



**DEPARTMENT OF PUBLIC HEALTH**

**REQUEST FOR STATEMENT OF QUALIFICATIONS**  
**(RFSQ)**

**FOR**

**MARK RIDLEY-THOMAS**  
**BEHAVIORAL HEALTH CENTER – AS-NEEDED**  
**SUBSTANCE USE DISORDER TREATMENT SERVICES**  
**(MRT BHC – SUD TREATMENT SERVICES)**

**RFSQ #2020-003**

November 2020

Prepared By  
County of Los Angeles

**REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)  
MRT BHC – SUD TREATMENT SERVICES  
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## 1.0 GENERAL INFORMATION

### Background

The County of Los Angeles (County) is committed to providing comprehensive and high-quality behavioral health services to all residents of Los Angeles County (LAC). To help meet this commitment, on October 31, 2017, the County Board of Supervisors (Board) approved transforming the former Martin Luther King Multi-Service Ambulatory Care Center (MAAC) into a state-of-the-art 505,000 square feet Mark Ridley-Thomas Behavioral Health Center (MRT BHC). The MRT BHC is envisioned to fill major gaps in the continuum of health and behavioral health care within South Los Angeles, and LAC at large. MRT BHC will offer a continuum of care with integrated behavioral health, physical health, and other services to LAC residents; including vulnerable populations such as those with co-occurring disorders, those experiencing or at risk for homelessness, and those who are criminal justice-involved.

According to the National Survey on Drug Use and Health, in 2018, 18.9 million people needed substance use treatment, but did not receive it. . Of that number, 94.9% did not feel they needed treatment, 3.0% felt they needed treatment and did not make an effort to get treatment, and 2.1% felt they needed treatment and made an effort to get treatment. Further, only an estimated 11.1 % of people aged 12 or older who needed substance use treatment received treatment in the past year. In Los Angeles County, an average of 50,336 individuals access publicly funded Substance Use Disorder (SUD) treatment service. The County Department of Public Health's (DPH) Substance Abuse Prevention and Control (SAPC) program leads and facilitates the delivery of a full spectrum of prevention, treatment, and recovery support services in LAC. In July 2017, DPH's SAPC program expanded the available treatment services with the launch of the County's SUD specialty managed care plan through the State's Drug Medi-Cal (DMC) Organized Delivery System (ODS).

Under the County's DMC ODS, individuals who are eligible or enrolled in Medi-Cal (or My Health LA (MHLA), have greater choice and improved access to treatment. Due to public stigma and lack of availability, many of those accessing the SUD treatment system receive treatment outside of the neighborhoods where they live and/or work. For these reasons, while efforts will be made to ensure access to services to the approximately 1,150 DMC eligible residents in Willowbrook, it is anticipated that individuals countywide will be able to receive SUD treatment at the MRT BHC, particularly residential and withdrawal management services, which tend to be more difficult to access due to limited capacity.

Set to begin operation in summer 2021, the former MACC building is undergoing a \$322 million renovation to offer a wide range of services throughout the six-floor building. The MRT BHC will have onsite food services including a Grab N-Go for staff and visitors and an industrial kitchen to serve meals to the anticipated 200 clients who will reside at the MRT BHC, and will also receive mental health and SUD residential treatment services therein. Services at the MRT BHC will be provided in inpatient, residential, and outpatient

settings. Services to be offered include the prevention, intervention and treatment of mental health and substance use disorders, as well as other co-occurring and related behavioral health issues. Additionally, physical health services in the form of primary care and urgent care will be offered. Moreover, rehabilitative services, vocational and training opportunities, peer-support/ resources, and psychiatric urgent care will also be available as essential wrap-around services supporting behavioral health.

The MRT BHC is a collaboration between the County Department(s) of Mental Health, DPH, Health Services, Workforce Development, Aging, Community Services, and the Department of Probation. Each County department will provide oversight for specific services and programming provided at the MRT BHC based on their core programming. The County departments and all contractors providing related services at MRT BHC, including those resulting from this Request for Statement of Qualifications (RFSQ), will have protocols for ensuring smooth linkage and referral between departments as well as ensuring they meet the cultural and linguistic needs of individuals receiving services..

Upon execution of a Master Agreement Work Order (MAWO) to provide SUD treatment services in MRT BHC, the Contractor will immediately begin processes to obtain appropriate Department of Health Care Services (DHCS) licenses and certifications.

Furthermore, contractors providing related services at MRT BHC shall adhere to the established aesthetic and environmental requirements, including accommodations for persons with disabilities. MRT BHC will have standard admission and referral protocols and requirements that will be mandated for all contractors. Additional information on requirements and specific work requirements for contractors awarded a contract under this RFSQ will be included in future as-needed SUD treatment Work Order Solicitations (WOS) issued by DPH as further described in Section 1.6, Master Agreement/WOS Process, of this RFSQ.

### Purpose

The purpose of this RFSQ is to secure a pool of qualified vendors to enter into Master Agreements with the County to provide a variety of as-needed SUD treatment services in specified locations within MRT BHC in the following five (5) SUD treatment services categories:

- Category 1: Recovery and Respite Center
- Category 2: Outpatient Services
- Category 3: Residential Services
- Category 4: Case Management
- Category 5: Recovery Support Services

A Master Agreement will be offered to all vendors determined to be qualified in one (1) or more of the five (5) SUD treatment services categories listed above.

**Interested vendors are highly encouraged to respond to this RFSQ by submitting a Statement of Qualifications (SOQ), as further described in this RFSQ, for as many categories in which the vendor meets all the Vendor’s Minimum Mandatory Qualifications.**

The execution of a Master Agreement does not guarantee any minimum or maximum amount of utilization of services which may or may not be utilized at the County’s sole discretion.

The following is a quick reference to the RFSQ sections with key information and steps of the RFSQ process:

<b>Quick Reference*</b>	
Scope of Services	Section 1.1
Vendor’s Minimum Mandatory Qualifications	Section 1.4
Master Agreement Term	Section 1.7
RFSQ Timetable	Section 2.3
<b>Preparation and Format of the SOQ (i.e. responding to RFSQ)</b>	<b>Section 2.7</b>
<b>SOQ Submission (Hard Copy or Electronic Format)</b>	<b>Section 2.8</b>
Existing As-Needed MRT BHC SUD Treatment Master Agreement Contractors Applying for Additional As-Needed Services Category(ies)	Section 4.0

**\*Please note that the table above is provided to assist vendors in navigating the RFSQ. DPH strongly encourages vendors to review the entire RFSQ and not only the sections listed in the table above.**

## 1.1 Scope of Services

DPH is seeking qualified companies, agencies or firms with expertise providing as-needed SUD treatment services under one or more of the five (5) categories identified in Section 1.0, General Information, to effectively provide culturally and linguistically competent, community-focused, and evidence-based services at the MRT BHC.

### 1.1.1 SUD Treatment Services Categories

The five (5) identified service categories align with the mission and vision of the MRT BHC. Under this RFSQ, vendors are highly encouraged to submit an SOQ for as many categories of services as their agency expertise, experience, and capacity will allow. With this RFSQ, the County aims to create a comprehensive network of SUD treatment services for maximum countywide reach. In order to

meet service needs at MRT BHC, DPH anticipates issuing as-needed WOSs requiring eligibility in multiple service categories. **Therefore, it is advantageous for vendors to apply for all the service categories they believe they qualify for in order to be determined qualified by the County and eligible to respond to as many future WOS(s) for services at MRT BHC.** Only those vendors that are awarded a Master Agreement and are qualified in the service categories specified in future WOSs are eligible to respond to the WOS for a possible award of a MAWO.

**Category 1: Recovery and Respite Center** *(See Section 1.4.1 for Vendor's Minimum Mandatory Qualifications for this category)*

The Recovery and Respite Center (RRC) is a multi-service unit, located on the first floor of the MRT BHC, offering two types of services in separate, but adjacent areas: Sobering Center and residential withdrawal management services.

The RRC will offer temporary shelter to individuals who are actively inebriated due to alcohol and drugs and/or withdrawing from acute intoxication and/or ingestion of alcohol or drugs, while they await referral and placement into the next appropriate phase of care, as needed.

A main goal of the RRC is to decrease the volume of inappropriate ambulance trips and visits to hospital emergency departments by individuals with substance use disorders and ensure appropriate linkage to SUD treatment for those who need it. The RRC is an alternative setting not only for emergency departments, but also for detention facilities for individuals who had been arrested for public intoxication.

The RRC-Sobering Center will accept direct drop offs by law enforcement and emergency department personnel, bypassing the need to take intoxicated patients to the emergency department or jail. The maximum stay for most individuals needing sobering services is 23 hours where services are focused on monitoring individuals, assist in sobering, (symptom management), and linking to needed services.

The RRC - Residential Withdrawal Management (ASAM level 3.2) is offered in a 24-hour care setting with treatment services provided for up to 14 calendar days unless medical necessity warrants an extension. The RRC requires 24-hour patient care with trained personnel, including awake staff on the overnight shift to observe patients and address needs as they arise.

Description of Services:



Sobering Center – include, but are not limited to: intake, sleeping area, shower, separate facilities for men and women, limited medical services, light refreshments, and referral to substance use disorder treatment services, and linkages to housing and other social services.

Residential Withdrawal Management: include, but are not limited to, screening, intake and assessment, treatment planning, group counseling, patient education, individual counseling, crisis intervention, case management, safeguarding medications and MAT for alcohol or opioid use disorders as clinically indicated, referral to non-emergency transportation, alcohol/drug testing, discharge/transfer services, food service management and lodging.

**Note:** Meals for patients in Residential Withdrawal Management section will be provided by a separate County-identified food service vendor. This vendor will provide patient meals for the MRT BHC, and costs will be covered by County.

**Note:** For Service Category(ies) 1 and 3, vendor may be required to apply and secure Incidental Medical Services (IMS) should a future MAWO be awarded.

**Category 2: Outpatient Services** (See Section 1.4.2 for Vendor's Minimum Mandatory Qualifications for this category)

Outpatient services can serve individuals who require varying intensity levels, including those who are at-risk for substance use disorders or those who may require Outpatient or Intensive Outpatient treatment. These services are provided in an environment facilitating recovery that is directed towards alleviating and/or preventing substance use problems. It does not require residency at a facility as part of the treatment and recovery process. It is appropriate for patients who are stable with regard to acute intoxication/withdrawal potential, biomedical, and physical and mental health conditions.

**Description of Services:** Include, but are not limited to: screening, assessment/intake, treatment planning, health status questionnaire and/or physical exam, group counseling, patient education, individual counseling, crisis intervention, family therapy, collateral services, Medications for Addiction Treatment (MAT) for alcohol and opioid use disorders as clinically indicated, ambulatory withdrawal management, alcohol/drug testing, discharge services, case management, and Recovery Support Services.

**Category 3: Residential Services** (See Section 1.4.3 for Vendor's Minimum Mandatory Qualifications for this category)

Residential treatment provides 24-hour non-medical short-term rehabilitation services for patients with a substance use disorder diagnosis. Patients are

supervised 24-hours a day by trained personnel, including awake staff on the overnight shift to address patient needs. Lengths of stay range from less than 30 days, to several months or more, based on medical necessity. There are three intensity levels of residential SUD treatment planned for the MRT BHC:

- a. Low Intensity (ASAM Level 3.1) Residential SUD Treatment: Appropriate for patients who need time and structure to practice and integrate their recovery and coping skills in a residential, supportive environment.
- b. High Intensity-Population specific (ASAM Level 3.3) Residential SUD Treatment: Appropriate for patients with functional limitations that are cognitive and/or behavioral (e.g. co-occurring mental health disorders) in nature who require a slower pace to treatment and are otherwise unable to fully participate in a social and therapeutic environment. This level of residential SUD treatment utilizes additional staff knowledge and skillsets to accommodate the unique needs of individuals with cognitive and/or behavioral health conditions. These functional limitations may be either temporary or permanent, and may result in problems in interpersonal relationships, emotional coping skills, or comprehension.
- c. High Intensity (ASAM Level 3.5) Residential SUD Treatment: Appropriate for patients who have specific functional limitations and need a safe and stable living environment in order to develop and/or demonstrate sufficient recovery skills to avoid immediate relapse or continued use of substances.

Description of Services: Include, but are not limited to screening, assessment/intake, treatment planning, health status questionnaire and/or physical exam, group counseling, patient education, individual counseling, crisis intervention, family therapy, collateral services, case management, safeguarding medications and MAT for alcohol or opioid use disorders as clinically indicated, residential withdrawal management, non-emergency transportation, alcohol/drug testing, discharge services, case management, dietary services, food service management, lodging, and recovery support services.

**Note:** Meals for residents will be provided by a separate County-identified food service vendor. This vendor will provide patient meals for MRT BHC and costs will be covered by County.

**Note:** For Service Category(ies) 1 and 3, vendor may be required to apply and secure IMS should a future MAWO be awarded.

**Category 4: Case Management** (See Section 1.4.4 for Vendor's Minimum Mandatory Qualifications for this category)

The County, at its sole discretion, may seek vendors to provide stand-alone case management services to ensure more directed and focused linkages, referrals and assistance to those seeking services at the MRT BHC. Case Management is a collaborative and coordinated approach to the delivery of health and social services that links patients with appropriate services to address specific needs and achieve treatment goals. Case Management is also a patient-centered service that is intended to complement clinical services collaboratively, in order to address areas in an individual's life that may negatively impact treatment success and overall quality of life.

Description of Services: Include, but are not limited to, support services to patients to increase self-efficacy, self-advocacy, basic life skills, coping strategies, self-management of biopsychosocial needs, benefits and resources, and reintegration into the community.

**Category 5: Recovery Support Services** (See Section 1.4.5 for Vendor's Minimum Mandatory Qualifications for this category)

The County, at its sole discretion, may seek vendors to provide stand-alone Recovery Support Services (RSS). RSS are aftercare support services designed to help individuals become and stay engaged in the recovery process and reduce the likelihood of relapse. RSS emphasizes the patients' central role in managing their health and recovery and promotes the use of effective self-management and coping strategies, as well as internal and community resources to support ongoing self-management.

Description of Services: Include, but are not limited to: group counseling, patient education, individual counseling, crisis intervention, family therapy and collateral services.

## 1.2 Overview of Solicitation Document

This RFSQ is composed of the following parts:

- **GENERAL INFORMATION:** Specifies the Vendor's minimum mandatory qualifications, provides information regarding some of the requirements of Master Agreement and the solicitation process.
- **INSTRUCTIONS TO VENDORS:** Contains instructions to Vendors as to preparation and submission of their Statement of Qualifications (SOQ).
- **SOQ REVIEW/SELECTION QUALIFICATION PROCESS:** Explains how the SOQ will be reviewed, selected, and qualified.

- **APPENDICES:**
  - A - **Required Forms:** Forms contained in this section must be completed and included in the SOQ.
  - A.1 - **Required Forms – Existing As-Needed MRT - BHC SUD Treatment Services Master Agreement Contractors Applying for Additional Service Category(ies):** Forms contained in this section must be completed and included in the abbreviated SOQ.
  - B - **Transmittal Form to Request a Solicitation Requirements Review:** Transmittal sent to Department requesting a Solicitation Requirements Review.
  - C - **County of Los Angeles Policy of Doing Business with Small Business:** County Code.
  - D - **Contractor Employee Jury Service Ordinance:** County Code Sections 2.203.010 through 2.203.090.
  - E - **Listing of Contractors Debarred in Los Angeles County:** Contractors who are not allowed to contract with the County for a specific length of time.
  - F - **IRS Notice 1015:** Provides information on Federal Earned Income Credit.
  - G - **Safely Surrendered Baby Law:** County program.
  - H - **Background and Resources: California Charities Regulation:** An information sheet intended to assist Nonprofit agencies with compliance with SB 1262 – the Nonprofit Integrity Act of 2004 and identify available resources.
  - I - **Defaulted Property Tax Reduction Program:** County Code.
  - J - **Sample Master Agreement:** The Sample Master Agreement for this solicitation. The terms and conditions shown in the Sample Master Agreement are not negotiable.
  - K - **Statement of Qualifications (SOQ) Transmittal Form**

- K.1 - Statement of Qualifications (SOQ) Transmittal Form - As-Needed Mark Ridley-Thomas Behavioral Health Center Substance Use Disorder Treatment Services Master Agreement Contractors Applying for Additional Services Category(ies):** Form must be completed and included in the abbreviated SOQ.

### 1.3 Terms and Definitions

Throughout this RFSQ, references are made to certain persons, groups, or Departments/agencies. For convenience, a description of specific definitions can be found in Appendix J, Sample Master Agreement, Paragraph 2 - Definitions.

### 1.4 Vendor's Minimum Mandatory Qualifications (Part I and Part II)

Interested and qualified Vendors that meet all the Minimum Mandatory Qualifications stated below are invited to submit an SOQ to qualify in one (1) or more of the five (5) service categories identified in the RFSQ.

**Note: The minimum mandatory qualifications may not be met through any collaboration or a subcontract relationship between two (2) or more organizations.**

Vendors are required to identify the specific contract(s) with DPH on Exhibit 2, Required Forms, in order to confirm that they have contracts in good standing pursuant to RFSQ Sections 1.4.1.1, 1.4.2.1, 1.4.3.1, 1.4.4.1, and 1.4.5.1. Contracts that are considered in good standing are based on the following criteria: no unresolved critical deficiencies, no chronic deficiencies, no outstanding recoupment balances without a repayment plan, and not included in any debarment/exclusion lists.

<b><u>Minimum Mandatory Qualifications - Part I</u></b>
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#### 1.4.1 Category 1: Recovery and Respite Center:

- 1.4.1.1 Vendor must have an active and good-standing contract with DPH for the provision of residential withdrawal management services as described in RFSQ Section 1.1.1.

#### 1.4.2 Category 2: Outpatient Services:

- 1.4.2.1 Vendor must have an active and good-standing contract with DPH for the provision of outpatient services as described in RFSQ Section 1.1.1.

- 1.4.2.2 Vendor must have an Alcohol and Other Drug certification issued by the California Department of Health Care Services to provide outpatient services with a detoxification designation.

Vendor must provide a copy of the certification issued by the California Department of Health Care Services to meet this qualification.

**1.4.3 Category 3: Residential Services:**

- 1.4.3.1 Vendor must have an active and good-standing contract with DPH for the provision of residential withdrawal management services as described in RFSQ Section 1.1.1.

**1.4.4 Category 4: Case Management:**

- 1.4.4.1 Vendor must have an active and good-standing contract with DPH for the provision of any SUD treatment level of care as described in RFSQ Section 1.1.1.

**1.4.5 Category 5:- Recovery Support Services:**

- 1.4.5.1 Vendor must have an active and good-standing with DPH for the provision of any SUD treatment level of care that includes Recovery Support Services as described in RFSQ Section 1.1.1.

<b><u>Minimum Mandatory Qualifications - Part II</u></b>
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The following additional qualifications apply to all categories listed in 1.4 above:

- 1.4.6 Vendor must have three (3) years of experience within the last five (5) years providing SUD treatment services in **each** category for which they are attempting to qualify.
- 1.4.7 Vendor must be a tax-exempt, registered non-profit organization qualified under Internal Revenue Service's Code (IRS) – Section 501(c)(3) and must submit a copy of its IRS 501(C)(3) Determination Letter.

