

1 AGREEMENT FOR PROVISION OF  
2 TOBACCO USE PREVENTION/CESSATION SERVICES

3 BETWEEN  
4 COUNTY OF ORANGE

5 AND  
6 NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE – ORANGE COUNTY  
7 JULY 1, 2022 THROUGH JUNE 30, 2025  
8

9 THIS AGREEMENT entered into this 1st day of July, 2022 (effective date), is by and between the  
10 COUNTY OF ORANGE, a political subdivision of State of California (COUNTY), and NATIONAL  
11 COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE – ORANGE COUNTY, a California  
12 nonprofit corporation (CONTRACTOR). COUNTY and CONTRACTOR may sometimes be referred to  
13 herein individually as “Party” or collectively as “Parties.” This Agreement shall be administered by the  
14 Director of the COUNTY’s Health Care Agency or an authorized designee (“ADMINISTRATOR”).  
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16 **W I T N E S S E T H :**

17  
18 WHEREAS, COUNTY wishes to contract with CONTRACTOR for the provision of  
19 Tobacco Use Prevention Services (South Region) described herein to the residents of Orange County; and

20 WHEREAS, COUNTY has a commitment to residents of Orange County to reduce smoking  
21 prevalence and address emerging tobacco issues in a proactive manner amongst Orange County adults and  
22 youth; and

23 WHEREAS, CONTRACTOR is agreeable to the rendering of such services on the terms and  
24 conditions hereinafter set forth.

25 NOW, THEREFORE, in consideration of the mutual covenants, benefits, and promises contained  
26 herein, COUNTY and CONTRACTOR do hereby agree as follows:

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**REFERENCED CONTRACT PROVISIONS**

**Term:** July 1, 2022 through June 30, 2025

Period One means the period from July 1, 2022 through June 30, 2023

Period Two means the period from July 1, 2023 through June 30, 2024

Period Three means the period from July 1, 2024 through June 30, 2025

**Maximum Obligation:** \$555,000

Period One Maximum Obligation: \$185,000

Period Two Maximum Obligation: \$185,000

Period Three Maximum Obligation: \$185,000

TOTAL MAXIMUM OBLIGATION: \$555,000

**Basis for Reimbursement:** Actual Cost

**Payment Method:** Payment in Arrears

**CONTRACTOR DUNS Number:** 03-059-1697

**CONTRACTOR TAX ID Number:** 95-1970946

**Notices to COUNTY and CONTRACTOR:**

**COUNTY:** County of Orange  
Health Care Agency  
Procurement and Contract Services  
405 West 5th Street, Suite 600  
Santa Ana, CA 92701-4637

**CONTRACTOR:** National Council on Alcoholism and Drug Dependence- Orange County  
15300 Barranca, Suite 150  
Irvine, CA 92618  
Attn: Phillip Falcetti, Chief Executive Officer  
phillipf@p4w.org

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## I. ACRONYMS

The following standard definitions are for reference purposes only and may or may not apply in their entirety throughout this Agreement:

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4	A. AA	Alcoholics Anonymous
5	B. AB 109	Assembly Bill 109, 2011 Public Safety Realignment
6	C. ABC	Allied Behavioral Care
7	D. ACH	Acute Care Hospital
8	E. ADAS	Alcohol and Drug Abuse Services
9	F. ADL	Activities of Daily Living
10	G. ADP	Alcohol and Drug Program
11	H. AE	Advanced Encryption Standard
12	I. AFLP	Adolescent Family Life Program
13	J. AIDS	Acquired Immune Deficiency Syndrome
14	K. AIM	Access for Infants and Mothers
15	L. AMHS	Adult Mental Health Services
16	M. ARRA	American Recovery and Reinvestment Act of 2009
17	N. ASAM PPC	American Society of Addiction Medicine Patient Placement Criteria
18	O. ASI	Addiction Severity Index
19	P. ASIST	Applied Suicide Intervention Skills Training
20	Q. ASO	Administrative Services Organization
21	R. ASRS	Alcohol and Drug Programs Reporting System
22	S. BBS	Board of Behavioral Sciences
23	T. BCP	Business Continuity Plan
24	U. BH	Base Hospital
25	V. BHS	Behavioral Health Services
26	W. CalOMS	California Outcomes Measurement System
27	X. CalWORKs	California Work Opportunity and Responsibility for Kids
28	Y. CAP	Corrective Action Plan
29	Z. CAT	Centralized Assessment Team
30	AA. CCC	California Civil Code
31	AB. CCLD	(California) Community Care Licensing Division
32	AC. CCR	California Code of Regulations
33	AD. CDCR	California Department of Corrections and Rehabilitation
34	AE. CDSS	California Department of Social Services
35	AF. CERC	Children's Emergency Receiving Center
36	AG. CESI	Client Evaluation of Self at Intake
37	AH. CEST	Client Evaluation of Self and Treatment

1	AI. CFDA	Catalog of Federal Domestic Assistance
2	AJ. CFR	Code of Federal Regulations
3	AK. CHDP	Child Health and Disability Prevention
4	AL. CHHS	California Health and Human Services Agency
5	AM. CHPP	COUNTY HIPAA Policies and Procedures
6	AN. CHS	Correctional Health Services
7	AO. CIPA	California Information Practices Act
8	AP. CMPPA	Computer Matching and Privacy Protection Act
9	AQ. COI	Certificate of Insurance
10	AR. CPA	Certified Public Accountant
11	AS. CSI	Client and Services Information
12	AT. CSW	Clinical Social Worker
13	AU. CYBHS	Children and Youth Behavioral Health Services
14	AV. DATAR	Drug Abuse Treatment Access Report
15	AW. DCR	Data Collection and Reporting
16	AX. DD	Dually Diagnosed
17	AY. DEA	Drug Enforcement Agency
18	AZ. DHCS	California Department of Health Care Services
19	BA. D/MC	Drug/Medi-Cal
20	BB. DMV	California Department of Motor Vehicles
21	BC. DoD	US Department of Defense
22	BD. DPFS	Drug Program Fiscal Systems
23	BE. DRC	Probation's Day Reporting Center
24	BF. DRP	Disaster Recovery Plan
25	BG. DRS	Designated Record Set
26	BH. DSM	Diagnostic and Statistical Manual of Mental Disorders
27	BI. DSM-IV	Diagnostic and Statistical Manual of Mental Disorders. 4th Edition
28	BJ. DSM-V	Diagnostic and Statistical Manual of Mental Disorders. 5th Edition
29	BK. EBP	Evidence-Based Practice
30	BL. EDN	Electronic Disease Notification System
31	BM. EEOC	Equal Employment Opportunity Commission
32	BN. EHR	Electronic Health Records
33	BO. ePHI	Electronic Protected Health Information
34	BP. EPSDT	Early and Periodic Screening, Diagnosis, and Treatment
35	BQ. ERC	Emergency Receiving Center
36	BR. FFS	Fee For service
37	BS. FIPS	Federal Information Processing Standards

1	BT. FQHC	Federally Qualified Health Center
2	BU. FSP	Full Service Partnership
3	BV. FTE	Full Time Equivalent
4	BW. GAAP	Generally Accepted Accounting Principles
5	BX. HAB	Federal HIV/AIDS Bureau
6	BY. HCA	County of Orange Health Care Agency
7	BZ. HHS	Federal Health and Human Services Agency
8	CA. HIPAA	Health Insurance Portability and Accountability Act of 1996, Public
9		Law 104-191
10	CB. HITECH	Health Information Technology for Economic and Clinical Health Act,
11		Public Law 111-005
12	CC. HIV	Human Immunodeficiency Virus
13	CD. HRSA	Federal Health Resources and Services Administration
14	CE. HSC	California Health and Safety Code
15	CF. IBNR	Incurred But Not Reported
16	CG. ID	Identification
17	CH. IEA	Information Exchange Agreement
18	CI. IMD	Institute for Mental Disease
19	CJ. IOM	Institute of Medicine
20	CK. IRIS	Integrated Records and Information System
21	CL. ISO	Insurance Services Office
22	CM. ITC	Indigent Trauma Care
23	CN. LCSW	Licensed Clinical Social Worker
24	CO. LGBTQI	Lesbian, Gay, Bisexual, Transgender, Questioning, and Intersex
25	CP. LPS	Lanterman/Petris/Short (Act)
26	CQ. LPT	Licensed Psychiatric Technician
27	CR. MAT	Medication Assisted Treatment
28	CS. MEDS	Medi-Cal Eligibility Determination System
29	CT. MFT	Marriage and Family Therapist
30	CU. MH	Mental Health
31	CV. MHIS	Mental Health Inpatient Services
32	CW. MIHS	Medical and Institutional Health Services
33	CX. MHP	Mental Health Plan
34	CY. MHRC	Mental Health Rehabilitation Centers
35	CZ. MHS	Mental Health Specialist
36	DA. MHSA	Mental Health Services Act
37	DB. MORS	Milestones of Recovery Scale

1	DC. MS	Mandatory Supervision
2	DD. MSN	Medical Safety Net
3	DE. MTP	Master Treatment Plan
4	DF. NA	Narcotics Anonymous
5	DG. NIATx	Network Improvement of Addiction Treatment
6	DH. NIH	National Institutes of Health
7	DI. NIST	National Institute of Standards and Technology
8	DJ. NOA	Notice of Action
9	DK. NP	Nurse Practitioner
10	DL. NPDB	National Provider Data Bank
11	DM. NPI	National Provider Identifier
12	DN. NPP	Notice of Privacy Practices
13	DO. OCEMS	Orange County Emergency Medical Services
14	DP. OCJS	Orange County Jail System
15	DQ. OC-MEDS	Orange County Medical Emergency Data System
16	DR. OCPD	Orange County Probation Department
17	DS. OCR	Federal Office for Civil Rights
18	DT. OCSD	Orange County Sheriff's Department
19	DU. OIG	Federal Office of Inspector General
20	DV. OMB	Federal Office of Management and Budget
21	DW. OPM	Federal Office of Personnel Management
22	DX. ORR	Federal Office of Refugee Resettlement
23	DY. P&P	Policy and Procedure
24	DZ. PA DSS	Payment Application Data Security Standard
25	EA. PAF	Partnership Assessment Form
26	EB. PAR	Prior Authorization Request
27	EC. PBM	Pharmaceutical Benefits Management
28	ED. PC	California Penal Code
29	EE. PCI DSS	Payment Card Industry Data Security Standard
30	EF. PCP	Primary Care Provider
31	EG. PCS	Post-Release Community Supervision
32	EH. PHI	Protected Health Information
33	EI. PI	Personal Information
34	EJ. PII	Personally Identifiable Information
35	EK. PRA	California Public Records Act
36	EL. PSAI/ACT	Perinatal Substance Abuse Services Initiative/Assessment and Coordination Team
37		



1	EM. PSC	Professional Services Contract
2	EN. PTRC	Paramedic Trauma Receiving Center
3	EO. QI	Quality Improvement
4	EP. QIC	Quality Improvement Committee
5	EQ. RHAP	Refugee Health Assessment Program
6	ER. RHEIS	Refugee Health Electronic Information System
7	ES. RN	Registered Nurse
8	ET. RSA	Remote Site Access
9	EU. SAPTBG	Substance Abuse Prevention and Treatment Block Grant
10	EV. SD/MC	Short-Doyle Medi-Cal
11	EW. SIR	Self-Insured Retention
12	EX. SMA	Statewide Maximum Allowable (rate)
13	EY. SNF	Skilled Nursing Facility
14	EZ. SR	Supervised Release
15	FA. SRP	Supervised Release Participant
16	FB. SSA	County of Orange Social Services Agency
17	FC. SSI	Supplemental Security Income
18	FD. STP	Special Treatment Program
19	FE. SUD	Substance Use Disorder
20	FF. TAR	Treatment Authorization Request
21	FG. TAY	Transitional Age Youth
22	FH. TB	Tuberculosis
23	FI. TBS	Therapeutic Behavioral Services
24	FJ. TRC	Therapeutic Residential Center
25	FK. TTY	Teletypewriter
26	FL. TUPP	Tobacco Use Prevention Program
27	FM. UMDAP	Uniform Method of Determining Ability to Pay
28	FN. UOS	Units of Service
29	FO. USC	United States Code
30	FP. VOLAGs	Volunteer Agencies
31	FQ. W&IC	California Welfare and Institutions Code
32	FR. WIC	Women, Infants and Children

## II. ALTERATION OF TERMS

35       A. This Agreement, together with Exhibit A attached hereto and incorporated herein, fully expresses  
36 the complete understanding of COUNTY and CONTRACTOR with respect to the subject matter of this  
37 Agreement.

1 B. Unless otherwise expressly stated in this Agreement, no addition to, or alteration of the terms of  
2 this Agreement or any Exhibits, whether written or verbal, made by the parties, their officers, employees  
3 or agents shall be valid unless made in the form of a written amendment to this Agreement, which has  
4 been formally approved and executed by both parties.

### 5 6 **III. ASSIGNMENT OF DEBTS**

7 Unless this Agreement is followed without interruption by another Agreement between the parties  
8 hereto for the same services and substantially the same scope, at the termination of this Agreement,  
9 CONTRACTOR shall assign to COUNTY any debts owing to CONTRACTOR by or on behalf of persons  
10 receiving services pursuant to this Agreement. CONTRACTOR shall immediately notify by mail each of  
11 these persons, specifying the date of assignment, the County of Orange as assignee, and the address to  
12 which payments are to be sent. Payments received by CONTRACTOR from or on behalf of said persons,  
13 shall be immediately given to COUNTY.

