



County of Solano
Standard Contract

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

BUDGET ACCOUNT:
6595

SUBJECT ACCOUNT:
2245

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

HealthRIGHT 360

CONTRACTOR'S NAME

2. The Term of this Contract is:

April 12, 2016 through June 30, 2019

3. The maximum amount of this Contract is:

\$ 1,299,493

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of this Contract:

- Exhibit A - Scope of Work
Exhibit B - Budget Detail and Payment Provision
Exhibit C - General Terms and Conditions
Exhibit D - Special Terms and Conditions

This Contract is made on April 12, 2016.

Table with 2 columns: CONTRACTOR and COUNTY OF SOLANO. Rows include contract details, signatures, titles, and addresses for both parties.

CONTRACT MUST BE EXECUTED BEFORE WORK CAN COMMENCE

EXHIBIT A **SCOPE OF WORK**

The Contractor's goal is to decrease the potential for individuals to relapse to criminal behavior and return to jail upon community reentry. The target population of this Contract is adult male and female inmates, both sentenced and un-sentenced and incarcerated in one of three Solano County jails located in Fairfield, CA. The Contractor and the Sheriff's Office will develop a process whereby the target population will be referred for assessment and case management services.

CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING DUTIES:

(1) Inmate Engagement, Intake and Assessment

Contractor will implement the MI-Assessment protocol to ensure inmates are engaged and retained at the first encounter. This protocol inserts two motivational sessions around the intake assessment process:

- a. For case management of female inmates, Contractor will follow the Women Offender Case Management Model (WOCMM), based on gender responsive principles and theory. Contractor will administer the LSCMI along with the PTSD Checklist, a mental health screening tool, and a substance abuse screening tool.
- b. For female inmates, in addition to a validated assessment of dynamic risks, a Social Support Questionnaire and an Eco-Map to assess the availability of and satisfaction with formal and informal supports will be utilized. Additionally, Contractor will administer three supplemental scales: Coping Behavior Inventory, Rosenberg Self-Esteem Scale, and Symptom Checklist SCL-90.

Contractor will complete 800 assessments annually and assessments will be completed within seven calendar days of inmate referral.

(2) Development of the Case Plan

Contractor will ensure that all case plans are completed within fourteen calendar days of the inmate's completed assessment. The Case Plan will include three components: services to be provided during incarceration; services and resources for the moment of discharge from jail that will meet immediate needs; and, post-release services that will address longer-term needs associated with the transition to the community. The case plan will be updated as needed, and as a inmate's circumstances change.

(3) Case Management

Contractor will provide Strengths Based Case Management (SBCM) services for men and Women Offender Case Management Model (WOCMM) services for women, at a frequency and level of service that satisfies County's call for an intensive case management approach. Contractor case management will be assessment-driven, collaborative, strengths based, gender responsive, and inmate centered.

Following initial case plan development, the case manager will meet with each inmate weekly whenever possible, and once every two weeks at minimum. On a case by case basis, more frequent contact will be arranged by the case manager to address emerging needs or inmate crisis.

At the start of the contract period Contractor will conduct a resource inventory to establish a current, active and detailed understanding of the breadth and type of services available, in custody and in the community. The resulting information will be compiled into a resources binder and database.

Contractor intake forms will include a health history screen, which will include questions about current and previous diagnosis, hospitalizations, current and previous medications and whether an inmate has a regular medical provider. The Contractor case plan will include sections for physical health, prescription information and referrals for care.

During the inmate's incarceration, the immediate focus of case management will be matching inmate's assessed needs with available services, programs, and resources within the jail.

Concurrent with linking to and monitoring an inmate's experience with custody-based services, the case manager will work with the inmate to create goals and establish referrals for the period immediately following release from custody.

Additionally, longer-term reentry planning will occur which will address needs including but not limited to, stable housing, employment and/or (re)establishment of entitlement benefits, family reunification and counseling, mental health and Substance Use Disorder treatment and ongoing recovery, finding childcare, and vocational training.

(4) Cognitive Behavioral Interventions

Contractor will offer *Thinking for A Change (T4C)* and *Controlling Anger and Learning to Manage (CALM)* as required by the County. T4C will be delivered to two cohorts per week in each jail, for a total of 6 cohorts.

CALM will be delivered to one cohort per week in each jail, for a total of 3 cohorts.

(5) Training Plan

Within two weeks of contract execution, Contractor will provide the County with a training plan for staff, inclusive of the below identified elements, as well as timeframes that are acceptable to Contractor and the County.

- a. Provide initial trainings in order to prepare new employees to deliver services.
- b. Provide ongoing staff training designed to build and maintain staff skills to provide services.
- c. Develop a plan for staff supervision and to maintain fidelity to case management and Cognitive Behavioral Therapy models to assure excellent service delivery.

(6) Motivation/Incentives

Contractor will incorporate Motivational Interviewing into staff training, program design, and clinical approach to working with inmates.