#### **1.4.8 Vendor must not have Unresolved Disallowed Costs**

If Vendor's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, Vendor must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.

County will verify that Vendor does not have unresolved disallowed costs.

#### **1.5 New Firm Eligibility (Intentionally Omitted)**

#### **1.6 Master Agreement/WOS Process**

1.6.1 Master Agreements will be executed with each vendor determined by the County to be qualified in any of the SUD treatment services category(ies) for which a vendor applied. The execution of a Master Agreement does not guarantee a contractor any minimum or maximum amount of utilization of services, and may or may not be utilized, at the County's sole discretion.

1.6.2 Upon the execution of these Master Agreements, the qualified Vendors will become County Contractors, and will be added to the pool of qualified vendors to provide as-needed SUD treatment services in the category(ies) for which they qualified. On an as-needed basis, DPH will issue each WOS for specific SUD treatment services projects. Each WOS will be issued to only those Master Agreement contractors that qualified for the appropriate SUD treatment services category(ies) based on the specific project solicited. The WOS will include a Scope and/or Statement of Work, which shall describe in detail the particular project and the work required for the performance thereof. Furthermore, each WOS will describe any additional requirements (e.g. experience) needed by the Master Agreement contractor for the specific SUD treatment services project, the timeline to complete the project, and the selection process including whether based on low bid or proposal. Only Master Agreement contractors will be eligible to submit a bid or proposal in response to a WOS.

Payment for all work shall be issued in accordance with the methodology outlined in the WOS subject to the total maximum amount specified for each individual project.

- 1.6.3 If the Master Agreement includes various categories of services, only those contractors qualified for the specific category(ies) will be contacted to submit a bid or proposal per the WOS.

## **1.7 Master Agreement Term**

- 1.7.1 The Master Agreement term is anticipated to be for an initial nine (9) years as authorized by the County Board. At the conclusion of the nine (9) year period, the County shall have the option to extend the term for five (5) additional one-year terms not to exceed, in aggregate, a maximum total master agreement term of 14 years. The five (5) year-to-year extensions may be exercised at the sole discretion of DPH.

Notwithstanding any other provisions of this Section 1.7, any MAWO issued hereunder prior to the expiration date of the Master Agreement which has a MAWO expiration date later than the Master Agreement expiration date shall automatically extend such Master Agreement expiration date up to one hundred eighty (180) days or to the MAWO expiration date, whichever occurs earlier. Such extended Master Agreement expiration date shall apply only to such MAWO and shall not extend such date for any other purpose whatsoever, including issuing new WOS, MAWOs, and/or extending any MAWOs.

- 1.7.2 DPH will continuously accept SOQs throughout the duration of the Master Agreement term to qualify additional vendors and/or to allow contractors to apply for additional categories. New Master Agreements or amendments to Master Agreements will become effective upon the date of execution by the Director of DPH, or designee, and shall expire at the same time as the initially executed Master Agreements.

## **1.8 County Rights and Responsibilities**

The County has the right to amend the RFSQ by written addendum. The County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available on the following websites:

County of Los Angeles Department of Public Health  
Contracts and Grants Division  
<http://publichealth.lacounty.gov/cg/index.htm>

Los Angeles County – Doing Business with Us  
<http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>



It is the vendor's responsibility to check the above referenced websites regularly. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the SOQ not being considered, as determined in the sole discretion of the County. The County is not responsible for, and shall not be bound by, any representations otherwise made by any individual acting or purporting to act on its behalf.

### **1.9 Contact with County Personnel**

Any contact regarding this RFSQ, or any matter relating thereto, must be in writing and may be mailed or e-mailed as follows:

Jessica Blackwood, Contract Analyst  
County of Los Angeles, Department of Public Health  
Contracts and Grants Division  
5555 Ferguson Drive, 2<sup>nd</sup> Floor, Suite 210  
Building A-9 East, 5<sup>th</sup> Floor North  
Commerce, California 90022  
E-mail: [jblackwood@ph.lacounty.gov](mailto:jblackwood@ph.lacounty.gov)

If it is discovered that a Vendor contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their SOQ from further consideration.

### **1.10 Mandatory Requirement to Register on County's WebVen**

Prior to executing a Master Agreement, all potential Contractors must register in the County's WebVen. The WebVen contains the Vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at: <http://camisvr.co.la.ca.us/webven/>.

### **1.11 County Option to Reject SOQs and Cancel or Close RFSQ**

The County may, at its sole discretion, reject any or all SOQs submitted in response to this RFSQ. In addition, the RFSQ process may be canceled or closed at any time, when the Director of DPH determines at her sole discretion that a cancellation is in the best interest of the County. The County shall not be liable for any cost incurred by a Vendor in connection with preparation and submittal of any SOQ.

The County, in its sole discretion, may elect to waive any error or informalities in the form of a proposal or any other disparity, if, as a whole, the proposal substantially complies with the RFSQ's requirements.

## 1.12 Protest Process Review Process

- 1.12.1 Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any prospective vendor may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Section 1.12.3 (Debarment Levels of Review) below. Additionally, any actual Vendor may request a review of a disqualification under such a solicitation, as described in the Sections below.
- 1.12.2 Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a vendor protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.
- 1.12.3 Department Levels of Review  
Unless state/ federal statutes or regulations otherwise provide, the levels of review as provided under the protest policy are as follows:
- Solicitation Requirements Review (Reference sub-paragraph 2.4 in the Instructions to vendors section)
  - Disqualified Review (Reference sub-paragraph 3.2 in the SOQ Review/Selection/Qualification Process)

## 1.13 Notice to Vendors Regarding Public Records Act

- 1.13.1 Responses to this RFSQ shall become the exclusive property of the County. At such time as when Department recommends the qualified Vendor(s) to the Board and such recommendation appears on the Board agenda, all SOQ's submitted in response to this RFSQ, become a matter of public record, with the exception of those parts of each SOQ which are justifiably defined and identified by the Vendor as business or trade secrets, and plainly marked as "Trade Secret," "Confidential," or "Proprietary."
- 1.13.2 The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law.

**A blanket statement of confidentiality or the marking of each page of the SOQ as confidential shall not be deemed sufficient notice of exception. The Vendor must specifically label only those provisions of their respective SOQ which are "Trade Secrets," "Confidential," or "Proprietary" in nature.**

**1.13.3** In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of an application marked "Confidential," "Trade Secrets," or "Proprietary," Applicant agrees to defend and indemnify County from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with the Public Records Act request.

**1.14 Indemnification and Insurance**

Vendor shall be required to comply with the Indemnification provisions contained in Appendix J – Sample Master Agreement, sub-paragraph 8.22. Vendor shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Appendix J – Sample Master Agreement, sub-paragraphs 8.23 and 8.24.

**1.15 Intentionally Omitted**

**1.16 Injury and Illness Prevention Program (IIPP)**

Vendor shall be required to comply with the State of California's Cal OSHA's regulations. Section 3203 of Title 8 in the California Code of Regulations requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

**1.17 Background and Security Investigations**

Background and security investigations of vendor's staff may be required at the discretion of the County as a condition of beginning and continuing work under any resulting agreement. The cost of background checks is the responsibility of the Vendor.

**1.18 Confidentiality and Independent Contractor Status**

As appropriate, Contractor shall be required to comply with the Confidentiality provision sub-paragraph 7.6 and the Independent Contractor Status sub-paragraph 8.21 in Appendix J - Sample Master Agreement.

**1.19 Conflict of Interest**

No County employee whose position in the County enables him/her to influence the selection of a Contractor for this RFSQ, or any competing RFSQ, nor any spouse of economic dependent of such employees, shall be employed in any

capacity by a Vendor or have any other direct or indirect financial interest in the selection of a Contractor. Vendor shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in Appendix A - Required Forms Exhibit 3, Certification of No Conflict of Interest.

## **1.20 Determination of Vendor Responsibility**

- 1.20.1 A responsible vendor is a vendor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible vendors.
- 1.20.2 Vendors are hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may determine whether the Vendor is responsible based on a review of the Vendor's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the vendor against public entities. Labor law violations which are the fault of the subcontractors and of which the Vendor had no knowledge shall not be the basis of a determination that the Vendor is not responsible.
- 1.20.3 The County may declare a Vendor to be non-responsible for purposes of this Master Agreement if the Board of Supervisors, in its discretion, finds that the vendor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the vendor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.
- 1.20.4 If there is evidence that the vendor may not be responsible, the Department shall notify the vendor in writing of the evidence relating to the Vendor's responsibility, and its intention to recommend to the Board of Supervisors that the vendor be found not responsible. The Department shall provide the Vendor and/or the Vendor's representative with an opportunity to present evidence as to why the vendor should be found to be responsible and to rebut evidence which is the basis for the Department's recommendation.
- 1.20.5 If the vendor presents evidence in rebuttal to the Department, the Department shall evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board of Supervisors.

The final decision concerning the responsibility of the vendor shall reside with the Board of Supervisors.

- 1.20.6 These terms shall also apply to proposed subcontractors of vendors on County contracts.

## **1.21 Vendor Debarment**

- 1.21.1 Vendors are hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar the vendor from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and the County may terminate any or all of the Vendor's existing contracts with County, if the Board of Supervisors finds, in its discretion, that the Vendor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Vendor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.
- 1.21.2 If there is evidence that the apparent highest ranked vendor may be subject to debarment, the Department shall notify the vendor in writing of the evidence which is the basis for the proposed debarment, and shall advise the Vendor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- 1.21.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The vendor and/or vendor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the vendor should be debarred, and, if so, the appropriate length of time of the debarment. The vendor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
- 1.21.4 After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right

to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.

- 1.21.5 If a vendor has been debarred for a period longer than five (5) years, that vendor may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Vendor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
- 1.21.6 The Contractor Hearing Board will consider requests for review of a debarment determination only where (1) the vendor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
- 1.21.7 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 1.21.8 These terms shall also apply to proposed subcontractors of vendors on County contracts.
- 1.21.9 Appendix E provides a link to the County's website where there is a listing of Contractors that are currently on the Debarment List for Los Angeles County.

## **1.22 Vendor's Adherence to County Child Support Compliance Program**

Contractors shall: 1) fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and, 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a Master Agreement or initiation of debarment proceedings against the non-compliant contractor (County Code Chapter 2.202).

## **1.23 Gratuities**

### **1.23.1 Attempt to Secure Favorable Treatment**

It is improper for any County officer, employee or agent to solicit consideration, in any form, from a vendor with the implication, suggestion or statement that the vendor's provision of the consideration may secure more favorable treatment for the vendor in the award of a Master Agreement or that the vendor's failure to provide such consideration may negatively affect the County's consideration of the vendor's submission. A vendor shall not offer or give either directly or through an intermediary, consideration, in any form, to a County officer, employee or agent for the purpose of securing favorable treatment with respect to the award of a Master Agreement.

### **1.23.2 Vendor Notification to County**

A vendor shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861 or <http://fraud.lacounty.gov/>. Failure to report such a solicitation may result in the vendor's submission being eliminated from consideration.

### **1.23.3 Form of Improper Consideration**

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

## **1.24 Notice to Vendors Regarding the County Lobbyist Ordinance**

The Board of Supervisors of the County of Los Angeles has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance," defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in County Code

Chapter 2.160. In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each vendor to review the ordinance independently as the text of said ordinance is not contained within this RFSQ. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by Los Angeles County Code Section 2.160.010, retained by the vendor is in full compliance with Chapter 2.160 of the Los Angeles County Code and each such County Lobbyist is not on the Executive Office's List of Terminated Registered Lobbyists by completing and submitting the Familiarity with the County Lobbyist Ordinance Certification, as set forth in Appendix A - Required Forms Exhibit 6, as part of their SOQ.

### **1.25 Federal Earned Income Credit**

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in the Internal Revenue Service Notice No. 1015. Reference Appendix F.

### **1.26 Consideration of GAIN/GROW Participants for Employment**

As a threshold requirement for consideration of a Master Agreement, Vendors shall demonstrate a proven record of hiring participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN), or General Relief Opportunity for Work (GROW) Programs, or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for that opening. Vendors shall attest to a willingness to provide employed GAIN/GROW participants access to the vendor's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Vendors who are unable to meet this requirement shall not be considered for a Master Agreement.

Vendors shall complete and return the form, Attestation of Willingness to Consider GAIN/GROW Participants, as set forth in Appendix A - Required Forms Exhibit 10, as part of their SOQ.

### **1.27 County's Quality Assurance Plan**

After award of a Master Agreement and subsequent Work Order(s), the County or its agent will monitor the contractor's performance under the Master Agreement and Work Order on an annual basis. Such monitoring will include assessing Contractor's compliance with all terms and conditions in the Master Agreement and performance standards identified in the Work Order. Contractor's deficiencies which the County determines are significant or



continuing and that may jeopardize performance of this Master Agreement and subsequent Work Orders will be reported to the County's Board of Supervisors. The report will include improvement/corrective action measures taken by the County and contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the Master Agreement and/or Work Order in whole or in part, or impose other penalties as specified in the Master Agreement.

**1.28 Recycled Bond Paper**

Vendor shall be required to comply with the County's policy on recycled bond paper as specified in Appendix J – Sample Master Agreement, sub-paragraph 8.38.

**1.29 Safely Surrendered Baby Law**

The contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The information is set forth in Appendix G (Safely Surrendered Baby Law) of this solicitation document. Additional information is available at [www.babysafela.org](http://www.babysafela.org).

**1.30 Jury Service Program**

The prospective contract is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (Los Angeles County Code, Chapter 2.203). Prospective contractors should carefully read the Jury Service Ordinance, Appendix D, and the pertinent jury service provisions of the Appendix J – Sample Master Agreement, sub-paragraph 8.7, both of which are incorporated by reference into and made a part of this RFSQ. The Jury Service Program applies to both contractors and their subcontractors. SOQs that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

1.30.1 The Jury Service Program requires contractors and their subcontractors to have and adhere to a written policy that provides that its employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deducts from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of a contractor and "full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) the

contractor has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of a contractor's full-time California employees, even those not working specifically on the County project. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program.

- 1.30.2 There are two ways in which a contractor might not be subject to the Jury Service Program. The first is if the contractor does not fall within the Jury Service Program's definition of "Contractor". The Jury Service Program defines "Contractor" to mean a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. The second is if the contractor meets one of the two exceptions to the Jury Service Program. The first exception concerns small businesses and applies to contractors that have: 1) ten or fewer employees; and, 2) annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract is less than \$500,000; and, 3) is not an "affiliate or subsidiary of a business dominant in its field of operation". The second exception applies to contractors that possess a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. The contractor is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.
- 1.30.3 If a contractor does not fall within the Jury Service Program's definition of "Contractor" or if it meets any of the exceptions to the Jury Service Program, then the Contractor must so indicate in the contractor Employee Jury Service Program Certification Form and Application for Exception, as set forth in Appendix A - Required Forms Exhibit 11, and include with its submission all necessary documentation to support the claim (e.g., tax returns or a collective bargaining agreement), if applicable. Upon reviewing the Contractor's application, the County will determine, in its sole discretion, whether the contractor falls within the definition of contractor or meets any of the exceptions to the Jury Service Program. The County's decision will be final.

### **1.31 Overview of County's Preference Programs**

- 1.31.1 The County of Los Angeles has three preference programs: the Local Small Business Enterprise (LSBE), Disabled Veterans Business Enterprise (DVBE), and Social Enterprise (SE). The Board of Supervisors encourages business participation in the County's contracting process by continually streamlining and simplifying our

selection process and expanding opportunities for these businesses to compete for County opportunities.

- 1.31.2 The Preference Programs (LSBE, DVBE, and SE) require that a business complete certification prior to requesting a preference in a solicitation. This program, and how to obtain certification, are further explained in sections 1.32, 1.34, and 1.35 of this solicitation.
- 1.31.3 In no case shall the Preference Programs (LSBE, DVBE, and SE) price or scoring preference be combined with any other County preference program to exceed fifteen percent (15%) in response to any County solicitation.
- 1.31.4 Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified LSBE, DVBE, or SE when not qualified.

### **1.32 Local Small Business Enterprise (LSBE) Preference Program**

The following language should be used for County solicitations which are not subject to the federal restriction on geographical preferences:

- 1.32.1 In reviewing Work Order Bids, the County will give LSBE preference to businesses that meet the definition of a LSBE, consistent with Chapter 2.204.030C.1 of the Los Angeles County Code. An LSBE is defined as a business: 1) certified by the State of California as a small business and has had its principal place of business located in Los Angeles County for at least one year; or, 2) certified as a small business enterprise with other certifying agencies pursuant to the Department of Consumer and Business Affairs (DCBA) inclusion policy that: a) has its principal place of business located in Los Angeles County; and, b) has revenues and employee sizes that meet the State's Department of General Services requirements. The business must be certified by the DCBA as meeting the requirements set forth above prior to requesting the LSBE Preference in a solicitation.
- 1.32.2 To apply for certification as an LSBE, businesses should contact the DCBA at <http://dcba.lacounty.gov>.
- 1.32.3 Certified LSBEs may only request the preference in each of their Work Order Bid responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit the Request for Preference Program Consideration with each Work Order Bid response and submit a letter of certification from the DCBA with their bid.

- 1.32.4 Information about the State's small business enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Small Business Certification and Resources Web site at <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>

The following language should be used for County solicitations subject to the federal restriction on geographical preferences:

- 1.32.1 In reviewing Work Order Bids, the County will give LSBE preference during the solicitation process to businesses that meet the definition of a LSBE, consistent with Chapter 2.204.030C.2 of the Los Angeles County Code.
- 1.32.2 A business which is certified as small by the federal Small Business Administration (SBA) or maintains an active registration as small in the System for Award Management (SAM) data base may qualify to request the LSBE Preference in a solicitation.
- 1.32.3 To apply for certification as a LSBE, businesses should contact the Department of Consumer and Business Affairs at <http://dcba.lacounty.gov>.
- 1.32.4 Certified Local SBEs may only request the preference in each of their Work Order Bid responses, and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit the Request for Preference Program Consideration with each Work Order Bid response and submit a letter of certification from the DCBA with their bid.
- 1.32.5 Information on the Federal small business is available at the System for Award Management website at <https://www.sam.gov>.

**1.33 Local Small Business Enterprise (LSBE) Prompt Payment Program**

It is the intent of the County that Certified LSBEs receive prompt payment for services they provide to County Departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an undisputed invoice.

**1.34 Disabled Veteran Business Enterprise (DVBE) Preference Program**

- 1.34.1 In reviewing Work Order Bids, the County will give preference during the solicitation process to businesses that meet the definition of a DVBE, consistent with Chapter 2.211 of the Los Angeles County Code.

A DVBE vendor is defined as:

- 1) A business which is certified by the State of California as a DVBE; or
- 2) A business which is verified as a service-disabled veteran-owned small business (SDVOSB) by the Veterans Administration.
- 3) A business certified as DVBE with other certifying agencies pursuant to the Department of Consumer and Business Affairs' (DCBA) inclusion policy that meets the criteria set forth by the agencies in 1 and 2 above.

1.34.2 The DCBA shall certify that a DVBE is currently certified by the State of California, by the U.S. Department of Veteran Affairs, or is determined by the DCBA's inclusion policy that meets the criteria set forth by the agencies in Section 1.34.1, 1 or 2 above.

