



**CONTRACT NUMBER MA-017-20010774
BETWEEN
COUNTY OF ORANGE
AND
COMMUNITY ACTION PARTNERSHIP OF ORANGE COUNTY
FOR
REGIONAL COMMUNITY-BASED OUTREACH SERVICES FOR THE 2020 CENSUS**

This Contract MA-017-20010774 for Regional Community-Based Outreach Services for the 2020 Census (hereinafter referred to as “Contract”) is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California, (hereinafter referred to as “County”) and **Community Action Partnership of Orange County (CAP OC)**, with a place of business at **11870 Monarch Street, Garden Grove, CA 92841** (hereinafter referred to as “Contractor”), with County and Contractor sometimes referred to individually as “Party” or collectively as “Parties”.

RECITALS

WHEREAS, Contractor responded to a Request for Proposal (“RFP”) to provide Regional Community-Based Outreach Services for the 2020 Census to the County; and

WHEREAS, Contractor responded and represented that its proposed services shall meet or exceed the requirements and specifications of the RFP; and

WHEREAS, the County Board of Supervisors has authorized the County Procurement Officer or his designee to enter into a Contract for Regional Community-Based Outreach Services for the 2020 Census with Contractor; and

WHEREAS, Contractor agrees to provide Regional Community-Based Outreach Services for the 2020 Census to County as further set forth in the Scope of Services, attached hereto as Attachment A and incorporated herein; and,

WHEREAS, Contractor agrees to accept payment set forth in the Compensation and Pricing, attached hereto as Attachment B and incorporated herein; and,

NOW THEREFORE, the Parties mutually agree as follows:

ARTICLES

GENERAL TERMS AND CONDITIONS:

- A. Governing Law and Venue:** This Contract has been negotiated and executed in the state of California and shall be governed by and construed under the laws of the state of California. In the event of any legal action to enforce or interpret this Contract, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California, and the parties hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure Section 394. Furthermore, the parties specifically agree to waive any and all rights to request that an action be transferred for adjudication to another county.
- B. Entire Contract:** This Contract, including Attachments which are attached hereto and incorporated herein by this reference, contains the entire Contract between the parties with respect to the matters herein, and there are no restrictions, promises, warranties or undertakings other than those set forth herein or referred to herein. No exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing. Electronic acceptance of any additional terms, conditions or supplemental Contracts by any County employee or agent, including but not limited to installers of software, shall not be valid or binding on County unless accepted in writing by County’s Purchasing Agent or designee.
- C. Amendments:** No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the parties; no oral understanding or agreement not incorporated herein shall be binding on either of the parties; and no exceptions, alternatives, substitutes or revisions

are valid or binding on County unless authorized by County in writing.

- D. Taxes:** Unless otherwise provided herein or by law, price quoted does not include California state sales or use tax. Out-of-state contractors shall indicate California Board of Equalization permit number and sales permit number on invoices, if California sales tax is added and collectable. If no permit numbers are shown, sales tax will be deducted from payment. The Auditor-Controller will then pay use tax directly to the State of California in lieu of payment of sales tax to the Contractor.
- E. Delivery:** Time of delivery of goods or services is of the essence in this Contract. County reserves the right to refuse any goods or services and to cancel all or any part of the goods not conforming to applicable specifications, drawings, samples or descriptions or services that do not conform to the prescribed statement of work. Acceptance of any part of the order for goods shall not bind County to accept future shipments nor deprive it of the right to return goods already accepted at Contractor's expense. Over shipments and under shipments of goods shall be only as agreed to in writing by County. Delivery shall not be deemed to be complete until all goods or services have actually been received and accepted in writing by County.
- F. Acceptance/Payment:** Unless otherwise agreed to in writing by County: 1) acceptance shall not be deemed complete unless in writing and until all the goods/services have actually been received, inspected, and tested to the satisfaction of County, and 2) payment shall be made after satisfactory acceptance and completion of each milestone as per Attachment B.
- G. Warranty:** Contractor expressly warrants that the goods covered by this Contract are 1) free of liens or encumbrances, 2) merchantable and good for the ordinary purposes for which they are used, and 3) fit for the particular purpose for which they are intended. Acceptance of this order shall constitute an agreement upon Contractor's part to indemnify, defend and hold County and its indemnities as identified in paragraph "Z" below, and as more fully described in paragraph "Z," harmless from liability, loss, damage and expense, including reasonable counsel fees, incurred or sustained by County by reason of the failure of the goods/services to conform to such warranties, faulty work performance, negligent or unlawful acts, and non-compliance with any applicable state or federal codes, ordinances, orders, or statutes, including the Occupational Safety and Health Act (OSHA) and the California Industrial Safety Act. Such remedies shall be in addition to any other remedies provided by law.
- H. Patent/Copyright Materials/Proprietary Infringement:** Unless otherwise expressly provided in this Contract, Contractor shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this Contract. Contractor warrants that any software as modified through services provided hereunder will not infringe upon or violate any patent, proprietary right, or trade secret right of any third party. Contractor agrees that, in accordance with the more specific requirement contained in paragraph "Z" below, it shall indemnify, defend and hold County and County Indemnities harmless from any and all such claims and be responsible for payment of all costs, damages, penalties and expenses related to or arising from such claim(s), including, costs and expenses but not including attorney's fees.
- I. Assignment or Sub-Contracting:** The terms, covenants, and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators and assigns of the parties. Furthermore, neither the performance of this Contract nor any portion thereof may be assigned by Contractor without the express written consent of County. Any attempt by Contractor to assign the performance or any portion thereof of this Contract without the express written consent of County shall be invalid and shall constitute a breach of this Contract.
- J. Non-Discrimination:** In the performance of this Contract, Contractor agrees that it will comply with the requirements of Section 1735 of the California Labor Code and not engage nor permit any subcontractors to engage in discrimination in employment of persons because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sex of such persons. Contractor acknowledges that a violation of this

provision shall subject Contractor to penalties pursuant to Section 1741 of the California Labor Code.

- K. Termination:** In addition to any other remedies or rights it may have by law, County has the right to immediately terminate this Contract without penalty for cause or after 30 days' written notice without cause, unless otherwise specified. Cause shall be defined as any material breach of contract, any misrepresentation or fraud on the part of the Contractor. Exercise by County of its right to terminate the Contract shall relieve County of all further obligation.
- L. Consent to Breach Not Waiver:** No term or provision of this Contract shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the Party claimed to have waived or consented. Any consent by any Party to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.
- M. Independent Contractor:** Contractor shall be considered an independent contractor and neither Contractor, its employees, nor anyone working under Contractor shall be considered an agent or an employee of County. Neither Contractor, its employees nor anyone working under Contractor shall qualify for workers' compensation or other fringe benefits of any kind through County.
- N. Performance:** Contractor shall warrant all work under this Contract, taking necessary steps and precautions to perform the work to County's satisfaction. Contractor shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other goods/services furnished by the Contractor under this Contract. Contractor shall perform all work diligently, carefully, and in a good and workmanlike manner; shall furnish all necessary labor, supervision, machinery, equipment, materials, and supplies, shall at its sole expense obtain and maintain all permits and licenses required by public authorities, including those of County required in its governmental capacity, in connection with performance of the work. If permitted to subcontract, Contractor shall be fully responsible for all work performed by subcontractors.
- O. Insurance Provision:** Prior to the provision of services under this Contract, the Contractor agrees to purchase all required insurance at Contractor's expense, including all endorsements required herein, necessary to satisfy the County that the insurance provisions of this Contract have been complied with. Contractor agrees to keep such insurance coverage, Certificates of Insurance, and endorsements on deposit with the County during the entire term of this Contract. In addition, all subcontractors performing work on behalf of Contractor pursuant to this Contract shall obtain insurance subject to the same terms and conditions as set forth herein for Contractor.