Immediately following contract execution, Contractor will work with the County to develop an incentive program designed to increase program enrollment, retention, and participation in-custody as well as engagement with services on release.

(7) Reentry Planning

- a. Each assessed inmate will receive a re-entry plan inclusive of links, referrals and resources for immediate and longer term post release periods.
- b. Case Managers will assist inmates with the development of appointments and the implementation of the re-entry plan prior to release.
- c. Case Managers will conduct telephone follow up on released individuals for up to 30 days post release.

(8) Collaboration with Other Agencies

- a. Immediately following contract execution, Contractor will complete a resource inventory and develop a thorough digital data base of county resources both in-custody and in the community.
- b. Contractor's staff will work closely with other contractors and the Sheriff's Office, including Custody, Correctional Health programs and other programs and services within the jail.
- c. In addition, Contractor will liaison with community organizations and county agencies to effectively transition inmates from jail to the community.

(9) Performance Measures and Reporting Requirements

Reporting Requirements

It is expected that the Contractor shall report, on a monthly basis at a minimum, the following data:

- Number of assessed inmates;
- Number of Case Plans developed;
- Number of inmates who engage in services;
- Number of inmates who complete at least one service;
- Number of inmates who complete multiple services; and,
- Average length of stay for service completers

COUNTY SHALL BE RESPONSIBLE FOR THE FOLLOWING DUTIES:

(1) Monthly Reporting Form

Provide a monthly report that will be completed by the Contractor(s). The monthly report will contain the data elements the Sheriff's Office will require the Contractor(s) to report in order to gather the necessary information to evaluate the program. The report will also capture the services provided by staff on a monthly basis.

(2) Administrative Workspace

Provide Contractor with work space for staff inclusive of telephone access, copy machine access, internet access.

(3) Equipment Support

Provide Contractor with five computers connected to the Sheriff's Office network in order that staff may perform their duties.

(4) Contractor Training

Provide Contractor with the training required to implement the LSCMI, Thinking for A Change (T4C) and Controlling Anger and Learning to Manage (CALM).

(5) Policies and Procedures

Make available to Contractor all current applicable Sheriff's General Orders and County policy and procedures.

(6) Safety Training

Provide to Contractor staff the safety, security and PREA training necessary to work in the Solano County Jail.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. TOTAL COMPENSATION

Maximum compensation for substance abuse treatment services shall not exceed the amount in section 3 of the Standard Contract. Compensation shall include payment for services rendered in accordance with Exhibit A.

Contractor shall not be entitled to, nor receive from the County, any additional consideration, compensation, wages, or other remuneration for services rendered under this Contract other than that which is set forth in this Exhibit B.

The Contractor is not guaranteed to be paid the maximum compensation during the term of this Contract, or during any extension periods.

2. METHOD OF PAYMENT

Upon submission of an invoice by Contractor, and upon approval of County's representative, County shall pay Contractor monthly in arrears for fees and expenses incurred the prior month, up to the maximum amount provided for on the Standard Contract. Contractor shall provide County with adequate documentation such as a spreadsheet to support monthly invoice to include line-item expenses, line-item budget, line-item year-to-date expenses, and remaining balance. See following:

1. Submit an invoice to County monthly based on dedicated staff hours.
2. Each invoice will be accompanied by a list that:
 - i. Identifies the names and the responsibility level of Contractor's staff (i.e. Clinician, Re-Entry Specialist, Manager, and Housing Specialist).
 - iii. States the number of dedicated hours provided by each.
 - iv. Itemizes all additional costs being invoiced with a brief explanation.
 - v. States the services rendered, to whom, date of service and accrued charges.
 - vi. Includes receipts and proof of receipt of goods for all non-salary and benefit expenses claimed.
 - vii. Includes copies of functional timesheets for all staff charged to the contract.

Contractor's failure to submit required supporting documentation with invoice will result in payments being withheld until documentation is received, reviewed and approved.

Salaries and benefits costs must be supported by certified timesheets and employee payroll files and operation costs must be supported by purchase orders, invoices, receipts, etc. Mileage reimbursement shall be calculated using current IRS rates. In accordance with Section 19 in Exhibit C, periodic inspections of these documents may occur.

3. BUDGET

A. Budget Approval

Contractor's proposed budget effective January 1, 2016 has been accepted by the County. The budget is incorporated by this reference as Exhibit B-1.

B. Budget Modifications

- (1) Changes within categories. Contractor may move up to \$5,000 budgeted dollars annually between line-items within a category. Should changes total more than \$5,000 in the aggregate, Contractor shall submit a budget modification to County for approval

that reflects all changes.

- (2) Changes between categories. Contractor shall submit budget modification requests related to changes in budgeted line items to the County Inmate Programs Manager for pre-approval on a form acceptable to County.
- C. Budgeted Line Items and Review
Contractor shall periodically compare current Contractor's year-to-date expenses with current county approved budgeted line items to ensure that Contractor's expenses do not exceed approved line item amounts.
 - D. Budget Accountability
Contractor shall bill County for only those costs identified in the approved budget (Exhibit B-1) not to exceed budgeted line items. In the event Contractor's invoice reflects unidentified costs or exceeds any approved budgeted line item, County will request that Contractor submit a revised invoice as County will not pay Contractor for non-approved or excess costs.