1.34.3 Certified DVBEs may only request the preference in each of their Work Order Bid responses and may not request the preference unless the certification process has been completed, and certification is affirmed. Businesses must complete and submit the Request for Preference Program Consideration with each Work Order Bid response and submit a letter of certification from the DCBA with their bid.

1.34.4 Information about the State's DVBE certification regulations is found in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>

1.34.5 Information on the Department of Veteran Affairs SDVOSB certification regulations is found in the Code of Federal Regulations, 38CFR 74 and is also available on the Department of Veterans Affairs Website at: <https://www.va.gov/osdbu/>.

### **1.35 Social Enterprise (SE) Preference Program**

1.35.1 In reviewing Work Order Bids, the County will give preference during the solicitation process to businesses that meet the definition of a SE, consistent with Chapter 2.205 of the Los Angeles County Code. A SE is defined as:

- 1) A business that qualifies as a SE and has been in operation for at least one year (1) providing transitional or permanent employment to a

Transitional Workforce or providing social, environmental and/or human justice services; and

2) A business certified by the DCBA as a SE.

1.35.2 The DCBA shall certify that a SE meets the criteria set forth in Section 1.35.1.

1.35.3 Certified SEs may only request the preference in each of their Work Order Bid responses and may not request the preference unless the certification process has been completed and certification is affirmed. Businesses must complete and submit the Request for Preference Program Consideration with each Work Order Bid response and submit a letter of certification from the DCBA with their bid.

1.35.4 Further information on SEs is also available on the DCBA's website at: <http://dcba.lacounty.gov>.

**1.36 Notification to County of Pending Acquisitions/Mergers by Proposing Company**

The Vendor shall notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the vendor is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers. This information shall be provided by the Vendor on Appendix A - Required Forms Exhibit 1, Vendor's Organization Questionnaire/Affidavit and CBE Information. Failure of the Vendor to provide this information may eliminate its SOQ from any further consideration.

**1.37 Contractor's Charitable Contributions Compliance (if applicable)**

1.37.1 California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. Prospective contractors should carefully read the Background and Resources: California Charities Regulations, Appendix I. New rules cover California public benefit corporations, unincorporated associations, and trustee entities; and, may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fund-raising practices and documentation. Charities with over \$2 million of revenues (excluding

funds that must be accounted for to a governmental entity) have new audit requirements.

1.37.2 All prospective contractors must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act, and complete the Charitable Contributions Certification, Exhibit 12 as set forth in Appendix A - Required Forms. A completed Exhibit 12 is a required part of any agreement with the County.

1.37.3 In Exhibit 12, prospective contractors certify either that:

- they have determined that they do not now receive or raise charitable contributions regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act), but will comply if they become subject to coverage of those laws during the term of a County agreement,

- OR -

- they are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts.

1.37.4 Prospective County contractors that do not complete Exhibit 11 as part of the solicitation process may, in the County's sole discretion, be disqualified from contract award. A County contractor that fails to comply with its obligations under the Charitable Purposes Act is subject to either contract termination or debarment proceedings or both. (County Code Chapter 2.202)

### **1.38 Defaulted Property Tax Reduction Program**

The prospective contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") (Los Angeles County Code, Chapter 2.206). Prospective Contractors should carefully read the Defaulted Tax Program Ordinance, Appendix O, and the pertinent provisions of the Sample Master Agreement, Appendix H, Sub-paragraph 8.50 and 8.51; both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Contractors and their Subcontractors.

Vendors shall be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of any contract that may be awarded pursuant to this solicitation, or shall certify that they are exempt from the Defaulted Tax Program by completing Certification of Compliance with The County's Defaulted Property Tax Reduction

Program, Exhibit 12 in Appendix A – Required Forms. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliance contractor (Los Angeles County Code, Chapter 2.202).

SOQs that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

**1.39 Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

Vendor acknowledges the existence of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its implementing regulations, as contained in Appendix J – Sample Master Agreement.

**1.40 Time Off for Voting**

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than 10 days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

**1.41 Vendor’s Acknowledgement of County’s Commitment to Zero Tolerance Policy on Human Trafficking**

On October 4, 2016, the Los Angeles County Board of Supervisors approved a motion taking significant steps to protect victims of human trafficking by establishing a zero-tolerance policy on human trafficking. The policy prohibits Vendors engaged in human trafficking from receiving contract awards or performing services under a County contract.

Vendors are required to complete Exhibit 14 (Zero Tolerance Policy on Human Trafficking Certification) in Appendix A (Required Forms), certifying that they are in full compliance with the County’s Zero Tolerance Policy on Human Trafficking provision as defined in Section 8.53 (Compliance with County’s Zero Tolerance Policy on Human Trafficking) of Appendix J (Sample Master Agreement). Further, contractors are required to comply with the requirements under said provision for the term of any Master Agreement awarded pursuant to this solicitation.

**1.42 Integrated Pest Management (IPM) Program Compliance (Intentionally Omitted)**



**1.43 Default Method of Payment: Direct Deposit or Electronic Funds Transfer**

- 1.43.1 The County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under an agreement/contract with the County shall be Electronic Funds Transfer (EFT), or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).
- 1.43.2 Upon contract award or at the request of the A-C and/or the contracting department, the Contractor shall submit a direct deposit authorization request with banking and vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.
- 1.43.3 Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit shall supersede this requirement with respect to those payments.
- 1.43.4 Upon contract award or at any time during the duration of the agreement/contract, a Contractor may submit a written request for an exemption to this requirement. The A-C, in consultation with the contracting department(s), shall decide whether to approve exemption requests.

**1.44 Vendor's Acknowledgement of County's Commitment to Fair Chance Employment Hiring Practices**

On May 29, 2018, the Los Angeles County Board of Supervisors approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History (Section 12952).

Contractors are required to complete Exhibit 19 (Compliance with Fair Chance Employment Hiring Practices Certification) in Appendix A (Required Forms), certifying that they are in full compliance with Section 12952, as indicated in subparagraph 8.55. (Compliance with Fair Chance Employment Practices) of Appendix J (Sample Master Agreement). Further, contractors are required to comply with the requirements under Section 12952 for the term of any contract awarded pursuant to this solicitation.

**1.45 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)**

- 1.45.1 Pursuant to federal law, the County is prohibited from contracting with parties that are suspended, debarred, ineligible, or excluded or whose principals are suspended, debarred or excluded from securing federally funded contracts. At the time of vendor's response to WOS, vendor must submit the Certification Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion – Lower Tiered Covered Transactions, as set forth in Appendix A - Required Forms, Exhibit 16, attesting that neither it, as an organization, nor any of its owners, officers, partners, directors, or other principals is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Should a response to WOS identify prospective subcontractors, or should vendor intend to use subcontractors in the provision of services under any subsequent contract, vendor must submit a certification, completed by each subcontractor, attesting that neither the subcontractor, as an organization, nor any of its owners, officers, partners, directors, or other principals is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts.
- 1.45.2 Failure to provide the required certification may eliminate vendor's response to a WOS from consideration.
- 1.45.3 In the event that vendor and/or its subcontractor(s) is or are unable to provide the required certification, vendor instead shall provide a written explanation concerning its and/or its subcontractor's inability to provide the certification. Vendor's written explanation shall describe the specific circumstances concerning the inability to certify. It further shall identify any owner, officer, partner, director, or other principal of the vendor and/or subcontractor who is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Finally, the written explanation shall provide that person's or those persons' job description(s) and function(s) as they relate to the services to be performed under any WOS in association with this RFSQ.
- 1.45.4 The written explanation shall be examined by the County to determine, in its full discretion, whether further consideration of the response to a WOS is appropriate under federal law.

**1.46 Vendor Protection of Electronic Information**

- 1.46.1 **Protection of Electronic Personal Information (PI), Protected Health Information (PHI) and Medical Information (MI) — Data Encryption Standard**
- 1.46.1.1 The prospective contract is subject to the encryption requirements set forth below (collectively, the "Encryption

Standards”). Vendors shall become familiar with the Encryption Standards and the pertinent provisions in Appendix J – Sample Master Agreement, sub-paragraph 8.54 both of which are incorporated by reference into and made a part of this solicitation.

1.46.1.2 Vendors shall be required to complete Exhibit 15 in Appendix A - Required Forms, providing information about their encryption practices and certifying that they will be in compliance with the Encryption Standards at the commencement of the contract and during the term of any contract that may be awarded pursuant to this solicitation. Vendors that fail to comply with the certification requirements of this provision will be considered non-responsive and excluded from further consideration.

1.46.1.3 Vendor's use of remote servers, (e.g. cloud storage, Software-as-a-Service or SaaS), for storage of County PI, PHI and/or MI shall be disclosed by vendors in Exhibit 15 as set forth in Appendix A – Required Forms, and shall be subject to written pre-approval by the County’s Chief Executive Office. Any use of remote servers may subject the vendor to additional encryption requirements for such remote servers.

**1.46.2 Encryption Standards:**

**1.46.2.1 Stored Data:**

Contractors’ and subcontractors’ workstations and portable devices, (e.g., mobile, wearables, tablets, thumb drives, external hard drives), require encryption, (i.e. software and/or hardware), in accordance with:

- a) Federal Information Processing Standard Publication (F/PS) 140-2;
- b) National Institute of Standards and Technology (NIST) Special Publication 800-57 Recommendation for Key Management — Part 1: General (Revision 3);
- c) NIST Special Publication 800-5 7 Recommendation for Key Management – Part 2. Best Practices for Key Management Organization; and
- d) NIST Special Publication 800-111 Guide to Storage Encryption Technologies for End User Devices.

**Advanced Encryption Standard (AES) with cipher strength of 256-bit is minimally required.**

**1.46.2.2 Transmitted Data:**

All transmitted (e.g. network) PI, PHI and/or MI require encryption in accordance with:

- a) NIST Special Publication 800-52 Guidelines for the Selection and Use of Transport Layer Security Implementations; and
  
- b) NIST Special Publication 800-57 Recommendation for Key Management – Part 3: Application-Specific Key Management Guidance.

Secure Sockets Layer (SSL) is minimally required with minimum cipher strength of 128-bit.

## 2.0 INSTRUCTIONS TO VENDORS

This Section contains key project dates and activities as well as instructions to Vendors as to how to prepare and submit their SOQ.

### 2.1 County Responsibility

The County is not responsible for representations made by any of its officers or employees prior to the execution of the Master Agreement, unless such understanding or representation is included in the Master Agreement.

### 2.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with an SOQ shall be sufficient cause for rejection of the SOQ. The evaluation and determination in this area shall be at the Director's sole judgment, which shall be final.

### 2.3 RFSQ Timetable

**The timetable for this RFSQ is as follows:**

➤ Release of RFSQ.....	11/20/2020
➤ Request for a Solicitation Requirements Review Due .....	12/02/2020
➤ Written Questions Due by 3:00 PM (Pacific Time).....	12/02/2020
➤ Questions and Answers Released.....	12/16/2020
➤ SOQ due by 3:00PM (Pacific Time).....	01/05/2021

\*SOQs that are submitted after the initial due date and time indicated above shall be considered for review at the convenience of the County. Please note the County may at any time issue an addendum as described in Section 1.8 to close this RFSQ.

### 2.4 Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix B - Transmittal Form to Request a Solicitation Requirements Review to DPH as described in this Section. A request for a Solicitation Requirements Review may be denied, in DPH's sole discretion, if the request does not satisfy all of the following criteria:

1. The request for a Solicitation Requirements Review shall be made within the time frame identified in the solicitation document;

2. The request for a Solicitation Requirements Review shall include documentation (e.g., letterhead, business card, etc.), which identifies the underlying authority of the person or entity to submit a SOQ;
3. The request for a Solicitation Requirements Review shall itemize in appropriate detail, each matter contested and factual reasons for the requested review; and
4. The request for a Solicitation Requirements Review shall assert that either:
  - a. application of the minimum requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,
  - b. due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Vendor.

The Solicitation Requirements Review shall be completed and DPH's determination shall be provided to the requesting person or entity, in writing, within a reasonable time prior to the SOQ due date.

## **2.5 Vendors' Questions**

Vendors may submit written questions regarding this RFSQ by mail or e-mail to the individual identified in Section 1.9 of this RFSQ, Contact with County Personnel. All questions must be received by the date indicated in Section 2.3, RFSQ Timetable. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFSQ.

When submitting questions, please specify the RFSQ section number, sub-section number, and page number. Also, please quote the language that prompted the question. This will ensure that the question can be quickly found in the RFSQ. County reserves the right to group similar questions when providing answers.

## **2.6 Vendors' Conference**

A vendors' conference will not be held for this RFSQ. Vendors may submit written questions regarding this RFSQ as described in Section 2.5, Vendors' Questions.

## **2.7 Preparation and Format of the SOQ**

Vendors responding to this RFSQ may submit a hard copy or an electronic format of their SOQ as described below.

1. a) Hard-copy SOQ must be SINGLE-SIDED, unbound and

presented in a folder or three-ring binder (including all required forms and attachments with original signatures). Do not staple or professionally bind the SOQ.

- b) PDF scanned SOQ in the prescribed format, including all required attachments and forms with original signatures.

Any SOQ that deviates from the formats described may be rejected without further review, at the County's sole discretion.

2. SOQs must be typewritten, single spaced, with no less than a 11-point font on 8½" by 11" paper.

The content and sequence of the SOQ must be as follows:

- Table of Contents
- Statement of Qualifications (SOQ) Transmittal Form (Appendix K)
- Vendor's Qualifications (Section A)
- Required Forms (Section B)
- Proof of Insurability (Section C)
- Proof of Licenses/Certifications (Section D)

### **2.7.1 Table of Contents**

The Table of Contents must be a comprehensive listing of material included in the SOQ. This section must include a clear definition of the material, identified by sequential page numbers and section reference numbers.

### **2.7.2 Statement of Qualifications (SOQ) Transmittal Form**

Vendor must complete and include the Statement of Qualifications (SOQ) Transmittal Form, Appendix K, describing the vendor's legal name, address, authorized representative, contact information, and service category(ies) vendor is applying for.

### **2.7.3 Vendor's Qualifications (Section A)**

This section must demonstrate that the vendor's organization has the experience to perform the required services. The following sections must be included:

**A. Vendor's Background and Experience (Section A.1)**

- 1) Complete, sign, and date Statement of Qualifications (SOQ) Checklist - Exhibit 1 as set forth in Appendix A – Required Forms.
- 2) Complete, sign, and date Vendor's Organization Questionnaire/Affidavit and CBE Information – Exhibit 2 as set forth in Appendix A – Required Forms.

The form must clearly demonstrate that the vendor meets the minimum mandatory qualifications pursuant to Section 1.4, Vendor's Minimum Mandatory Qualifications. **The person signing the form must be authorized to sign on behalf of the vendor and to bind the vendor in a Master Agreement.**

**3) Vendor's Organizational Structure:**

**Non-Profit Organization:**

Vendor shall provide supporting documents that County requires to demonstrate that organization is a non-profit.

If the below referenced documents are not available at the time of SOQ submission, Vendors must request the appropriate documents from the California Secretary of State and provide a statement on the status of the request.

The vendor must submit the following documentation with the SOQ:

- a. A copy of a "Certificate of Good Standing" with the state of incorporation/organization or provide a copy of a statement on status of the request.
- b. A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers or provide a copy of a statement on status of the request.
- c. A copy of its "IRS 501(c)(3) Determination Letter" which must state that vendor's organization qualifies for tax-exempt status under section 501(c)(3) status of the Internal Revenue Code.



## **B. Vendor's Pending Litigation and Judgments (Section A.2)**

Vendor shall complete and submit Exhibit 17 in Appendix A - Required Forms, Prospective Contractor Pending Litigation and Judgments, and identify by name, case and court jurisdiction any pending litigation in which vendor is involved, or judgments against vendor in the past five (5) years. Vendor shall provide a statement describing the size and scope of any pending or threatening litigation against the vendor or principals of the vendor. If there are no pending litigations and/or judgments, vendor shall indicate so by indicating "Not Applicable" on the form.

### **2.7.4 Required Forms (Section B)**

Vendor shall identify this section of the SOQ as "Section B" and SOQ shall include the completed, signed, and dated forms as identified in Appendix A – Required Forms, except for those specifically identified below in parenthesis. Forms that are not applicable should be marked as such.

- Exhibit 1** - Statement of Qualifications (SOQ) Checklist *(should be included as the first page in vendor's SOQ, Section A.1)*
- Exhibit 2** - Vendor's Organization Questionnaire/Affidavit and CBE Information form *(should be included as the second page in Vendor's SOQ, Section A.1)*
- Exhibit 3** - Certification of No Conflict of Interest
- Exhibit 4** - Vendor's Equal Employment Opportunity (EEO) Certification
- Exhibit 5** - Request for Preference Consideration *(will be submitted at the time of Work Order Solicitation, if applicable)*
- Exhibit 6** - Familiarity with the County Lobbyist Ordinance Certification
- Exhibit 7** - Prospective Contractor References *(Intentionally Omitted)*
- Exhibit 8** - Prospective Contractor List of Contracts *(Intentionally Omitted)*
- Exhibit 9** - Prospective Contractor List of Terminated Contracts *(Intentionally Omitted)*
- Exhibit 10** - Attestation of Willingness to Consider GAIN/GROW Participants

- Exhibit 11** - County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception
- Exhibit 12** - Charitable Contributions Certification
- Exhibit 13** - Certification of Compliance with the County's Defaulted Property Tax Reduction Program
- Exhibit 14** - Zero Tolerance Policy on Human Trafficking Certification
- Exhibit 15** - Vendor's Compliance with Encryption Requirements
- Exhibit 16** - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions
- Exhibit 17** - Prospective Vendor Pending Litigation and Judgments *(should be included in vendor's SOQ, Section A.2)*
- Exhibit 18** - Acceptance of Terms and Conditions Affirmation
- Exhibit 19** - Compliance with Fair Chance Employment Hiring Practices Certifications

#### **2.7.5 Proof of Insurability (Section C)**

Vendor must provide proof of insurability that meets all insurance requirements set forth in the Appendix J – Sample Master Agreement, sub-paragraphs 8.23 and 8.24. If a vendor does not currently have the required coverage, a letter from a qualified insurance carrier indicating a willingness to provide the required coverage should the vendor be selected to receive a Master Agreement award may be submitted with the SOQ.

#### **2.7.6 Proof of Licenses/Certifications (Section D)**

Vendor must furnish a copy of licensing/certification, as required for Category 2, Outpatient Services, under RFSQ Section 1.4.2.

### **2.8 SOQ Submission (Hard Copy or Electronic Format)**

#### **Hard Copy Submission**

For in-person submission, the SOQ shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the vendor and bear the words:

**“SOQ FOR MRT BHC – SUD TREATMENT SERVICES”**

Hard-copy SOQ must be hand-delivered, or sent by a delivery service, (excluding United States Postal Service), and received by the deadline specified in Section 2.3, RFSQ Timetable, to:

Jessica Blackwood, Contract Analyst  
County of Los Angeles, Department of Public Health  
Contracts and Grants Division  
5555 Ferguson Drive, 2<sup>nd</sup> Floor, Suite 210  
Commerce, California 90022

### **Electronic Format Submission**

PDF scanned SOQ are also accepted in the format prescribed herein, and it may be electronically submitted with the subject line “SOQ for MRT BHC – SUD Treatment Services” to:

Jessica Blackwood, Contract Analyst  
E-mail address: jblackwood@ph.lacounty.gov

**It is the sole responsibility of the submitting vendor to ensure that its SOQ is received before the submission deadline. Submitting vendors shall bear all risks associated with delays in delivery by any person or entity.**

The County may at its sole discretion continue to select vendors from this RFSQ process and, depending on service needs, may elect to accept SOQs throughout the duration of the Master Agreement to qualify vendors.