Contractor shall ensure that all subcontractors performing work on behalf of Contractor pursuant to this Contract shall be covered under Contractor's insurance as an Additional Insured or maintain insurance subject to the same terms and conditions as set forth herein for Contractor. Contractor shall not allow subcontractors to work if subcontractors have less than the level of coverage required by County from Contractor under this Contract. It is the obligation of Contractor to provide notice of the insurance requirements to every subcontractor and to receive proof of insurance prior to allowing any subcontractor to begin work. Such proof of insurance must be maintained by Contractor through the entirety of this Contract for inspection by County representative(s) at any reasonable time.

All self-insured retentions (SIRs) shall be clearly stated on the Certificate of Insurance. Any self-insured retention (SIR) in an amount in excess of Fifty Thousand Dollars (\$50,000) shall specifically be approved by the County's Risk Manager, or designee, upon review of Contractor's current audited financial report. If Contractor's SIR is approved, Contractor, in addition to, and without limitation of, any other indemnity provision(s) in this Contract, agrees to all of the following:

- 1) In addition to the duty to indemnify and hold the County harmless against any and all liability, claim, demand or suit resulting from Contractor's, its agents, employee's or

subcontractor's performance of this Contract, Contractor shall defend the County at its sole cost and expense with counsel approved by Board of Supervisors against same; and

- 2) Contractor's duty to defend, as stated above, shall be absolute and irrespective of any duty to indemnify or hold harmless; and
- 3) The provisions of California Civil Code Section 2860 shall apply to any and all actions to which the duty to defend stated above applies, and the Contractor's SIR provision shall be interpreted as though the Contractor was an insurer and the County was the insured.

If the Contractor fails to maintain insurance acceptable to the County for the full term of this Contract, the County may terminate this Contract.

Qualified Insurer

The policy or policies of insurance must be issued by an insurer with a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States or ambest.com**). It is preferred, but not mandatory, that the insurer be licensed to do business in the state of California (California Admitted Carrier).

If the insurance carrier does not have an A.M. Best Rating of A-/VIII, the CEO/Office of Risk Management retains the right to approve or reject a carrier after a review of the company's performance and financial ratings.

The policy or policies of insurance maintained by the Contractor shall provide the minimum limits and coverage as set forth below:

Coverage	Minimum Limits
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Automobile Liability including coverage for owned, non-owned and hired vehicles	\$1,000,000 combined single limit per occurrence
Workers' Compensation	Statutory
Employer's Liability Insurance	\$1,000,000 per occurrence

Required Coverage Forms

The Commercial General Liability coverage shall be written on Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage at least as broad.

The Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 0012, CA 00 20, or a substitute form providing coverage at least as broad.

Required Endorsements

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:

- 1) An Additional Insured endorsement using ISO form CG 20 26 04 13 or a form at least as broad naming the ***County of Orange its elected and appointed officials, officers, agents and employees*** as Additional Insureds, or provide blanket coverage, which will state ***AS REQUIRED BY WRITTEN CONTRACT***.
- 2) A primary non-contributing endorsement using ISO form CG 20 01 04 13, or a form at least as broad evidencing that the Contractor's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the *County of Orange, its elected and appointed officials, officers, agents and employees* or provide blanket coverage, which will state **AS REQUIRED BY WRITTEN CONTRACT.**

All insurance policies required by this Contract shall waive all rights of subrogation against the County of Orange, its elected and appointed officials, officers, agents and employees when acting within the scope of their appointment or employment.

Contractor shall notify County in writing within thirty (30) days of any policy cancellation and ten (10) days for non-payment of premium and provide a copy of the cancellation notice to County. Failure to provide written notice of cancellation may constitute a material breach of the Contract, upon which the County may suspend or terminate this Contract.

The Commercial General Liability policy shall contain a severability of interest clause also known as a "separation of insureds" clause (standard in the ISO CG 0001 Policy).

Insurance certificates should be forwarded to the agency/department address listed on the solicitation.

If the Contractor fails to provide the insurance certificates and endorsements within seven (7) days of notification by CEO/Purchasing or the agency/department purchasing division, award may be made to the next qualified vendor.

County expressly retains the right to require Contractor to increase or decrease insurance of any of the above insurance types throughout the term of this Contract. Any increase or decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect County.

County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not deposit copies of acceptable Certificates of Insurance and endorsements with County incorporating such changes within thirty (30) days of receipt of such notice, this Contract may be in breach without further notice to Contractor, and County shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract, nor act in any way to reduce the policy coverage and limits available from the insurer.

P. Changes: Contractor shall make no changes in the work or perform any additional work without the County's specific written approval.

Q. Change of Ownership/Name, Litigation Status, Conflicts with County Interests: Contractor agrees that if there is a change or transfer in ownership of Contractor's business prior to completion of this Contract, and the County agrees to an assignment of the Contract, the new owners shall be required under terms of sale or other transfer to assume Contractor's duties and obligations contained in this Contract and complete them to the satisfaction of the County.

County reserves the right to immediately terminate the Contract in the event the County determines that the assignee is not qualified or is otherwise unacceptable to the County for the provision of services under the Contract.

In addition, Contractor has the duty to notify the County in writing of any change in the Contractor's status with respect to name changes that do not require an assignment of the Contract. The Contractor is also obligated to notify the County in writing if the Contractor becomes a party to any litigation against the County, or a party to litigation that may reasonably affect the Contractor's performance under the Contract, as well as any potential conflicts of interest between Contractor and County that may arise prior to or during the period of Contract performance. While Contractor will be required to provide this information without prompting

from the County any time there is a change in Contractor's name, conflict of interest or litigation status, Contractor must also provide an update to the County of its status in these areas whenever requested by the County.

The Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with County interests. In addition to the Contractor, this obligation shall apply to the Contractor's employees, agents, and subcontractors associated with the provision of goods and services provided under this Contract. The Contractor's efforts shall include, but not be limited to establishing rules and procedures preventing its employees, agents, and subcontractors from providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to influence or appear to influence County staff or elected officers in the performance of their duties.