**EXHIBIT B-1
PROGRAM BUDGET**

HEALTHRIGHT 360

	TOTAL PROPOSED PROGRAM BUDGET			
	(Fiscal Year Period: July 1 - June 30)			
I. COST CATEGORY	YR 1 <i>March-June</i>	YR 2	YR 3	TOTAL
A . Personnel				
Program Manager (1.00 FTE)	20,000	61,200	62,420	143,620
Managing Director (0.05 FTE)	1,420	4,340	4,430	10,190
Case Managers (4.50 FTE)	59,780	182,910	186,570	429,260
Subtotal Wages	81,200	248,450	253,420	583,070
Fringe Benefits (31%)	25,160	77,050	78,590	180,800
Total Personnel	106,360	325,500	332,010	763,870
B . Operating Expenses				
Communications	3,330	10,290	10,600	24,220
Office Supplies	1,110	3,430	3,540	8,080
Staff Travel	1,540	4,740	4,890	11,170
Incentives	1,200	3,710	3,830	8,740
Follow up incentive	940	2,910	3,000	6,850
Food	340	1,030	1,070	2,440
Total Operating Expenses	8,460	26,110	26,930	61,500
C . Indirect Costs	14,010	42,900	43,800	100,710
TOTAL	128,830	394,510	402,740	926,080

EXHIBIT C
GENERAL TERMS AND CONDITIONS

1. CLOSING OUT

County will pay Contractor's final request for payment providing Contractor has paid all financial obligations undertaken pursuant to this Contract. If Contractor has failed to pay all obligations outstanding, County will withhold from Contractor's final request for payment the amount of such outstanding financial obligations owed by Contractor. Contractor is responsible for County's receipt of a final request for payment 30 days after termination of this Contract.

2. TIME

Time is of the essence in all terms and conditions of this Contract.

3. TIME OF PERFORMANCE

Work will not begin, nor claims paid for services under this Contract until all Certificates of Insurance, business and professional licenses/certificates, IRS ID number, signed W-9 form, or other applicable licenses or certificates are on file with the County's Contract Manager.

4. TERMINATION

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

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

C. Following termination, County will reimburse Contractor for all expenditures made in good faith that are unpaid at the time of termination not to exceed the maximum amount payable under this Contract unless Contractor is in default of this Contract.

5. SIGNATURE AUTHORITY

The parties executing this Contract certify that they have the proper authority to bind their respective entities to all terms and conditions set forth in this Contract.

6. REPRESENTATIONS

A. County relies upon Contractor's professional ability and training as a material inducement to enter into this Contract. Contractor represents that Contractor will perform the work according to generally accepted professional practices and standards and the requirements of applicable federal, state and local laws. County's acceptance of Contractor's work shall not constitute a waiver or release of Contractor from professional responsibility.

B. Contractor further represents that Contractor possesses current valid appropriate licensure, including, but not limited to, driver's license, professional license, certificate of tax-exempt status, or permits, required to perform the work under this Contract.

7. INSURANCE

A. Without limiting Contractor's obligation to indemnify County, Contractor must procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under this Contract and the results of that work by Contractor, Contractor's agents, representatives, employees or subcontractors.

B. Minimum Scope of Insurance
Coverage must be at least as broad as:

(1) Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).

(2) Insurance Services Office Form Number CA 00 01 covering Automobile Liability, code 1 (any auto).

(3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

C. Minimum Limits of Insurance

Contractor must maintain limits no less than:

- | | | |
|--|---|---|
| (1) General Liability:
(Including operations, products and completed operations.) | \$2,000,000 | per occurrence for bodily injury, personal injury and property damage, or the full per occurrence limits of the policy, whichever is greater. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location. The general aggregate limit shall be twice the required occurrence limit. |
| (2) Automobile Liability: | \$1,000,000 | per accident for bodily injury and property damage |
| (3) Workers' Compensation: | As required by the State of California. | |
| (4) Employer's Liability: | \$1,000,000 | per accident for bodily injury or disease. |

D. Additional Insurance Coverage

To the extent coverage is applicable to Contractor's services under this Contract, Contractor must maintain the following insurance coverage:

- | | | |
|-----------------------------|--------------------|---|
| (1) Cyber Liability: | \$1,000,000 | per incident with the aggregate limit twice the required limit. |
| (2) Professional Liability: | \$1,000,000 | combined single limit per claim and in the aggregate. The policy shall remain in full force and effect for no less than 3 years following the completion of work under this Contract. The general aggregate limit shall be twice the required occurrence limit. |

E. If Contractor maintains higher limits than the minimums shown above, County is entitled to coverage for the higher limits maintained by Contractor.