Until the SOQ submission deadline, errors in SOQs may be corrected by a request in writing to withdraw the SOQ and by submission of another SOQ with the mistakes corrected. Corrections to SOQs after the initial deadline for submission will not be accepted, but a new SOQ can be submitted and will be reviewed as described in the RFSQ timetable.

## **2.9 Acceptance of Terms and Conditions of Master Agreement**

Vendors understand and agree that submission of the SOQ constitutes acknowledgement and acceptance of, and a willingness to comply with, all terms and conditions of the Appendix J – Sample Master Agreement. Vendors must also submit a completed and signed Appendix A – Required Forms, Exhibit 18, acknowledging the vendor’s acceptance of all terms and conditions listed in Appendix J – Sample Master Agreement.

The County reserves the right to make changes to the Master Agreement and its appendices and exhibits at its sole discretion.

## **2.10 SOQ Withdrawals**

The vendor may withdraw its SOQ at any time prior to the date and time which is set forth herein as the deadline for acceptance of SOQs, upon written request for same to the individual identified in sub-section 1.9 of this RFSQ, Contact with County Personnel.

### 3.0 SOQ REVIEW/SELECTION/QUALIFICATION PROCESS

#### 3.1 Review Process

SOQs will be subject to a detailed review by qualified County staff. The review process will include the following steps:

##### 3.1.1 Adherence to Minimum Mandatory Qualifications

County shall review Exhibit 1, Statement of Qualifications (SOQ) Checklist, Exhibit 2, Vendor's Organization Questionnaire/Affidavit, and SOQ Section D, Proof of Licenses/Certifications, to determine if the vendor meets the minimum mandatory qualifications as outlined in Section 1.4 of this RFSQ. Exhibit 2 will serve as an Affidavit that a firm attests that it meets the minimum mandatory qualifications for the required services.

Failure of the Vendor to comply with the minimum qualifications may eliminate its SOQ from further consideration at this stage in the review process.

##### 3.1.2 Vendor's Qualifications (Section A)

County's review shall include the following:

- Vendor's Background and Experience as provided in Section A.1 of the SOQ.
- The review will review of the County's Contract Database and Contractor Alert Reporting Database, if applicable, reflecting past performance history on County or other contracts, and a review of terminated contracts.
- If the vendor is a corporate entity, said entity's "active" status will be verified. For California corporations the "active" status will be verified via the California Secretary of State's website:  
<http://BusinessSearch.sos.ca.gov>.
- A review to determine the magnitude of any pending litigation or judgments against the Vendor as provided in Section A.2.

##### 3.1.3 Required Forms (Section B)

Review to ensure all insurance requirements are met as set forth in subsection 2.7.5 of the RFSQ.

##### 3.1.4 Proof of Insurability (Section C)

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Review of the proof of insurability provided to ensure all insurance requirements are met as set forth in sub-section 2.7.5 of the RFSQ.

### **3.1.5 Proof of Licenses/Certifications (Section D)**

Review of the proof of licenses or certifications provided to ensure all license requirements are met as set forth in sub-section 2.7.6 of the RFSQ.

## **3.2 Disqualification Review**

An SOQ may be disqualified from consideration because DPH determined it was non-responsive at any time during the review/evaluation process. If DPH determines that an SOQ is disqualified due to non-responsiveness, the Department shall notify the vendor in writing.

Upon receipt of the written determination of non-responsiveness, the vendor may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

A request for a Disqualification Review may, in DPH's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination); and
2. The request for a Disqualification Review asserts that DPH's determination of disqualification due to non-responsiveness was erroneous (e.g. factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

The Disqualification Review shall be completed and the determination shall be provided to the requesting Vendor, in writing, prior to the conclusion of the evaluation process.

## **3.3 Selection/Qualification Process**

DPH will generally select vendors that have experience in providing a broad range of SUD treatment services. However, in order to ensure DPH has a varied pool of qualified Contractors, DPH may offer Master Agreements to vendors that offer a narrow scope of services in more highly specialized areas.

## **3.4 Master Agreement Award**

Vendors who are notified by DPH that they appear to have the necessary qualifications and experience (i.e., they are qualified) may still not be recommended for a Master Agreement if other requirements necessary for award have not been

met. Other requirements may include acceptance of the terms and conditions of the Master Agreement, and/or satisfactory documentation that required insurance will be obtained. Only when all such matters have been demonstrated to the Department's satisfaction can a Vendor, which is otherwise deemed qualified, be regarded as "selected" for recommendation of a Master Agreement.

DPH will execute Board of Supervisors-authorized Master Agreements with each selected vendor. All Vendors will be informed of the final selections. DPH will continuously accept SOQs throughout the Master Agreement term to qualify additional vendors. Master Agreements will become effective upon the date of execution by the Director of DPH or her designee and shall expire at the same time as the initially executed Master Agreements.

#### **4.0 Existing As-Needed Master Agreement Contractors Applying for Additional Mark Ridley-Thomas Behavioral Health Center Substance Use Disorder Treatment Services Category(ies)**

During the term of this RFSQ, Master Agreement Contractors may submit an abbreviated SOQ to qualify for additional Mark Ridley-Thomas Behavioral Health Center Substance Use Disorder Treatment Services category(ies).

Master Agreement Contractors interested in applying for additional service category(ies) shall submit an Additional Category(ies) Abbreviated SOQ as described below.

##### **4.1 Preparation and Format of the Additional Category(ies) Abbreviated SOQ**

Vendors responding to this RFSQ may submit a hard copy or an electronic format of their Additional Category(ies) abbreviated SOQs as described below.

1. a) Hard-copy Additional Category(ies) abbreviated SOQ must be SINGLE-SIDED, unbound, and presented in a folder or three-ring binder, (including all required forms and attachments with original signatures). Do not staple or professionally bind the Additional Category(ies) abbreviated SOQ. .
- b) PDF scanned SOQ in the prescribed format, including all required attachments and forms with original signatures.

Any Additional Category(ies) Abbreviated SOQ that deviates from the formats described may be rejected without further review, at the County's sole discretion.

3. Additional Category(ies) abbreviated SOQ must be typewritten, single spaced, with no less than 11-point font on 8½" by 11" paper.

The content and sequence of the Additional Category(ies) abbreviated SOQ must be as follows:

- Table of Contents
- Statement of Qualifications (SOQ) Transmittal Form (Appendix K.1)
- Vendor's Qualifications (Section A)
- Proof of Licenses/Certifications (Section B)

##### **4.1.1 Table of Contents**



The Table of Contents must be a comprehensive listing of material included in the Additional Category(ies) abbreviated SOQ. This section must include a clear definition of the material, identified by sequential page numbers and by section reference numbers.

#### **4.1.2 Abbreviated Statement of Qualifications (SOQ) Transmittal Form**

Vendor must complete and include the Abbreviated statement of Qualifications (SOQ) Transmittal Form, Appendix K.1, describing the vendor's legal name, address, authorized representative, and contact information.

#### **4.1.3 Vendor's Qualifications (Section A)**

This section must demonstrate that the vendor's organization has the experience to perform the required services. Vendor shall identify this section of Additional Category(ies) abbreviated SOQ as "Section A" and include in the order prescribed below:

##### **A. Vendor's Background and Experience (Section A.1)**

1. Complete, sign, and date Statement of Qualification (SOQ) Checklist - Exhibit 1.1 as set forth in Appendix A.1 – Required Forms – Existing As-Needed MRT BHC - SUD Treatment Services Master Agreement Contractors Applying for Additional Services Category(ies).
2. Complete, sign, and date Vendor's Organization Questionnaire/Affidavit and CBE Information – Exhibit 2.1 as set forth in Appendix A.1 – Required Forms – Existing As-Needed MRT BHC – SUD Treatment Services Master Agreement Contractors Applying for Additional Category(ies).

The form must clearly demonstrate that the vendor meets the minimum mandatory qualifications pursuant to Section 1.4, Vendor's Minimum Mandatory Qualifications. **The person signing the form must be authorized to sign on behalf of the vendor and to bind the vendor in a Master Agreement.**

##### **B. Vendor's Pending Litigation and Judgments (Section A.2)**

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Vendor shall complete and submit Exhibit 17.1 in Appendix A - Required Forms, Prospective Contractor Pending Litigation and Judgments, and identify by name, case and court jurisdiction any pending litigation in which vendor is involved, or judgments against vendor in the past five (5) years. Provide a statement describing the size and scope of any pending or threatening litigation against the vendor or principals of the vendor. If there are no pending litigations and/or judgments, vendor shall indicate so by indicating "Not Applicable" on the form.

**4.1.4 Proof of Licenses/Certifications (Section B)**

Vendor must provide proof of licensing/certification as required for Category 2, Outpatient Services, under RFSQ Section 1.4.2.

**4.1.5 Existing Master Agreement Contractors Applying for Additional Category(ies) Abbreviated SOQ Submission (Hard Copy or Electronic Format)**

**Hard-Copy Submission**

For in-person submission, the Additional Category(ies) abbreviated SOQ shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the vendor and bear the words:

**"ABBREVIATED SOQ FOR MRT BHC – SUD TREATMENT SERVICES – ADDITIONAL CATEGORY(IES)"**

Hard-copy SOQ must be hand-delivered or sent by a delivery service (excluding United States Postal Service) to:

Jessica Blackwood, Contract Analyst  
County of Los Angeles, Department of Public Health  
Contracts and Grants Division  
5555 Ferguson Drive, 2<sup>nd</sup> Floor, Suite 210  
Commerce California 90022

**Electronic Format Submission**

PDF scanned SOQ are also accepted in the format prescribed herein, and it may be electronically submitted with the subject line "SOQ for MRT BHC – SUD Treatment Services" to:

Jessica Blackwood, Contract Analyst  
Contract and Grants Division E-mail address: [Contracts-Grants@ph.lacounty.gov](mailto:Contracts-Grants@ph.lacounty.gov)

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**Note: Additional Category(ies) abbreviated SOQs shall be considered for review at the convenience of the County.**

All Additional Category(ies) abbreviated SOQs submitted to qualify for additional as-needed Mark Ridley-Thomas Behavioral Health Center Substance Use Disorder Treatment Services categories are subject to a Modified Review Process consistent with the Review Process referenced in Section 3.1 (sub-sections 3.1.1, 3.1.3 and 3.1.5 of this RFSQ).

Please note that the abbreviated SOQs are still subject to Section 2.10, SOQ Withdrawals and Section 3.2, Disqualification Review.

DPH will inform Existing Master Agreement Contractors deemed qualified for the additional category(ies) and will issue an amendment to their Master Agreement to add the additional services.

# **APPENDIX A**

## **MRT BHC- SUD TREATMENT SERVICES**

### **RFSQ REQUIRED FORMS**

# APPENDIX A REQUIRED FORMS TABLE OF CONTENTS

## EXHIBITS

- 1 Statement of Qualifications (SOQ) Checklist
- 2 Vendor's Organization Questionnaire/Affidavit and CBE Information
- 3 Certification of No Conflict of Interest
- 4 Vendor's Equal Employment Opportunity (EEO) Certification
- 5 Request for Preference Program Consideration (Will be submitted at the time of Work Order Solicitation)
- 6 Familiarity with the County Lobbyist Ordinance Certification
- 7 Prospective Contractor References (Intentionally Omitted)
- 8 Prospective Contractor List of Contracts (Intentionally Omitted)
- 9 Prospective Contractor List of Terminated Contracts (Intentionally Omitted)
- 10 Attestation of Willingness to Consider GAIN/GROW Participants
- 11 County of Los Angeles Contractor Employee Jury Service Program - Certification Form and Application for Exception
- 12 Charitable Contributions Certification
- 13 Certification of Compliance with the County's Defaulted Property Tax Reduction Program
- 14 Zero Tolerance Policy on Human Trafficking Certification
- 15 Vendor's Compliance with Encryption Requirements
- 16 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions
- 17 Prospective Contractor Pending Litigation and Judgments
- 18 Acceptance of Terms and Conditions Affirmation
- 19 Compliance with Fair Chance Employment Hiring Practices Certification

**COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH  
STATEMENT OF QUALIFICATIONS (SOQ)  
CHECKLIST – EXHIBIT 1**

The purpose of this document is to ensure that the vendor has submitted all applicable sections, forms, exhibits, attachments, etc. with its SOQ. Please check the appropriate box(es).

Additionally, vendor is encouraged to complete the attached optional Vendor Survey Questionnaire, Exhibit 1 (Attachment A).

VENDOR'S NAME (Legal Full Name):	Identify Service Category(ies) applying for: <input type="checkbox"/> Recovery and Respite Center <input type="checkbox"/> Outpatient Services <input type="checkbox"/> Residential Services <input type="checkbox"/> Case Management <input type="checkbox"/> Recovery Support Services
<b>RFSQ Reference, Sub-section 2.7.1, Table of Contents (Vendor's SOQ)</b>	Included <input type="checkbox"/> Yes
<b>RFSQ Reference, Sub-section 2.7.2, SOQ Transmittal Form</b>	
Statement of Qualifications (SOQ) Transmittal Form (Appendix K)	<input type="checkbox"/> Yes
<b>RFSQ Reference, Sub-section 2.7.3, Vendor's Qualifications (Vendor's SOQ Section A.1)</b>	
Exhibit 1: Statement of Qualifications (SOQ) Checklist	<input type="checkbox"/> Yes
Exhibit 2: Vendor's Organization Questionnaire/Affidavit and CBE Information	<input type="checkbox"/> Yes
Vendor's Organization Structure:	
➤ furnished a copy of a "Certificate of Good Standing" with the state <b>OR</b> provide a copy of a statement on status of the request	<input type="checkbox"/> Yes
furnished a copy of the most recent "Statement of Information" as filed with the California Secretary of State <b>OR</b> provide a copy of a statement that indicates the status of the request	<input type="checkbox"/> Yes
➤ furnished a copy of its "IRS 501(c)(3) Determination Letter" which must state that Vendor's organization qualifies for tax-exempt status under section 501(c)(3) of the Internal Revenue Code	<input type="checkbox"/> Yes
<b>RFSQ Reference, Sub-section 2.7.3, B. Vendor's Pending Litigation and Judgments (Vendor's SOQ Section A.2)</b>	

Exhibit 17: Prospective Contractor Pending Litigation and Judgments (Section A.2 of SOQ)	<input type="checkbox"/> Yes
<b>RFSQ Reference, Sub-section 2.7.4, Required Forms (Vendor’s SOQ Section B)</b>	
Exhibit 3: Certification of No Conflict of Interest	<input type="checkbox"/> Yes
Exhibit 4: Vendor’s Equal Employment Opportunity (EEO) Certification	<input type="checkbox"/> Yes
Exhibit 6: Familiarity with the County Lobbyist Ordinance Certification	<input type="checkbox"/> Yes
Exhibit 10: Attestation of Willingness to Consider GAIN/GROW Participants	<input type="checkbox"/> Yes
Exhibit 11: County of Los Angeles Contractor Employee Jury Service Program Certification Form and Application for Exception	<input type="checkbox"/> Yes
Exhibit 12: Charitable Contributions Certification	<input type="checkbox"/> Yes
Exhibit 13: Certification of Compliance with the County’s Defaulted Property Tax Reduction Program	<input type="checkbox"/> Yes
Exhibit 14: Zero Tolerance Policy on Human Trafficking Certification	<input type="checkbox"/> Yes
Exhibit 15: Vendor’s Compliance with Encryption Requirements	<input type="checkbox"/> Yes
Exhibit 16: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions	<input type="checkbox"/> Yes
Exhibit 18: Acceptance of Terms and Conditions Affirmation	<input type="checkbox"/> Yes
Exhibit 19: Compliance with Fair Chance Employment Hiring Practices Certification	<input type="checkbox"/> Yes
<b>RFSQ Reference, Sub-section 2.7.5, Proof of Insurability (Vendor’s SOQ Section C)</b>	
Provided proof of insurability or a letter from a qualified insurance carrier indicating a willingness to provide the required coverage:	<input type="checkbox"/> Yes
<b>COMMERCIAL GENERAL LIABILITY</b>	<input type="checkbox"/> Yes
General Aggregate: \$2 million	
Products/Completed Operations Aggregate: \$1 million	
Personal and Advertising Injury: \$1 million	
Each Occurrence: \$1 million	
<b>AUTO LIABILITY</b>	<input type="checkbox"/> Yes
Auto Liability: \$1 million	
<b>WORKERS’ COMPENSATION</b>	<input type="checkbox"/> Yes
Each Accident: \$1 million	
<b>PROFESSIONAL LIABILITY</b>	<input type="checkbox"/> Yes
Not less than \$1 million per claim and \$3 million aggregate	
<b>RFSQ Reference, Sub-section 2.7.6, Proof of Licenses/Certifications (Vendor’s SOQ Section D)</b>	

<p>Vendor provided proof of licensing/certification as required for Category 2: Outpatient Services under RFSQ Section 1.4.2.</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>N/A</p>
<p><b>RFSQ Reference, Section 2.8, SOQ Submission (Hard Copy or Electronic Format)</b></p>	
<p>Vendor hand-delivered or sent by a delivery service the SOQ enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Vendor and bear the words: "SOQ FOR MRT BHC - SUD TREATMENT SERVICES"</p>	<p><input type="checkbox"/>Yes</p>
<p>– OR –</p>	
<p>Vendor PDF scanned the original SOQ and electronically submitted with the above subject line to: Jessica Blackwood, Jblackwood@ph.lacounty.gov</p>	



**COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH  
STATEMENT OF QUALIFICATIONS (SOQ)  
CHECKLIST – EXHIBIT 1 (ATTACHMENT A)**

**Vendor Survey Questionnaire**  
**Optional Survey: Your feedback is greatly appreciated.**

**Vendor Name (Optional):** \_\_\_\_\_

**How did your agency learn about this contracting opportunity with the County of Los Angeles Department of Public Health? Please check box(es) that apply.**

❖ <b>Social Media (e.g., Twitter, Facebook, etc.)</b>	<input type="checkbox"/> <b>Yes</b>
❖ <b>Department of Public Health Workshop</b>	<input type="checkbox"/> <b>Yes</b>
❖ <b>County Vendor Fair</b>	<input type="checkbox"/> <b>Yes</b>
❖ <b>Contracting Opportunity flyer</b>	<input type="checkbox"/> <b>Yes</b>
❖ <b>Email Notification</b>	<input type="checkbox"/> <b>Yes</b>
❖ <b>Website (Department of Public Health Contracts and Grants)</b>	<input type="checkbox"/> <b>Yes</b>
❖ <b>Other Website (<i>Please describe below</i>):</b>	<input type="checkbox"/> <b>Yes</b>
❖ <b>Other (<i>Please describe below</i>):</b>	<input type="checkbox"/> <b>Yes</b>

**Thank you!**

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH  
VENDOR’S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT AND CBE INFORMATION**

**Vendor’s Legal Full Name:** \_\_\_\_\_

Please complete, date and sign this form, then place it as the first page of your Statement of Qualification. The person signing the form must be authorized to sign on behalf of the vendor and authorized to bind the applicant in a Contract.