- R. Force Majeure:** Contractor shall not be assessed with liquidated damages or unsatisfactory performance penalties during any delay beyond the time named for the performance of this Contract caused by any act of God, war, civil disorder, employment strike or other cause beyond its reasonable control, provided Contractor gives written notice of the cause of the delay to County within 36 hours of the start of the delay and Contractor avails himself of any available remedies.
- S. Confidentiality:** Contractor agrees to maintain the confidentiality of all County and County-related records and information pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this Contract. All such records and information shall be considered confidential and kept confidential by Contractor and Contractor's staff, agents and employees.
- T. Compliance with Laws:** Contractor represents and warrants that services to be provided under this Contract shall fully comply, at Contractor's expense, with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively "laws"), including, but not limited to those issued by County in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by County. Contractor acknowledges that County is relying on Contractor to ensure such compliance, and pursuant to the requirements of paragraph "Z" below, Contractor agrees that it shall defend, indemnify and hold County and County Indemnitees harmless from all liability, damages, costs and expenses arising from or related to a violation of such laws.
- U. Freight:** Intentionally Omitted.
- V. Severability:** If any term, covenant, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
- W. Attorney Fees:** In any action or proceeding to enforce or interpret any provision of this Contract, each party shall bear their own attorney's fees, costs and expenses.
- X. Interpretation:** This Contract has been negotiated at arm's length and between persons sophisticated and knowledgeable in the matters dealt with in this Contract. In addition, each party had been represented by experienced and knowledgeable independent legal counsel of their own choosing or has knowingly declined to seek such counsel despite being encouraged and given the opportunity to do so. Each party further acknowledges that they have not been influenced to any extent whatsoever in executing this Contract by any other party hereto or by any person representing them, or both. Accordingly, any rule or law (including California Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this Contract against the party that has drafted it is not applicable and is waived. The provisions of this Contract shall be interpreted in a reasonable manner to effect the purpose of the parties and this Contract.

- Y. Employee Eligibility Verification:** The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirement set forth in Federal statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by the law. The Contractor shall indemnify, defend with counsel approved in writing by County, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.
- Z. Indemnification:** Contractor agrees to indemnify, defend with counsel approved in writing by County, and hold County, its elected and appointed officials, officers, employees, agents and those special districts and agencies which County's Board of Supervisors acts as the governing Board ("County Indemnities") harmless from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, products or other performance provided by Contractor pursuant to this Contract. If judgment is entered against Contractor and County by a court of competent jurisdiction because of the concurrent active negligence of County or County Indemnities, Contractor and County agree that liability will be apportioned as determined by the court. Neither party shall request a jury apportionment.
- AA. Audits/Inspections:** Contractor agrees to permit the County's Auditor-Controller or the Auditor-Controller's authorized representative (including auditors from a private auditing firm hired by the County) access during normal working hours to all books, accounts, records, reports, files, financial records, supporting documentation, including payroll and accounts payable/receivable records, and other papers or property of Contractor for the purpose of auditing or inspecting any aspect of performance under this Contract. The inspection and/or audit will be confined to those matters connected with the performance of the Contract including, but not limited to, the costs of administering the Contract. The County will provide reasonable notice of such an audit or inspection.
- The County reserves the right to audit and verify the Contractor's records before final payment is made.
- Contractor agrees to maintain such records for possible audit for a minimum of three years after final payment, unless a longer period of records retention is stipulated under this Contract or by law. Contractor agrees to allow interviews of any employees or others who might reasonably have information related to such records. Further, Contractor agrees to include a similar right to the County to audit records and interview staff of any subcontractor related to performance of this Contract.
- Should the Contractor cease to exist as a legal entity, the Contractor's records pertaining to this Contract shall be forwarded to the County's project manager.
- BB. Contingency of Funds:** Contractor acknowledges that funding or portions of funding for this Contract may be contingent upon state budget approval; receipt of funds from, and/or obligation of funds by, the state of California to County; and inclusion of sufficient funding for the services hereunder in the budget approved by County's Board of Supervisors for each fiscal year covered by this Contract. If such approval, funding or appropriations are not forthcoming, or are otherwise limited, County may immediately terminate or modify this Contract without penalty.
- CC. Expenditure Limit:** The Contractor shall notify the County of Orange assigned Deputy

Purchasing Agent in writing when the expenditures against the Contract reach 75 percent of the dollar limit on the Contract. The County will not be responsible for any expenditure overruns and will not pay for work exceeding the dollar limit on the Contract unless a change order to cover those costs has been issued.

ADDITIONAL TERMS AND CONDITIONS:

1. **Scope of Contract:** This Contract, including attachment(s), specifies the contractual terms and conditions by which the Contractor will provide regional community-based outreach services for the 2020 Census under a fixed fee Contract.
2. **Term of Contract:** This Contract shall commence upon execution of signatures or, upon the approval of the County Board of Supervisors and continue from that date until September 30, 2020, unless otherwise terminated by County. This Contract is non-renewable.
3. **Americans with Disabilities Act (ADA):** Section 504 of the Rehabilitation Act of 1973 as amended; Title VI and VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act, 42 USC 12101; California Code of Regulations, Title 2, Title 22: California Government Code, Sections 11135, et seq; and other federal and state laws and executive orders prohibit discrimination. All programs, activities, employment opportunities, and services must be made available to all persons, including persons with disabilities.
4. **Authorization Warranty:** The Contractor represents and warrants that the person executing this Contract on behalf of and for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition and obligation of this Contract and that all requirements of the Contractor have been fulfilled to provide such actual authority.
5. **Breach of Contract:** The failure of the Contractor to comply with any of the provisions, covenants or conditions of this Contract shall be a material breach of this Contract. In such event the County may, and in addition to any other remedies available at law, in equity, or otherwise specified in this Contract:
 - Terminate the Contract immediately, pursuant to Section K herein;
 - Afford the Contractor written notice of the breach and ten calendar days or such shorter time that may be specified in this Contract within which to cure the breach;
 - Discontinue payment to the Contractor for and during the period in which the Contractor is in breach; and
 - Offset against any monies billed by the Contractor but yet unpaid by the County those monies disallowed pursuant to the above.
6. **Civil Rights:** Contractor attests that services provided shall be in accordance with the provisions of Title VI and Title 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; Title II of the Americans with Disabilities Act of 1990, and other applicable State and federal laws and regulations prohibiting discrimination on the basis of race, color, national origin, ethnic group identification, age, religion, marital status, sex or disability.
7. **Conditions Affecting Work:** The Contractor shall be responsible for taking all steps reasonably necessary, to ascertain the nature and location of the work to be performed under this Contract and to know the general conditions which can affect the work or the cost thereof. Any failure by the Contractor to do so will not relieve Contractor from responsibility for successfully performing the work without additional cost to the County. The County assumes no responsibility for any understanding or representations concerning the nature, location(s) or general conditions made by any of its officers or agents prior to the execution of this Contract, unless such understanding or representations by the county are expressly stated in the Contract.