F. Deductibles and Self-Insured Retentions

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

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

G. Other Insurance Provisions

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

(1) The County of Solano, its officers, officials, agents, employees, and volunteers must be included as additional insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of Contractor; and with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an

Additional Insured endorsement (CG 20 10 11 85 or both CG 20 10 and CG 20 37 if later ISO revisions are used or the equivalent) to Contractor's insurance policy, or as a separate owner's policy. The insurance afforded to the additional insureds shall be at least as broad as that afforded to the first named insured.

(2) For any claims related to work performed under this Contract, Contractor's insurance coverage must be primary insurance with respect to the County of Solano, its officers, officials, agents, employees, and volunteers. Any insurance maintained by County, its officers, officials, agents, employees, or volunteers is excess of Contractor's insurance and shall not contribute to it.

(3) Should any of the above described policies be cancelled prior to the policies' expiration date, Contractor agrees that notice of cancellation will be delivered in accordance with the policy provisions.

H. Waiver of Subrogation

(1) Contractor agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

(2) The Workers' Compensation policy must be endorsed with a waiver of subrogation in favor of County for all work performed by Contractor, its employees, agents and subcontractors.

I. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII unless otherwise acceptable to County.

J. Verification of Coverage

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

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

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

(4) However, failure to do so shall not operate as a waiver of these insurance requirements.

(5) County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

8. BEST EFFORTS

Contractor represents that Contractor will at all times faithfully, industriously and to the best of its ability, experience and talent, perform to County's reasonable satisfaction.

9. DEFAULT

A. If Contractor defaults in Contractor's performance, County shall promptly notify Contractor in writing. If Contractor fails to cure a default within 30 days after notification, or if the default requires more than 30 days to cure and Contractor fails to commence to cure the default within 30 days after notification, then Contractor's failure shall terminate this Contract.

B. If Contractor fails to cure default within the specified period of time, County may elect to cure the default and any expense incurred shall be payable by Contractor to County.

C. If County serves Contractor with a notice of default and Contractor fails to cure the default, Contractor waives any further notice of termination of this Contract.

D. If this Contract is terminated because of Contractor's default, County shall be entitled to recover from Contractor all damages allowed by law.

10. INDEMNIFICATION

A. Contractor will indemnify, hold harmless and assume the defense of the County of Solano, its officers, employees, agents and elective and appointive boards from all claims, losses, damages, including property damages, personal injury, death and liability of every kind, directly or indirectly arising from Contractor's operations or from any persons directly or indirectly employed by, or acting as agent for, Contractor, excepting the sole negligence or willful misconduct of the County of Solano. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of Contractor's services, as well as during the progress of rendering such services.

B. Acceptance of insurance required by this Contract does not relieve Contractor from liability under this indemnification clause. This indemnification clause shall apply to all damages or claims for damages suffered by Contractor's operations regardless if any insurance is applicable or not.

11. INDEPENDENT CONTRACTOR

A. Contractor is an independent contractor and not an agent, officer or employee of County. The parties mutually understand that this Contract is between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.

B. Contractor shall have no claim against County for employee rights or benefits including, but not limited to, seniority, vacation time, vacation pay, sick leave, personal time off, overtime, medical, dental or hospital benefits, retirement benefits, Social Security, disability, Workers' Compensation, unemployment insurance benefits, civil service protection, disability retirement benefits, paid holidays or other paid leaves of absence.

C. Contractor is solely obligated to pay all applicable taxes, deductions and other obligations including, but not limited to, federal and state income taxes, withholding, Social Security, unemployment, disability insurance, Workers' Compensation and Medicare payments.

D. Contractor shall indemnify and hold County harmless from any liability which County may incur because of Contractor's failure to pay such obligations.

E. As an independent contractor, Contractor is not subject to the direction and control of County except as to the final result contracted for under this Contract. County may not require Contractor to change Contractor's manner of doing business, but may require redirection of efforts to fulfill this Contract.

F. Contractor may provide services to others during the same period Contractor provides service to County under this Contract.

G. Any third persons employed by Contractor shall be under Contractor's exclusive direction, supervision and control. Contractor shall determine all conditions of employment including hours, wages, working conditions, discipline, hiring and discharging or any other condition of employment.

H. As an independent contractor, Contractor shall indemnify and hold County harmless from any claims that may be made against County based on any contention by a third party that an employer-employee relationship exists under this Contract.

I. Contractor, with full knowledge and understanding of the foregoing, freely, knowingly, willingly and voluntarily waives the right to assert any claim to any right or benefit or term or condition of employment insofar as they may be related to or arise from compensation paid hereunder.

12. RESPONSIBILITIES OF CONTRACTOR

A. The parties understand and agree that Contractor possesses the requisite skills necessary to perform the work under this Contract and County relies upon such skills. Contractor pledges to perform the work skillfully and professionally. County's acceptance of Contractor's work does not constitute a release of Contractor from professional responsibility.