1. Vendor’s form of business entity:
  - a. Please check box if your firm is one of the following:
    - Non-profit corporation

State its legal name (as found in your Articles of Incorporation) and State of Incorporation:

Legal Name	State	Year Incorporated
------------	-------	-------------------

- b. If your firm is a non-profit, state the name of the Director or managing partner:

\_\_\_\_\_  
Name(s)

2. Is your firm doing business under one or more DBA’s?  Yes  No

Name \_\_\_\_\_ County of Registration \_\_\_\_\_ Year became DBA \_\_\_\_\_

3. Is your firm wholly/majority owned by, or a subsidiary of another firm?  Yes  No

If yes, name of parent firm: \_\_\_\_\_

State of incorporation or registration of parent firm: \_\_\_\_\_

4. Has your firm done business as other names within the last five (5) years?  Yes  No

Name Year of Name Change

5. Is your firm involved in any pending acquisition or merger, including the associated company name?  
 Yes  No

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH  
VENDOR’S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT AND CBE INFORMATION**

Vendor acknowledges and certifies that firm meets and will comply with the Minimum Mandatory Qualifications as stated in Section 1.4. of this RFSQ, as listed below. Vendor must meet **each** of the following Minimum Mandatory Qualifications on the day that SOQs are due. **The minimum mandatory qualifications may not be met through any collaboration or subcontract relationship between two (2) or more organizations.**

Vendors are required to identify the specific contract(s) with DPH on this Exhibit in order to confirm that they have contracts in good standing pursuant to RFSQ Section(s) 1.4.1.1, 1.4.2.1, 1.4.3.1, 1.4.4 and 1.4.5. DPH will confirm if contracts are in good standing. Contracts that are considered in good standing are based on the following criteria: no unresolved critical deficiencies, no chronic deficiencies, no outstanding recoupment balances without a repayment plan, and not included in any debarment/exclusion lists.

**Minimum Mandatory Qualifications - Part I**

Check box to certify compliance:

Yes  No 1.4.1 Category 1: Recovery and Respite Center  
1.4.1.1 Vendor must have an active and good-standing contract with DPH for the provision of residential withdrawal management services as described in Section 1.1.1.

If not applying for service category check “N/A:

DPH Contract Number: \_\_\_\_\_ Service: \_\_\_\_\_ # Of Years/Term of Contract: \_\_\_\_\_

1.4.2 Category 2: Outpatient Services  
 Yes  No 1.4.2.1 Vendor must have an active and good-standing with DPH for the provision of outpatient services as described in Section 1.1.1.

Yes  No 1.4.2.2 Vendor must have an Alcohol and Other Drug certification issued by the California Department of Health Care Services to provide outpatient services with a detoxification designation.

Vendor must provide a copy of the certification issued by the California Department of Health Care Services to meet this qualification.

If not applying for service category check “N/A:

DPH Contract Number: \_\_\_\_\_ Service: \_\_\_\_\_ # Of Years/Term of Contract: \_\_\_\_\_

Yes  No 1.4.3 Category 3: Residential Services  
1.4.3.1 Vendor must have an active and good-standing contract with DPH for the provision of residential withdrawal management services as described in Section 1.1.1.

If not applying for service category check “N/A:

DPH Contract Number: \_\_\_\_\_ Service: \_\_\_\_\_ # Of Years/Term of Contract: \_\_\_\_\_

Yes  No 1.4.4 Category 4: Case Management  
Vendor must have an active and good-standing contract with DPH for the provision of any SUD treatment level of care as described in Section 1.1.1.

If not applying for service category check “N/A:

DPH Contract Number: \_\_\_\_\_ Service: \_\_\_\_\_ # Of Years/Term of Contract: \_\_\_\_\_

Yes  No 1.4.5 Category 5: Recovery Support Services

Vendor must have an active and good-standing contract) with DPH for the provision of any SUD treatment level of care that includes Recovery Support Services as described in Section 1.1.1.

If not applying for service category check “N/A:

DPH Contract Number: \_\_\_\_\_ Service: \_\_\_\_\_ # Of Years/Term of Contract: \_\_\_\_\_

**Minimum Mandatory Qualifications - Part II**

Check box to certify compliance:

Yes  No 1.4.6 Vendor must have three (3) years of experience within the last five (5) years providing substance use disorder treatment services in **each** category for which they are attempting to qualify.

Yes  No 1.4.7 Vendor must be a tax-exempt, registered non-profit organization qualified under Internal Revenue Service’s Code (IRS) – Section 501(c)(3). Vendor must submit a copy of its IRS 501(C)(3) Determination Letter.

**1.4.8 Vendor must not have Unresolved Disallowed Costs**

If vendor’s compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, vendor must not have unresolved questioned costs identified by the Auditor-Controller in an amount over \$100,000 that are confirmed to be disallowed costs by the contracting County department and remain unpaid for a period of six (6) months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.

Check applicable box:

Vendor **does not** have unresolved disallowed costs as explained above.

Vendor **has** unresolved disallowed costs as explained above.

**County will verify that Vendor does not have unresolved disallowed costs.**

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH

VENDOR’S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT AND CBE INFORMATION

**I. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

<b>Business Structure:</b> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> Franchise <input type="checkbox"/> Other (Specify) _____						
<b>Total Number of Employees</b> (including owners):						
<b>Race/Ethnic Composition of Firm.</b> Distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino						
Asian or Pacific Islander						
American Indian						
Filipino						
White						

**II. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	%
Women	%	%	%	%	%	%

**III. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED AND DISABLED VETERAN BUSINESS ENTERPRISES:**

If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Other

Vendor further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this SOQ are made, the SOQ may be rejected. The evaluation and determination in this area shall be at the Director’s sole judgment and his/her judgment shall be final.

**DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE INFORMATION IN EXHIBIT 2 IS TRUE AND ACCURATE.**

<b>VENDOR NAME:</b>		<b>COUNTY WEBVEN NUMBER:</b>	
<b>ADDRESS:</b>		<b>DUNS NUMBER:</b>	
<b>PHONE NUMBER:</b>	<b>E-MAIL:</b>	<b>CAGE NUMBER:</b>	
<b>INTERNAL REVENUE SERVICE EMPLOYER IDENTIFICATION NUMBER:</b>		<b>CALIFORNIA BUSINESS LICENSE NUMBER:</b>	
<b>VENDOR’S OFFICIAL NAME AND TITLE (PRINT):</b>			
<b>SIGNATURE</b>		<b>DATE</b>	

## CERTIFICATION OF NO CONFLICT OF INTEREST

The Los Angeles County Code, Section 2.180.010, provides as follows:

### CONTRACTS PROHIBITED

Notwithstanding any other section of this Code, the County shall not contract with, and shall reject any SOQs submitted by, the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or of public agencies for which the Board of Supervisors is the governing body;
2. Profit-making firms or businesses in which employees described in number 1 serve as officers, principals, partners, or major shareholders;
3. Persons who, within the immediately preceding 12 months, came within the provisions of number 1, and who:
  - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
  - b. Participated in any way in developing the contract or its service specifications; and
4. Profit-making firms or businesses in which the former employees, described in number 3, serve as officers, principals, partners, or major shareholders.

Contracts submitted to the Board of Supervisors for approval or ratification shall be accompanied by an assurance by the submitting department, district or agency that the provisions of this section have not been violated.

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Vendor's Name

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Vendor's Official Title

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Official's Signature

**VENDOR’S EQUAL EMPLOYMENT OPPORUNITY (EEO) CERTIFICATION**

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Company Name

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Address

---

Internal Revenue Service Employer Identification Number**GENERAL**

In accordance with provisions of the County Code of the County of Los Angeles, the vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

<b>CERTIFICATION</b>	<b>YES</b>	<b>NO</b>
1. Vendor has written policy statement prohibiting discrimination in all phases of employment.	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor periodically conducts a self-analysis or utilization analysis of its work force.	<input type="checkbox"/>	<input type="checkbox"/>
3. Vendor has a system for determining if its employment practices are discriminatory against protected groups.	<input type="checkbox"/>	<input type="checkbox"/>
4. When areas are identified in employment practices, Vendor has a system for taking reasonable corrective action to include establishment of goal and/or timetables.	<input type="checkbox"/>	<input type="checkbox"/>

---

Signature

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Date

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Name and Title of Signer (please print)

**REQUEST FOR PREFERENCE CONSIDERATION**  
**(Intentionally Omitted)**

**Form will be attached to WOS. As applicable, qualified vendor will complete and submit when responding to bids/proposals.**



**FAMILIARITY WITH THE COUNTY  
LOBBYIST ORDINANCE CERTIFICATION**

The vendor certifies that:

- 1) it is familiar with the terms of the County of Los Angeles Lobbyist Ordinance, Los Angeles Code Chapter 2.160;
- 2) that all persons acting on behalf of the vendor organization have and will comply with the County of Los Angeles Lobbyist Ordinance, Los Angeles Code Chapter 2.160 during the proposal process; and
- 3) it is not on the County’s Executive Office’s List of Terminated Registered Lobbyists.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROSPECTIVE CONTRACTOR REFERENCES**

**(Intentionally Omitted)**

## PROSPECTIVE CONTRACTOR LIST OF CONTRACTS

(Intentionally Omitted)

## PROSPECTIVE CONTRACTOR LIST OF TERMINATED CONTRACTS

(Intentionally Omitted)

## ATTESTATION OF WILLINGNESS TO CONSIDER GAIN/GROW PARTICIPANTS

As a threshold requirement for consideration for contract award, vendor shall demonstrate a proven record for hiring GAIN/GROW participants, or shall attest to a willingness to consider GAIN/GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, vendor shall attest to a willingness to provide employed GAIN/GROW participants access to the vendor’s employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

To report all job openings with job requirements to obtain qualified GAIN/GROW participants as potential employment candidates, Contractor shall email: [GAINGROW@DPSS.LACOUNTY.GOV](mailto:GAINGROW@DPSS.LACOUNTY.GOV) and [BSERVICES@WDACS.LACOUNTY.GOV](mailto:BSERVICES@WDACS.LACOUNTY.GOV).

**Vendors unable to meet this requirement shall not be considered for contract award.**

Vendor shall complete all of the following information, sign where indicated below, and return this form with any resumes and/or fixed price bid being submitted:

A. Vendor has a proven record of hiring GAIN/GROW participants.

\_\_\_\_\_YES (subject to verification by County)\_\_\_\_\_NO

B. Vendor is willing to provide DPSS with all job openings and job requirements to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. “Consider” means that vendor is willing to interview qualified GAIN/GROW participants.

\_\_\_\_\_YES \_\_\_\_\_NO

C. Vendor is willing to provide employed GAIN/GROW participants access to its employee-mentoring program, if available.

\_\_\_\_\_YES \_\_\_\_\_NO \_\_\_\_\_N/A (Program not available)

Vendor’s Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM  
CERTIFICATION FORM AND APPLICATION FOR EXCEPTION**

The County’s solicitation for this Request for Statement of Qualifications is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program), Los Angeles County Code, Chapter 2.203. All vendors, whether a contractor or subcontractor, must complete this form to either certify compliance or request an exception from the Program requirements. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the vendor is given an exemption from the Program

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:		
Solicitation For _____ Services:		

***If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (attach documentation to support your claim); or, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, please sign and date this form below.***

**Part I: Jury Service Program is Not Applicable to My Business**

- My business does not meet the definition of “contractor,” as defined in the Program, as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract itself will exceed \$50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of \$50,000 in any 12-month period.
- My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exception will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

“**Dominant in its field of operation**” means having more than ten employees and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.

“**Affiliate or subsidiary of a business dominant in its field of operation**” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

- My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.

**OR**

**Part II: Certification of Compliance**

- My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

*I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.*

Print Name:	Title:
Signature:	Date:

## CHARITABLE CONTRIBUTIONS CERTIFICATION

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Company Name

---

Address

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Internal Revenue Service Employer Identification Number

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California Registry of Charitable Trusts “CT” number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California’s Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

**Check the Certification below that is applicable to your company.**

- Vendor or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California’s Supervision of Trustees and Fundraisers for Charitable Purposes Act. If vendor engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General’s Registry of Charitable Trusts when filed.

**OR**

- Vendor or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

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Signature

---

Date

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Name and Title of Signer (please print)

**CERTIFICATION OF COMPLIANCE WITH THE COUNTY’S  
DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	Email address:	
Solicitation/Contract For _____		Services:

The Vendor/Contractor certifies that:

- It is familiar with the terms of the County of Los Angeles Defaulted Property Tax Reduction Program, Los Angeles County Code Chapter 2.206; **AND**

To the best of its knowledge, after a reasonable inquiry, the Vendor/Contractor is not in default, as that term is defined in Los Angeles County Code Section 2.206.020.E, on any Los Angeles County property tax obligation; **AND**

The Vendor/Contractor agrees to comply with the County’s Defaulted Property Tax Reduction Program during the term of any awarded contract.

**- OR -**

- I am exempt from the County of Los Angeles Defaulted Property Tax Reduction Program, pursuant to Los Angeles County Code Section 2.206.060, for the following reason:

\_\_\_\_\_

\_\_\_\_\_

*I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.*

Print Name:	Title:
Signature:	Date:

Date: \_\_\_\_\_



**ZERO TOLERANCE POLICY ON HUMAN TRAFFICKING  
CERTIFICATION**

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	Email address:	
Solicitation/Contract for _____ Services		

**VENDOR CERTIFICATION**

Los Angeles County has taken significant steps to protect victims of human trafficking by establishing a zero tolerance policy on human trafficking that prohibits contractors found to have engaged in human trafficking from receiving contract awards or performing services under a County contract.

Vendor acknowledges and certifies compliance with sub-paragraph 8.53 (Compliance with County’s Zero Tolerance Policy on Human Trafficking) of the proposed Contract and agrees that vendor or a member of his staff performing work under the proposed Contract will be in compliance. Vendor further acknowledges that noncompliance with the County's Zero Tolerance Policy on Human Trafficking may result in rejection of any proposal, or cancellation of any resultant Contract, at the sole judgment of the County.

**I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct and that I am authorized to represent this company.**

Print Name:	Title:
Signature:	Date:

## VENDOR’S COMPLIANCE WITH ENCRYPTION REQUIREMENTS

Vendor shall provide information about its encryption practices by completing this Exhibit. By submitting this Exhibit, vendor certifies that it will be in compliance with Los Angeles County Board of Supervisors Policy 5.200, Contractor Protection of Electronic County Information, at the commencement of any contract and during the term of any contract that may be awarded pursuant to this solicitation.

### COMPLIANCE QUESTIONS

**Documentation  
Available**

- |   |  |  |
|---|--|--|
| 1) Will County data stored on your workstation(s) be encrypted?   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2) Will County data stored on your laptop(s) be encrypted?  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3) Will County data stored on removable media be encrypted?   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4) Will County data be encrypted when transmitted?  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5) Will vendor maintain a copy of any validation/attestation reports generated by its encryption tools? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6) Will County data be stored on remote servers*?<br>*cloud storage, Software-as-a-Service or SaaS      | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

---

Vendor’s Name

---

Vendor’s Official Title

---

Official’s Signature

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND  
VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS  
(45 C.F.R. PART 76)**

Instructions for Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)

1. This certification is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that vendor knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
2. Vendor shall provide immediate written notice to the person to whom this proposal is submitted if at any time Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this certification, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
4. Vendor agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
5. Vendor further agrees by submitting this proposal that it will include the provision entitled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76),” as set forth in the text of the Sample Contract attached to the Request for Proposals, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. Vendor acknowledges that a participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. Vendor acknowledges that a participant may decide the method and frequency by which it determines the eligibility of its principals. Vendor acknowledges that each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the required certification. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS (45 C.F.R. PART 76)**

- 8. Except for transactions authorized under paragraph 4 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
  
- 9. Where vendor and/or its subcontractor(s) is or are unable to certify to any of the statements in this Certification, vendor shall attach a written explanation to its proposal in lieu of submitting this Certification. Vendor's written explanation shall describe the specific circumstances concerning the inability to certify. It further shall identify any owner, officer, partner, director, or other principal of the Proposer and/or subcontractor who is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. The written explanation shall provide that person's or those persons' job description(s) and function(s) as they relate to the contract which is being solicited by this Request for Proposals.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)

Vendor hereby certifies that neither it nor any of its owners, officers, partners, directors, other principals or subcontractors is currently debarred, suspended proposed for debarment, declared ineligible or excluded from securing federally funded contracts by any federal department or agency.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

**PROSPECTIVE CONTRACTOR PENDING LITIGATION AND JUDGMENTS**

**Prospective Contractor’s Name:**\_\_\_\_\_

Identify by name, case and court jurisdiction any pending litigation in which vendor is involved, or judgments against vendor in the past five (5) years. Provide a statement describing the size and scope of any pending or threatening litigation against the vendor or principals of the vendor.

Name	Date	Case	Pending Litigation	Judgment	Size and Scope

Please state “Not Applicable” if your company doesn’t have pending litigation or judgments

\_\_\_\_\_

**ACCEPTANCE OF TERMS AND CONDITIONS AFFIRMATION**

Vendor's Name:

\_\_\_\_\_

Vendor's Address:

\_\_\_\_\_

\_\_\_\_\_

Email Address:

\_\_\_\_\_

Vendor hereby affirms that it understands and agrees that submission of a SOQ in response to this RFSQ constitutes acknowledgement and acceptance of, and a willingness to comply with all the terms and conditions and criteria contained in the referenced RFSQ and any addenda thereto.

The County reserves the right to make changes to the Master Agreement and its appendices and exhibits at its sole discretion.

Authorized Representative:

Signature:	Date:
Print Name:	Title:

**COMPLIANCE WITH FAIR CHANCE EMPLOYMENT HIRING PRACTICES  
CERTIFICATION**

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	Email address:	
Solicitation/Contract for _____ Services		

**VENDOR/CONTRACTOR CERTIFICATION**

The Los Angeles County Board of Supervisors approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History (California Government Code Section 12952), effective January 1, 2018.

Vendor/Contractor acknowledges and certifies compliance with fair chance employment hiring practices set forth in California Government Code Section 12952 and agrees that vendor/contractor and staff performing work under the Contract will be in compliance. Vendor/Contractor further acknowledges that noncompliance with fair chance employment practices set forth in California Government Code Section 12952 may result in rejection of any proposal, or termination of any resultant Contract, at the sole judgment of the County.

**I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct and that I am authorized to represent this company.**

Print Name:	Title:
Signature:	Date:

## RFSQ TRANSMITTAL TO REQUEST A SOLICITATION REQUIREMENTS REVIEW

**Vendor requesting a Solicitation Requirements Review must submit this form to the County within the timeframe identified in the solicitation document.**

Vendor Name:	Date of Request:
Solicitation Title:	Solicitation No.

A **Solicitation Requirements Review** is being requested because the vendor asserts that they are being unfairly disadvantaged for the following reason(s): *(check all that apply)*

- Application of **Minimum Requirements**
- Application of **Business Requirements**
- Due to **unclear instructions**, the process may result in the County not receiving the best possible responses

For each area contested, vendor must explain in detail the factual reasons for the requested review. *(Attach supporting documentation.)*

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Request submitted by:

\_\_\_\_\_ *(Name)*

\_\_\_\_\_ *(Title)*

***For County use only***

Date Transmittal Received by County: \_\_\_\_\_ Date Solicitation Released: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

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Date response sent to vendor: \_\_\_\_\_



## **COUNTY OF LOS ANGELES POLICY ON DOING BUSINESS WITH SMALL BUSINESS**

Forty-two percent of businesses in Los Angeles County have five or fewer employees. Only about four percent of businesses in the area exceed 100 employees. According to the Los Angeles Times and local economists, it is not large corporations, but these small companies that are generating new jobs and helping move Los Angeles County out of its worst recession in decades.