8. **Conflict of Interest – Contractor’s Personnel:** The Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of the County. This obligation shall apply to the Contractor; the Contractor’s employees, agents, and relatives; sub-tier Contractors; and third parties associated with accomplishing work and services hereunder. The Contractor’s efforts shall include, but not be limited to establishing precautions to prevent its employees or agents from making, receiving, providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to appear to influence individuals to act contrary to the best interests of the County.
9. **Conflict of Interest – County Personnel:** The County of Orange Board of Supervisors policy prohibits its employees from engaging in activities involving a conflict of interest. The Contractor shall not, during the period of this Contract, employ any County employee for any purpose.
10. **Conflict with Existing Law:** The Contractor and the County agree that if any provision of this Contract is found to be illegal or unenforceable, such term or provision shall be deemed stricken and the remainder of the Contract shall remain in full force and effect. Either Party having knowledge of such term or provisions shall promptly inform the other of the presumed non-applicability of such provision. Should the offending provision go to the heart of the Contract, the Contract shall be terminated in a manner commensurate with interests of both Parties to the maximum extent reasonable.
11. **Consulting Contract – Follow-On Work:** No person or firm or subsidiary thereof who has been awarded a consulting services Contract or a Contract which includes a consulting component may be awarded a Contract for the provision of services, the delivery of goods or supplies, or the provision of any other related action which is required, suggested, or otherwise deemed appropriate as an end product of the consulting services Contract. Therefore, any consultant that Contracts with a County agency/department to develop a feasibility study or to provide formal recommendations is precluded from contracting for any work recommended in the study or included in the recommendations.
12. **Contingent Fees:** The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees of the Contractor or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

For breach or violation of this warranty, the County shall have the right to terminate this Contract in accordance with the termination clause and at its sole discretion to deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee from the Contractor.
13. **Contractor Bankruptcy/Insolvency:** If the Contractor should be adjudged bankrupt or should have a general assignment for the benefit of its creditors or if a receiver should be appointed on account of the Contractor’s insolvency, the County may terminate this Contract.
14. **Contractor’s Expense:** The Contractor will be responsible for all costs related to photo copying, telephone communications, fax communications, and parking while on County sites during the performance of work and services under this Contract. The County will not provide free parking for any service in the County Civic Center.
15. **Contractor Personnel-Reference Check:** The Contractor warrants that all persons employed to provide service under this Contract have satisfactory past work records indicating their ability to accept the kind of responsibility anticipated under this Contract. Contractor’s employees assigned to this project must meet character standards as demonstrated by background investigation and reference checks, coordinated by the agency/department issuing this Contract.

- 16. Contractor's Power and Authority:** The Contractor warrants that it has the full power and authority to grant the rights herein granted and will hold the County hereunder harmless from and against any loss, cost, liability and expense, including reasonable attorney fees, arising out of any breach of this warranty. Further, the Contractor avers that it will not enter into any arrangement with any third party, which might abridge any rights of the County under this Contract.
- 17. Contractor's Project Manager and Key Personnel:** Contractor shall appoint a project manager to direct the Contractor's efforts in fulfilling Contractor's obligations under this Contract. This project manager shall be subject to approval by the County and shall not be changed without the written consent of the County's project manager, which consent shall not be unreasonably withheld.
- The Contractor's project manager and key personnel shall be assigned to this project for the duration of this Contract and shall diligently pursue all work and services to meet the project time lines. Key personnel are those individuals who report directly to the Contractor's project manager.
- 18. Contractor's Records:** The Contractor shall keep true and accurate accounts, records, books and data which shall correctly reflect the business transacted by the Contractor in accordance with generally accepted accounting principles. These records shall be stored in Orange County for a period of seven years after final payment is received from the County. Storage of records in another county will require written approval from the County of Orange assigned DPA.
- 19. Contractor Work Hours and Safety Standards:** Contractor shall ensure compliance with all safety and hourly requirements for employees, in accordance with federal, state, and County safety and health regulations and laws
- 20. Data- Title To:** All materials, documents, data or information obtained from the County data files or any County medium furnished to the contractor in the performance of this Contract will at all times remain the property of the County. Such data or information may not be used or copied for direct or indirect use by the Contractor after completion or termination of this Contract without the express written consent of the County. All materials, documents, data or information, including copies, must be returned to the County at the end of this Contract.
- 21. Debarment:** Contractor warrants that neither Contractor nor its principles are presently debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in the transaction by any Federal department or agency.
- 22. Default:** In case of default by Contractor, the County of Orange may procure the goods and/or services from other sources. If the cost for those goods and/or services is higher than under the terms of the existing Contract, Contractor will be responsible for paying the County the difference between the Contract cost and the price paid, and the County may deduct this cost from any unpaid balance due the Contractor. The price paid by the County shall be the prevailing market price at the time such purchase is made. This is in addition to any other remedies available under this Contract and under law.
- 23. Disputes – Contract:**
- a) The Parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute concerning a question of fact arising under the terms of this Contract is not disposed of in a reasonable period of time by the Contractor's project manager and the County's project manager, such matter shall be brought to the attention of the County Purchasing Agent by way of the following process:
 - b) The Contractor shall submit to the agency/department assigned DPA a written demand for a final decision regarding the disposition of any dispute between the Parties arising under, related to, or involving this Contract, unless the County, on its own initiative, has already rendered such a final decision.

- c) The Contractor's written demand shall be fully supported by factual information, and, if such demand involves a cost adjustment to the Contract, the Contractor shall include with the demand a written statement signed by a senior official indicating that the demand is made in good faith, that the supporting data are accurate and complete, and that the amount requested accurately reflects the Contract adjustment for which the Contractor believes the County is liable.
- d) Pending the final resolution of any dispute arising under, related to, or involving this Contract, the Contractor agrees to diligently proceed with the provision of services under this Contract. The Contractor's failure to diligently proceed shall be considered a material breach of this Contract.
- e) Any final decision of the County shall be expressly identified as such, shall be in writing, and shall be signed by the County Purchasing Agent or his designee. If the County fails to render a decision within ninety (90) days after receipt of the Contractor's demand, it shall be deemed a final decision adverse to the Contractor's contentions. Nothing in this section shall be construed as affecting the County's right to terminate the Contract for Cause or Terminate for Convenience as stated in Section K herein.

24. Drug-Free Workplace: The Contractor hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The Contractor will:

- a) 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).
- b) Establish a drug-free awareness program as required by Government Code Section 8355(b) to inform employees about all of the following:
 - i. The dangers of drug abuse in the workplace;
 - ii. The organization's policy of maintaining a drug-free workplace;
 - iii. Any available counseling, rehabilitation and employee assistance programs; and
 - iv. Penalties that may be imposed upon employees for drug abuse violations.
- c) Provide as required by Government Code Section 8355(c) that every employee who works under this Contract:
 - i. Will receive a copy of the company's drug-free policy statement; and
 - ii. Will agree to abide by the terms of the company's statement as a condition of employment under this Contract.
- d) Failure to comply with these requirements may result in suspension of payments under the Contract or termination of the Contract or both, and the Contractor may be ineligible for award of any future County Contracts if the County determines that any of the following has occurred:
- e) The Contractor has made false certification, or
- f) The Contractor violates the certification by failing to carry out the requirements as noted above.

25. Equal Employment Opportunity: The Contractor shall comply with U.S. Executive Order 11426 entitled, "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR, Part 60) and applicable state of California regulations as may now exist or be amended in the future. The Contractor shall not discriminate against any employee or applicant for employment on the basis of race, color, national origin, ancestry, religion, sex, marital status, political affiliation or physical or mental condition.

Regarding handicapped persons, the Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to provide equal opportunity to handicapped persons in employment or in advancement in employment or otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicaps in all employment practices such as the following: employment, upgrading, promotions, transfers, recruitments, advertising, layoffs, terminations, rate of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to comply with the provisions of Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, pertaining to prohibition of discrimination against qualified handicapped persons in all programs and/or activities as detailed in regulations signed by the Secretary of the Department of Health and Human Services effective June 3, 1977, and found in the Federal Register, Volume 42, No. 68 dated May 4, 1977, as may now exist or be amended in the future.

Regarding Americans with disabilities, Contractor agrees to comply with applicable provisions of Title 1 of the Americans with Disabilities Act enacted in 1990 as may now exist or be amended in the future.