### 14 15 **IV. COMPLIANCE**

16 A. COMPLIANCE PROGRAM - ADMINISTRATOR has established a Compliance Program for  
17 the purpose of ensuring adherence to all rules and regulations related to federal and state health care  
18 programs.

19 1. ADMINISTRATOR shall provide CONTRACTOR with a copy of the policies and  
20 procedures relating to ADMINISTRATOR's Compliance Program, Code of Conduct and access to  
21 General Compliance and Annual Provider Trainings.

22 2. CONTRACTOR has the option to provide ADMINISTRATOR with proof of its own  
23 compliance program, code of conduct and any compliance related policies and procedures.  
24 CONTRACTOR's compliance program, code of conduct and any related policies and procedures shall be  
25 verified by ADMINISTRATOR's Compliance Department to ensure they include all required elements  
26 by ADMINISTRATOR's Compliance Officer as described in this Compliance Paragraph to this  
27 Agreement. These elements include:

- 28 a. Designation of a Compliance Officer and/or compliance staff.
- 29 b. Written standards, policies and/or procedures.
- 30 c. Compliance related training and/or education program and proof of completion.
- 31 d. Communication methods for reporting concerns to the Compliance Officer.
- 32 e. Methodology for conducting internal monitoring and auditing.
- 33 f. Methodology for detecting and correcting offenses.
- 34 g. Methodology/Procedure for enforcing disciplinary standards.

35 3. If CONTRACTOR does not provide proof of its own compliance program to  
36 ADMINISTRATOR, CONTRACTOR shall internally comply with ADMINISTRATOR's Compliance  
37 Program and Code of Conduct, CONTRACTOR shall submit to ADMINISTRATOR within thirty (30)

1 calendar days of execution of this Agreement a signed acknowledgement that CONTRACTOR shall  
2 internally comply with ADMINISTRATOR's Compliance Program and Code of Conduct.  
3 CONTRACTOR shall have as many Covered Individuals it determines necessary complete  
4 ADMINISTRATOR's annual compliance training to ensure proper compliance.

5 4. If CONTRACTOR elects to have its own compliance program, code of conduct and any  
6 Compliance related policies and procedures reviewed by ADMINISTRATOR, then CONTRACTOR  
7 shall submit a copy of its compliance program, code of conduct and all relevant policies and procedures  
8 to ADMINISTRATOR within thirty (30) calendar days of execution of this Agreement.  
9 ADMINISTRATOR's Compliance Officer, or designee, shall review said documents within a reasonable  
10 time, which shall not exceed forty-five (45) calendar days, and determine if CONTRACTOR's proposed  
11 compliance program and code of conduct contain all required elements to ADMINISTRATOR's  
12 satisfaction as consistent with the HCA's Compliance Program and Code of Conduct.  
13 ADMINISTRATOR shall inform CONTRACTOR of any missing required elements and  
14 CONTRACTOR shall revise its compliance program and code of conduct to meet ADMINISTRATOR's  
15 required elements within thirty (30) calendar days after ADMINISTRATOR's Compliance Officer's  
16 determination and resubmit the same for review by ADMINISTRATOR.

17 5. Upon written confirmation from ADMINISTRATOR's compliance officer that  
18 CONTRACTOR's compliance program, code of conduct and any compliance related policies and  
19 procedures contain all required elements, CONTRACTOR shall ensure that all Covered Individuals relative  
20 to this Agreement are made aware of CONTRACTOR's compliance program, code of conduct, related policies  
21 and procedures and contact information for ADMINISTRATOR's Compliance Program.

22 B. SANCTION SCREENING – CONTRACTOR shall screen all Covered Individuals employed or  
23 retained to provide services related to this Agreement semi-annually to ensure that they are not designated  
24 as Ineligible Persons, as pursuant to this Agreement. Screening shall be conducted against the General  
25 Services Administration's Excluded Parties List System or System for Award Management, the Health  
26 and Human Services/Office of Inspector General List of Excluded Individuals/Entities, and the California  
27 Medi-Cal Suspended and Ineligible Provider List, the Social Security Administration's Death Master File  
28 at date of employment, and/or any other list or system as identified by ADMINISTRATOR.

29 1. For purposes of this Compliance Paragraph, Covered Individuals includes all employees,  
30 interns, volunteers, contractors, subcontractors, agents, and other persons who provide health care items  
31 or services or who perform billing or coding functions on behalf of ADMINISTRATOR.  
32 CONTRACTOR shall ensure that all Covered Individuals relative to this Agreement are made aware of  
33 ADMINISTRATOR's Compliance Program, Code of Conduct and related policies and procedures (or  
34 CONTRACTOR's own compliance program, code of conduct and related policies and procedures if  
35 CONTRACTOR has elected to use its own).

36 2. An Ineligible Person shall be any individual or entity who:

37 //

1 a. is currently excluded, suspended, debarred or otherwise ineligible to participate in federal  
2 and state health care programs; or

3 b. has been convicted of a criminal offense related to the provision of health care items or  
4 services and has not been reinstated in the federal and state health care programs after a period of  
5 exclusion, suspension, debarment, or ineligibility.

6 3. CONTRACTOR shall screen prospective Covered Individuals prior to hire or engagement.  
7 CONTRACTOR shall not hire or engage any Ineligible Person to provide services relative to this  
8 Agreement.

9 4. CONTRACTOR shall screen all current Covered Individuals and subcontractors semi-  
10 annually to ensure that they have not become Ineligible Persons. CONTRACTOR shall also request that  
11 its subcontractors use their best efforts to verify that they are eligible to participate in all federal and State  
12 of California health programs and have not been excluded or debarred from participation in any federal  
13 or state health care programs, and to further represent to CONTRACTOR that they do not have any  
14 Ineligible Person in their employ or under contract.

15 5. Covered Individuals shall be required to disclose to CONTRACTOR immediately any  
16 debarment, exclusion or other event that makes the Covered Individual an Ineligible Person.  
17 CONTRACTOR shall notify ADMINISTRATOR immediately if a Covered Individual providing services  
18 directly relative to this Agreement becomes debarred, excluded or otherwise becomes an Ineligible  
19 Person.

20 6. CONTRACTOR acknowledges that Ineligible Persons are precluded from providing federal  
21 and state funded health care services by contract with COUNTY in the event that they are currently  
22 sanctioned or excluded by a federal or state law enforcement regulatory or licensing agency. If  
23 CONTRACTOR becomes aware that a Covered Individual has become an Ineligible Person,  
24 CONTRACTOR shall remove such individual from responsibility for, or involvement with, COUNTY  
25 business operations related to this Agreement.

26 7. CONTRACTOR shall notify ADMINISTRATOR immediately if a Covered Individual or  
27 entity is currently excluded, suspended or debarred, or is identified as such after being sanction screened.  
28 Such individual or entity shall be immediately removed from participating in any activity associated with  
29 this Agreement. ADMINISTRATOR will determine appropriate repayment from, or sanction(s) to  
30 CONTRACTOR for services provided by ineligible person or individual. CONTRACTOR shall promptly  
31 return any overpayments within forty-five (45) business days after the overpayment is verified by  
32 ADMINISTRATOR.

33 C. GENERAL COMPLIANCE TRAINING - ADMINISTRATOR shall make General Compliance  
34 Training available to Covered Individuals.

35 1. CONTRACTORS that have acknowledged to comply with ADMINISTRATOR's  
36 Compliance Program shall use its best efforts to encourage completion by all Covered Individuals;

37 //

1 provided, however, that at a minimum CONTRACTOR shall assign at least one (1) designated  
2 representative to complete the General Compliance Training when offered.

3 2. Such training will be made available to Covered Individuals within thirty (30) calendar days  
4 of employment or engagement.

5 3. Such training will be made available to each Covered Individual annually.

6 4. ADMINISTRATOR will track training completion while CONTRACTOR shall provide  
7 copies of training certification upon request.

8 5. Each Covered Individual attending a group training shall certify, in writing, attendance at  
9 compliance training. ADMINISTRATOR shall provide instruction on group training completion while  
10 CONTRACTOR shall retain the training certifications. Upon written request by ADMINISTRATOR,  
11 CONTRACTOR shall provide copies of the certifications.

12 D. SPECIALIZED PROVIDER TRAINING – ADMINISTRATOR shall make Specialized Provider  
13 Training, where appropriate, available to Covered Individuals.

14 1. CONTRACTOR shall ensure completion of Specialized Provider Training by all Covered  
15 Individuals relative to this Agreement. This includes compliance with federal and state healthcare  
16 program regulations and procedures or instructions otherwise communicated by regulatory agencies;  
17 including the Centers for Medicare and Medicaid Services or their agents.

18 2. Such training will be made available to Covered Individuals within thirty (30) calendar days  
19 of employment or engagement.

20 3. Such training will be made available to each Covered Individual annually.

21 4. ADMINISTRATOR will track online completion of training while CONTRACTOR shall  
22 provide copies of the certifications upon request.

23 5. Each Covered Individual attending a group training shall certify, in writing, attendance at  
24 compliance training. ADMINISTRATOR shall provide instructions on completing the training in a group  
25 setting while CONTRACTOR shall retain the certifications. Upon written request by  
26 ADMINISTRATOR, CONTRACTOR shall provide copies of the certifications.

27 E. MEDI-CAL BILLING, CODING, AND DOCUMENTATION COMPLIANCE STANDARDS

28 1. CONTRACTOR shall take reasonable precaution to ensure that the coding of health care  
29 claims, billings and/or invoices for same are prepared and submitted in an accurate and timely manner  
30 and are consistent with federal, state and county laws and regulations. This includes compliance with  
31 federal and state health care program regulations and procedures or instructions otherwise communicated  
32 by regulatory agencies including the Centers for Medicare and Medicaid Services or their agents.

33 2. CONTRACTOR shall not submit any false, fraudulent, inaccurate and/or fictitious claims for  
34 payment or reimbursement of any kind.

35 3. CONTRACTOR shall bill only for those eligible services actually rendered which are also  
36 fully documented. When such services are coded, CONTRACTOR shall use proper billing codes which  
37 //



1 accurately describes the services provided and must ensure compliance with all billing and documentation  
2 requirements.

3 4. CONTRACTOR shall act promptly to investigate and correct any problems or errors in  
4 coding of claims and billing, if and when, any such problems or errors are identified.

5 5. CONTRACTOR shall promptly return any overpayments within forty-five (45) business  
6 days after the overpayment is verified by ADMINISTRATOR.

7 6. CONTRACTOR shall meet the HCA MHP Quality Management Program Standards and  
8 participate in the quality improvement activities developed in the implementation of the Quality  
9 Management Program.

10 7. CONTRACTOR shall comply with the provisions of ADMINISTRATOR's Cultural  
11 Competency Plan submitted and approved by the State. ADMINISTRATOR shall update the Cultural  
12 Competency Plan and submit the updates to the State for review and approval annually. (CCR, Title 9,  
13 §1810.410.subds.(c)-(d).

14 F. Failure to comply with the obligations stated in this Compliance Paragraph shall constitute a  
15 breach of the Agreement on the part of CONTRACTOR and grounds for COUNTY to terminate the  
16 Agreement. Unless the circumstances require a sooner period of cure, CONTRACTOR shall have thirty  
17 (30) calendar days from the date of the written notice of default to cure any defaults grounded on this  
18 Compliance Paragraph prior to ADMINISTRATOR's right to terminate this Agreement on the basis of  
19 such default.

## 20 21 **V. CONFIDENTIALITY**

22 A. CONTRACTOR shall maintain the confidentiality of all records, including billings and any audio  
23 and/or video recordings, in accordance with all applicable federal, state and county codes and regulations,  
24 as they now exist or may hereafter be amended or changed.

25 B. Prior to providing any services pursuant to this Agreement, all members of the Board of Directors  
26 or its designee or authorized agent, employees, consultants, subcontractors, volunteers and interns of  
27 CONTRACTOR shall agree, in writing, with CONTRACTOR to maintain the confidentiality of any and  
28 all information and records which may be obtained in the course of providing such services. This  
29 Agreement shall specify that it is effective irrespective of all subsequent resignations or terminations of  
30 CONTRACTOR members of the Board of Directors or its designee or authorized agent, employees,  
31 consultants, subcontractors, volunteers and interns.

## 32 33 **VI. CONFLICT OF INTEREST**

34 CONTRACTOR shall exercise reasonable care and diligence to prevent any actions or  
35 conditions that could result in a conflict with COUNTY interests. In addition to CONTRACTOR,  
36 this obligation shall apply to CONTRACTOR's employees, agents, and subcontractors associated  
37 with the provision of goods and services provided under this Agreement. CONTRACTOR's efforts

1 shall include, but not be limited to establishing rules and procedures preventing its employees, agents,  
2 and subcontractors from providing or offering gifts, entertainment, payments, loans or other  
3 considerations which could be deemed to influence or appear to influence COUNTY staff or elected  
4 officers in the performance of their duties.