B. Contractor verifies that Contractor has reviewed the scope of work to be performed under this Contract and agrees that in Contractor's professional judgment, the work can and shall be completed for costs within the maximum amount set forth in this Contract.

C. To fully comply with the terms and conditions of this Contract, Contractor shall:

(1) Establish and maintain a system of accounts for budgeted funds that complies with generally accepted accounting principles for government agencies;

(2) Document all costs by maintaining complete and accurate records of all financial transactions associated with this Contract, including, but not limited to, invoices and other official documentation that sufficiently support all charges under this Contract;

(3) Submit monthly reimbursement claims for expenditures that directly benefit Solano County;

(4) Be liable for repayment of any disallowed costs identified through quarterly reports, audits, monitoring or other sources; and

(5) Retain financial, programmatic, inmate data and other service records for 3 years from the date of the end of the contract award or for 3 years from the date of termination, whichever is later.

13. COMPLIANCE WITH LAW

A. Contractor shall comply with all federal, state and local laws and regulations applicable to Contractor's performance, including, but not limited to, licensing, employment and purchasing practices, wages, hours and conditions of employment.

B. Contractor represents that it will comply with the applicable cost principles and administrative requirements including claims for payment or reimbursement by County as set forth in 2 CFR 200, as currently enacted or as may be amended throughout the term of this Contract.

14. CONFIDENTIALITY

A. Contractor shall prevent unauthorized disclosure of names and other inmate-identifying information, except for statistical information not identifying a particular inmate.

B. Contractor shall not use inmate specific information for any purpose other than carrying out Contractor's obligations under this Contract.

C. Contractor shall promptly transmit to County all requests for disclosure of confidential information.

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

E. For purposes of this section, identity shall include, but not be limited to, name, identifying number, symbol or other inmate identifying particulars, such as fingerprints, voice print or photograph. Inmate shall include individuals receiving services pursuant to this Contract.

15. CONFLICT OF INTEREST

A. Contractor represents that Contractor and/or Contractor's employees and/or their immediate families and/or Board of Directors and/or officers have no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any interest, direct or indirect, including separate contracts for the work to be performed hereunder, which conflicts with the rendering of services under this Contract. Contractor shall employ or retain no such person while rendering services under this Contract. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause.

B. Contractor has an affirmative duty to disclose to County in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

16. DRUG FREE WORKPLACE

Contractor represents that Contractor is knowledgeable of Government Code section 8350 et seq., regarding a drug free workplace and shall abide by and implement its statutory requirements.

17. HEALTH AND SAFETY STANDARDS

Contractor shall abide by all health and safety standards set forth by the State of California and/or the County of Solano pursuant to the Injury and Illness Prevention Program. If applicable, Contractor must receive all health and safety information and training from County.

18. CHILD/ADULT ABUSE

If services pursuant to this Contract will be provided to children and/or elder adults, Contractor represents that Contractor is knowledgeable of the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.) and the Elder Abuse and Dependent Adult Civil Protection Act (Welfare and Institutions Code section 15600 et seq.) requiring reporting of suspected abuse.

19. INSPECTION

Authorized representatives of County, the State of California and/or the federal government may inspect and/or audit Contractor's performance, place of business and/or records pertaining to this Contract.

20. NONDISCRIMINATION

A. In rendering services under this Contract, Contractor shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, sexual orientation, or other protected status.

B. Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

21. SUBCONTRACTOR AND ASSIGNMENT

A. Services under this Contract are deemed to be personal services.

B. Contractor shall not subcontract any work under this Contract nor assign this Contract or monies due without the prior written consent of the County's Contract Manager, the County's applicable

Department Head or his or her designee and the County Administrator subject to any required state or federal approval.

C. If County consents to the use of subcontractors, Contractor shall require and verify that its subcontractors maintain insurance meeting all the requirements stated in Section 7 above.

D. Assignment by Contractor of any monies due shall not constitute an assignment of the Contract.

22. UNFORESEEN CIRCUMSTANCES

Contractor is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond Contractor's reasonable control, provided Contractor gives written notice to County of the cause of the delay within 10 days of the start of the delay.

23. OWNERSHIP OF DOCUMENTS

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

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

24. NOTICE

A. Any notice necessary to the performance of this Contract shall be given in writing by personal delivery or by prepaid first-class mail addressed as stated on the first page of this Contract.

B. If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail, notice is effective as of the day following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

25. NONRENEWAL

Contractor acknowledges that there is no guarantee that County will renew Contractor's services under a new contract following expiration or termination of this Contract. Contractor waives all rights to notice of non-renewal of Contractor's services.

26. COUNTY'S OBLIGATION SUBJECT TO AVAILABILITY OF FUNDS

A. The County's obligation under this Contract is subject to the availability of authorized funds. The County may terminate the Contract, or any part of the Contract work, without prejudice to any right or remedy of the County, for lack of appropriation of funds. If expected or actual funding is withdrawn, reduced or limited in any way prior to the expiration date set forth in this Contract, or any subsequent amendment, the County may, upon written Notice to the Contractor, terminate this Contract in whole or in part.