- 26. Errors and Omissions:** All reports, files and other documents prepared and submitted by Contractor shall be complete and shall be carefully checked by the professional(s) identified by Contractor as Contractor Project Manager and key personnel attached hereto, prior to submission to the County. Contractor agrees that County review is discretionary and Contractor shall not assume that the County will discover errors and/or omissions. If the County discovers any errors or omissions prior to approving Contractor's reports, files and other written documents, the reports, files or documents will be returned to Contractor for correction. Should the County or others discover errors or omissions in the reports, files or other written documents submitted by Contractor after County approval thereof, County approval of Contractor's reports, files or documents shall not be used as a defense by Contractor in any action between the County and Contractor, and the reports, files or documents will be returned to Contractor for correction without payment of additional compensation.
- 27. Gratuities:** The Contractor warrants that no gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Contractor or any agent or representative of the Contractor to any officer or employee of the County with a view toward securing the Contract or securing favorable treatment with respect to any determinations concerning the performance of the Contract. For breach or violation of this warranty, the County shall have the right to terminate the Contract, either in whole or in part, and any loss or damage sustained by the County in procuring on the open market any services which the Contractor agreed to supply shall be borne and paid for by the Contractor. The rights and remedies of the County provided in the clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Contract.
- 28. Interpretation of Contract:** In the event of a conflict or question involving the provisions of any part of this Contract, interpretation and clarification as necessary shall be determined by the County's assigned buyer. If disagreement exists between the Contractor and the County's assigned buyer in interpreting the provision(s), final interpretation and clarification shall be determined by the County's Purchasing Agent or his designee.
- 29. Limitations of Actions:** No action, regardless of form, arising out of this Contract may be brought by either Party more than two (2) years after the cause of the action has arisen, or, in the case of nonpayment, more than two (2) years from the date of the last payment, except where either Party, within two (2) years after a cause of action has arisen, provides the other Party in writing a notice of a potential cause of action, disclosing all material facts then known by the notifying Party concerning such cause of action, then the notifying Party may bring an action based on the matter so disclosed at any time prior to the expiration of four (4) years from the time the cause of action arose.

- 30. Lobbying:** On best information and belief, Contractor certifies no federal appropriated funds have been paid or will be paid by, or on behalf of, the Contractor to any person for influencing or attempting to influence an officer or employee of Congress; or an employee of a member of Congress in connection with the awarding of any federal contract, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- 31. News/Information Release:** The Contractor agrees that it will not issue any news releases in connection with either the award of this Contract or any subsequent amendment of or effort under this Contract without first obtaining review and written approval of said news releases from the County through the County's project manager.
- 32. No Third-Party Beneficiaries:** This Contract is an agreement by and between the Parties, and neither: (a) confers any rights upon any of the employees, agents, or contractors of either Party, or upon any other person or entity not a party hereto; or (b) precludes any actions or claims against, or rights of recovery from, any person or entity not a party hereto.
- 33. Notice of Claims:** Contractor must give County immediate notice in writing of any legal action or suit filed related in any way to this Contract or which may affect the performance of work under this Contract, and prompt notice of any claim made against Contractor by any subcontractor, which may result in litigation related in any way to this Contract, or which may affect the performance of work under this Contract.
- 34. Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the parties' project managers' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate party at the address stated herein or such other address as the parties hereto may designate by written notice from time to time in the manner aforesaid.

Contractor: Community Action Partnership of Orange County
 Attn: Curtis Gibbs, Director Planning and Business Development
 11870 Monarch Street
 Garden Grove, CA 92841
 Phone: (714) 897-6670

County: County of Orange
 County Executive Office
 Attn: Saul Viramontes, Special Project Manager
 333 W Santa Ana Blvd., 3rd Floor
 Santa Ana, CA 92701
 Phone: (714) 834-4755

cc: County of Orange
 CEO/County Procurement Office
 Attn: Yarida Guzman, Deputy Purchasing Agent
 1300 S. Grand Avenue
 Building A – 2nd Floor
 Santa Ana, CA 92705
 Phone: (714) 567-7368

- 35. Ownership of Documents:** The County has permanent ownership of all directly connected and derivative materials produced under this Contract by the Contractor. All documents, reports and other incidental or derivative work or materials furnished hereunder shall become and remains the sole property of the County and may be used by the County as it may require without additional

cost to the County. None of the documents, reports and other incidental or derivative work or furnished materials shall be used by the Contractor without the express written consent of the County.

- 36. Precedence:** The Contract documents consist of this Contract and its attachments and exhibits. In the event of a conflict between or among the Contract documents, the order of precedence shall be the provisions of the main body of this Contract, i.e., those provisions set forth in the articles of this Contract, and then the exhibits and attachments.
- 37. Price Increase/Decrease:** No price increases will be permitted during the first year of the Contract. All price decreases will automatically be extended to the County of Orange. The County requires bona fide proof of cost increases on Contracts prior to any price adjustment. A minimum of 30-days advance notice in writing is required to secure such adjustment. No retroactive price adjustments will be considered. The County may enforce, adjust, negotiate, or cancel escalating price Contracts or take any other action it deems appropriate, as it sees fit. The net dollar amount of profit will remain firm during the period of the contract. Adjustments increasing the Contractor's profit will not be allowed.
- 38. Project Manager, County:** The County shall appoint a project manager to act as liaison between the County and the Contractor during the term of this Contract. The County's project manager shall coordinate the activities of the County staff assigned to work with the Contractor.
- The County's project manager shall have the right to require the removal and replacement of the Contractor's project manager and key personnel. The County's project manager shall notify the Contractor in writing of such action. The Contractor shall accomplish the removal within 14 calendar days after written notice by the County's project manager. The County's project manager shall review and approve the appointment of the replacement for the Contractor's project manager and key personnel. Said approval shall not be unreasonably withheld.
- 39. Project Schedule:** The services performed under this Contract shall be done in accordance with the approved project schedule, which may be revised at anytime in County's sole discretion, with Contractor's concurrence. Contractor is responsible for adhering to the approved project schedule.
- 40. Promotional/Advertisement:** County owns all rights to the name, trademarks, logos and symbols of County. The use and/or reproduction of County's name, trademark, logo and/or symbols for any purpose, including commercial advertisement, promotional purposes, announcements, displays or press releases, without County's express prior written consent is expressly prohibited. No use or reproduction may state or imply that County endorses Contractor's services.
- 41. Publication:** No copies of sketches, schedules, written documents, computer based data, photographs, maps or graphs, including graphic at work, resulting from performance or prepared in connection with this Contract, are to be released by Contractor and/or anyone acting under the supervision of Contractor to any person, a partnership, company, corporation, or agency, without prior written approval by the County, except as necessary for the performance of the services of this Contract. All press releases, including graphic display information to be published in newspapers, magazines, etc., are to be administered only by the County unless otherwise agreed to by both Parties.
- 42. Reports/Meetings:** The Contractor shall develop reports and any other relevant documents necessary to complete the services and requirements as set forth in this contract. The County's project manager and the Contractor's project manager will meet on reasonable notice to discuss the Contractor's performance and progress under this Contract. If requested, the Contractor's project manager and other project personnel shall attend all meetings. The Contractor shall provide such information that is requested by the County for the purpose of monitoring progress under this Contract.

