee or independent contractor of **Contractor**, unless otherwise employed by the **District** prior to the execution of this contract. **Contractor's** employees shall not, at any time, or in any way, be entitled to sick leave, vacations, retirement, or other fringe benefits from the **District**, nor shall they be entitled to overtime pay from the **District**. **Contractor** and/or its employees shall not be included in the classified or faculty service, have no property rights to any position, and have none of the rights an employee of the **District** may otherwise have in the event of termination of this Contract. Thus the **District** shall not exercise control over the methods by which **Contractor** performs services covered by the Contract. The interests and responsibilities of the **District** are to ensure the end result that such services are performed in accordance with the standards set forth in this Contract.

Chabot-Las Positas Community College District (District) shall:

- 22) Approve the training plan developed in response to the training needs defined by **County** to be provided via this Contract.
- 23) Monitor all training activities to ensure compliance and that backup documentation is being maintained and that payments reflect actual allowable activity.
- 24) Reimburse **Contractor** for invoiced allowable training services on a fixed unit price or fee for service basis up to the maximum amount of this Contract, in accordance with the agreed upon training plan and calendar after **Contractor's** invoice and its attachments have been reviewed and verified by **District** staff for accuracy and completeness.
- 25) Conditions Prerequisite to Payments. Notwithstanding any other provision of this Contract, **District** may elect not to make a particular payment on the Contract if:
 - 25.1) Misrepresentation. **Contractor** shall have made a material misrepresentation with respect to the information furnished under this Contract to **District**.

- 25.2) Litigation. A judgment against **Contractor** remains unsatisfied; or a restraining order, injunctive order or judicial decree remains in effect which requires action or conduct on the part of **Contractor**, which materially reduces **Contractor's** ability to perform under this Contract.
- 25.3) Default. **Contractor** is in default under any provisions of this Contract and has not cured or taken reasonably prompt steps to commence the curing of such default.
- 25.4) Fiscal Reporting. **Contractor** shall not have submitted the required statements and reports, whether of a fiscal or a non-fiscal nature, as specified in this Contract.
- 25.5) Availability of funds. The **District's** obligation under this Contract is subject to the availability of authorized funds. The **District** may terminate the Contract, or any part of the contract work, without prejudice to any right or remedy of the **District**, 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 **District** may, upon written notice to the **Contractor**, terminate this Contract in whole or in part.
- 25.5.1) This Contract is void and unenforceable if all or part of federal, State of California, or **County** funds applicable to this Contract are not available to **District**. If applicable funding is reduced, **District** may either:
- 25.5.1.1) Cancel this Contract; or,
- 25.5.1.2) Offer a contract amendment reflecting the reduced funding.
- 26) Cancellations – Both **District** and **County** retain the right to cancel any class that is offered under this Contract no later than seven (7) days before the first meeting of the class. Additionally, if there are fewer than six (6) registrants for a scheduled class, the class may be cancelled for lack of participation.
- 27) **District** will not claim State apportionment for any participants trained under this Contract.
- 28) Either party may terminate this Contract with thirty (30) days written notice between those parties who sign this Contract. In the event of termination, **Contractor** agrees to reimburse **District** for costs incurred. Any training block in progress at the time of such notice or effective date of termination shall be allowed to finish.

SIGNATURES

Rosanne Ibarra
Executive Director
First 5 Mendocino County

Date

Julia A. Dozier
District Executive Director

Date

Economic Development & Contract Education
Chabot-Las Positas Community College District

Chabot-Las Positas Community College District

Contract for Services

This is a contract for professional services between the Chabot-Las Positas Community College District ("District") and _____, Independent Contractor ("Contractor"), entered this ____ day of _____, _____.

1. Contractor agrees to perform the following services in his/her capacity:

2. Contractor hereby understands that no employment relationship is established by this contract for services.
3. The Contractor shall provide his/her own Workers' Compensation Insurance and shall properly report all income in accordance with federal and state law (Labor Code § 3700).
4. Contractor shall be in compliance with the Drug Free Workplace Act of 1988.
5. Services shall begin on or about ____ / ____ / _____, and terminate on or before ____ / ____ / _____. Services shall not be assigned nor subcontracted to another party without written consent of the District.
6. District agrees to pay the Contractor the sum of \$ _____, payable as follows, upon receipt of an invoice, if the services performed are satisfactory to the District.

| Date | Payment |
|-------|---------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

7. District retains the right to cancel this contract in the event of funding shortage or for any other reason by written notice of not less than 30 calendar days. In such case, Contractor will be paid for services rendered through the date of cancellation only.
8. This contract is not valid until signed and accepted by the Vice Chancellor, Business Services, nor does the District assume any liability for work performed prior to acceptance by the Vice Chancellor, Business Services.

Independent Contractor

Name

Email Address

Phone #

Address

Signature

CLPCCD

| | |
|---|---------------|
| _____ Initiating Manager | _____ Date |
| _____ President | _____ Date |
| _____ Vice Chancellor, Human Resources | _____ Date |
| _____ Vice Chancellor, Business Services | _____ Date |

Fund Org Account Program PO/Bd Rec

Chabot-Las Positas Community College District

Request For Certificate of Insurance

Name: Elaine Colvin

Dept: Economic Development/Contract Education

Certificate Holder (i.e. The agency requesting the Certificate of Insurance.)

Name: Mendocino County, HHS&A Family & Children's Services

Address: P.O. Box 839

Ukiah, CA 95482

Attn: Kristina Grogan

Description of Operations

Title IV-E Training

Is This a Special Event? (i.e. Is this off campus event a one time thing?)
Yes No

Event Dates & Time: _____

Location: _____

Sponsor: _____

Participants: _____

Details of Event: _____

Special Requirements: _____

Additional Insured/Additional Covered Party?*

Yes No

(i.e. Is the requesting Agency asking to be an additional insured?)

*If requesting Additional Insured/Additional Covered Party, please forward a copy of the contract or agreement along with the request.

Comments:

Send To:

Name: Mendocino County, HHS&A Family & Children's Services

Address: P.O. Box 839

Ukiah, CA 95482

Attn: Kristina Grogan



Mendocino County Health & Human Services Agency

Healthy People, Healthy Communities

Tammy Moss Chandler, Director

William Schurtz, Director of Administrative Services/Civil Rights Coordinator



**Civil Rights/Americans with Disabilities Act (ADA)
Complaint Activity Summary**

(Please submit the completed form with your signed contract)

To the best of your knowledge in the year 2018 :

1. How many Civil Rights/ADA complaints have you received? 6

If any were made, what was the disposition of the complaint/s?

2. Other than interpreters provided by the HHSA's Social Services Branch, have you needed to use interpreter/translator services (including Language Line) in order to serve your clients? Yes No

If so, were you satisfied with the process?

3. Have you had access concerns communicated to you by a person with disabilities: Yes No

If so, what was the nature of the concern/s and how was/were the concern/s addressed?

Conduct an interactive process. Make determinations as to available reasonable accommodations.

4. My signature on this summary indicates that I have received the Civil Rights/ADA Contractor's Handbook from the Mendocino County HHSA's Social Services Branch and that I have reviewed the Handbook.

David Betts
Printed Contractor's Name

David Betts
Signature

CLPCCO
Agency Name

5/1/2019
Date