## 6 **VII. COST REPORT**

7 A. CONTRACTOR shall submit separate Cost Reports for each Period, or for a portion thereof, to  
8 COUNTY no later than sixty (60) calendar days following the period for which they are prepared or  
9 termination of this Agreement. CONTRACTOR shall prepare the Cost Report in accordance with all  
10 applicable federal, state and COUNTY requirements, GAAP and the Special Provisions Paragraph of this  
11 Agreement. CONTRACTOR shall allocate direct and indirect costs to and between programs, cost  
12 centers, services, and funding sources in accordance with such requirements and consistent with prudent  
13 business practice, which costs and allocations shall be supported by source documentation maintained by  
14 CONTRACTOR, and available at any time to ADMINISTRATOR upon reasonable notice.

15 1. If CONTRACTOR fails to submit an accurate and complete Cost Report within the time  
16 period specified above, ADMINISTRATOR shall have sole discretion to impose one or both of the  
17 following:

18 a. CONTRACTOR may be assessed a late penalty of five hundred dollars (\$500) for each  
19 business day after the above specified due date that the accurate and complete Cost Report is not  
20 submitted. Imposition of the late penalty shall be at the sole discretion of ADMINISTRATOR. The late  
21 penalty shall be assessed separately on each outstanding Cost Report due COUNTY by CONTRACTOR.

22 b. ADMINISTRATOR may withhold or delay any or all payments due CONTRACTOR  
23 pursuant to any or all agreements between COUNTY and CONTRACTOR until such time that the  
24 accurate and complete Cost Report is delivered to ADMINISTRATOR.

25 2. CONTRACTOR may request, in advance and in writing, an extension of the due date of the  
26 Cost Report setting forth good cause for justification of the request. Approval of such requests shall be  
27 at the sole discretion of ADMINISTRATOR and shall not be unreasonably denied.

28 3. In the event that CONTRACTOR does not submit an accurate and complete Cost Report  
29 within one hundred and eighty (180) calendar days following the termination of this Agreement, and  
30 CONTRACTOR has not entered into a subsequent or new agreement for any other services with  
31 COUNTY, then all amounts paid to CONTRACTOR by COUNTY during the term of the Agreement  
32 shall be immediately reimbursed to COUNTY.

33 B. The individual and/or consolidated Cost Report prepared for each period shall be the final  
34 financial and statistical report submitted by CONTRACTOR to COUNTY, and shall serve as the basis  
35 for final settlement to CONTRACTOR for that period. CONTRACTOR shall document that costs are  
36 reasonable and allowable and directly or indirectly related to the services to be provided hereunder. The  
37 Cost Report shall be the final financial record for subsequent audits, if any.

1 C. Final settlement shall be based upon the actual and reimbursable costs for services hereunder, less  
 2 applicable revenues and any late penalty, not to exceed COUNTY’s Maximum Obligation as set forth in  
 3 the Referenced Contract Provisions of this Agreement. CONTRACTOR shall not claim expenditures to  
 4 COUNTY which are not reimbursable pursuant to applicable federal, state and COUNTY laws,  
 5 regulations and requirements. Any payment made by COUNTY to CONTRACTOR, which is  
 6 subsequently determined to have been for an unreimbursable expenditure or service, shall be repaid by  
 7 CONTRACTOR to COUNTY in cash, or other authorized form of payment, within thirty (30) calendar  
 8 days of submission of the Cost Report or COUNTY may elect to reduce any amount owed  
 9 CONTRACTOR by an amount not to exceed the reimbursement due COUNTY.

10 D. If the Cost Report indicates the actual and reimbursable costs of services provided pursuant to  
 11 this Agreement, less applicable revenues and late penalty, are lower than the aggregate of interim monthly  
 12 payments to CONTRACTOR, CONTRACTOR shall remit the difference to COUNTY. Such  
 13 reimbursement shall be made, in cash, or other authorized form of payment, with the submission of the  
 14 Cost Report. If such reimbursement is not made by CONTRACTOR within thirty (30) calendar days after  
 15 submission of the Cost Report, COUNTY may, in addition to any other remedies, reduce any amount  
 16 owed CONTRACTOR by an amount not to exceed the reimbursement due COUNTY.

17 E. If the Cost Report indicates the actual and reimbursable costs of services provided pursuant to  
 18 this Agreement, less applicable revenues and late penalty, are higher than the aggregate of interim monthly  
 19 payments to CONTRACTOR, COUNTY shall pay CONTRACTOR the difference, provided such  
 20 payment does not exceed the Maximum Obligation of COUNTY.

21 F. All Cost Reports shall contain the following attestation, which may be typed directly on or  
 22 attached to the Cost Report:

23  
 24 "I HEREBY CERTIFY that I have executed the accompanying Cost Report and  
 25 supporting documentation prepared by \_\_\_\_\_ for the cost report period  
 26 beginning \_\_\_\_\_ and ending \_\_\_\_\_ and that, to the best of my knowledge  
 27 and belief, costs reimbursed through this Agreement are reasonable and allowable and  
 28 directly or indirectly related to the services provided and that this Cost Report is a true,  
 29 correct, and complete statement from the books and records of (provider name) in  
 30 accordance with applicable instructions, except as noted. I also hereby certify that I  
 31 have the authority to execute the accompanying Cost Report.

32  
 33 Signed \_\_\_\_\_  
 34 Name \_\_\_\_\_  
 35 Title \_\_\_\_\_  
 36 Date \_\_\_\_\_“

37 //



### **VIII. DELEGATION ASSIGNMENT, AND SUBCONTRACTS**

1  
2 A. CONTRACTOR may not delegate the obligations hereunder, either in whole or in part, without  
3 prior written consent of COUNTY. CONTRACTOR shall provide written notification of  
4 CONTRACTOR's intent to delegate the obligations hereunder, either in whole or part, to  
5 ADMINISTRATOR not less than sixty (60) calendar days prior to the effective date of the delegation.  
6 Any attempted assignment or delegation in derogation of this paragraph shall be void.

7 B. CONTRACTOR agrees that if there is a change or transfer in ownership of CONTRACTOR's  
8 business prior to completion of this Agreement, and COUNTY agrees to an assignment of the Agreement,  
9 the new owners shall be required under the terms of sale or other instruments of transfer to assume  
10 CONTRACTOR's duties and obligations contained in this Agreement and complete them to the  
11 satisfaction of COUNTY. CONTRACTOR may not assign the rights hereunder, either in whole or in  
12 part, without the prior written consent of COUNTY.

13 1. If CONTRACTOR is a nonprofit organization, any change from a nonprofit corporation to  
14 any other corporate structure of CONTRACTOR, including a change in more than fifty percent (50%) of  
15 the composition of the Board of Directors within a two (2) month period of time, shall be deemed an  
16 assignment for purposes of this paragraph, unless CONTRACTOR is transitioning from a community  
17 clinic/health center to a Federally Qualified Health Center and has been so designated by the Federal  
18 Government. Any attempted assignment or delegation in derogation of this subparagraph shall be void.

19 2. If CONTRACTOR is a for-profit organization, any change in the business structure,  
20 including but not limited to, the sale or transfer of more than ten percent (10%) of the assets or stocks of  
21 CONTRACTOR, change to another corporate structure, including a change to a sole proprietorship, or a  
22 change in fifty percent (50%) or more of Board of Directors or any governing body of CONTRACTOR  
23 at one time shall be deemed an assignment pursuant to this paragraph. Any attempted assignment or  
24 delegation in derogation of this subparagraph shall be void.

25 3. If CONTRACTOR is a governmental organization, any change to another structure,  
26 including a change in more than fifty percent (50%) of the composition of its governing body (i.e. Board  
27 of Supervisors, City Council, School Board) within a two (2) month period of time, shall be deemed an  
28 assignment for purposes of this paragraph. Any attempted assignment or delegation in derogation of this  
29 subparagraph shall be void.

30 4. Whether CONTRACTOR is a nonprofit, for-profit, or a governmental organization,  
31 CONTRACTOR shall provide written notification of CONTRACTOR's intent to assign the obligations  
32 hereunder, either in whole or part, to ADMINISTRATOR not less than sixty (60) calendar days prior to  
33 the effective date of the assignment.

34 5. Whether CONTRACTOR is a nonprofit, for-profit, or a governmental organization,  
35 CONTRACTOR shall provide written notification within thirty (30) calendar days to ADMINISTRATOR  
36 when there is change of less than fifty percent (50%) of Board of Directors or any governing body of  
37 CONTRACTOR at one time.

1 6. COUNTY reserves the right to immediately terminate the Agreement in the event COUNTY  
2 determines, in its sole discretion, that the assignee is not qualified or is otherwise unacceptable to  
3 COUNTY for the provision of services under the Agreement.

4 C. CONTRACTOR’s obligations undertaken pursuant to this Agreement may be carried out by  
5 means of subcontracts, provided such subcontractors are approved in advance by ADMINISTRATOR,  
6 meet the requirements of this Agreement as they relate to the service or activity under subcontract, include  
7 any provisions that ADMINISTRATOR may require, and are authorized in writing by  
8 ADMINISTRATOR prior to the beginning of service delivery.

9 1. After approval of the subcontractor, ADMINISTRATOR may revoke the approval of the  
10 subcontractor upon five (5) calendar days’ written notice to CONTRACTOR if the subcontractor  
11 subsequently fails to meet the requirements of this Agreement or any provisions that ADMINISTRATOR  
12 has required. ADMINISTRATOR also may disallow subcontractor expenses reported by  
13 CONTRACTOR.

14 2. No subcontract shall terminate or alter the responsibilities of CONTRACTOR to COUNTY  
15 pursuant to this Agreement.

16 3. ADMINISTRATOR may disallow, from payments otherwise due CONTRACTOR, amounts  
17 claimed for subcontracts not approved in accordance with this paragraph.

18 4. This provision shall not be applicable to service agreements usually and customarily entered  
19 into by CONTRACTOR to obtain or arrange for supplies, technical support, and professional services  
20 provided by consultants.

21 D. CONTRACTOR shall notify COUNTY in writing of any change in CONTRACTOR’s status  
22 with respect to name changes that do not require an assignment of the Agreement. CONTRACTOR also  
23 shall notify COUNTY in writing if CONTRACTOR becomes a party to any litigation against COUNTY,  
24 or a party to litigation that may reasonably affect CONTRACTOR’s performance under the Agreement,  
25 as well as any potential conflicts of interest between CONTRACTOR and County that may arise prior to  
26 or during the period of Agreement performance. While CONTRACTOR is required to provide this  
27 information without prompting from COUNTY any time there is a change in CONTRACTOR’s name,  
28 conflict of interest or litigation status, CONTRACTOR must also provide an update to COUNTY of its  
29 status in these areas whenever requested by COUNTY.

30  
31 **IX. DISPUTE RESOLUTION**

32 A. The Parties shall deal in good faith and attempt to resolve potential disputes informally. If the  
33 dispute concerning a question of fact arising under the terms of this Agreement is not disposed of in a  
34 reasonable period of time by CONTRACTOR and ADMINISTRATOR, such matter shall be brought to  
35 the attention of the County Purchasing Agency by way of the following process:

36 //

37 //

1 1. CONTRACTOR shall submit to the County Purchasing Agency a written demand for a final  
2 decision regarding the disposition of any dispute between the Parties arising under, related to, or involving  
3 this Agreement, unless COUNTY, on its own initiative, has already rendered such a final decision.

4 2. CONTRACTOR’s written demand shall be fully supported by factual information, and, if  
5 such demand involves a cost adjustment to the Agreement, CONTRACTOR shall include with the demand  
6 a written statement signed by an authorized representative indicating that the demand is made in good  
7 faith, that the supporting data are accurate and complete, and that the amount requested accurately reflects  
8 the Agreement adjustment for which CONTRACTOR believes COUNTY is liable.

9 B. Pending the final resolution of any dispute arising under, related to, or involving this Agreement,  
10 CONTRACTOR shall proceed diligently with the performance of services secured via this Agreement,  
11 including the delivery of goods and/or provision of services. CONTRACTOR's failure to proceed  
12 diligently shall be considered a material breach of this Agreement.

13 C. Any final decision of COUNTY shall be expressly identified as such, shall be in writing, and shall  
14 be signed by a County Deputy Purchasing Agent or designee. If COUNTY fails to render a decision within  
15 ninety (90) calendar days after receipt of CONTRACTOR's demand, it shall be deemed a final decision  
16 adverse to CONTRACTOR's contentions.

17 D. This Agreement has been negotiated and executed in the State of California and shall be governed  
18 by and construed under the laws of the State of California. In the event of any legal action to enforce or  
19 interpret this Agreement, the sole and exclusive venue shall be a court of competent jurisdiction located  
20 in Orange County, California, and the Parties hereto agree to and do hereby submit to the jurisdiction of  
21 such court, notwithstanding Code of Civil Procedure Section 394. Furthermore, the Parties specifically  
22 agree to waive any and all rights to request that an action be transferred for adjudication to another county.  
23

24 **X. EMPLOYEE ELIGIBILITY VERIFICATION**

25 CONTRACTOR warrants that it shall fully comply with all federal and state statutes and regulations  
26 regarding the employment of aliens and others and to ensure that employees, subcontractors, and  
27 consultants performing work under this Agreement meet the citizenship or alien status requirements set  
28 forth in federal statutes and regulations. CONTRACTOR shall obtain, from all employees,  
29 subcontractors, and consultants performing work hereunder, all verification and other documentation of  
30 employment eligibility status required by federal or state statutes and regulations including, but not limited  
31 to, the Immigration Reform and Control Act of 1986, 8 USC §1324 et seq., as they currently exist and as  
32 they may be hereafter amended. CONTRACTOR shall retain all such documentation for all covered  
33 employees, subcontractors, and consultants for the period prescribed by the law.