### **WE RECOGNIZE. . . .**

#### ***The importance of small business to the County. . .***

- in fueling local economic growth
- providing new jobs
- creating new local tax revenues
- offering new entrepreneurial opportunity to those historically under-represented in business

#### ***The County can play a positive role in helping small business grow. . .***

- as a multi-billion dollar purchaser of goods and services
- as a broker of intergovernmental cooperation among numerous local jurisdictions
- by greater outreach in providing information and training
- by simplifying the bid/proposal process
- by maintaining selection criteria which are fair to all
- by streamlining the payment process

### **WE THEREFORE SHALL:**

1. Constantly seek to streamline and simplify our processes for selecting our vendors and for conducting business with them.
2. Maintain a strong outreach program, fully-coordinated among our departments and districts, as well as other participating governments to: a) inform and assist the local business community in competing to provide goods and services; b) provide for ongoing dialogue with and involvement by the business community in implementing this policy.
3. Continually review and revise how we package and advertise solicitations, evaluate and select prospective vendors, address subcontracting and conduct business with our vendors, in order to: a) expand opportunity for small business to compete for our business; and b) to further opportunities for all businesses to compete regardless of size.
4. Insure that staff who manage and carry out the business of purchasing goods and services are well trained, capable and highly motivated to carry out the letter and spirit of this policy.

**Title 2 ADMINISTRATION**  
**Chapter 2.203.010 through 2.203.090**  
**CONTRACTOR EMPLOYEE JURY SERVICE**

**2.203.010 Findings.**

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.020 Definitions.**

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
  - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
  - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
  - 3. A purchase made through a state or federal contract; or
  - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
  - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
  - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
  - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

**Title 2 ADMINISTRATION**  
**Chapter 2.203.010 through 2.203.090**  
**CONTRACTOR EMPLOYEE JURY SERVICE**

8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.
- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
  2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

**2.203.030 Applicability.**

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

**2.203.040 Contractor Jury Service Policy.**

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.050 Other Provisions.**

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.060 Enforcement and Remedies.**

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

**Title 2 ADMINISTRATION**  
**Chapter 2.203.010 through 2.203.090**  
**CONTRACTOR EMPLOYEE JURY SERVICE**

**2.203.070. Exceptions.**

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
  - 1. Has ten or fewer employees during the contract period; and,
  - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
  - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.090. Severability.**

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

## LISTING OF CONTRACTORS DEBARRED IN LOS ANGELES COUNTY

List of Debarred Contractors in Los Angeles County may be obtained by going to the following website:

<http://doingbusiness.lacounty.gov/DebarmentList.htm>

# IRS NOTICE 1015

Latest version is available from IRS website at  
<http://www.irs.gov/pub/irs-pdf/n1015.pdf>



Department of the Treasury  
 Internal Revenue Service

## Notice 1015

(Rev. December 2017)

### Have You Told Your Employees About the Earned Income Credit (EIC)?

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#### What is the EIC?

The EIC is a refundable tax credit for certain workers.

#### Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whose wages you did not withhold income tax.

However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

**Note:** You are encouraged to notify each employee whose wages for 2017 are less than \$53,930 that he or she may be eligible for the EIC.

#### How and When Must I Notify My Employees?

You must give the employee one of the following.

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you give an employee a Form W-2 on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If you give an employee a substitute Form W-2, but it does not have the required information, you must notify

the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2018.

You must hand the notice directly to the employee or send it by first-class mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can download copies of the notice at [www.irs.gov/FormsPubs](http://www.irs.gov/FormsPubs). Or you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to order it.

#### How Will My Employees Know If They Can Claim the EIC?

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see Pub. 596, Earned Income Credit (EIC), or the instructions for Form 1040, 1040A, or 1040EZ.

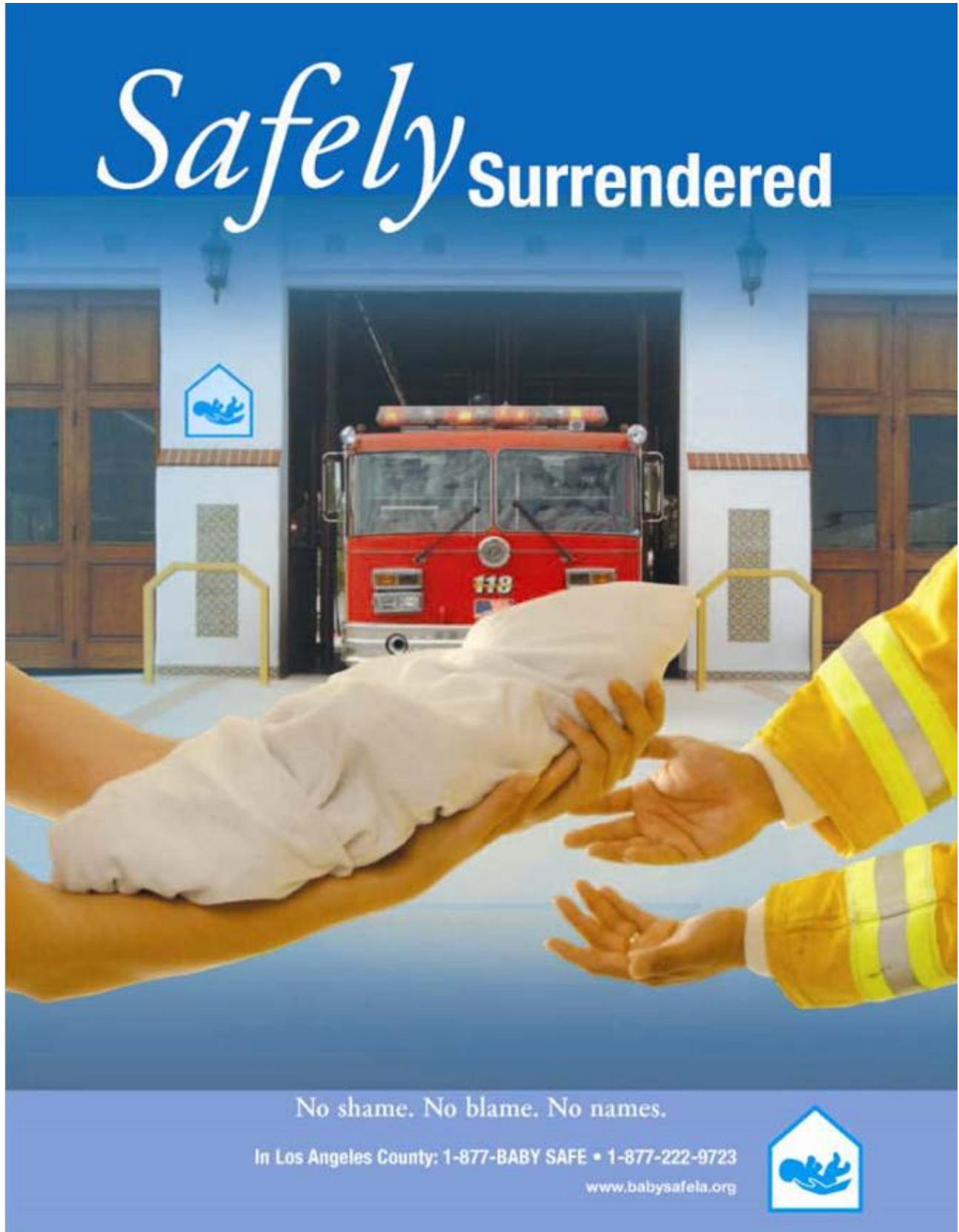
#### How Do My Employees Claim the EIC?

An eligible employee claims the EIC on his or her 2017 tax return. Even an employee who has no tax withheld from wages and owes no tax may claim the EIC and ask for a refund, but he or she must file a tax return to do so. For example, if an employee has no tax withheld in 2017 and owes no tax but is eligible for a credit of \$800, he or she must file a 2017 tax return to get the \$800 refund.

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Notice **1015** (Rev. 12-2017)  
 Cat. No. 205991


## SAFELY SURRENDERED BABY LAW



# *Safely* Surrendered

No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723  
[www.babysafela.org](http://www.babysafela.org)



**SAFELY SURRENDERED BABY LAW**

*Ley de Entrega de Bebés Sin Peligro*

*Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles*

**Sin pena. Sin culpa. Sin nombres.**

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723  
[www.babysafela.org](http://www.babysafela.org)



# SAFELY SURRENDERED BABY LAW

## Safely Surrendered Baby Law

### What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

*Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a baby, let her know there are other options. For three days (72 hours) after birth, a baby can be surrendered to staff at any hospital or fire station in Los Angeles County.*

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

[www.babysafela.org](http://www.babysafela.org)

### How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

### What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

### Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

### Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

### Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

### What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

### What happens to the parent or surrendering adult?

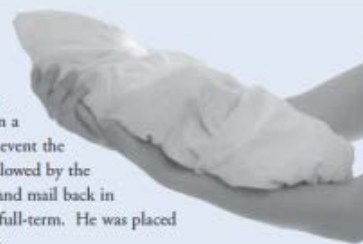
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

### Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

## A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



## SAFELY SURRENDERED BABY LAW

### Ley de Entrega de Bebés Sin Peligro

#### ¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

*Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.*

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

[www.babysafela.org](http://www.babysafela.org)

#### ¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

#### ¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles al 1-800-540-4000.

#### ¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

#### ¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

#### ¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

#### ¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

#### ¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

#### ¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

### Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



## BACKGROUND AND RESOURCES: CALIFORNIA CHARITIES REGULATION

There is a keen public interest in preventing misuse of charitable contributions. California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates those raising and receiving charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) tightened Charitable Purposes Act requirements for charitable organization administration and fundraising.

The Charitable Purposes Act rules cover California public benefit corporations, unincorporated associations, and trustee entities. They may include similar foreign corporations doing business or holding property in California. Generally, an organization is subject to the registration and reporting requirements of the Charitable Purposes Act if it is a California nonprofit public benefit corporation or is tax exempt under Internal Revenue Code § 501(c)(3), and not exempt from reporting under Government Code § 12583. Most educational institutions, hospitals, cemeteries, and religious organizations are exempt from Supervision of Trustees Act requirements.

Key new Charitable Purposes Act requirements affect executive compensation, fund-raising practices and documentation. Charities with over \$2 million of revenues (excluding grants and service-contract funds a governmental entity requires to be accounted for) have new audit requirements. Charities required to have audits must also establish an audit committee whose members have no material financial interest in any entity doing business with the charity.

Organizations or persons that receive or raise charitable contributions are likely to be subject to the Charitable Purposes Act. A vendor on Los Angeles County contracts must determine if it is subject to the Charitable Purposes Act and certify either that:

- It is not presently subject to the Act, but will comply if later activities make it subject, or,
- If subject, it is currently in compliance.

### RESOURCES

The following references to resources are offered to assist vendors who engage in charitable contributions activities. Each vendor, however, is ultimately responsible to research and determine its own legal obligations and properly complete its compliance certification (Appendix A, Exhibit 11 – Charitable Contributions Certification).

In California, supervision of charities is the responsibility of the Attorney General, whose website, <http://oag.ca.gov/> contains information helpful to regulated charitable organizations.

#### 1. LAWS AFFECTING NONPROFITS

The "Supervision of Trustees and Fundraisers for Charitable Purposes Act" is found at California Government Code §§ 12580 through 12599.7. Implementing regulations are found at Title 11, California Code of Regulations, §§ 300 through 312. In California, charitable solicitations ("advertising") are governed by Business & Professions Code §§ 17510 through 17510.95. Regulation of nonprofit corporations is found at Title 11, California Code of Regulations, §§ 999.1 through 999.5. (Amended regulations are pending.) Links to all of these rules are at: <http://oag.ca.gov/charities/laws>

## 2. SUPPORT FOR NONPROFIT ORGANIZATIONS

Several organizations offer both complimentary and fee-based assistance to nonprofits, including in Los Angeles, the Center for Nonprofit Management, 606 S. Olive St #2450, Los Angeles, CA 90014 (213) 623-7080 <http://www.cnmsocal.org/> and statewide, the California Association of Nonprofits, <http://www.calnonprofits.org/>. Both organizations' websites offer information about how to establish and manage a charitable organization.

***The above information, including the organizations listed, provided under this sub-section of this Appendix H is for informational purposes only. Nothing contained in this sub-section shall be construed as an endorsement by the County of Los Angeles of such organizations.***

**Title 2 ADMINISTRATION**  
**Chapter 2.206**  
**DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

- 2.206.010 Findings and declarations.**
- 2.206.020 Definitions.**
- 2.206.030 Applicability.**
- 2.206.040 Required solicitation and contract language.**
- 2.206.050 Administration and compliance certification.**
- 2.206.060 Exclusions/Exemptions.**
- 2.206.070 Enforcement and remedies.**
- 2.206.080 Severability.**

**2.206.010 Findings and declarations.**

The Board of Supervisors finds that significant revenues are lost each year as a result of taxpayers who fail to pay their tax obligations on time. The delinquencies impose an economic burden upon the County and its taxpayers. Therefore, the Board of Supervisors establishes the goal of ensuring that individuals and businesses that benefit financially from contracts with the County fulfill their property tax obligation. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.020 Definitions.**

The following definitions shall be applicable to this chapter:

- A. "Contractor" shall mean any person, firm, corporation, partnership, or combination thereof, which submits a bid or proposal or enters into a contract or agreement with the County.
- B. "County" shall mean the county of Los Angeles or any public entities for which the Board of Supervisors is the governing body.
- C. "County Property Taxes" shall mean any property tax obligation on the County's secured or unsecured roll; except for tax obligations on the secured roll with respect to property held by a Contractor in a trust or fiduciary capacity or otherwise not beneficially owned by the Contractor.
- D. "Department" shall mean the County department, entity, or organization responsible for the solicitation and/or administration of the contract.
- E. "Default" shall mean any property tax obligation on the secured roll that has been deemed defaulted by operation of law pursuant to California Revenue and Taxation Code section 3436; or any property tax obligation on the unsecured roll that remains unpaid on the applicable delinquency date pursuant to California Revenue and Taxation Code section 2922; except for any property tax obligation dispute pending before the Assessment Appeals Board.
- F. "Solicitation" shall mean the County's process to obtain bids or proposals for goods and services.
- G. "Treasurer-Tax Collector" shall mean the Treasurer and Tax Collector of the County of Los Angeles. (Ord. No. 2009-0026 § 1 (part), 2009.)

**Title 2 ADMINISTRATION**  
**Chapter 2.206**  
**DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

**2.206.030 Applicability.**

This chapter shall apply to all solicitations issued 60 days after the effective date of the ordinance codified in this chapter. This chapter shall also apply to all new, renewed, extended, and/or amended contracts entered into 60 days after the effective date of the ordinance codified in this chapter. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.040 Required solicitation and contract language.**

All solicitations and all new, renewed, extended, and/or amended contracts shall contain language which:

- A. Requires any Contractor to keep County Property Taxes out of Default status at all times during the term of an awarded contract;
- B. Provides that the failure of the Contractor to comply with the provisions in this chapter may prevent the Contractor from being awarded a new contract; and
- C. Provides that the failure of the Contractor to comply with the provisions in this chapter may constitute a material breach of an existing contract, and failure to cure the breach within 10 days of notice by the County by paying the outstanding County Property Tax or making payments in a manner agreed to and approved by the Treasurer-Tax Collector, may subject the contract to suspension and/or termination. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.050 Administration and compliance certification.**

- A. The Treasurer-Tax Collector shall be responsible for the administration of this chapter. The Treasurer-Tax Collector shall, with the assistance of the Chief Executive Officer, Director of Internal Services, and County Counsel, issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other departments.
- B. Contractor shall be required to certify, at the time of submitting any bid or proposal to the County, or entering into any new contract, or renewal, extension or amendment of an existing contract with the County, that it is in compliance with this chapter is not in Default on any County Property Taxes or is current in payments due under any approved payment arrangement. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.060 Exclusions/Exemptions.**

- A. This chapter shall not apply to the following contracts:
  1. Chief Executive Office delegated authority agreements under \$50,000;

**Title 2 ADMINISTRATION**  
**Chapter 2.206**  
**DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

2. A contract where federal law, state law, or a condition of a federal or state program mandates the use of a particular contractor;
  3. A purchase made through a state or federal contract;
  4. A contract where state or federal monies are used to fund service related programs, including but not limited to: voucher programs, foster care, or other social programs that provide immediate direct assistance;
  5. Purchase orders under a master agreement, where the Contractor was certified at the time the master agreement was entered into and at any subsequent renewal, extension and/or amendment to the master agreement.
  6. Purchase orders issued by Internal Services Department under \$100,000 that is not the result of a competitive bidding process.
  7. Program agreements that utilize Board of Supervisors' discretionary funds;
  8. National contracts established for the purchase of equipment and supplies for and by the National Association of Counties, U.S. Communities Government Purchasing Alliance, or any similar related group purchasing organization;
  9. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles Purchasing Policy and Procedures Manual, section P-3700 or a successor provision;
  10. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, section 4.6.0 or a successor provision;
  11. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section P-2810 or a successor provision;
  12. A non-agreement purchase worth a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section A-0300 or a successor provision; or
  13. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual section P-0900 or a successor provision;
  14. Other contracts for mission critical goods and/or services where the Board of Supervisors determines that an exemption is justified.
- B. Other laws. This chapter shall not be interpreted or applied to any Contractor in a manner inconsistent with the laws of the United States or California. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.070 Enforcement and remedies.**

- A. The information furnished by each Contractor certifying that it is in compliance with this chapter shall be under penalty of perjury.
- B. No Contractor shall willfully and knowingly make a false statement certifying compliance with this chapter for the purpose of obtaining or retaining a County contract.
- C. For Contractor's violation of any provision of this chapter, the County department head responsible for administering the contract may do one or more of the following:
  - 1. Recommend to the Board of Supervisors the termination of the contract; and/or,
  - 2. Pursuant to chapter 2.202, seek the debarment of the contractor; and/or,
  - 3. Recommend to the Board of Supervisors that an exemption is justified pursuant to Section 2.206.060.A.14 of this chapter or payment deferral as provided pursuant to the California Revenue and Taxation Code. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.080 Severability.**

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. No. 2009-0026 § 1 (part), 2009.)