B. Payment shall not exceed the amount allowable for appropriation by the Board of Supervisors. If the Contract is terminated for non-appropriation of funds:

i. The County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and

ii. The Contractor shall be released from any obligation to provide further services pursuant to this Contract that are affected by the termination.

C. Funding for this Contract beyond the current appropriation year is conditional upon appropriation by the Board of Supervisors of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, this Contract will terminate at the close of the current Appropriation Year.

D. This Contract is void and unenforceable if all or parts of federal or state funds applicable to this Contract are not available to County. If applicable funding is reduced, County may either:

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

27. CHANGES AND AMENDMENTS

A. County may request changes in Contractor's scope of services. Any mutually agreed upon changes, including any increase or decrease in the amount of Contractor's compensation, shall be effective when incorporated in written amendments to this Contract.

B. The party desiring the revision shall request amendments to the terms and conditions of this Contract in writing. Any adjustment to this Contract shall be effective only upon the parties' mutual execution of an amendment in writing.

C. No verbal agreements or conversations prior to execution of this Contract or requested amendment shall affect or modify any of the terms or conditions of this Contract unless reduced to writing according to the applicable provisions of this Contract.

28. CHOICE OF LAW

The parties have executed and delivered this Contract in the County of Solano, State of California. The laws of the State of California shall govern the validity, enforceability or interpretation of this Contract. Solano County shall be the venue for any action or proceeding, in law or equity that may be brought in connection with this Contract.

29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

Contractor represents that it is knowledgeable of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulations issued by the U.S. Department of Health and Human Services (45 C.F.R. Parts 160-64) regarding the protection of health information obtained, created, or exchanged as a result of this Contract and shall abide by and implement its statutory requirements.

30. WAIVER

Any failure of a party to assert any right under this Contract shall not constitute a waiver or a termination of that right, under this Contract or any of its provisions.

31. CONFLICTS IN THE CONTRACT DOCUMENTS

The Contract documents are intended to be complementary and interpreted in harmony so as to avoid conflict. In the event of conflict in the Contract documents, the parties agree that the document providing the highest quality and level of service to the County shall supersede any inconsistent term in these documents.

32. FAITH BASED ORGANIZATIONS

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

B. Contractor agrees and acknowledges that County may not make funds available for programs or services affiliated with a religious organization (a) that has denied or continues to deny access to services on the basis of race, color, religion, ancestry, national origin, sex, citizenship, or known

disability; (b) will use the funds for a religious purpose; (c) will use the funds for a program or service that subjects its inmates to religious education.

C. Contractor agrees and acknowledges that all recipients of funding from County must: (a) comply with all legal requirements and restrictions imposed upon government-funded activities set forth in Article IX, section 8 and Article XVI, section 5 of the California Constitution and in the First Amendment to the United States Constitution; and (b) segregate such funding from all funding used for religious purposes.

33. PRICING

Should Contractor, at any time during the term of this Contract, provide the same goods or services under similar quantity, terms and conditions to one or more counties in the State of California at prices below those set forth in this Contract, then the parties agree to amend this Contract so that such lower prices shall be extended immediately to County for all future services.

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

Contractor and County agree that the terms of this Contract may be extended to any other public agency located in the State of California, as provided for in this section. Another public agency wishing to use the provisions, terms, and pricing of this Contract to contract for equipment and services comparable to that described in this Contract shall be responsible for entering into its own contract with Contractor, as well as providing for its own payment provisions, making all payments, and obtaining any certificates of insurance and bonds that may be required. County is not responsible for providing to any other public agency any documentation relating this Contract or its implementation. Any public agency that uses provisions, terms, or pricing of this Contract shall by virtue of doing so be deemed to indemnify and hold harmless County from all claims, demands, or causes of actions of every kind arising directly or indirectly with the use of this Contract. County makes no guarantee of usage by other users of this Contract nor shall the County incur any financial responsibility in connection with any contracts entered into by another public agency. Such other public agency shall accept sole responsibility for placing orders and making payments to Contractor.

35. DISBARMENT OR SUSPENSION OF CONTRACTOR

A. Contractor represents that its officers, directors and employees (i) are not currently excluded, debarred, or otherwise ineligible to participate in the federal health programs as defined in 42 USC § 1320a-7b(f) (the "Federal Healthcare Programs") or any state healthcare programs; (ii) have not been convicted of a criminal offense related to the provision of healthcare items or services but or previously excluded, debarred, or otherwise declared ineligible to participate in the Federal Healthcare Programs or any state healthcare programs, and (iii) are not, to the best of its knowledge, under investigation or otherwise aware of any circumstances which may result in Contractor being excluded from participation in the Federal Healthcare Programs or any state healthcare programs.