34 //  
35 //  
36 //  
37 //

## XI. EQUIPMENT

1  
2 A. Unless otherwise specified in writing by ADMINISTRATOR, Equipment is defined as all  
3 property of a Relatively Permanent nature with significant value, purchased in whole or in part by  
4 ADMINISTRATOR to assist in performing the services described in this Agreement. “Relatively  
5 Permanent” is defined as having a useful life of one year or longer. Equipment which costs \$5,000 or  
6 over, including freight charges, sales taxes, and other taxes, and installation costs are defined as Capital  
7 Assets. Equipment which costs between \$600 and \$5,000, including freight charges, sales taxes and other  
8 taxes, and installation costs, or electronic equipment that costs less than \$600 but may contain PHI or PII,  
9 are defined as Controlled Equipment. Controlled Equipment includes, but is not limited to phones, tablets,  
10 audio/visual equipment, computer equipment, and lab equipment. The cost of Equipment purchased, in  
11 whole or in part, with funds paid pursuant to this Agreement shall be depreciated according to GAAP.

12 B. CONTRACTOR shall obtain ADMINISTRATOR’s prior written approval to purchase any  
13 Equipment with funds paid pursuant to this Agreement. Upon delivery of Equipment, CONTRACTOR  
14 shall forward to ADMINISTRATOR, copies of the purchase order, receipt, and other supporting  
15 documentation, which includes delivery date, unit price, tax, shipping and serial numbers.  
16 CONTRACTOR shall request an applicable asset tag for said Equipment and shall include each purchased  
17 asset in an Equipment inventory.

18 C. Upon ADMINISTRATOR’s prior written approval, CONTRACTOR may expense to COUNTY  
19 the cost of the approved Equipment purchased by CONTRACTOR. To “expense,” in relation to  
20 Equipment, means to charge the proportionate cost of Equipment in the fiscal year in which it is purchased.  
21 Title of expensed Equipment shall be vested with COUNTY.

22 D. CONTRACTOR shall maintain an inventory of all Equipment purchased in whole or in part with  
23 funds paid through this Agreement, including date of purchase, purchase price, serial number, model and  
24 type of Equipment. Such inventory shall be available for review by ADMINISTRATOR, and shall  
25 include the original purchase date and price, useful life, and balance of depreciated Equipment cost, if  
26 any.

27 E. CONTRACTOR shall cooperate with ADMINISTRATOR in conducting periodic physical  
28 inventories of all Equipment. Upon demand by ADMINISTRATOR, CONTRACTOR shall return any  
29 or all Equipment to COUNTY.

30 F. CONTRACTOR must report any loss or theft of Equipment in accordance with the procedure  
31 approved by ADMINISTRATOR and the Notices Paragraph of this Agreement. In addition,  
32 CONTRACTOR must complete and submit to ADMINISTRATOR a notification form when items of  
33 Equipment are moved from one location to another or returned to COUNTY as surplus.

34 G. Unless this Agreement is followed without interruption by another agreement between the parties  
35 for substantially the same type and scope of services, at the termination of this Agreement for  
36 any cause, CONTRACTOR shall return to COUNTY all Equipment purchased with funds paid through  
37 this Agreement.

1 H. CONTRACTOR shall maintain and administer a sound business program for ensuring the proper  
2 use, maintenance, repair, protection, insurance, and preservation of COUNTY Equipment.

### 4 **XII. FACILITIES, PAYMENTS AND SERVICES**

5 CONTRACTOR agrees to provide the services, staffing, facilities, and supplies in accordance with  
6 this Agreement. COUNTY shall compensate, and authorize, when applicable, said services.  
7 CONTRACTOR shall operate continuously throughout the term of this Agreement with at least the  
8 minimum number and type of staff which meet applicable federal and state requirements, and which are  
9 necessary for the provision of the services hereunder.

### 11 **XIII. INDEMNIFICATION AND INSURANCE**

12 A. CONTRACTOR agrees to indemnify, defend with counsel approved in writing by COUNTY,  
13 and hold COUNTY, its elected and appointed officials, officers, employees, agents and those special  
14 districts and agencies for which COUNTY's Board of Supervisors acts as the governing Board  
15 ("COUNTY INDEMNITEES") harmless from any claims, demands or liability of any kind or nature,  
16 including but not limited to personal injury or property damage, arising from or related to the services,  
17 products or other performance provided by CONTRACTOR pursuant to this Agreement. If judgment is  
18 entered against CONTRACTOR and COUNTY by a court of competent jurisdiction because of the  
19 concurrent active negligence of COUNTY or COUNTY INDEMNITEES, CONTRACTOR and  
20 COUNTY agree that liability will be apportioned as determined by the court. Neither Party shall request  
21 a jury apportionment.

22 B. Prior to the provision of services under this Agreement, CONTRACTOR agrees to purchase all  
23 required insurance at CONTRACTOR's expense, including all endorsements required herein, necessary  
24 to satisfy COUNTY that the insurance provisions of this Agreement have been complied with.  
25 CONTRACTOR agrees to keep such insurance coverage, Certificates of Insurance, and endorsements on  
26 deposit with COUNTY during the entire term of this Agreement. In addition, all subcontractors  
27 performing work on behalf of CONTRACTOR pursuant to this Agreement shall obtain insurance subject  
28 to the same terms and conditions as set forth herein for CONTRACTOR.

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



D. All SIRs shall be clearly stated on the COI. Any SIR in an amount in excess of fifty thousand dollars (\$50,000) shall specifically be approved by the CEO/Office of Risk Management 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 Agreement, agrees to all of the following:

1. In addition to the duty to indemnify and hold 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 Agreement, CONTRACTOR shall defend 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 CONTRACTOR's SIR provision shall be interpreted as though CONTRACTOR was an insurer and COUNTY was the insured.

E. If CONTRACTOR fails to maintain insurance acceptable to COUNTY for the full term of this Agreement, COUNTY may terminate this Agreement.

F. QUALIFIED INSURER

1. 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).

2. 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.

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

<u>Coverage</u>	<u>Minimum Limits</u>
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 per occurrence
Workers Compensation	Statutory

1 Employers' Liability Insurance \$1,000,000 per occurrence

2  
3 Professional Liability Insurance \$1,000,000 per claims made

4 \$1,000,000 aggregate

5  
6 Sexual Misconduct Liability \$1,000,000 per occurrence

7  
8 H. REQUIRED COVERAGE FORMS

9 1. The Commercial General Liability coverage shall be written on ISO form CG 00 01, or a  
10 substitute form providing liability coverage at least as broad.

11 2. The Business Automobile Liability coverage shall be written on ISO form CA 00 01, CA 00  
12 05, CA 00 12, CA 00 20, or a substitute form providing coverage at least as broad.

13 I. REQUIRED ENDORSEMENTS

14 1. The Commercial General Liability policy shall contain the following endorsements, which  
15 shall accompany the COI:

16 a. An Additional Insured endorsement using ISO form CG 20 26 04 13 or a form at least as  
17 broad naming the *County of Orange, its elected and appointed officials, officers, agents and employees*  
18 as Additional Insureds, or provide blanket coverage, which will state ***AS REQUIRED BY WRITTEN***  
19 ***AGREEMENT.***

20 b. A primary non-contributing endorsement using ISO form CG 20 01 04 13, or a form at  
21 least as broad evidencing that CONTRACTOR's insurance is primary and any insurance or self-insurance  
22 maintained by the County of Orange shall be excess and non-contributing.

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

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

30 L. CONTRACTOR shall notify COUNTY in writing within thirty (30) calendar days of any policy  
31 cancellation and within ten (10) calendar days for non-payment of premium and provide a copy of the  
32 cancellation notice to COUNTY. Failure to provide written notice of cancellation shall constitute a breach  
33 of CONTRACTOR's obligation hereunder and ground for COUNTY to suspend or terminate this  
34 Agreement.

35 M. If CONTRACTOR's Professional Liability is "Claims Made" policy, CONTRACTOR shall  
36 agree to maintain coverage for two (2) years following the completion of the Agreement.

37 //

1 N. The Commercial General Liability policy shall contain a “severability of interests” clause also  
2 known as a “separation of insureds” clause (standard in the ISO CG 0001 policy).

3 O. Insurance certificates should be forwarded to the department address listed in the Referenced  
4 Contract Provisions.

5 P. If CONTRACTOR fails to provide the insurance certificates and endorsements within seven (7)  
6 calendar days of notification by COUNTY, COUNTY may terminate this Agreement immediately, upon  
7 written notice.

8 Q. COUNTY expressly retains the right to require CONTRACTOR to increase or decrease insurance  
9 of any of the above insurance types throughout the term of this Agreement. Any increase or decrease in  
10 insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect  
11 COUNTY.

12 R. COUNTY shall notify CONTRACTOR in writing of changes in the insurance requirements. If  
13 CONTRACTOR does not deposit copies of acceptable Certificate of Insurance and endorsements with  
14 COUNTY incorporating such changes within thirty (30) calendar days of receipt of such notice,  
15 this Agreement may be in breach without further notice to CONTRACTOR, and COUNTY shall be  
16 entitled to all legal remedies.

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

20 T. SUBMISSION OF INSURANCE DOCUMENTS

21 1. The COI and endorsements shall be provided to COUNTY as follows:

22 a. Prior to the start date of this Agreement.

23 b. No later than the expiration date for each policy.

24 c. Within thirty (30) calendar days upon receipt of written notice by COUNTY regarding  
25 changes to any of the insurance requirements as set forth in the Coverage Subparagraph above.

26 2. The COI and endorsements shall be provided to COUNTY at the address as specified in the  
27 Referenced Contract Provisions of this Agreement.

28 3. If CONTRACTOR fails to submit the COI and endorsements that meet the insurance  
29 provisions stipulated in this Agreement by the above specified due dates, ADMINISTRATOR shall have  
30 sole discretion to impose one or both of the following:

31 a. ADMINISTRATOR may withhold or delay any or all payments due CONTRACTOR  
32 pursuant to any and all agreements between COUNTY and CONTRACTOR until such time that the  
33 required COI and endorsements that meet the insurance provisions stipulated in this Agreement are  
34 submitted to ADMINISTRATOR.

35 b. CONTRACTOR may be assessed a penalty of one hundred dollars (\$100) for each late  
36 COI or endorsement for each business day, pursuant to any and all agreements between COUNTY and  
37 //



1 CONTRACTOR, until such time that the required COI and endorsements that meet the insurance  
2 provisions stipulated in this Agreement are submitted to ADMINISTRATOR.

3 c. If CONTRACTOR is assessed a late penalty, the amount shall be deducted from  
4 CONTRACTOR’s monthly invoice.

5 4. In no cases shall assurances by CONTRACTOR, its employees, agents, including any  
6 insurance agent, be construed as adequate evidence of insurance. COUNTY will only accept valid COIs  
7 and endorsements, or in the interim, an insurance binder as adequate evidence of insurance coverage.  
8

9 **XIV. INSPECTIONS AND AUDITS**

10 A. ADMINISTRATOR, any authorized representative of COUNTY, any authorized representative  
11 of the State of California, the Secretary of the United States Department of Health and Human Services,  
12 the Comptroller General of the United States, or any other of their authorized representatives, shall have  
13 access to any books, documents, and records, including but not limited to, financial statements, general  
14 ledgers, relevant accounting systems, medical and Client records, of CONTRACTOR that are directly  
15 pertinent to this Agreement, for the purpose of responding to a beneficiary complaint or conducting an  
16 audit, review, evaluation, or examination, or making transcripts during the periods of retention set forth  
17 in the Records Management and Maintenance Paragraph of this Agreement. Such persons may at all  
18 reasonable times inspect or otherwise evaluate the services provided pursuant to this Agreement, and the  
19 premises in which they are provided.

20 B. CONTRACTOR shall actively participate and cooperate with any person specified in  
21 Subparagraph A. above in any evaluation or monitoring of the services provided pursuant to this  
22 Agreement, and shall provide the above-mentioned persons adequate office space to conduct such  
23 evaluation or monitoring.

24 C. AUDIT RESPONSE

25 1. Following an audit report, in the event of non-compliance with applicable laws and  
26 regulations governing funds provided through this Agreement, COUNTY may terminate this Agreement  
27 as provided for in the Termination Paragraph or direct CONTRACTOR to immediately implement  
28 appropriate corrective action. A CAP shall be submitted to ADMINISTRATOR in writing within thirty  
29 (30) calendar days after receiving notice from ADMINISTRATOR.

30 2. If the audit reveals that money is payable from one Party to the other, that is, reimbursement  
31 by CONTRACTOR to COUNTY, or payment of sums due from COUNTY to CONTRACTOR, said  
32 funds shall be due and payable from one Party to the other within sixty (60) calendar days of receipt of  
33 the audit results. If reimbursement is due from CONTRACTOR to COUNTY, and such reimbursement  
34 is not received within said sixty (60) calendar days, COUNTY may, in addition to any other remedies  
35 provided by law, reduce any amount owed CONTRACTOR by an amount not to exceed the  
36 reimbursement due COUNTY.

37 //

1 D. CONTRACTOR shall retain a licensed certified public accountant, who will prepare and file with  
 2 ADMINISTRATOR, an annual, independent, organization-wide audit of related expenditures as may be  
 3 required during the term of this Agreement.