43. **State Funds – Audits:** When and if state funds are used in whole or part to pay for the goods and/or services under this Contract, Contractor must allow Contractor’s financial records to be audited by auditors from the State of California, the County of Orange, or a private auditing firm hired by the State or County. The State or County shall provide reasonable notice of such audit.
44. **Waivers - Contract:** The failure of the County in any one or more instances to insist upon strict performance of any of the terms of this Contract or to exercise any option contained herein shall not be construed as a waiver or relinquishment to any extent of the right to assert or rely upon any such terms or option on any future occasion.

SIGNATURE PAGE FOLLOWS

ATTACHMENT A SCOPE OF SERVICES

I. BACKGROUND

The Orange County Board of Supervisors (Board) recognizes the need for Regional Community-Based Outreach Services for the 2020 Census in Orange County. Given this need, the Board is executing contracts with Community Based Organizations (CBOs) to provide various Regional Community-Based Outreach Services for the 2020 Census throughout the county. The Scope of Services that Contractor must provide under this Contract are set forth in this Attachment A.

Contractor must provide targeted person-to-person outreach to Hard-to-Count (HTC) communities and populations within the HTC Zones specified in this Attachment A. A description of all HTC Zones applicable to this Contract is set forth in Attachment D.

HTC communities and populations are those identified by the California Complete Count Office (CCC Office), which include:

- Latinos
- African-Americans
- Native Americans and Tribal Communities
- Asian-Americans & Pacific Islanders (API)
- Middle-Eastern North Africans (MENA)
- Immigrants and Refugees
- Farm-workers
- People with Disabilities
- Lesbian, Gay, Bisexual, Transgender, and Queer/Questioning (LGBTQ)
- Seniors/Older Adults
- Homeless Individuals and Families
- Children Ages 0-5
- Veterans
- Areas with low broadband subscription rates and limited or no access
- Households with limited English proficiency

II. DEFINITIONS

County Lead Coordinator: County agency assigned project lead or County Project Manager.

DPA: Deputy Purchasing Agent

CBO: Community-Based Organization, Non-profit, School Districts.

HTC: Hard-to-Count

CCC Office: California Complete County Office

QAC: Questionnaire Assistance Centers

NRFU: Non-Response Follow-Up

OCCCC: OC Complete Count Committee

FRCs: Family Resource Centers

Local CCCs: Complete Count Committees in zone, including city, ethnic, and sector committees

Shall or Will: Indicates a mandatory requirement. Failure to meet a mandatory requirement may result in termination for cause under this Contract.

III. SERVICES

1. Contractor shall provide the following regional community-based outreach services for the 2020 Census:
 - a) Activity Type 1 and Activity Type 2 outreach services in HTC Zone 3.

2. Activity Type 1 and Activity Type 2 outreach services require Contractor to do the following, except to the extent modified in subsection (1) above.

1. **Activity Type 1:** Door-to-Door/Boots-on-the-Ground Outreach

Activities in this category consist of person-to-person outreach in pre-determined Census tracts or block-groups considered HTC (Attachment D, HTC Zones). Contractor must engage the public through canvassing and other geographic-based activities. Activities must include facilitating conversations about the Census and using County-approved talking points to communicate the importance of the Census. Contractor is required to collect pledges from HTC residents by collecting phone numbers to be used later for text messages or phone calls regarding the 2020 Census timeline, education, and resources.

Activities in this category also consist of all activities in Contractor's response to Request for Proposal (RFP) 017-C023928-YG listed in Section III-Services, Item 1, Activity Type 1 outreach services for each HTC Zone listed in subsection (1) above.

2. **Activity Type 2:** Innovative Outreach

County is aware that door-to-door strategies will not work with all HTC communities and populations and that there is a need for innovative outreach. Activities in this category consist of innovative and cost-effective ideas to engage with and to educate HTC communities and populations on the Census (see Section IV Objectives below) and/or to collect pledges from HTC residents by collecting phone numbers to be used later for text messages or phone calls regarding the 2020 Census timeline, education, and resources. Some alternate ideas may include, but are not limited to:

- Booths/tabling at community events, fairs, and highly visited areas, such as in front of businesses and supermarkets in HTC Zones (as identified in Attachment D)
- Hosting community events to discuss the 2020 Census, its purpose and key elements
- Establishing Questionnaire Assistance Centers (QAC) in high traffic areas where HTC residents frequently visit.
- Contractor-hosted Census community events, town halls, forums, etc.
- Outreach at faith-based locations
- Connecting with groups using popular and culturally appropriate platforms

Activities in this category also consist of all activities in Contractor's response to Request for Proposal (RFP) 017-C023928-YG listed in Section III-Services, Item 1, Activity Type 2 outreach services for each HTC Zone listed in subsection (1) above.

3. Contractors may propose as part of their proposed strategic plan, which may be incorporated into their final strategic plan, volunteer, no cost to County, in-kind resources such as access to community events, email blasts, social media presence, phone/text message banking, newsletters and other communications assets.

In-kind activities may include:

- Providing Census messaging deliverables during regular visits to HTC residents during the Contractor's existing operations
- Promoting the Census in newsletters or other communication mediums owned by the contractor
- Offering no-cost advertising space for Census branding and educational communications

4. Contractor is required to perform all activities included in the final strategic plan approved by the County.

IV. OBJECTIVES

In performing the Services under this Contract, Contractor shall achieve the following objectives:

1. **EDUCATE:**
 - a) Contractor shall “educate” and inform the public about the Census process, purpose and timeline and inform the public that the Census data is confidential.
 - b) Contractor shall inform the public of the importance of the Census and advise that based on the results of this Census, the State and County will receive billions of dollars of federal funds for education, health care, job training, transportation and other vital services that will be distributed locally.
2. **MOTIVATE:**
 - a) Contractor shall “motivate” the public to participate in the census for the 2020 Census.
 - b) Contractor shall work with the public to minimize/eliminate fear of completing the census questionnaire and instill trust that the government will not use this data in a negative way.
 - c) Contractor shall utilize trusted messengers and sources to encourage members of the public to participate in the census by completing their census questionnaire.
3. **ACTIVATE:**
 - a) Contractor shall engage trusted messengers in trusted environments to help the public, specifically the HTC communities, participate in the census.
 - b) Contractor shall conduct and participate in community gatherings and other forums to rally the public to participate in the Census.
 - c) Contractor shall collaborate with other stakeholders and across sectors to encourage the public to participate in the census process by filling out the census questionnaire.
 - d) Contractor shall provide County with, data collected during outreach efforts, including phone numbers and activity information related to the collection of each data set.

V. CONTRACT REQUIREMENTS AND DELIVERABLES

1. **REQUIREMENTS:**
 - a) Contractor must participate in a minimum of one subcommittee in the OCCCC, as determined by the County Lead Coordinator.
 - b) Contractor must work with County Lead Coordinator, other Census outreach contractors and stakeholder partners as identified and directed by County.
 - c) Contractor must complete the County reporting requests to comply with Contract terms, including reporting the outcomes of each outreach activity.
 - d) Contractor must use only County approved outreach materials and messaging, as provided by County. Any other outreach material and messaging must be approved by County prior to use.
 - e) Contractor must dedicate a full-time management staff member, who must remain consistent throughout the term of this Contract unless otherwise approved by County Lead Coordinator, and a team of support staff to handle County of Orange issues. Said individual(s) shall be subject to the approval of the County Executive Officer and/or Project Manager/Coordinator.