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

C. If services pursuant to this Contract involve healthcare programs, Contractor agrees to provide certification of non-suspension with submission of each invoice. Failure to submit certification with invoices will result in a delay in County processing of Contractor's payment.

36. EXECUTION IN COUNTERPARTS

This Contract may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument, it being understood that all parties need not sign the same counterpart. In the event that any signature is delivered

by facsimile or electronic transmission (e.g., by e-mail delivery of a ".pdf" format data file), such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or electronic signature page were an original signature.

37. LOCAL EMPLOYMENT POLICY

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

38. ENTIRE CONTRACT

This Contract, including any exhibits referenced, constitutes the entire agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by County or Contractor other than those contained in it.

EXHIBIT D
SPECIAL TERMS AND CONDITIONS

1. CONTRACT EXTENSION

Notwithstanding Sections 2 and 3 of the Standard Contract, and unless terminated by either party prior to contract termination date, this Contract may be automatically extended for up to 90 days beyond the contract termination date to allow for continuation of services and sufficient time to complete a novation or renewal contract. In the event that this Contract is extended, compensation for the extension period shall not exceed \$103,522 which is already included in the maximum Contract price set forth on page one of the Standard Contract, and is subject to the availability of funding and apportioned and payable in the same manner as provided in the Contract.

2. ADDITIONAL WARRANTIES

A. Criminal Background Check

Contractor warrants that its employees have completed and passed a pre-employment criminal background check, including being fingerprinted, and that employees have no criminal convictions for serious and/or violent felonies as defined by Penal Code sections 1192.7 and 667.5 respectively, or misdemeanors involving violence or moral turpitude. Notwithstanding the preceding sentence, Contractor staff may include ex-offenders and ex-addicts; however, they must be successfully discharged from parole or probation supervision for at least three years and in recovery for at least three years as evidenced by the absence of drug or alcohol related arrests or convictions. At Contractor's expense, Contractor employees may be required to complete a live-scan criminal background check with both County and Contractor named as recipients of any updates.

B. Employee Certifications

Contractor warrants that any certified employees providing services under this Contract are in good standing with their respective licensing boards or associations. Copies of appropriate credentials shall be on file at the Facility where they are available for review. Contractor shall periodically review employee credentials and require updated copies to ensure credentials on file remain current. Contractor further warrants that no employee has restrictions which would conflict with their job description.

C. Employee Movement

Contractor warrants it shall notify County immediately of any pending Contractor employee transfer or removal, but in no event less than forty-eight hours after Contractor's decision to transfer or terminate employee. The County reserves the right to refuse any personnel provided by the Contractor and/or reject any employee candidate without cause.

D. Copyright Licensing

Contractor warrants that Contractor possesses all necessary copyrights and/or use approval for all curricula used by Contractor.

E. Facility Rules and Regulations

Contractor warrants that its employees have read and understand County policy and procedures related to the Facility and agree to abide by all applicable rules and regulations.

3. CONFIDENTIALITY OF RECORDS

Contractor warrants that Contractor is knowledgeable of Welfare and Institutions Code section 5328 respecting confidentiality of records. County and Contractor shall maintain the confidentiality of any information regarding inmates (or their families) receiving Contractor's services. Contractor may obtain such information from application forms, interviews, tests or reports from public agencies, counselors or any other source. Without the inmate's written permission, Contractor shall divulge such information only as necessary for purposes related to the performance or evaluation of services provided pursuant to this Contract, and then only to those persons having responsibilities under this Contract, including those furnishing services under Contractor through subcontracts.

California Code	Section	Relation
Penal Code	11105 et seq., 13300 et seq.	criminal offender records
	502	misuse of computer systems
Welfare & Institutions Code	11478.1	familial relationship
	5328	mental health records
	10850, 17006	public social services
Civil Code	56	medical records
Evidence Code	1012 et seq.	psychological records
	1040 et seq.	official information

4. INFORMATION REQUESTS AND DISCLOSURE

County shall be responsible for answering all public information requests. At County's request, Contractor shall assist County to ensure an accurate and timely response.

5. PUBLIC STATEMENTS

Contractor may not make public statements related to an inmate's treatment or progress without first consulting with County. County shall initiate all press releases.

6. CONTRACT MONITORING

County and Contractor shall meet periodically, on mutually agreed upon dates and times, to review services provided in relation to scope of Contract.

7. COMMUNICATIONS

A. Email, Internet, Intranet, and SharePoint

County will provide Contractor with access to County information technology network. Contractor personnel will be issued individual network email accounts. Selected Contractor personnel may be granted internet access. Contractor personnel may use County Intranet and the Sheriff's SharePoint site to fulfill responsibilities under this Contract.

B. Personal Use

Contractor personnel shall use County telephones, facsimile machines, and network for business use only in accordance with County policies. Contractor is financially responsible for any non-business charges. County will provide Contractor with appropriate policy statements. Contractor shall communicate County policy to Contractor personnel and require all employees performing services under this Contract to execute the policy statements.