4 E. CONTRACTOR shall forward to ADMINISTRATOR a copy of any audit report within fourteen  
 5 (14) calendar days of receipt. Such audit shall include, but not be limited to, management, financial,  
 6 programmatic or any other type of audit of CONTRACTOR's operations, whether or not the cost of such  
 7 operation or audit is reimbursed in whole or in part through this Agreement.

#### 8 9 **XV. LICENSES AND LAWS**

10 A. CONTRACTOR, its officers, agents, employees, affiliates, and subcontractors shall, throughout  
 11 the term of this Agreement, maintain all necessary licenses, permits, approvals, certificates, accreditations,  
 12 waivers, and exemptions necessary for the provision of the services hereunder and required by the laws,  
 13 regulations and requirements of the United States, the State of California, COUNTY, and all other  
 14 applicable governmental agencies. CONTRACTOR shall notify ADMINISTRATOR immediately and in  
 15 writing of its inability to obtain or maintain, irrespective of the pendency of any hearings or appeals,  
 16 permits, licenses, approvals, certificates, accreditations, waivers and exemptions. Said inability shall be  
 17 cause for termination of this Agreement.

#### 18 **B. CHILD SUPPORT OBLIGATIONS**

19 1. CONTRACTOR certifies it is in full compliance with all applicable federal and State  
 20 reporting requirements regarding its employees and with all lawfully served Wage and Earnings  
 21 Assignment Orders and Notices of Assignments and will continue to be in compliance throughout the  
 22 term of the Agreement with the County of Orange. Failure to comply shall constitute a material breach of  
 23 the Agreement and failure to cure such breach within sixty (60) calendar days of notice from COUNTY  
 24 shall constitute grounds for termination of the Agreement.

25 C. CONTRACTOR shall comply with all applicable governmental laws, regulations, and  
 26 requirements as they exist now or may be hereafter amended or changed. These laws, regulations, and  
 27 requirements shall include, but not be limited to, the following:

- 28 1. ARRA of 2009.
- 29 2. Trafficking Victims Protection Act of 2000.
- 30 3. CFR, Title 42, Public Health.

#### 31 32 **XVI. LITERATURE, ADVERTISEMENTS, AND SOCIAL MEDIA**

33 A. Any written information or literature, including educational or promotional materials, distributed  
 34 by CONTRACTOR to any person or organization for purposes directly or indirectly related to this  
 35 Agreement must be approved at least thirty (30) calendar days in advance and in writing by  
 36 ADMINISTRATOR before distribution. For the purposes of this Agreement, distribution of written  
 37 //

1 materials shall include, but not be limited to, pamphlets, brochures, flyers, newspaper or magazine ads,  
2 and electronic media such as the Internet.

3 B. Any advertisement through radio, television broadcast, or the Internet, for educational or  
4 promotional purposes, made by CONTRACTOR for purposes directly or indirectly related to this  
5 Agreement must be approved in advance at least thirty (30) calendar days and in writing by  
6 ADMINISTRATOR.

7 C. If CONTRACTOR uses social media (such as Facebook, Twitter, YouTube or other publicly  
8 available social media sites) in support of the services described within this Agreement, CONTRACTOR  
9 shall develop social media policies and procedures and have them available to ADMINISTRATOR upon  
10 reasonable notice. CONTRACTOR shall inform ADMINISTRATOR of all forms of social media used  
11 to either directly or indirectly support the services described within this Agreement. CONTRACTOR  
12 shall comply with COUNTY Social Media Use Policy and Procedures as they pertain to any social media  
13 developed in support of the services described within this Agreement. CONTRACTOR shall also include  
14 any required funding statement information on social media when required by ADMINISTRATOR.

15 D. Any information as described in Subparagraphs A. B. and C. above shall not imply endorsement  
16 by COUNTY, unless ADMINISTRATOR consents thereto in writing.

#### 17 18 **XVII. MAXIMUM OBLIGATION**

19 A. The Total Maximum Obligation of COUNTY for services provided in accordance with this  
20 Agreement, and the separate Maximum Obligations for each period under this Agreement, are as specified  
21 in the Referenced Contract Provisions of this Agreement, except as allowed for in Subparagraph B. below.

22 B. ADMINISTRATOR may amend the Maximum Obligation by an amount not to exceed ten  
23 percent (10%) of Period One funding for this Agreement.

#### 24 25 **XVIII. MINIMUM WAGE LAWS**

26 A. Pursuant to the United States of America Fair Labor Standards Act of 1938, as amended, and  
27 State of California Labor Code, §1178.5, CONTRACTOR shall pay no less than the greater of the federal  
28 or California Minimum Wage to all its Covered Individuals (as defined within the "Compliance"  
29 paragraph of this Agreement) that directly or indirectly provide services pursuant to this Agreement, in  
30 any manner whatsoever. CONTRACTOR shall require and verify that all of its Covered Individuals  
31 providing services pursuant to this Agreement be paid no less than the greater of the federal or California  
32 Minimum Wage.

33 B. CONTRACTOR shall comply and verify that its Covered Individuals comply with all other  
34 federal and State of California laws for minimum wage, overtime pay, record keeping, and child labor  
35 standards pursuant to providing services pursuant to this Agreement.

36 C. Notwithstanding the minimum wage requirements provided for in this clause, CONTRACTOR,  
37 where applicable, shall comply with the prevailing wage and related requirements, as provided for in

1 accordance with the provisions of Article 2 of Chapter 1, Part 7, Division 2 of the Labor Code of the State  
2 of California (§§1770, et seq.), as it now exists or may hereafter be amended.

## 4 **XIX. NONDISCRIMINATION**

### 5 **A. EMPLOYMENT**

6 1. During the term of this Agreement, CONTRACTOR and its Covered Individuals (as defined  
7 in the “Compliance” paragraph of this Agreement) shall not unlawfully discriminate against any employee  
8 or applicant for employment because of his/her race, religious creed, color, national origin, ancestry,  
9 physical disability, mental disability, medical condition, genetic information, marital status, sex, gender,  
10 gender identity, gender expression, age, sexual orientation, or military and veteran status. Additionally,  
11 during the term of this Agreement, CONTRACTOR and its Covered Individuals shall require in its  
12 subcontracts that subcontractors shall not unlawfully discriminate against any employee or applicant for  
13 employment because of his/her race, religious creed, color, national origin, ancestry, physical disability,  
14 mental disability, medical condition, genetic information, marital status, sex, gender, gender identity,  
15 gender expression, age, sexual orientation, or military and veteran status.

16 2. CONTRACTOR and its Covered Individuals shall not discriminate against employees or  
17 applicants for employment in the areas of employment, promotion, demotion or transfer; recruitment or  
18 recruitment advertising, layoff or termination; rate of pay or other forms of compensation; and selection  
19 for training, including apprenticeship.

20 3. CONTRACTOR shall not discriminate between employees with spouses and employees with  
21 domestic partners, or discriminate between domestic partners and spouses of those employees, in the  
22 provision of benefits.

23 4. CONTRACTOR shall post in conspicuous places, available to employees and applicants for  
24 employment, notices from ADMINISTRATOR and/or the United States Equal Employment Opportunity  
25 Commission setting forth the provisions of the EOC.

26 5. All solicitations or advertisements for employees placed by or on behalf of CONTRACTOR  
27 and/or subcontractor shall state that all qualified applicants will receive consideration for employment  
28 without regard to race, religious creed, color, national origin, ancestry, physical disability, mental  
29 disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender  
30 expression, age, sexual orientation, or military and veteran status. Such requirements shall be deemed  
31 fulfilled by use of the term EOE.

32 6. Each labor union or representative of workers with which CONTRACTOR and/or  
33 subcontractor has a collective bargaining agreement or other contract or understanding must post a notice  
34 advising the labor union or workers' representative of the commitments under this Nondiscrimination  
35 Paragraph and shall post copies of the notice in conspicuous places, available to employees and applicants  
36 for employment.

37 //

1 B. SERVICES, BENEFITS AND FACILITIES – CONTRACTOR and/or subcontractor shall not  
2 discriminate in the provision of services, the allocation of benefits, or in the accommodation in facilities  
3 on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability,  
4 medical condition, genetic information, marital status, sex, gender, gender identity, gender expression,  
5 age, sexual orientation, or military and veteran status in accordance with Title IX of the Education  
6 Amendments of 1972 as they relate to 20 USC §1681 - §1688; Title VI of the Civil Rights Act of 1964  
7 (42 USC §2000d); the Age Discrimination Act of 1975 (42 USC §6101); Title 9, Division 4, Chapter 6,  
8 Article 1 (§10800, et seq.) of the CCR; and Title II of the Genetic Information Nondiscrimination Act of  
9 2008, 42 USC 2000ff, et seq. as applicable, and all other pertinent rules and regulations promulgated  
10 pursuant thereto, and as otherwise provided by state law and regulations, as all may now exist or be  
11 hereafter amended or changed. For the purpose of this Nondiscrimination paragraph, discrimination  
12 includes, but is not limited to the following based on one or more of the factors identified above:

- 13 1. Denying a Client or potential Client any service, benefit, or accommodation.
- 14 2. Providing any service or benefit to a Client which is different or is provided in a different  
15 manner or at a different time from that provided to other Clients.
- 16 3. Restricting a Client in any way in the enjoyment of any advantage or privilege enjoyed by  
17 others receiving any service and/or benefit.
- 18 4. Treating a Client differently from others in satisfying any admission requirement or  
19 condition, or eligibility requirement or condition, which individuals must meet in order to be provided  
20 any service and/or benefit.
- 21 5. Assignment of times or places for the provision of services.

22 C. COMPLAINT PROCESS – CONTRACTOR shall establish procedures for advising all Clients  
23 through a written statement that CONTRACTOR’s and/or subcontractor’s Clients may file all complaints  
24 alleging discrimination in the delivery of services with CONTRACTOR, subcontractor, and  
25 ADMINISTRATOR.

26 1. Whenever possible, problems shall be resolved informally and at the point of service.  
27 CONTRACTOR shall establish an internal informal problem resolution process for Clients not able to  
28 resolve such problems at the point of service. Clients may initiate a grievance or complaint directly with  
29 CONTRACTOR either orally or in writing.

30 2. Within the time limits procedurally imposed, the complainant shall be notified in writing as  
31 to the findings regarding the alleged complaint and, if not satisfied with the decision, may file an appeal.

32 D. PERSONS WITH DISABILITIES – CONTRACTOR and/or subcontractor agree to comply with  
33 the provisions of §504 of the Rehabilitation Act of 1973, as amended, (29 USC 794 et seq., as implemented  
34 in 45 CFR 84.1 et seq.), and the Americans with Disabilities Act of 1990 as amended (42 USC 12101 et  
35 seq.; as implemented in 29 CFR 1630), as applicable, pertaining to the prohibition of discrimination  
36 against qualified persons with disabilities in all programs or activities, and if applicable, as implemented  
37 //



1 in Title 45, CFR, §84.1 et seq., as they exist now or may be hereafter amended together with succeeding  
2 legislation.

3 E. RETALIATION – Neither CONTRACTOR nor subcontractor, nor its employees or agents shall  
4 intimidate, coerce or take adverse action against any person for the purpose of interfering with rights  
5 secured by federal or state laws, or because such person has filed a complaint, certified, assisted or  
6 otherwise participated in an investigation, proceeding, hearing or any other activity undertaken to enforce  
7 rights secured by federal or state law.

8 F. In the event of non-compliance with this paragraph or as otherwise provided by federal and state  
9 law, this Agreement may be canceled, terminated or suspended in whole or in part and CONTRACTOR  
10 or subcontractor may be declared ineligible for further contracts involving federal, state or COUNTY  
11 funds.

## 12 **XX. NOTICES**

13 A. Unless otherwise specified, all notices, claims, correspondence, reports and/or statements  
14 authorized or required by this Agreement shall be effective:

15 1. When written and deposited in the United States mail, first class postage prepaid and  
16 addressed as specified in the Referenced Contract Provisions of this Agreement or as otherwise directed  
17 by ADMINISTRATOR;

18 2. When faxed, transmission confirmed;

19 3. When sent by Email; or

20 4. When accepted by U.S. Postal Service Express Mail, Federal Express, United Parcel Service,  
21 or any other expedited delivery service.

22 B. Termination Notices shall be addressed as specified in the Referenced Contract Provisions of this  
23 Agreement or as otherwise directed by ADMINISTRATOR and shall be effective when faxed,  
24 transmission confirmed, or when accepted by U.S. Postal Service Express Mail, Federal Express, United  
25 Parcel Service, or any other expedited delivery service.

26 C. CONTRACTOR shall notify ADMINISTRATOR, in writing, within twenty-four (24) hours of  
27 becoming aware of any occurrence of a serious nature, which may expose COUNTY to liability. Such  
28 occurrences shall include, but not be limited to, accidents, injuries, or acts of negligence, or loss or damage  
29 to any COUNTY property in possession of CONTRACTOR.

30 D. For purposes of this Agreement, any notice to be provided by COUNTY may be given by  
31 ADMINISTRATOR.

## 32 **XXI. NOTIFICATION OF DEATH**

33 A. Upon becoming aware of the death of any person served pursuant to this Agreement, CONTRACTOR  
34 shall immediately notify ADMINISTRATOR.

35 //

1 B. All Notifications of Death provided to ADMINISTRATOR by CONTRACTOR shall contain the  
2 name of the deceased, the date and time of death, the nature and circumstances of the death, and the  
3 name(s) of CONTRACTOR's officers or employees with knowledge of the incident.