- f) Contractor's completion rate for outreach services is based on the completion rate of services Contractor proposed for each HTC Zone and Activity Type in Contractor's response to Request for Proposal (RFP) 017-C023928-YG.

2. **DELIVERABLES:**

- a) Contractor must meet with County for a kick-off meeting within thirty (30) calendar days of Contract start. At least five (5) business days before the kick-off meeting, Contractor must provide a proposed strategic plan that states the services to the HTC communities that will be performed and the project schedule for when the services will be performed (e.g., dates, location and events of outreach services).
- b) Contractor must discuss the proposed strategic plan with County and receive approval on a final strategic plan by the County Lead Coordinator. County reserves the right to request changes to the proposed strategic plan during the kick-off meeting to ensure the County needs and/or new State requirements/mandates are met.
- c) Contractor must meet monthly with County Lead Coordinator and other County designees to provide a review of the previous month's outreach services and to obtain County approval on any updates to the previously approved project schedule and outreach services. In preparation for each meeting, Contractor must provide a monthly report that describes the outreach services and the percent completion of outreach services (i.e., the HTC population count for each HTC Zone that has received Contractor's outreach services under this Contract).
- d) Contractor must provide a final strategic plan, which must include at a minimum, the organization's name, how many staff involved, project schedule (date and time of activity), activity type, brief description of type of activity, identified/list the census tract, include an address, number of impressions, type of household, etc., within fifteen (15) calendar days of the kick-off meeting.
- e) **Contractor shall not start any services under this Contract before the kick-off meeting and approval of Contractor's final strategic plan by the County Lead Coordinator.**
- f) Contractor must provide a final report by May 15, 2020. At a minimum, the final report must include:
- i. Local responses outcome.
 - ii. Detailed report on strategies, tactics and timeline(s) used throughout the outreach campaign.
 - iii. Lessons learned and best practices that may inform subsequent census outreach efforts in the local jurisdiction and, if appropriate, across California.
 - iv. Evaluations, criteria used and further recommendations for 2030.
 - v. Any other information requested by County.

VI. **COUNTY RIGHTS**

1. County may cancel or reduce services and associated funds provided under this Contract in County's sole discretion if County determines Contractor does not meet one or more mutually agreed project schedule deadlines.
2. County reserves the right to make changes to services during the Contract term, as services are required to meet County needs or State mandated requirements.

ATTACHMENT B COMPENSATION AND PRICING

- I. COMPENSATION:** This is a fixed fee Contract between County and Contractor to provide Regional Community-Based Outreach Services for the 2020 Census, as needed and as set forth in Attachment A, “Scope of Services.”

Contractor shall receive the specified compensation as set forth in this Contract as full remuneration for performing all services and furnishing all staffing, labor, vehicles, equipment, tools, materials, overhead, travel, etc. required; for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance; for risks connected with the services; and for performance by Contractor of all its duties and obligations hereunder. There will be no up-front fees and Contractor shall only be compensated as set forth herein for work performed in accordance with Attachment A, Scope of Services. **County has no obligation to pay any sum in excess of the Fee specified herein unless authorized by amendment in accordance with Articles “C” and “P” of the County Contract Terms and Conditions.**

II. PRICING:

Contractor shall receive the fee specified in the table below for the applicable Activity Type 1 and Activity Type 2 outreach services in each HTC Zone specified pursuant to Section IV. Payment Terms below.

Item	Zone Number	Activities	Population to reach	Flat Fee for Project
003	Zone 3	Activity Type 1	HTC Spanish and Vietnamese, plus Korean, Chinese, Tagalog & Arabic	\$37,000.00
		Activity Type 2	HTC English, Spanish and Vietnamese.	\$23,000.00

III. CONTRACTOR’S EXPENSE:

- a. Fees listed in this Attachment B are inclusive of all administrative fees, operational fees, traveling fees, transportation fees, printed materials fees, parking fees and/or any other costs/fees required to provide such services. No additional fees or costs shall be paid beyond the flat fee stated.
- b. Fees received under this Contract shall not be used for outreach services for the 2020 Census being provided by Contractor to another organization. The outreach services for the 2020 Census being provided by Contractor to another organization constitute volunteer, no cost to County, in-kind outreach services and are not to be included as part of the calculation to determine completion rate of outreach services.
- c. If Contractor hosts or stages conferences or seminars to which County officials or employees are invited, Contractor is not entitled to any additional compensation or reimbursement of costs beyond the compensation allowed in this Attachment B. To the extent Contractor provides County officials or employees with free admission to a conference or seminar, or travel to and from such event, the parties will comply with the provisions of Title 2, Sections 18950.1 et seq. of the California Code of Regulations, and any other applicable law or regulation or County ordinance concerning the provision of services or gifts to public officers or employees.

- IV. PAYMENT TERMS** – Invoices are to be submitted in arrears to the person specified in this Attachment B, unless otherwise directed in this Contract. Payment milestones shall be set as follows:

Milestone	Project Completion*	Amount Due
1	County’s approval of Final Strategic Plan.	20 % of total contract amount
2	County’s approval of Contractor’s monthly report detailing 60% completion of outreach services per activity for each HTC Zone.	40% of total contract amount
3	County’s approval of Contractor’s Final Report detailing 100% completion of outreach services per activity for each HTC Zone.	40% of total contract amount

*Contractor shall submit an invoice to County Lead Coordinator only after satisfactory completion and County acceptance of each milestone.

Contractor shall reference the Contract number on the invoice. Payment will be net thirty (30) business days after receipt of an invoice in a format acceptable to the County of Orange, verified and approved by the agency/department and subject to routine processing requirements. The responsibility for providing an acceptable invoice rests with Contractor.

Billing shall cover services and/or goods not previously invoiced. Contractor shall reimburse the County of Orange for any monies paid to Contractor for services not provided or when services do not meet the Contract requirements.

Payments made by County do not preclude the right of County from thereafter disputing any items or services involved or billed under this Contract and shall not be construed as acceptance of any part of the goods or services.

V. PAYMENT - ELECTRONIC FUNDS TRANSFER (EFT)

The County of Orange offers contractors the option of receiving payment directly to their bank account via an Electronic Fund Transfer (EFT) process in lieu of a check payment. Payment made via EFT will also receive an Electronic Remittance Advice with the payment details via e-mail. An e-mail address will need to be provided to the County of Orange via an EFT Authorization Form. To request a form, please contact the Deputy Purchasing Agent.

VI. INVOICING INSTRUCTIONS:

Contractor will provide an invoice on Contractor's letterhead for goods delivered and/or services rendered. Each invoice will have a number and will include the following information:

- a. Contractor's name and address
- b. Contractor's remittance address, if different from 1, above
- c. Contractor's Tax Identification Number (TIN) or Employer's Identification Number (EIN)
- d. Name of County agency/department
- e. Delivery/service address
- f. Master Agreement (MA); Contract (CT); or Purchase Order (PO) number
- g. Date of order
- h. Product/service description, quantity, and prices
- i. Sales tax, if applicable
- j. Freight/delivery charges, if applicable
- k. Total

Send Invoice(s) to:

County Executive Office
 Attn: Saul Viramontes, Special Projects Manager
 333 W Santa Ana Blvd., 3rd Floor
 Santa Ana, CA 92701

The responsibility for providing an acceptable invoice to County for payment rests with Contractor. Incomplete or incorrect invoices are not acceptable and will be returned to Contractor for correction. The County's Project Manager, or designee, is responsible for approval of invoices and subsequent submittal of invoices to the Auditor-Controller for processing of payment.