Master Agreement No. PH-\_\_\_\_\_



**SAMPLE**

**MASTER AGREEMENT**

**BY AND BETWEEN**

**COUNTY OF LOS ANGELES**

**DEPARTMENT OF PUBLIC HEALTH**

**AND**

**(CONTRACTOR)**

**FOR**

**MARK RIDLEY-THOMAS BEHAVIORAL HEALTH CENTER  
AS-NEEDED SUBSTANCE USE DISORDER TREATMENT  
SERVICES (MRT BHC – SUD TREATMENT SERVICES)**

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  - F3 Contractor Acknowledgement and Confidentiality Agreement
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**UNIQUE EXHIBITS**

See Exhibits for explanation of forms below

- G Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)
- h Charitable Contributions Certification
- I Subsequent Executed MAWO(s) (Not Attached)
- J Information Security Requirements

**Appendix J**

Sample Master Agreement

Master Agreement No. PH-\_\_\_\_\_

**MASTER AGREEMENT BETWEEN  
COUNTY OF LOS ANGELES,  
DEPARTMENT OF PUBLIC HEALTH  
AND**

\_\_\_\_\_

**FOR**

**AS-NEEDED MRT BHC - SUD TREATMENT SERVICES**

This Master Agreement and Exhibits made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the County of Los Angeles, Department of Public Health, hereinafter referred to as “DPH”, and \_\_\_\_\_, hereinafter referred to as “Contractor”, to provide Substance Use Disorder Treatment Services at the Mark Ridley-Thomas Behavioral Health Center in the following categories:

- Category 1: Recovery and Respite Center
- Category 2: Outpatient Services
- Category 3: Residential Services
- Category 4: Case Management
- Category 5: Recovery Support Services

**RECITALS**

WHEREAS, California Health and Safety Code Section 101025 places upon County’s Board of Supervisors (“Board”), the duty to preserve and protect the public’s health; and

WHEREAS, this Master Agreement is therefore authorized under Government Code Section 26227 which authorizes the Board to contract with private entities to meet the social



needs of the population of the county in the areas of health, public safety, welfare, and education; and

WHEREAS, this Master Agreement is therefore authorized under , Government Code Section 31000 which authorizes the Board to contract for special services; and

WHEREAS, on (XX-XX-XXXX) the Board authorized the Director of DPH, or designee to execute and administer this Master Agreement; and

WHEREAS, the Contractor possesses the competence, expertise, facilities, and personnel to provide specialized As-Needed Substance Use Disorder Treatment Services at the Mark Ridley-Thomas Behavioral Health Center; and

WHEREAS, patients receiving treatment under the Drug Medi-Cal Organized Delivery System are entitled to treatment and cannot be denied services; and

WHEREAS, this Contract is contemplated and authorized by Health and Safety Code Sections 11758.10 et seq. and 11758.20 et seq.; and Government Code Section 26227; and

WHEREAS, Contractor is willing and able to provide the services described herein, in consideration of the payments under this contract and under the terms and conditions hereafter set forth; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

## **1.0 APPLICABLE DOCUMENTS**

Exhibits A, B, C, D, E, F, G, H, I, and J are attached to and form a part of this Master Agreement. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description

of any task, deliverable, goods, service, or other work, or otherwise between the base Master Agreement and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Master Agreement and then to the Exhibits according to the following priority:

**Standard Exhibits:**

- 1.1 Exhibit A County's Administration
- 1.2 Exhibit B Contractor's Administration
- 1.3 Exhibit C Contractor's EEO Certification
- 1.4 Exhibit D Jury Service Ordinance
- 1.5 Exhibit E Sample MAWO Formats
- 1.6 Exhibit F Forms Required for Each MAWO Before Work Begins
  - F1 Certification of Employee Status
  - F2 Certification of No Conflict of Interest
  - F3 Contractor Acknowledgement and Confidentiality Agreement
  - F4 Contractor Employee Acknowledgement and Confidentiality Agreement
  - F5 Contractor Non-Employee Acknowledgement and Confidentiality Agreement

**Unique Exhibits:**

- 1.7 Exhibit G Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)

**SB 1262 – Nonprofit Integrity Act of 2004:**

- 1.8 Exhibit H Charitable Contributions Certification - SB 1262 – Nonprofit Integrity Act of 2004

**MAWO(s) Executed Under this Master Agreement:**

- 1.9 Exhibit I Subsequent Executed MAWO(s) (Not Attached)

**Information Security Requirements**

- 1.10 Exhibit J Information Security Requirements

**1.11 Provider Network Bulletins**

<http://publichealth.lacounty.gov/sapc/NetworkProviders/Regulations.htm>

This Master Agreement and the Exhibits attached hereto constitute the complete and exclusive statement of understanding between the parties, and supersedes all previous Master Agreements, written and oral, and all communications between the parties relating to the subject matter of this Master Agreement. No change to this

Master Agreement shall be valid unless prepared pursuant to sub-paragraph 8.1 - Amendments and signed by both parties.

## 2.0 DEFINITIONS

The headings herein contained are for convenience and reference only, and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1 **Active Contractor:** Identifies a Qualified Contractor who is in compliance with the terms and conditions and whose evidence of insurance requirements have all been received by DPH; and, are valid and in effect at the time of a given MAWO award. As used herein, the terms Active Contractor and Contractor may be used interchangeably throughout this Master Agreement.
- 2.2 **Contractor's Project Manager:** The term "Contractor's Project Manager," shall have the meaning set forth in sub-paragraph 7.1, Contractor's Project Manager, of this Master Agreement.
- 2.3 **County's Master Agreement Program Director (MAPD):** The term "County's Master Agreement Program Director" or "MAPD" shall have the meaning set forth in sub-paragraph 6.1, County's Master Agreement Program Director, of this Master Agreement.
- 2.4 **County's Project Manager:** The term "County's Project Manager" shall have the meaning set forth in sub-paragraph 6.2, County's Project Manager, of this Master Agreement.
- 2.5 **County's Work Order Director:** Person designated by Director or his designee as chief contact person with respect to the day-to-day administration of the Master Agreement.
- 2.6 **Day(s):** Calendar day(s) unless otherwise specified.
- 2.7 **Director:** Director of Public Health Department, or designee.
- 2.8 **Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.
- 2.9 **Master Agreement:** County's standard agreement executed between County and individual Contractors. It sets forth the terms and conditions for the issuance and performance of, and otherwise governs, subsequent Work Orders.
- 2.10 **Qualified Contractor:** A Contractor who has submitted a Statement of Qualifications (SOQ) in response to County's Request for Statement of Qualifications (RFSQ); has met the minimum qualifications listed in the RFSQ, and has an executed Master Agreement with the Department of Public Health.

- 2.11 Request for Statement of Qualifications (RFSQ):** A solicitation based on establishing a pool of Qualified Vendors to provide services through Master Agreements.
- 2.12 Statement of Qualifications (SOQ):** A Contractor's response to an RFSQ.
- 2.13 Statement of Work (SOW):** A written description of tasks and/or deliverables desired by County for a specific Work Order Solicitation (WOS).
- 2.14 Substance Abuse Prevention and Control (SAPC):** Program within the Department of Public Health responsible for administering the County's Substance User Disorder services network including prevention and treatment.
- 2.15 Master Agreement Work Order (MAWO):** A subordinate agreement executed wholly within and subject to the provisions of this Master Agreement, for the performance of tasks and/or provision of deliverables as described in a specification or a SOW. Each MAWO shall result from bids, solicited by and tendered to County, by Qualified Contractors. Unless otherwise specified in the WOS, County shall select the lowest cost, qualified bid responding to the requirements of the proposed MAWO. No work shall be performed by Contractors except in accordance with validly bid and executed MAWO.
- 2.16 WOS:** A solicitation for bids/proposals submitted to Qualified Contractors.
- 2.17 MARK RIDLEY-THOMAS BEHAVIORAL HEALTH CENTER (MRT-BHC):** A community behavioral health center providing mental health, substance use disorder treatment, and other services to the communities of Los Angeles County.

### **3.0 WORK**

- 3.1** Pursuant to the provisions of this Master Agreement, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth herein.
- 3.2** MAWO(s) shall generally conform to Exhibit E as determined by the County. Each MAWO shall include an attached SOW, which shall describe in detail the particular project and the work required for the performance thereof. The payment methodology will vary according to the services to be performed, subject to the Total Maximum Amount specified on each individual MAWO.
- 3.3** If Contractor provides any task, deliverable, service, or other work to County that utilizes other than approved Contractor Personnel, and/or that goes beyond the MAWO expiration date, and/or that exceeds the Total Maximum Amount as specified in the MAWO as originally written or modified in accordance with sub-paragraph 8.1, Amendments, these shall be gratuitous efforts on the part of Contractor for which Contractor shall have no claim whatsoever against County.

- 3.4 County procedures for issuing and executing MAWOs are as set forth in this Section 3. Upon determination by County to issue a WOS, County shall issue a WOS containing a SOW to all Master Agreement Qualified Contractors. Each interested Qualified Contractor so contacted may submit a bid to the County address and within the timeframe specified in the solicitation. Failure of Contractor to provide a bid within the specified timeframe may disqualify Contractor for that particular MAWO.
- 3.5 Upon completion of bid reviews, County shall execute the MAWO by and through the DPH staff identified in this Master Agreement with the lowest cost Qualified Contractor unless the WOS specifies bid evaluation criteria other than lowest cost. It is understood by Contractor that County's competitive bidding procedure may have the effect that no MAWO(s) are awarded to some Master Agreement Qualified Contractors.
- 3.6 County estimates that selection of any Contractor shall occur within thirty (30) business days of completion of the evaluations of the particular WOS bids. Following selection, all Contractors selected by DPH must be available to meet with County on the starting date specified in the MAWO. Inability of Contractor to comply with such commencement date may be cause for disqualification of Contractor from the particular WOS as determined in the sole discretion of County's Project Manager.
- 3.7 If Contractor defaults three times under sub-paragraph 3.6 within a given County fiscal year, then County may terminate this Master Agreement pursuant to Sub-paragraph 8.42, Termination for Default.
- 3.8 Contractor is not guaranteed a minimum or maximum amount of utilization of their services, and may or may not be utilized, at the County's sole discretion. Failure of Contractor to provide services within the specified timeframes may disqualify Contractor from future utilization.
- 3.9 Contractor shall be responsible for monitoring and controlling the number of hours worked, and more particularly, the resulting dollar value of chargeable services performed by Contractor personnel for excess hours worked resulting in charges exceeding any total maximum amounts stated on the MAWO.
- 3.10 Contractor shall adhere to any and all Provider Network Bulletins as may be issued by SAPC from time to time throughout the term of this Master Agreement, available at the following link: <http://publichealth.lacounty.gov/sapc/NetworkProviders/Regulations.htm>.
- 3.11 Contractor shall provide specific services as described in the most current version of Substance Abuse Prevention and Control's Substance Use Disorder Treatment Services ("Provider Manual") available at the following link: <http://publichealth.lacounty.gov/sapc/NetworkProviders/Forms.htm>.

#### **4.0 TERM OF MASTER AGREEMENT**

- 4.1 The Master Agreement term will be effective upon execution, but no sooner than Board approval, and shall continue in full force for a period of nine (9) years. At the conclusion of the nine (9) year period, the County shall have the option to extend the term for five (5) additional one-year periods not to exceed, in aggregate, a maximum total master agreement term of fourteen (14) years. The five (5) year-to-year extensions may be exercised at the sole discretion of DPH.
- 4.2 Notwithstanding any other provisions of this Section 4.0, any MAWO issued hereunder prior to the expiration date of this Master Agreement which has a MAWO expiration date later than the Master Agreement expiration date shall automatically extend such Master Agreement expiration date up to 180 days or to the MAWO expiration date, whichever occurs first. Such extended Master Agreement expiration date shall apply only to such MAWO, and shall not extend such date for any other purpose whatsoever, including issuing new WOS, MAWO(s), and/or extending any MAWO(s).
- 4.3 Contractor shall notify DPH when this Master Agreement is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, Contractor shall send written notification to DPH at the address herein provided in Exhibit A.
- 4.4 The County maintains a database that track/monitor contractor performance history. Information entered into the database may be used for a variety of purposes, including determining whether the County will exercise a Master Agreement term extension option.

## **5.0 AGREEMENT SUM**

- 5.1 Contractor shall not be entitled to any payment by County under this Master Agreement except pursuant to validly executed and satisfactorily performed Work Orders. In each year of this Master Agreement, the total of all amounts actually expended by County hereunder (“maximum annual expenditures”) may not exceed amounts allocated to DPH by the County Board of Supervisors in their approved budgets. The County has sole discretion to expend some, all, or none of such budgeted amounts. The sum of such annual expenditures for the duration of the Master Agreement is the Contract Sum.
- 5.2 Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor’s duties, responsibilities, or obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the County’s express prior written approval.

### **5.3 No Payment for Services Provided Following Expiration/ Termination of Master Agreement**

Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Master Agreement. Should Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/ termination of this Master Agreement shall not constitute a waiver of County's right to recover such payment from Contractor. This provision shall survive the expiration or other termination of this Master Agreement.

### **5.4 Invoices and Payments**

5.4.1 Contractor shall invoice the County, in arrears only, for providing the tasks, deliverables, services, and other work authorized pursuant to this Master Agreement via a DPH awarded MAWO. Contractor shall separately invoice County for each MAWO either: (1) monthly, if performed on a Cost Reimbursement or Time and Materials basis, or (2) by deliverable, if performed on a fixed price per deliverable basis. The type of County required invoice shall be specified in each MAWO.

5.4.2 Payment for all work shall be either on a Cost Reimbursement, Time and Materials, or fixed price, or fee per deliverable, or service basis, subject to the Total Maximum Amount specified in each MAWO less any amounts assessed in accordance with subparagraph 8.25, Liquidated Damages.

5.4.3 All work performed by, and all invoices submitted by, Contractor pursuant to MAWOs issued hereunder must receive the written approval of County's Work Order Director, who shall be responsible for a detailed evaluation of Contractor's performance before approval of work and/or payment of invoices is permitted.

5.4.4 Invoices under this Master Agreement shall be submitted to the address(es) set forth in the applicable MAWO.

#### **5.4.5 Invoice Content**

The period of performance specified in Contractor's invoice(s) must coincide with the period of performance specified in the applicable MAWO.

#### **Time and Materials Work Order:**

Each invoice submitted by Contractor shall specify:

- County numbers of the MAWO and Contractor's Master Agreement;
- Period of performance of work being invoiced;

- Name(s) of persons who performed the work;
- Number of hours being billed for the individual(s) and the labor rate(s) as specified in the MAWO; and
- Total amount of the invoice.

**Fixed Price Per Deliverable**

Each invoice submitted by Contractor shall specify:

- County numbers of the MAWO and Contractor’s Master Agreement;
- Period of performance of work being invoiced;
- Name(s) of persons who performed the work;
- A brief description of the deliverable(s) for which payment is claimed, the respective number(s) assigned to the deliverable(s), and the individual amount being billed for each deliverable; and
- The total amount of the invoice.

**Cost Reimbursement:**

Each invoice submitted by Contractor shall specify:

- County numbers of the MAWO and Contractor’s Master Agreement;
- Period of performance of work being invoiced;
- Name(s) of persons who performed the work;
- A brief description of the deliverable(s) for which payment is claimed, the respective number(s) assigned to the deliverable(s), and the individual amount being billed for each deliverable; and
- The budget, amounts claimed this period, amounts claimed year to date, and remaining balance; and
- The total amount of the invoice.

**5.4.6 Local Small Business Enterprises – Prompt Payment Program**

Certified Local Small Business Enterprises (LSBEs) will receive prompt payment for services they provide to County departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an undisputed invoice.

**5.5 Budget Reductions**

In the event that the Board adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County



Contracts, the County reserves the right to correspondingly reduce its payment obligation and services provided under any MAWO issued under this Master Agreement correspondingly for that fiscal year and any subsequent fiscal year during the term of this Master Agreement (including any extensions). County's notice to Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, Contractor shall continue to provide all of the services set forth in the MAWO.

**5.6. Contractor Budget and Expenditures Reduction Flexibility:**

In order for County to maintain flexibility with regard to budget and expenditure reductions, Contractor agrees that Director may cancel this Master Agreement, without cause, upon the giving of ten (10) calendar days written notice to Contractor. In the alternative to cancellation, Director may, consistent with federal, State, and/or County budget reductions, renegotiate the scope/description of work, maximum obligation, and budget of its MAWO via a written amendment to the MAWO.

**6.0 ADMINISTRATION OF MASTER AGREEMENT – COUNTY**

**COUNTY ADMINISTRATION**

A listing of all County Administration referenced in the following sub-paragraphs are designated in Exhibit A. The County shall notify the Contractor in writing of any change in the names or addresses shown.

**6.1 County's Master Agreement Program Director (MAPD)**

- 6.1.1 The MAPD, or designee, has the authority to negotiate, recommend all changes to this Master Agreement, and resolve disputes between the County and Contractor.
- 6.1.2 The MAPD, or designee, is responsible for the administration of this Master Agreement, including keeping and updating all records relating thereto, and for resolving disputes between County and Contractor.
- 6.1.3 The MAPD, or designee, is responsible for the issuance of WOS and Addenda to WOS under this Master Agreement.
- 6.1.4 The MAPD, or designee, is the approving authority on all WOS and is responsible for the approval and execution on behalf of County of all MAWOs, Amendments, and Change Notices to MAWOs, issued under this Master Agreement.
- 6.1.5 County shall notify Contractor, in writing, of any change in the name or address of the MAPD.

**6.2 County's Project Manager**

- 6.2.1 County's Project Manager is the County's chief contact related to individual MAWO(s) with respect to the day-to-day administration of

this Master Agreement. County's Project Manager shall generally be the first person for Contractor to contact with any questions.

- 6.2.2 A specific County employee shall be assigned as County's Project Manager for each particular MAWO under this Master Agreement. County's Project Manager shall be specified in, and specific to, each MAWO.
- 6.2.3 County's Project Manager shall be responsible for the evaluation of WOS responses and for making recommendations for Eligible Contractor selection.
- 6.2.4 County's Project Manager for a particular MAWO shall be responsible for coordinating and monitoring Contractor's work, and for ensuring that MAWO objectives are met. County's Project Manager shall also be responsible for:
- Monitoring and reporting Contractor's performance and progress, of Work Order requirements;
  - Ensuring Contractor's compliance with County's applicable Technical Standards;
  - Reviewing and approving project tasks, equipment, services, and other work;
  - Coordinating with Contractor's Project Manager or designated staff, on a regular basis, regarding the performance of Contractor;
  - Providing direction to Contractor with respect to County policies specific to individual MAWO(s);
  - Reviewing and approving Contractor invoices.
- 6.2.5 County's Project Manager is not authorized to make any changes in MAWO labor rates, dollar totals or periods of performance, or in the terms and conditions of this Master Agreement, except through formally prepared Amendments, per sub-paragraph 8.1.

## **7.0 ADMINISTRATION OF MASTER AGREEMENT - CONTRACTOR**

### **7.1 Contractor's Project Manager**

- 7.1.1 Contractor's Project Manager is designated in Exhibit B. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Project Manager.
- 7.1.2 Contractor's Project Manager shall be responsible for Contractor's day-to-day activities as related to this Master Agreement and shall coordinate with County's Project Manager on a regular basis with respect to all active MAWO(s).

## **7.2 Contractor's Authorized Official(s)**

7.2.1 Contractor's Authorized Official(s) are designated in Exhibit B. Contractor shall promptly notify County in writing of any change in the name(s) or address(es) of Contractor's Authorized Official(s).

7.2.2 Contractor represents and warrants that all requirements of Contractor have been fulfilled to provide actual authority to such officials to execute documents under this Master Agreement on behalf of Contractor.

## **7.3 Approval of Contractor's Staff**

County has the absolute right to approve or disapprove all of Contractor's staff performing work hereunder and any proposed changes in Contractor's staff, including, but not limited to, Contractor's Project Manager. Contractor shall provide County with a resume of each proposed substitute and an opportunity to interview such person prior to any staff substitution.