4 1. TELEPHONE NOTIFICATION – CONTRACTOR shall notify ADMINISTRATOR by  
5 telephone immediately upon becoming aware of the death due to non-terminal illness of any person served  
6 pursuant to this Agreement; notice need only be given during normal business hours.

7 2. WRITTEN NOTIFICATION

8 a. NON-TERMINAL ILLNESS – CONTRACTOR shall hand deliver, fax, and/or send via  
9 encrypted email to ADMINISTRATOR a written report within sixteen (16) hours after becoming aware  
10 of the death due to non-terminal illness of any person served pursuant to this Agreement.

11 b. TERMINAL ILLNESS – CONTRACTOR shall notify ADMINISTRATOR by written  
12 report hand delivered, faxed, and/or sent via encrypted email, within forty-eight (48) hours of becoming  
13 aware of the death due to terminal illness of any person served pursuant to this Agreement.

14 c. When notification via encrypted email is not possible or practical CONTRACTOR must  
15 hand deliver or must fax said notification to a number approved by COUNTY in writing.

16 C. If there are any questions regarding the cause of death of any person served pursuant to this  
17 Agreement who was diagnosed with a terminal illness, or if there are any unusual circumstances related  
18 to the death, CONTRACTOR shall immediately notify ADMINISTRATOR in accordance with this  
19 Notification of Death Paragraph.

20  
21 **XXII. NOTIFICATION OF PUBLIC EVENTS AND MEETINGS**

22 A. CONTRACTOR shall notify ADMINISTRATOR of any public event or meeting funded in whole  
23 or in part by COUNTY, except for those events or meetings that are intended solely to serve Clients or  
24 occur in the normal course of business.

25 B. CONTRACTOR shall notify ADMINISTRATOR at least thirty (30) business days in advance of  
26 any applicable public event or meeting. The notification must include the date, time, duration, location  
27 and purpose of the public event or meeting. Any promotional materials or event related flyers must be  
28 approved by ADMINISTRATOR prior to distribution.

29  
30 **XXIII. RECORDS MANAGEMENT AND MAINTENANCE**

31 A. CONTRACTOR, its officers, agents, employees and subcontractors shall, throughout the term of  
32 this Agreement, prepare, maintain and manage records appropriate to the services provided and in  
33 accordance with this Agreement and all applicable requirements.

34 B. CONTRACTOR shall ensure appropriate financial records related to cost reporting, expenditure,  
35 revenue, billings, etc., are prepared and maintained accurately and appropriately.

36 C. CONTRACTOR shall ensure all appropriate state and federal standards of documentation,  
37 preparation, and confidentiality of records related to Client records are met at all times.

1 D. CONTRACTOR shall retain all financial records for a minimum of ten (10) years from the  
2 commencement of the Agreement, unless a longer period is required due to legal proceedings such as  
3 litigations and/or settlement of claims.

4 E. CONTRACTOR shall make records pertaining to the costs of services, Client fees, charges,  
5 billings, and revenues available at one (1) location within the limits of the County of Orange.

6 F. If CONTRACTOR is unable to meet the record location criteria above, ADMINISTRATOR may  
7 provide written approval to CONTRACTOR to maintain records in a single location, identified by  
8 CONTRACTOR.

9 G. CONTRACTOR may be required to retain all records involving litigation proceedings and  
10 settlement of claims for a longer term as directed by ADMINISTRATOR.

11 H. CONTRACTOR shall notify ADMINISTRATOR of any PRA requests related to, or arising out  
12 of, this Agreement, within forty-eight (48) hours. CONTRACTOR shall provide ADMINISTRATOR all  
13 information that is requested by the PRA request.

#### 14 **XXIV. RESEARCH AND PUBLICATION**

15 CONTRACTOR shall not utilize information and/or data received from COUNTY, or arising out of,  
16 or developed, as a result of this Agreement for the purpose of personal or professional research, or for  
17 publication.  
18

#### 19 **XXV. SEVERABILITY**

20 If a court of competent jurisdiction declares any provision of this Agreement or application thereof to  
21 any person or circumstances to be invalid or if any provision of this Agreement contravenes any federal,  
22 state or county statute, ordinance, or regulation, the remaining provisions of this Agreement or the  
23 application thereof shall remain valid, and the remaining provisions of this Agreement shall remain in full  
24 force and effect, and to that extent the provisions of this Agreement are severable.  
25

#### 26 **XXVI. SPECIAL PROVISIONS**

27 A. CONTRACTOR shall not use the funds provided by means of this Agreement for the following  
28 purposes:  
29

30 1. Making cash payments to intended recipients of services through this Agreement.  
31 2. Lobbying any governmental agency or official. CONTRACTOR shall file all certifications  
32 and reports in compliance with this requirement pursuant to Title 31, USC, §1352 (e.g., limitation on use  
33 of appropriated funds to influence certain federal contracting and financial transactions).

34 3. Fundraising.  
35 4. Purchase of gifts, meals, entertainment, awards, or other personal expenses for  
36 CONTRACTOR's staff, volunteers, interns, consultants, subcontractors, and members of the Board of  
37 Directors or governing body.



1 5. Reimbursement of CONTRACTOR’s members of the Board of Directors or governing body  
2 for expenses or services.

3 6. Making personal loans to CONTRACTOR’s staff, volunteers, interns, consultants,  
4 subcontractors, and members of the Board of Directors or governing body, or its designee or authorized  
5 agent, or making salary advances or giving bonuses to CONTRACTOR’s staff.

6 7. Paying an individual salary or compensation for services at a rate in excess of the current  
7 Level I of the Executive Salary Schedule as published by the OPM. The OPM Executive Salary Schedule  
8 may be found at www.opm.gov.

9 8. Severance pay for separating employees.

10 9. Paying rent and/or lease costs for a facility prior to the facility meeting all required building  
11 codes and obtaining all necessary building permits for any associated construction.

12 B. Unless otherwise specified in advance and in writing by ADMINISTRATOR, CONTRACTOR  
13 shall not use the funds provided by means of this Agreement for the following purposes:

14 1. Funding travel or training (excluding mileage or parking).

15 2. Making phone calls outside of the local area unless documented to be directly for the purpose  
16 of Client care.

17 3. Payment for grant writing, consultants, certified public accounting, or legal services.

18 4. Purchase of artwork or other items that are for decorative purposes and do not directly  
19 contribute to the quality of services to be provided pursuant to this Agreement.

20  
21 **XXVII. STATUS OF CONTRACTOR**

22 CONTRACTOR is, and shall at all times be deemed to be, an independent contractor and shall be  
23 wholly responsible for the manner in which it performs the services required of it by the terms of this  
24 Agreement. CONTRACTOR is entirely responsible for compensating staff, subcontractors, and  
25 consultants employed by CONTRACTOR. This Agreement shall not be construed as creating the  
26 relationship of employer and employee, or principal and agent, between COUNTY and CONTRACTOR  
27 or any of CONTRACTOR’s employees, agents, consultants, volunteers, interns, or subcontractors.  
28 CONTRACTOR assumes exclusively the responsibility for the acts of its employees, agents, consultants,  
29 volunteers, interns, or subcontractors as they relate to the services to be provided during the course and  
30 scope of their employment. CONTRACTOR, its agents, employees, consultants, volunteers, interns, or  
31 subcontractors, shall not be entitled to any rights or privileges of COUNTY’s employees and shall not be  
32 considered in any manner to be COUNTY’s employees.

33  
34 **XXVIII. TERM**

35 A. The term of this Agreement shall commence as specified in the Referenced Contract Provisions  
36 of this Agreement or the execution date, whichever is later. This Agreement shall terminate as specified  
37 in the Referenced Contract Provisions of this Agreement unless otherwise sooner terminated as provided

1 in this Agreement. CONTRACTOR shall be obligated to perform such duties as would normally extend  
2 beyond this term, including but not limited to, obligations with respect to confidentiality, indemnification,  
3 audits, reporting, and accounting.

4 B. Any administrative duty or obligation to be performed pursuant to this Agreement on a weekend  
5 or holiday may be performed on the next regular business day.

## 7 **XXIX. TERMINATION**

8 A. CONTRACTOR is responsible for meeting all programmatic and administrative contracted  
9 objectives and requirements as indicated in this Agreement. CONTRACTOR shall be subject to the  
10 issuance of a CAP for the failure to perform to the level of contracted objectives, continuing to not meet  
11 goals and expectations, and/or for non-compliance. If CAPs are not completed within timeframe as  
12 determined by ADMINISTRATOR notice, payments may be reduced or withheld until CAP is resolved  
13 and/or the Agreement could be terminated.

14 B. COUNTY may terminate this Agreement immediately, upon written notice, on the occurrence of  
15 any of the following events:

- 16 1. The loss by CONTRACTOR of legal capacity.
- 17 2. Cessation of services.
- 18 3. The delegation or assignment of CONTRACTOR's services, operation or administration to  
19 another entity without the prior written consent of COUNTY.
- 20 4. The neglect by any physician or licensed person employed by CONTRACTOR of any duty  
21 required pursuant to this Agreement.
- 22 5. The loss of accreditation or any license required by the Licenses and Laws Paragraph of this  
23 Agreement.
- 24 6. The continued incapacity of any physician or licensed person to perform duties required  
25 pursuant to this Agreement.
- 26 7. Unethical conduct or malpractice by any physician or licensed person providing services  
27 pursuant to this Agreement; provided, however, COUNTY may waive this option if CONTRACTOR  
28 removes such physician or licensed person from serving persons treated or assisted pursuant to this  
29 Agreement.

### 30 C. CONTINGENT FUNDING

- 31 1. Any obligation of COUNTY under this Agreement is contingent upon the following:
  - 32 a. The continued availability of federal, state and county funds for reimbursement of  
33 COUNTY's expenditures, and
  - 34 b. Inclusion of sufficient funding for the services hereunder in the applicable budget(s)  
35 approved by the Board of Supervisors.
- 36 2. In the event such funding is subsequently reduced or terminated, COUNTY may suspend,  
37 terminate or renegotiate this Agreement upon thirty (30) calendar days' written notice given

1 CONTRACTOR. If COUNTY elects to renegotiate this Agreement due to reduced or terminated funding,  
2 CONTRACTOR shall not be obligated to accept the renegotiated terms.

3 D. In the event this Agreement is suspended or terminated prior to the completion of the term as  
4 specified in the Referenced Contract Provisions of this Agreement, ADMINISTRATOR may, at its  
5 sole discretion, reduce the Maximum Obligation of this Agreement to be consistent with the reduced term  
6 of the Agreement.

7 E. In the event this Agreement is terminated CONTRACTOR shall do the following:

8 1. Comply with termination instructions provided by ADMINISTRATOR in a manner which is  
9 consistent with recognized standards of quality care and prudent business practice.

10 2. Obtain immediate clarification from ADMINISTRATOR of any unsettled issues of contract  
11 performance during the remaining contract term.

12 3. Until the date of termination, continue to provide the same level of service required by this  
13 Agreement.

14 4. If Clients are to be transferred to another facility for services, furnish ADMINISTRATOR,  
15 upon request, all Client information and records deemed necessary by ADMINISTRATOR to effect an  
16 orderly transfer.

17 5. Assist ADMINISTRATOR in effecting the transfer of Clients in a manner consistent with  
18 Client's best interests.

19 6. If records are to be transferred to COUNTY, pack and label such records in accordance with  
20 directions provided by ADMINISTRATOR.

21 7. Return to COUNTY, in the manner indicated by ADMINISTRATOR, any equipment and  
22 supplies purchased with funds provided by COUNTY.

23 8. To the extent services are terminated, cancel outstanding commitments covering the  
24 procurement of materials, supplies, equipment, and miscellaneous items, as well as outstanding  
25 commitments which relate to personal services. With respect to these canceled commitments,  
26 CONTRACTOR shall submit a written plan for settlement of all outstanding liabilities and all claims  
27 arising out of such cancellation of commitment which shall be subject to written approval of  
28 ADMINISTRATOR.

29 9. Provide written notice of termination of services to each Client being served under this  
30 Agreement, within fifteen (15) calendar days of receipt of termination notice. A copy of the notice of  
31 termination of services must also be provided to ADMINISTRATOR within the fifteen (15) calendar days  
32 period.

33 F. COUNTY may terminate this Agreement, without cause, upon thirty (30) calendar days' written  
34 notice. The rights and remedies of COUNTY provided in this Termination Paragraph shall not be  
35 exclusive, and are in addition to any other rights and remedies provided by law or under this Agreement.

36 //

37 //

**XXX. THIRD PARTY BENEFICIARY**

Neither party hereto intends that this Agreement shall create rights hereunder in third parties including, but not limited to, any subcontractors or any clients provided services pursuant to this Agreement.

**XXXI. WAIVER OF DEFAULT OR BREACH**

Waiver by COUNTY of any default by CONTRACTOR shall not be considered a waiver of any subsequent default. Waiver by COUNTY of any breach by CONTRACTOR of any provision of this Agreement shall not be considered a waiver of any subsequent breach. Waiver by COUNTY of any default or any breach by CONTRACTOR shall not be considered a modification of the terms of this Agreement.

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1 IN WITNESS WHEREOF, the parties have executed this Agreement, in the County of Orange, State  
2 of California.