ATTACHMENT C STAFFING PLAN

I. Primary Staff /Key Personnel to perform Contract duties

Name	Classification Title	Years of Experience	Number of Years with Contractor
Curtis Gibbs	CAP OC Director of Planning & Business Dev.	40	3 ½
Alexander Caro	CAP OC Senior Planner	9	2
Yesenia Hernandez	CAP OC Census Community Outreach Coordinator	9	1
Carolyn Coleman	CAP OC Community Engagement Liaison	25	12
TBD*	To be hired with Bilingual Vietnamese Skills	TBD	TBD
Dolores Barrett	CAP OC Director of Community Partnerships & Services Department	30	20
Shawn Park	City of Garden Grove Senior Administrative Analyst	7	2
Gabriela O'Cadiz-Hernandez	City of Garden Grove Community Services Supervisor	19	19

II. Alternate staff/ Key Personnel (for use only if primary staff is not available)

Name*	Classification Title	Years of Experience	Number of Years with Contractor
TBD*	CAP OC Community Outreach Technician	/	/
Robin Zavala	AmeriCorps VIP Fellow	2	/
Patrick Nguyen	CAP OC HR Department	6	4
Leland Lamy	CAP OC Energy Department	5	1.5
Jennifer Nguyen	CAP OC OC Food Bank	20	24

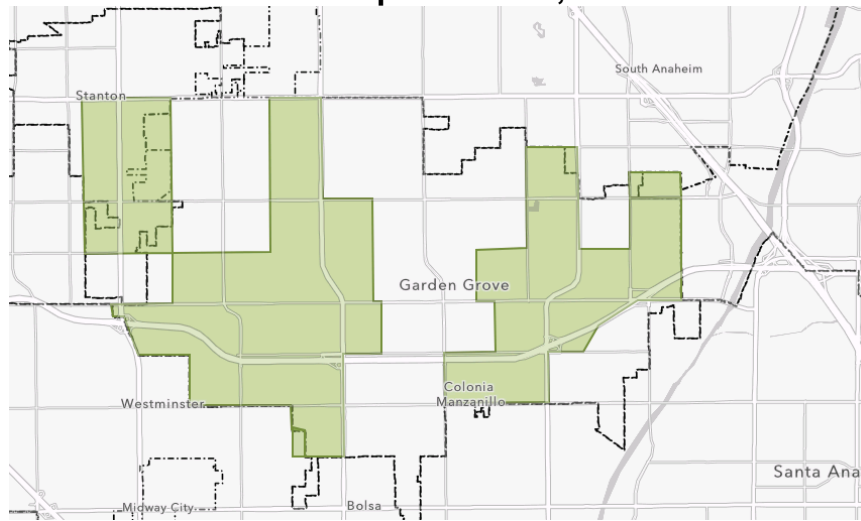
*County Lead Coordinator must receive the names and approve all “TBD” staff/key personnel during the kick-off meeting. Any staff/key personnel not approved by County Lead Coordinator may not perform services under this Contract and Contractor may not include the work performed by such individuals in its monthly reports and final report to the County for payment.

Contractor certifies that the primary staff/key personnel in this Attachment C will be used to perform the outreach services for the duration of the Contract, unless otherwise requested or approved by the County. Substitution or addition of primary staff/key personnel in any given category or classification is not allowed unless Contractor receives express prior written consent of the County Census Lead/Project Manager. **Note: The written approval of substituted Key Personnel is for departmental use only and shall not be used for auditing purposes.**

Contractor has the right to involve staff/personnel, as their services are required, but only with County’s express prior written consent. The specific individuals will be assigned based on the need and timing of the service/classification required. **Note: The written approval of additional Key Personnel is for departmental use only and shall not be used for auditing purposes.**

County has the right to remove any personnel from providing services to County under this Contract. County is not required to provide any reason, rationale or factual information for the request to remove Contractor’s staff/personnel and Contractor is required to comply within the time requested. Any staff/key personnel whose approval has been revoked/removed by County Lead Coordinator may not perform services under this Contract and Contractor may not include the work performed by such individuals in its monthly reports and final report to the County for payment.

Outreach Zone 3
HTC Population: 97,892



Zone	City	FID	GEOID	Tract label	Population	CA HTC Index	Top Non-English Languages (%)					
							Spanish	Vietnamese	Spanish	Vietnamese	Spanish	Vietnamese
3	Stanton	189	6059087902	Census Tract 879.02	5,947	67	Spanish	57.1	Vietnamese	39.8	Mon	1.4
3	Garden Grove	231	6059088702	Census Tract 887.02	6,458	49	Vietnamese	61.1	Spanish	23.9	Korean	9.4
3	Garden Grove	382	6059088107	Census Tract 881.07	5,779	51	Vietnamese	56.5	Spanish	26.2	Korean	14.8
3	Garden Grove	383	6059088201	Census Tract 882.01	4,466	60	Spanish	53.2	Vietnamese	42.5	Korean	2.2
3	Garden Grove	385	6059088203	Census Tract 882.03	5,309	57	Vietnamese	41.2	Spanish	38.8	Arabic	9.1
3	Garden Grove	438	6059088402	Census Tract 884.02	5,103	64	Spanish	68.9	Vietnamese	20.2	Tagalog	7.5
3	Garden Grove	440	6059088501	Census Tract 885.01	6,911	52	Spanish	59.4	Vietnamese	37.5	Korean	2.4
3	Garden Grove	441	6059088802	Census Tract 888.02	5,374	55	Vietnamese	58.7	Spanish	33.1	Korean	2.3
3	Garden Grove	442	6059088901	Census Tract 889.01	7,187	52	Vietnamese	79.2	Spanish	16	Urdu	1.7
3	Garden Grove	470	6059088502	Census Tract 885.02	5,222	63	Vietnamese	52.1	Spanish	34.4	Korean	9.1
3	Garden Grove	513	6059088701	Census Tract 887.01	6,191	77	Vietnamese	47.1	Spanish	35.8	Korean	12.3
3	Garden Grove	514	6059088801	Census Tract 888.01	7,622	61	Vietnamese	56.9	Spanish	17.8	Korean	17.8
3	Garden Grove	631	6059076103	Census Tract 761.03	9,186	69	Spanish	61	Vietnamese	33	Arabic	2.6
3	Garden Grove	3446	6059089003	Census Tract 890.03	3,822	64	Spanish	56.7	Vietnamese	40	Korean	0.9
3	Stanton	3699	6059088104	Census Tract 881.04	4,967	57	Vietnamese	46.5	Spanish	44.6	Korean	3.7
3	Garden Grove	6727	6059089106	Census Tract 891.06	4,388	74	Spanish	64.8	Vietnamese	28.3	Chinese	4.1
3	Stanton	8006	6059087901	Census Tract 879.01	3,960	55	Spanish	44.6	Vietnamese	41.1	Korean	7.2