8. CLEARANCE REQUIREMENTS

A. Upon requesting entrance into the Facility or anytime within the security perimeter of the Facility, Contractor employees will be subject to search of their person and/or their personal belongings.

- B. While inside the Facility, Contractor employees must wear an authorized identification badge that includes a photo in a visible manner. Failure to display ID badges may be cause to deny access to the Facility.
- C. Contractor employees suspected of being under the influence of alcoholic beverages or drugs will be denied access to the Facility.
- D. Items prohibited from being brought into the Facility include, but are not limited to, weapons, alcoholic beverages, illegal drugs, or food items.
- E. County shall have sole discretion to determine security acceptability of all Contractor personnel at any time during the Contract period, and personnel found to be an unacceptable safety or security risk shall not be granted access to Facility.

9. EMERGENCY AUTHORITY

In an emergency situation at the Facility, Contractor personnel on premises will report to County staff for direction and follow instructions until at which time they are allowed to exit the Facility grounds.

10. REPORT ACCIDENTS AND UNSAFE CONDITIONS

Contractor shall report any accident or unsafe condition to County immediately as Contractor becomes aware.

11. HIPAA COMPLIANCE - COVERED ENTITY TO COVERED ENTITY

County and Contractor each consider and represent themselves as covered entities as defined by the U.S. Health Insurance Portability and Accountability Act and agree to use and disclose protected health information as required by law.

County and Contractor acknowledge that the exchange of protected health information between them is only for treatment, payment and health care operations.

12. COMMUNICATIONS AND INTERPERSONAL RELATIONS WITH INMATES

Contractor agrees that all employees working at any County incarceration facility or is in contact with inmates will abide by the Solano County Sheriff's Office Affirmation of Understanding policy, Exhibit D-2, governing communications and interpersonal relations between Contractor and inmates. County reserves the right to deny access to any employee of Contractor if employee fails to abide by the Affirmation of Understanding policy. Denying access to a Contractor's employee for failing to abide by the Affirmation of Understanding policy will not constitute a material breach of the Contract by the County. Contractor agrees to replace any employee denied with a new employee.

EXHIBIT D-1

DRUG-FREE WORKPLACE CERTIFICATION

(rev-09/01/94)

COMPANY/ORGANIZATION NAME

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

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

CERTIFICATION

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

Contractor or Grant Recipient Signature

Date

Official's Name (type or print)

Title

Federal Tax I.D. Number

EXHIBIT D-2
AFFIRMATION OF UNDERSTANDING

Solano County Sheriff's Office, employees, volunteers and contract workers *SHALL*:

- Respect the dignity of each person and refrain from profane, callous, or degrading remarks.
- Maintain an ethical demeanor with all inmates in custody and perform assigned duties in a mature and professional manner.
- Be firm, impartial, and resolute in requiring compliance with all departmental rules and regulations.
- Notify the Facility Commander by Memo as soon as you become aware that a close friend, significant other, or family member is incarcerated in the Solano County Jail.
- Keep all inmates and prisoners safe and treat them humanely.

Solano County Sheriff's Office, employees, volunteers and contract workers *SHALL NOT*:

- Prejudge the guilt or innocence of any inmate or prisoner.
- Conduct yourself in any manner that promotes the development or continuation of an emotional relationship with any inmate, their lives, or conditions of the arrest, except as required in the course of official employment or duties.
- Deliver any message or article to, from, or for any inmate unless in the performance of official established duties or as directed by a supervisor.
- Discuss job performance or confidential departmental business directly with an inmate or prisoner, or where either can overhear such conversations.
- Criticize the Sheriff's Office, or the actions of any member of the office, in the presence of any inmate, or prisoner or where such conversation can be overheard.
- Discuss personal business about yourself or the personal business of other employees with any inmate or prisoner.
- Purchase any article from any inmate.
- Sell any personal article to any inmate.
- Borrow money or articles from any inmate.
- Loan money or personal articles to any inmate.
- Accept any gift from any inmate.
- Offer any gift to any inmate.
- Place money on the books of any relative or significant other inmate without the prior knowledge and documented approval of the Facility Commander. This is required for each incident of deposit.

Solano County Sheriff's Office, employees, volunteers and contract workers *SHALL* immediately report to a supervisor any attempts by inmates to purchase, sell, loan, borrow, or give any money or articles to them or any other staff member.

Solano County Sheriff's Office, employees, volunteers and contract workers of Solano County *SHALL* immediately report to a supervisor any complaints by an inmate about a member or volunteer.

Nothing in this statement shall be construed to prohibit the normal course of business in the operation of the Solano County Sheriff's Office nor prohibit conversations with inmates or prisoners in any official capacity.

- I have read and discussed the above statement with the witnessing official and agree to abide by the rules and condition of conduct as set forth on this document.
- _____
- _____
- _____
- _____
- _____

Signature	Date	Print Name
Witnessing Officers Name/Rank	Date	