3  
4 NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE – ORANGE COUNTY

5 DocuSigned by:  
6 BY: Phillip Falchetti, CEO DATED: 4/8/2022  
7 AEF2AF993BF24F8...

8 TITLE: CEO

9  
10  
11 BY: \_\_\_\_\_ DATED: \_\_\_\_\_

12  
13 TITLE: \_\_\_\_\_

14  
15  
16  
17  
18 COUNTY OF ORANGE

19  
20  
21 BY: \_\_\_\_\_ DATED: \_\_\_\_\_

22 HEALTH CARE AGENCY

23  
24  
25 APPROVED AS TO FORM  
26 OFFICE OF THE COUNTY COUNSEL  
27 ORANGE COUNTY, CALIFORNIA

28  
29 DocuSigned by:  
30 BY: Brittany McLean DATED: 4/8/2022  
31 9713A4061D4343D...

32 DEPUTY

33  
34 If CONTRACTOR is a corporation, two (2) signatures are required: one (1) signature by the Chairman of the Board, the  
35 President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or  
36 any Assistant Treasurer. If the contract is signed by one (1) authorized individual only, a copy of the corporate resolution or  
37 by-laws whereby the board of directors has empowered said authorized individual to act on its behalf by his or her signature  
alone is required by ADMINISTRATOR.

1 EXHIBIT A  
 2 TO AGREEMENT FOR PROVISION OF  
 3 TOBACCO USE PREVENTION/CESSATION SERVICES  
 4 BETWEEN  
 5 COUNTY OF ORANGE  
 6 AND  
 7 NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCE – ORANGE COUNTY  
 8 JULY 1, 2022 THROUGH JUNE 30, 2025

9  
10 **I. SERVICE AREA IDENTIFICATION**

11 A. PROJECT THREE (SOUTH REGION)

- 12 1. CONTRACTOR shall provide Tobacco Use Prevention Services in Capistrano Unified School
- 13 District Boundary Communities, focusing on youth-serving organizations and schools in the
- 14 targeted region.

15  
16 **II. BUDGET**

- 17 A. The following budget is per period and set forth for informational purposes only and may be
- 18 adjusted by mutual agreement, in writing, by ADMINISTRATOR and CONTRACTOR.

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	PERIOD <u>ONE</u>	PERIOD <u>TWO</u>	PERIOD <u>THREE</u>	<u>TOTAL</u>	
1					
2					
3	ADMINISTRATIVE				
4	Salaries	\$ 8,910	\$ 8,910	\$ 8,910	\$ 26,730
5	Benefits	1,960	1,960	1,960	5,880
6	Services and Supplies	<u>3,990</u>	<u>3,990</u>	<u>3,990</u>	<u>11,970</u>
7	SUBTOTAL ADMINISTRATIVE COST	\$ 14,860	\$ 14,860	\$ 14,860	\$ 44,580
8					
9	PROGRAM				
10	Salaries	\$99,484	\$99,484	\$99,484	\$298,452
11	Benefits	21,887	21,887	21,887	65,661
12	Services and Supplies	30,265	30,265	30,265	90,795
13	Subcontractors	<u>18,504</u>	<u>18,504</u>	<u>18,504</u>	<u>55,512</u>
14	SUBTOTAL PROGRAM COST	\$170,140	\$170,140	\$170,140	\$510,420
15	TOTAL COST	\$185,000	\$185,000	\$185,000	\$555,000
16	REVENUE				
17	TSR	<u>\$185,000</u>	<u>\$185,000</u>	<u>\$185,000</u>	<u>\$555,000</u>
18	TOTAL REVENUE	\$185,000	\$185,000	\$185,000	\$555,000
19					
20	MAXIMUM OBLIGATION	\$185,000	\$185,000	\$185,000	\$555,000

22 B. BUDGET/STAFFING MODIFICATIONS – CONTRACTOR may request to shift funds between  
 23 budgeted line items within a program, for the purpose of meeting specific program needs or for providing  
 24 continuity of care to its participants, by utilizing a Budget/Staffing Modification Request form provided  
 25 by ADMINISTRATOR. CONTRACTOR shall submit a properly completed Budget/Staffing  
 26 Modification Request to ADMINISTRATOR for consideration, in advance, which shall include a  
 27 justification narrative specifying the purpose of the request, the amount of said funds to be shifted, and the  
 28 sustaining annual impact of the shift as may be applicable to the current contract period and/or future  
 29 contract periods. CONTRACTOR shall obtain written approval of any Budget/Staffing Modification  
 30 Request(s) from ADMINISTRATOR prior to implementation by CONTRACTOR. Failure of  
 31 CONTRACTOR to obtain written approval from ADMINISTRATOR for any proposed Budget/Staffing  
 32 Modification Request(s) may result in disallowance of those costs.

33 C. CONTRACTOR is responsible for the development and implementation of an evaluation  
 34 subcontract using criteria developed by HCA/TUPP. Ten (10%) percent of the total requested funding  
 35 must be applied to evaluation services. The evaluator chosen shall be a subcontracted professional  
 36 evaluator or a staff member experienced in comprehensive evaluation methodology, or a combination of  
 37 both.



1 D. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the Budget  
2 Paragraph to this Exhibit A to the Agreement.

### 3 4 **III. DEFINITIONS**

5 A. The parties agree to the following terms and definitions, and to those terms and definitions that,  
6 for convenience, are set forth elsewhere in this Agreement.

7 1. Action Plan means a plan that clearly describes how performance outcomes will be achieved.  
8 The Action Plan includes, at minimum, performance outcomes, strategies, activities and evaluation; it  
9 documents strategies and action steps that will be used to create change in any identified issues area.

10 2. TUPP Provider Manual means the manual developed by ADMINISTRATOR to describe the  
11 specific services to be performed by CONTRACTOR. The TUPP Provider Manual provides guidance,  
12 goals, objectives, terminology, and evaluation components.

13 B. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the  
14 Definitions Paragraph to this Exhibit A to the Agreement.

### 15 16 **IV. PAYMENTS**

17 A. COUNTY shall pay CONTRACTOR monthly, in arrears, for the actual costs of providing  
18 services described hereunder, less revenues which are actually received by CONTRACTOR. All  
19 payments are interim payments only and are subject to Final Settlement in accordance with the Cost Report  
20 Paragraph of the Agreement for which CONTRACTOR shall be reimbursed for the actual cost of  
21 providing the services hereunder; provided, however, the total of such payments does not exceed  
22 COUNTY's Total Maximum Obligation and, provided further, CONTRACTOR's costs are reimbursable  
23 pursuant to County, State and/or Federal regulations. ADMINISTRATOR may, at its discretion, pay  
24 supplemental billings for any month in which the interim payment amount specified above has not been  
25 fully paid.

26 1. In support of the monthly billing, CONTRACTOR shall submit an Expenditure and Revenue  
27 Report, which shall have other information including but not limited to, staffing, units of service, and any  
28 other information requested by ADMINISTRATOR, as specified in the Reports Paragraph of this Exhibit  
29 A to the Agreement. ADMINISTRATOR shall use the Expenditure and Revenue Report to determine  
30 payment to CONTRACTOR as specified in Subparagraphs A.2. and A.3., below.

31 2. If, at any time, CONTRACTOR's Expenditure and Revenue Reports indicate that the monthly  
32 interim payments exceed the actual cost of providing services, ADMINISTRATOR may reduce COUNTY  
33 payments to CONTRACTOR by an amount not to exceed the difference between the year-to-date interim  
34 payment amount to CONTRACTOR and the year-to-date actual cost incurred by CONTRACTOR.

35 3. If, at any time, CONTRACTOR's Expenditure and Revenue Reports indicate that the interim  
36 payment amounts are less than the actual cost of providing services, ADMINISTRATOR may authorize a  
37 supplemental payment to CONTRACTOR by an amount not to exceed the difference between the year-



1 to-date interim payment amount to CONTRACTOR and the year-to-date actual cost incurred by  
2 CONTRACTOR.

3 B. CONTRACTOR's invoices shall be on a form approved or supplied by COUNTY and include  
4 such information as is required by ADMINISTRATOR. Invoices are due the twentieth (20th) calendar  
5 day of each month and payments to CONTRACTOR should be released by COUNTY no later thirty (30)  
6 calendar days after receipt of the correctly completed invoice.

7 C. All invoices to COUNTY shall be supported, at CONTRACTOR's facility, by source  
8 documentation including, but not limited to, ledgers, journals, time sheets, invoices, bank statements,  
9 canceled checks, receipts, receiving records and records of services provided.

10 D. At ADMINISTRATOR's sole discretion, ADMINISTRATOR may withhold or delay all or a part  
11 of any payment if CONTRACTOR fails to comply with any provision of the Agreement.

12 E. COUNTY shall not reimburse CONTRACTOR for services provided beyond the expiration  
13 and/or termination of this Agreement, except as may otherwise be provided under this Agreement, or  
14 specifically agreed upon in a subsequent agreement.

15 F. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the  
16 Payments Paragraph of this Exhibit A to the Agreement.

## 17 18 **V. REPORTS**

### 19 **A. FISCAL**

20 1. Expenditure-Revenue Report – CONTRACTOR shall submit Expenditure and Revenue  
21 Reports to ADMINISTRATOR in support of the monthly invoice. These reports shall be on a form  
22 approved or provided by ADMINISTRATOR, and shall report actual costs and revenue for each of  
23 CONTRACTOR's program(s) or cost center(s) described in the Services Paragraph of this Exhibit A to  
24 the Agreement. These reports are due to ADMINISTRATOR by the twentieth (20th) calendar day of each  
25 month following the end of the month being reported.

26 2. Year-End Projection Reports – CONTRACTOR shall provide monthly, year-end projections  
27 that shall include year-to-date actual costs and revenues, and anticipated year-end actual costs and  
28 revenues for CONTRACTOR's program described in the Services Paragraph of this Exhibit A to the  
29 Agreement, and shall be on a form approved or provided by ADMINISTRATOR. Year-End Projection  
30 Reports will be submitted in conjunction with the monthly Expenditure and Revenue Reports and are due  
31 to ADMINISTRATOR by the twentieth (20th) calendar day of each month following the end of the month  
32 being reported.

33 3. Staffing Report – CONTRACTOR shall submit Staffing Reports to ADMINISTRATOR in  
34 support of the monthly invoice. These reports shall be on a form approved or provided by  
35 ADMINISTRATOR and shall, at a minimum include actual hours worked by each staff member. These  
36 reports are due to ADMINISTRATOR by twentieth (20th) calendar day of each month following the end  
37 //

1 of the month being reported and are to be submitted in conjunction with the monthly Expenditure and  
2 Revenue and Year-End Projection Reports.

3 B. PROGRAMMATIC

4 1. CUMULATIVE PROGRAMMATIC REPORTS – CONTRACTOR shall submit quarterly  
5 cumulative programmatic reports to ADMINISTRATOR. These reports shall be on a form provided by  
6 ADMINISTRATOR. The final programmatic report shall include a process evaluation that shall contain,  
7 but not be limited to, an analysis of the effectiveness of strategies used in conducting outreach and tobacco  
8 use prevention activities, the overall effectiveness of the program, and changes/recommendations for  
9 future projects. The due dates for these reports are identified in the TUPP Provider Manual.

10 2. INTERVENTION REPORT FORM (IRF) – CONTRACTOR shall submit on a format  
11 provided by ADMINISTRATOR, a monthly intervention report form documenting progress toward  
12 Tobacco Use Prevention project performance outcomes. These reports are due to ADMINISTRATOR by  
13 the tenth (10th) calendar day of the month following the report month.

14 3. MONTHLY NARRATIVE REPORTS – CONTRACTOR shall submit a monthly narrative  
15 report documenting progress toward project performance outcomes set forth in the TUPP Provider Manual,  
16 project successes, and plans for the following month. These reports are due to ADMINISTRATOR by the  
17 fifth (5th) calendar day of each month following the end of the month being reported. CONTRACTOR  
18 shall use the monthly Tobacco Settlement Revenue narrative format provided by ADMINISTRATOR.  
19 The first monthly narrative report is due to ADMINISTRATOR by August 5, 2022.

20 C. ADDITIONAL REPORTS - CONTRACTOR shall make additional reports as required by  
21 ADMINISTRATOR concerning CONTRACTOR's activities as they affect the services hereunder. These  
22 reports shall be on forms approved or provided by ADMINISTRATOR. ADMINISTRATOR shall be  
23 specific as to the nature of the information requested and, when possible, shall allow thirty (30) calendar  
24 days for CONTRACTOR to respond.

25 D. CONTRACTOR shall be responsible for the professional quality, technical accuracy, timely  
26 completion, and coordination of all reports and services provided pursuant to this Agreement.  
27 CONTRACTOR shall review the reasonableness and accuracy of information prior to making any  
28 recommendation, or incorporating such data into any report required hereunder.

29 E. All reports, drawings, specifications, data, and other incidental work or materials furnished by  
30 CONTRACTOR hereunder shall become and remain the property of COUNTY, and may be used by  
31 COUNTY as it may require, without any additional cost to COUNTY.

32 F. CONTRACTOR shall not use reports produced as the result of providing Tobacco Use Prevention  
33 Services or data obtained for the purpose of producing such reports without the express written consent of  
34 ADMINISTRATOR. All reports shall indicate that the County of Orange Health Care Agency – Tobacco  
35 Use Prevention Program funds CONTRACTOR's services.

36 G. EVALUATION TOOLS - ADMINISTRATOR shall provide all evaluation tools to  
37 CONTRACTOR and train CONTRACTOR staff on protocols for implementation of evaluation tools.

1 H. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the Reports  
2 Paragraph of this Exhibit A to the Agreement.

## 3 4 VI. SERVICES

5 A. CONTRACTOR shall provide Tobacco Use Prevention Services in accordance with this Exhibit  
6 A to the Agreement, and in support of COUNTY's Tobacco Use Prevention plan and goals as defined in  
7 the TUPP Provider Manual provided by ADMINISTRATOR. ADMINISTRATOR reserves the right to  
8 revise and update the TUPP Provider Manual as needed. ADMINISTRATOR shall notify  
9 CONTRACTOR of changes to the TUPP Provider Manual within three (3) business days of said changes.

### 10 B. PERFORMANCE OBJECTIVES – PERIOD ONE

11 CONTRACTOR shall meet the following performance objectives and complete the detailed  
12 activities specified in the TUPP Provider Manual for prevention services by June 30, 2023:

13 1. Create a School Inventory and Youth-Serving Organization Inventory in the selected district  
14 boundary communities to help guide recruitment of a minimum of thirty (30) middle school and/or high  
15 school youth annually and include those that serve youth at high risk of initiation. Youth-serving  
16 organizations may include, but are not limited to, the following: Boys and Girls Clubs, Boy Scouts, Girl  
17 Scouts, Club Live and Friday Night Live Partnership, YMCA, City youth groups/commissions, and faith-  
18 based organizations. TUPP will provide a review of sub-district data to help inform strategic partnership.

19 2. Engage in quarterly relationship-building activities (via email, virtual, phone or face-to-face)  
20 with schools and at least three (3) youth-serving organizations' teen coordinators, supervisors, and/or  
21 directors to promote interagency relationships, build interpersonal rapport, and gather key pieces of  
22 information to promote youth recruitment and engagement.

23 3. Provide three (3) – four (4) youth recruitment presentations, thirty to forty-five (30-45)  
24 minutes in length, to at least one hundred (100) youth from the schools and identified organizations in the  
25 selected district boundary communities. Targeted groups could include, but not be limited to, academic  
26 and service school-based groups, the Boys and Girls Clubs, Boy Scouts, Girl Scouts, Club Live and Friday  
27 Night Live Partnership, YMCA, groups catering to high-risk youth, ACCESS sites, City youth  
28 groups/commissions, and faith-based organizations.

29 4. Recruit, train and educate at least thirty (30) youth from the schools and at least three (3)  
30 youth-serving organizations in the selected district boundary communities through the recruitment  
31 presentations to help them identify smoking and vaping prevention activities that address the impact of  
32 tobacco and vaping in their own local communities.

33 5. Collaborate with at least thirty (30) youth recruited to engage them in a minimum of five (5)  
34 smoking and vaping prevention activities, as identified by the youth. Activities may include, but are not  
35 limited to, the following: 1) Tobacco litter clean-up event at a local outdoor recreational area, such as a  
36 beach, park, apartment, and/or school; 2) Photo-voice project for youth to share their story about how  
37 smoking and/or vaping affects them and their local community; 3) Youth smoking and vaping prevention

1 artwork contest and placement of artwork in local media and social media sites; 4) Sticker shock project,  
 2 in which youth develop and place social sources awareness materials at local tobacco retailer locations; 5)  
 3 Resource/health fair in which youth plan and host their own tobacco and vaping prevention booth for youth  
 4 and parents in their local community.

5 6. Connect with local students to create and share at least five (5) smoking and/or vaping  
 6 prevention focused social media posts each quarter. Share these posts on preexisting or new social media  
 7 pages and encourage students to share these posts on their personal pages to increase traffic to the  
 8 organization's page. Instagram is recommended, but providers can work with youth if they choose to use  
 9 another social media avenue.

10 7. Conduct at least four (4) educational activities for parents within the selected school district  
 11 boundary communities, to raise their awareness about the harms of youth smoking and vaping and provide  
 12 prevention resources to support them in talking to their children about not vaping. Activities may include,  
 13 but are not limited to, the following: 1) Educational presentations; 2) Health/resource fairs; 3) Media  
 14 campaigns; 4) Disseminating educational materials through community organizations and schools; 5)  
 15 Promoting COUNTY's free smoking/vaping cessation services through 1-866-NEW-LUNG.

#### 17 C. PERFORMANCE OBJECTIVES – PERIODS TWO AND THREE

18 1. The performance objectives and complete actions plans for Period Two and Period Three  
 19 shall be developed in coordination with TUPP staff and will be based upon Period One process outcomes  
 20 to ensure program's quality and effectiveness. Performance objectives and complete action plans for  
 21 Period Two and Period Three shall be included in the TUPP Manual.

#### 22 D. MEETINGS

23 1. CONTRACTOR and ADMINISTRATOR shall meet at least once a month to discuss program  
 24 and strategic issues. ADMINISTRATOR and CONTRACTOR shall agree to the meeting dates in writing.

25 2. CONTRACTOR shall invite ADMINISTRATOR to all regional meetings scheduled by  
 26 CONTRACTOR.

27 3. CONTRACTOR's Executive Director, Project Coordinator, or designee who has authority to  
 28 make decisions, shall participate in meetings related to the provision of services pursuant to this  
 29 Agreement, when requested by ADMINISTRATOR.

#### 30 E. PATENTS AND COPYRIGHT MATERIALS

31 1. Unless otherwise expressly provided in this Agreement, CONTRACTOR shall be solely  
 32 responsible for clearing the right to use any patented or copyrighted materials in the performance of this  
 33 Agreement.

34 2. CONTRACTOR agrees that COUNTY shall have a royalty-free,  
 35 non-exclusive right to use, reproduce, and disseminate all such material.

36 3. CONTRACTOR agrees and does hereby grant to COUNTY for all purposes a  
 37 royalty-free, non-exclusive and irrevocable license throughout the world to reproduce, to prepare

1 derivative works, to distribute copies, to perform, to display or to otherwise use, duplicate, or dispose of  
2 any work, data or material in any manner, which is created, produced, developed, or delivered as part of  
3 this Agreement, but which is not considered a "work made for hire." CONTRACTOR agrees that the  
4 COUNTY shall have authority to grant such license to others.

5 4. CONTRACTOR agrees that if CONTRACTOR enters into any agreements with other parties  
6 to perform the work required under this Agreement, that CONTRACTOR shall require that each  
7 agreement include clauses granting COUNTY:

8 a. A royalty-free, non-exclusive, and irrevocable license throughout the world to reproduce,  
9 to prepare derivative works, to distribute copies, to perform, to display or to otherwise use, duplicate, or  
10 dispose of "works made for hire" or, any work, data or material "not made for hire" under this Agreement.

11 F. CONTRACTOR shall collaborate with tobacco use prevention providers funded by COUNTY to  
12 promote the activities and services described within this Agreement.

13 G. ADMINISTRATOR may conduct periodic reviews of CONTRACTOR to evaluate performance  
14 in meeting the terms of this Agreement. ADMINISTRATOR will notify CONTRACTOR in writing of  
15 any issue(s) or concern(s) related to the provision of services pursuant to this Agreement, and may request  
16 a plan of corrective action. Corrective action plans may address, but are not limited to performance  
17 outcomes, preventative strategies, and/or action plans. CONTRACTOR shall submit a written plan of  
18 corrective action for approval within two (2) weeks of request by ADMINISTRATOR. CONTRACTOR  
19 may request in advance and in writing, an extension to the due date for a corrective action plan. Approval  
20 of the request shall be at the sole discretion of ADMINISTRATOR.

21 H. CONTRACTOR shall not conduct any proselytizing activities, regardless of funding sources, with  
22 respect to any person who has been referred to CONTRACTOR by COUNTY under the terms of this  
23 Agreement. Further, CONTRACTOR agrees that the funds provided hereunder shall not be used to  
24 promote, directly or indirectly, any religion, religious creed or cult, denomination or sectarian institution,  
25 or religious belief.

26 I. SOCIAL MEDIA - If a project related to social media is to be used, CONTRACTOR shall develop  
27 necessary policies and procedures and keep them on file.

28 J. CONTRACTOR agrees to comply with the terms and requirements as directed in the  
29 Cessation/Prevention Provider Manual.

30 K. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the Services  
31 Paragraph of this Exhibit A to the Agreement.

## 32 **VII. STAFFING**

34 A. CONTRACTOR shall provide services pursuant to this Agreement by recruiting, hiring, and  
35 maintaining administrative and program staff who have the requisite qualifications and experience to  
36 provide tobacco use prevention services under this Agreement.

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1 B. CONTRACTOR shall perform a pre-employment screening of any person who will provide  
2 services pursuant to this Agreement. All staff, including volunteers and interns, shall meet the following  
3 requirements prior to providing any service pursuant to this Agreement:

4 1. No person, within the preceding two (2) years, shall have been convicted of any criminal  
5 offense other than a traffic violation.

6 2. No person, within the preceding two (2) years, shall have been found guilty of any crime  
7 related to the use of drugs or alcohol.

8 3. No person, at any time, shall have been found guilty of any crime involving moral turpitude  
9 by a court of law.

10 4. No person shall be on parole or probation.

11 C. All individuals working directly with youth must submit fingerprints and pass a background  
12 check, prior to providing services pursuant to this Agreement. CONTRACTOR shall submit to  
13 ADMINISTRATOR copies of the results for each individual that has successfully passed the background  
14 check. CONTRACTOR shall keep copies for its records.

15 D. All individuals working directly with youth shall obtain an Activity Supervisor Clearance  
16 Certificate issued by the Commission on Teacher Credentialing, prior to assuming a paid or volunteer  
17 position to supervise, direct, or coach a pupil activity program sponsored by or affiliated with a school  
18 district. The application to obtain a certificate is available at the Commission on Teacher Credentialing  
19 website at <http://www.etc.ca.gov/credentials/apply.html>. CONTRACTOR shall submit to  
20 ADMINISTRATOR copies of the certificates for each individual who has successfully obtained an  
21 Activity Supervisor Clearance Certificate. Contractor shall keep copies for its records.

22 E. Separate from the Code of Conduct specified in the Compliance Paragraph of this Agreement,  
23 CONTRACTOR shall establish a written Code of Conduct for employees, subcontractors, volunteers,  
24 interns, and the Board of Directors which shall include, but not be limited to, standards related to the use  
25 of drugs and/or alcohol; staff-participant relationships; prohibition of sexual conduct with participants;  
26 and conflict of interest. Prior to providing any services pursuant to this Agreement, all employees,  
27 subcontractors, volunteers, interns, and the Board of Directors shall agree in writing to maintain the  
28 standards set forth in the Code of Conduct.

29 F. CONTRACTOR shall make its best efforts to provide services pursuant to this Agreement in a  
30 manner that is culturally and linguistically appropriate for the population(s) served. CONTRACTOR  
31 shall maintain documentation of such efforts which may include, but not be limited to: records of  
32 participation in COUNTY-sponsored or other applicable training; recruitment and hiring policies and  
33 procedures; copies of literature in multiple languages and formats, as appropriate; and descriptions of  
34 measures taken to enhance accessibility for and sensitivity to persons who are physically challenged.

35 G. CONTRACTOR shall, at a minimum, provide the following paid staffing expressed in Full-Time  
36 Equivalent (FTEs), which shall be equal to an average of forty (40) hours of work per week:

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1	POSITION	FTEs
2	ADMINISTRATIVE	
3	President	0.03
4	Director of Finance	<u>0.08</u>
5	SUBTOTAL ADMINISTRATIVE FTEs	0.11
6		
7	PROGRAM	
8	Program Director	0.25
9	Health Educator	1.00
10	Health Educator	<u>1.00</u>
11	SUBTOTAL PROGRAM FTEs	2.25
12		
13	SUBCONTRACTOR	
14		
15	Program Evaluation	<u>0.09</u>
16	SUBTOTAL SUBCONTRACTOR FTEs	0.09
17		
18	TOTAL FTEs	2.45

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20 H. CONTRACTOR shall notify ADMINISTRATOR, in writing, within seventy-two (72) hours, of

21 any staffing changes; including vacancies associated with termination, resignation, and/or notice of

22 resignation; leaves of absence; promotions; temporary FTE changes; and internal or external temporary

23 staffing assignment requests that occur during the term of the Agreement. CONTRACTOR's notification

24 to ADMINISTRATOR shall provide appropriate information regarding the staffing change, such as but

25 not limited to employee name(s), position title(s), date(s) of resignation/separation, date(s) of

26 hire/promotion, FTE adjustments, leave timeframes/estimates, internships, jobs duties, and description of

27 recruitment activity for replacement staff.

28 I. CONTRACTOR may augment the above paid staff with volunteers and/or part-time student

29 interns; provided, however, CONTRACTOR shall provide supervision as specified in the respective job

30 descriptions or work contracts.

31 J. CONTRACTOR shall maintain personnel files for each paid or unpaid staff member, both

32 administrative and programmatic, which shall include as appropriate and applicable, but not be limited to,

33 an application for employment, qualifications for the positions, job description, documentation of

34 bicultural/bilingual capabilities, pay rate, evaluations justifying pay increases, and copies of pertinent

35 training certifications pursuant to the terms of this Agreement.

36 K. EVALUATION – CONTRACTOR shall collaborate with ADMINISTRATOR for the

37 development of evaluation design, evaluation tools, and to create databases.

1 L. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the Staffing  
2 Paragraph to this Exhibit A to the Agreement.

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