## **7.4 Contractor's Staff Identification**

7.4.1 All of Contractor's employees assigned to County facilities are required to have a County Identification (ID) badge on their person and visible at all times. Contractor bears all expense of the badging.

7.4.2 Contractor is responsible to ensure that employees have obtained a County ID badge before they are assigned to work in a County facility. Contractor personnel may be asked to leave a County facility by a County representative if they do not have the proper County ID badge on their person.

7.4.3 Contractor shall notify the County within one business day when staff is terminated from working under this Master Agreement. Contractor shall retrieve and return an employee's ID badge to the County on the next business day after the employee has terminated employment with the Contractor.

7.4.4 If County requests the removal of Contractor's staff, Contractor shall retrieve and return an employee's ID badge to the County on the next business day after the employee has been removed from working on the County's Master Agreement.

## **7.5 Background and Security Investigations**

7.5.1 Each of Contractor's staff performing services under this Master Agreement who is in a designated sensitive position, as determined by County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Master Agreement. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information. The fees

associated with the background investigation shall be at the expense of the Contractor, regardless if the member of Contractor's staff passes or fails the background investigation. Contractor shall perform the background check using County's mail code, routing results to the County.

- 7.5.2 If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be immediately removed from performing services under the Master Agreement at any time during the term of the Master Agreement. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation.
- 7.5.3 County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.
- 7.5.4 Disqualification of any member of Contractor's staff pursuant to this Paragraph 7.5 shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Master Agreement.

## **7.6 Confidentiality**

- 7.6.1 Contractor shall maintain the confidentiality of all records and information in accordance with all applicable federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information, including 42 CFR, Part 2 and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 7.6.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with this Paragraph 7.6, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 7.6 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole

judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

- 7.6.3 Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Master Agreement. Staff shall sign a confidentiality statement that includes at a minimum: General Use, Security and Privacy Safeguards, Unacceptable Use and Enforcement of Policies. The Contractor shall retain each staff's signed statement in his/her personnel file for inspection.
- 7.6.4 Contractor shall sign and adhere to the provisions of the "Contractor Acknowledgement, Confidentiality and Copyright Assignment Agreement," Exhibit F3.

**-AND-**

- 7.6.5 Contractor shall cause each non-employee performing services covered by this Master Agreement to sign and adhere to the provisions of the "Contractor Non-Employee Acknowledgment and Confidentiality Agreement", Exhibit F5.

## **7.7 Staff Performance Under the Influence**

Contractor shall not knowingly permit any employee to perform services under this Master Agreement while under the influence of any alcoholic beverage, cannabis, medication, narcotic, or other substance which might impair their physical or mental performance.

## **8.0 STANDARD TERMS AND CONDITIONS**

### **8.1 Amendments**

- 8.1.1 The County's Board of Supervisors or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Master Agreement during the term of this Master Agreement. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors or Chief Executive Officer. To implement such orders, an Amendment to the Master Agreement shall be prepared and executed by the Contractor and by Director, as authorized by the County's Board of Supervisors.
- 8.1.2 The Director of DPH, or designee may, at his/her sole discretion, authorize extensions of time as defined in Paragraph 4.0 - Term of Master Agreement. The Contractor agrees that such extensions of time shall not change any other term or condition of this Master Agreement during the period of such extensions. To implement an

extension of time, an Amendment to the Master Agreement shall be prepared and executed by the Contractor and by Director of DPH.

- 8.1.3 Notwithstanding Paragraph 8.1.1, the Director, or designee, may amend the MAWO(s) to permit extensions or adjustments of the MAWO's term at no cost; the rollover of unspent funds; an internal reallocation of funds between budgets and/or an increase or decrease in funding amount up to 10 percent above or below each term's annual base maximum obligation; make changes to the statement of work/scope of work; effective upon amendment execution or at the beginning of the applicable MAWO term, to the extent allowed by the funding source and make corresponding service adjustments, as necessary, and amend the terms and conditions to conform to changes in federal, State, and/or County laws, regulations, policies and program needs, as necessary an Amendment shall be prepared by Director and executed by the Contractor and Director, as authorized by the County's Board of Supervisors, and shall be incorporated into and become part of the MAWO.
- 8.1.4 Notwithstanding Paragraph 8.1.1, the Director, or designee, may amend the MAWO(s) to permit modifications to or within budget categories within each budget, and corresponding service adjustments, as necessary; changes to hours of operation and/or service locations, and/or changes to the MAWO's terms and conditions, and incorporate Provider Network Bulletins issued to capture updates to the federal and State regulation and guidance, and to the provisions of the County DMC-ODS, a written Change Notice shall be signed by the Director and Contractor, as authorized by the County's Board of Supervisors. The executed Change Notice shall be incorporated into and become part of the MAWO.
- 8.1.5 Notwithstanding Paragraph 8.1.1, the Director, or designee, may amend the Master Agreement to add new service categories or additional service categories, in such an event, a written amendment shall be executed by DPH Director, or designee, and Contractor, as authorized by the County's Board of Supervisors.

## **8.2 Assignment and Delegation/Mergers or Acquisitions**

- 8.2.1 The Contractor shall notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the Contractor is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the county of the actual acquisitions/mergers as soon as the law allows, and provide the County with the legal framework that restricted it from notifying the county prior to the actual acquisitions/mergers.
- 8.2.2 The Contractor shall not assign its rights or delegate its duties under this Master Agreement, or both, whether in whole or in part, without

the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this sub-paragraph, County consent shall require a written amendment to the Master Agreement, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Master Agreement shall be deductible, at County's sole discretion, against the claims, which the Contractor may have against the County

8.2.3 Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Master Agreement, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Master Agreement.

8.2.4 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of the Master Agreement which may result in the termination of this Master Agreement. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

### **8.3 Authorization Warranty**

The Contractor represents and warrants that the person executing this Master Agreement for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Master Agreement and that all requirements of the Contractor have been fulfilled to provide such actual authority.

### **8.4 Complaints**

The Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints in accordance with the DHCS Mental Health and Substance Use Disorder Services (MHSUDS) 18-010E (or most current version), available at:

[https://www.dhcs.ca.gov/formsandpubs/Pages/2018\\_MHSUDS\\_Information\\_Notices.aspx](https://www.dhcs.ca.gov/formsandpubs/Pages/2018_MHSUDS_Information_Notices.aspx) and the most current version of the *Provider Manual*.

- 8.4.1 Within thirty (30) business days after the Master Agreement effective date, the Contractor shall provide the County with the Contractor's policy for receiving, investigating and responding to user complaints.
- 8.4.2 The policy shall include, but not be limited to, when and how new, current and recurring clients are to be informed of the procedures to file a complaint.
- 8.4.3 The client and/or his/her authorized representative shall receive a copy of the procedure.
- 8.4.4 The County will review the Contractor's policy and provide the Contractor with approval of said policy or with requested changes.
- 8.4.5 If the County requests changes in the Contractor's policy, the Contractor shall make such changes and resubmit the plan within thirty (30) business days for County approval.
- 8.4.6 If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor shall submit proposed changes to the County for approval before implementation.
- 8.4.7 The Contractor shall preliminarily investigate all complaints and notify the County's Project Manager of the status of the investigation within forty-eight (48) of receiving the complaint.
- 8.4.8 When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.
- 8.4.9 Copies of all written responses shall be sent to the County's Project Manager within three (3) business days of mailing to the complainant.

## **8.5 Compliance with Applicable Laws**

- 8.5.1 In the performance of this Master Agreement, Contractor shall comply with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Master Agreement are hereby incorporated herein by reference.
- 8.5.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or Subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph shall be



conducted by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including without limitation, County Counsel, and shall be entitled to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

## **8.6 Compliance with Civil Rights Laws**

The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Master Agreement or under any project, program, or activity supported by this Master Agreement. The Contractor shall comply with Exhibit C - Contractor's EEO Certification.

## **8.7 Compliance with County's Jury Service Program**

8.7.1 Jury Service Program: This Master Agreement is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit D and incorporated by reference into and made part of this Master Agreement.

### **8.7.2 Written Employee Jury Service Policy**

1. Unless Contractor has demonstrated to the County's satisfaction either that Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.

2. For purposes of this sub-paragraph, “Contractor” means a person, partnership, corporation or other entity which has a Master Agreement with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. “Employee” means any California resident who is a full-time employee of Contractor. “Full-time” means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses any subcontractor to perform services for the County under the Master Agreement, the subcontractor shall also be subject to the provisions of this sub-paragraph. The provisions of this sub-paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the Master Agreement.
3. If Contractor is not required to comply with the Jury Service Program when the Master Agreement commences, Contractor shall have a continuing obligation to review the applicability of its “exception status” from the Jury Service Program, and Contractor shall immediately notify County if Contractor at any time either comes within the Jury Service Program’s definition of “Contractor” or if Contractor no longer qualifies for an exception to the Jury Service Program. In either event, Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Master Agreement and at its sole discretion, that Contractor demonstrate to the County’s satisfaction that Contractor either continues to remain outside of the Jury Service Program’s definition of “Contractor” and/or that Contractor continues to qualify for an exception to the Program.
4. Contractor’s violation of this sub-paragraph of the Master Agreement may constitute a material breach of the Master Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Master Agreement and/or bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

## **8.8 Conflict of Interest**

- 8.8.1 No County employee whose position with the County enables such employee to influence the award of this Master Agreement or any competing Master Agreement or MAWO, and no spouse or economic

dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Master Agreement or any resultant MAWO. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

8.8.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Master Agreement. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this subparagraph 8.8 shall be a material breach of this Master Agreement.

#### **8.9 Consideration of Hiring County Employees Targeted for Layoff or Re-employment**

Should the Contractor require additional or replacement personnel after the effective date of this Master Agreement to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Master Agreement.

#### **8.10 Consideration of Hiring GAIN-GROW Participants**

8.10.1 Should the Contractor require additional or replacement personnel after the effective date of this Master Agreement, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor. Contractors shall report all job openings with job requirements to: [GAINGROW@DPSS.LACOUNTY.GOV](mailto:GAINGROW@DPSS.LACOUNTY.GOV) and [BSERVICES@WDACS.LACOUNTY.GOV](mailto:BSERVICES@WDACS.LACOUNTY.GOV) and DPSS will refer qualified GAIN/GROW job candidates.

8.10.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

## **8.11 Contractor Responsibility and Debarment**

### **8.11.1 Responsible Contractor**

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the Master Agreement. It is the County's policy to conduct business only with responsible Contractors.

### **8.11.2 Chapter 2.202 of the County Code**

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in this Master Agreement, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five years, but may exceed five years or be permanent if warranted by the circumstances, and terminate any or all existing Contracts the Contractor may have with the County.

### **8.11.3 Non-responsible Contractor**

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a Master Agreement with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a Master Agreement with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

### **8.11.4 Contractor Hearing Board**

1. If there is evidence that the Contractor may be subject to debarment, DPH will notify the Contractor in writing of the evidence which is the basis for the proposed debarment, and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and DPH shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
5. The Contractor Hearing Board will consider a request for review of a debarment determination only where: (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment, or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

#### 8.11.5 Subcontractors of Contractor

These terms shall also apply to Subcontractors of County Contractors.

### **8.12 Contractor's Acknowledgement of County's Commitment to Safely Surrendered Baby Law**

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. Information on how to receive the poster can be found on the Internet at [www.babysafela.org](http://www.babysafela.org).

### **8.13 Contractor's Warranty of Adherence to County's Child Support Compliance Program**

8.13.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through Purchase Order or Master Agreement are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.13.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Master Agreement to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Master Agreement maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

#### **8.14 County's Quality Assurance Plan**

The County, or its agent, will monitor the Contractor's performance under this Master Agreement on not less than an annual basis. Such monitoring will include assessing the Contractor's compliance with all Master Agreement terms, conditions and performance standards. Contractor deficiencies which the County determines are significant or continuing and that may place performance of the Master Agreement in jeopardy if not corrected, will be reported to the Board of Supervisors and listed in the appropriate contractor performance database. The report to the Board will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Master Agreement or impose other penalties as specified in this Master Agreement.

#### **8.15 Damage to County Facilities, Buildings or Grounds**

8.15.1 Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, including furnishing and other property, buildings, or grounds caused by Contractor or employees or agents of Contractor. Such repairs shall be made immediately after Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

8.15.2 If Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be repaid by Contractor by cash payment upon demand.

#### **8.16 Employment Eligibility Verification**

8.16.1 The Contractor warrants that it fully complies with all federal and State statutes and regulations regarding the employment of aliens and others, and that all its employees performing work under this Master Agreement meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.

8.16.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes, or regulations pertaining

to the eligibility for employment of any persons performing work under this Master Agreement.

### **8.17 Facsimile Representations**

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to sub-paragraph 8.1, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Amendments to this Master Agreement, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

### **8.18 Fair Labor Standards**

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to: wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

### **8.19 Force Majeure**

8.19.1 Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Master Agreement, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts, (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this sub-paragraph as "force majeure events").

8.19.2 Notwithstanding the foregoing, a default by a subcontractor of Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subcontractor, and without any fault or negligence of either of them. In such case, Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this sub-paragraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.

8.19.3 In the event Contractor's failure to perform arises out of a force majeure event, Contractor agrees to use commercially reasonable



best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

## **8.20 Governing Law, Jurisdiction, and Venue**

This Master Agreement shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Master Agreement and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

## **8.21 Independent Contractor Status**

8.21.1 This Master Agreement is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

8.21.2 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Master Agreement all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.

8.21.3 The Contractor understands and agrees that all persons performing work pursuant to this Master Agreement are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Master Agreement.

8.21.4 The Contractor shall adhere to the provisions stated in subparagraph 7.6 – Confidentiality.

## **8.22 Indemnification**

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees), arising from and/or relating to this Master Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

## 8.23 General Provisions for all Insurance Coverage

Without limiting Contractor's indemnification of County, and in the performance of this Master Agreement and until all of its obligations pursuant to this Master Agreement have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in this Section and Section 8.24 of this Master Agreement. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Master Agreement. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Master Agreement.

### 8.23.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) have been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Master Agreement.
- Renewal Certificates shall be provided to County not less than 10 days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Master Agreement by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Master Agreement. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to, a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles – Department of Public Health  
Contract Monitoring Unit  
5555 Ferguson Drive, 3<sup>rd</sup> Floor Suite 320  
Commerce, California 90022  
Attention: Chief Contract Monitoring Unit

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this Master Agreement, and could result in the filing of a claim or lawsuit against Contractor and/or County.

#### 8.23.2 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

#### 8.23.3 Cancellation of or Changes in Insurance

Contractor shall provide County with, or Contractor's insurance policies shall contain, a provision that County shall receive written notice of cancellation, or any change in Required Insurance; including, but not limited to: insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County,

upon which the County may suspend or terminate this Master Agreement.

8.23.4 Failure to Maintain Insurance

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Master Agreement. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

8.23.5 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A: VII unless otherwise approved by County.

8.23.6 Contractor's Insurance Shall Be Primary

Contractor's insurance policies, with respect to any claims related to this Master Agreement, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of, and not contribute to, any Contractor coverage.

8.23.7 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Master Agreement. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.23.8 Compensation for County Costs

In the event that Contractor fails to comply with any of the indemnification or insurance requirements of this Master Agreement, and such failure to comply results in any costs to County, Contractor shall pay full compensation for all costs incurred by County.

8.23.9 Sub-Contractor Insurance Coverage Requirements

Contractor shall include all Sub-Contractors as insureds under Contractor's own policies, or shall provide County with each Sub-Contractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require

that each Sub-Contractor name the County and Contractor as additional insureds on the Sub-Contractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

#### 8.23.10 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

#### 8.23.11 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Master Agreement. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Master Agreement expiration, termination or cancellation.

#### 8.23.12 Application of Excess Liability Coverage

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as the underlying primary policies, to satisfy the Required Insurance provisions.

#### 8.23.13 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

#### 8.23.14 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

#### 8.23.15 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

## **8.24 Insurance Coverage**

8.24.1 Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate: \$2 million

Products/Completed Operations Aggregate: \$1 million

Personal and Advertising Injury: \$1 million

Each Occurrence: \$1 million

8.24.2 Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Master Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.24.3 Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not /less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.24.4 Unique Insurance Coverage

- Professional Liability/Errors and Omissions

Insurance covering Contractor's liability arising from or related to this Master Agreement, with limits of not less than \$1 million per claim and \$3 million aggregate. Further, Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following this Master Agreement's expiration, termination or cancellation.

## 8.25 Liquidated Damages

- 8.25.1 If, in the judgment of the Director, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, or designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the Director, or designee, in a written notice describing the reasons for said action.
- 8.25.2 If the Director determines that there are deficiencies in the performance of this Master Agreement that the Director or designee, deems are correctable by the Contractor over a certain time span, the Director or designee, will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the Director may:
- (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or
  - (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is One Hundred Dollars (\$100) per day per infraction, or as may be specified in any Performance Requirements Summary (PRS) Charts in future Work Orders, and that the Contractor shall be liable to the County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to the Contractor; and/or
  - (c) Upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies, and the total costs incurred by the County for completion of the work by an alternate source, whether it be County forces or separate private contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.
- 8.25.3 The action noted in sub-paragraph 8.25.2 shall not be construed as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of the Contractor to complete or comply with the provisions of this Master Agreement.

8.25.4 This sub-paragraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Master Agreement provided by law, or as specified in the PRS or sub-paragraph 8.25.2, and shall not, in any manner, restrict or limit the County's right to terminate this Master Agreement as agreed to herein.

## **8.26 Most Favored Public Entity**

If the Contractor's prices decline, or should the Contractor at any time during the term of this Master Agreement provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in any MAWO issued under this Master Agreement, then such lower prices shall be immediately extended to the County.

## **8.27 Nondiscrimination and Affirmative Action**

8.27.1 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

8.27.2 The Contractor shall certify to, and comply with, the provisions of Exhibit C - Contractor's EEO Certification.

8.27.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

8.27.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.

8.27.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this



Master Agreement, or under any project, program, or activity supported by this Master Agreement.

- 8.27.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this sub-paragraph 8.27 when so requested by the County.
- 8.27.7 If the County finds that any provisions of this sub-paragraph 8.27 have been violated, such violation shall constitute a material breach of this Master Agreement, upon which the County may terminate or suspend this Master Agreement. While the County reserves the right to determine independently that the anti-discrimination provisions of this Master Agreement have been violated, in addition, a determination by the California Fair Employment and Housing Commission, or the Federal Equal Employment Opportunity Commission, that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Master Agreement.
- 8.27.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Master Agreement, the County shall, at its sole option, be entitled to the sum of five hundred dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Master Agreement.

## **8.28 Non-Exclusivity**

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Master Agreement shall not restrict DPH from acquiring similar, equal or like goods and/or services from other entities or sources.

## **8.29 Notice of Delays**

Except as otherwise provided under this Master Agreement, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Master Agreement, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

## **8.30 Notice of Disputes**

The Contractor shall bring to the attention of the County Project Manager any dispute between the County and the Contractor regarding the performance of services as stated in this Master Agreement. If the County Project Manager is not able to resolve the dispute, the Director of DPH, or designee shall resolve it.

### **8.31 Notice to Employees Regarding the Federal Earned Income Credit**

The Contractor shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

### **8.32 Notice to Employees Regarding the Safely Surrendered Baby Law**

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is also available on the Internet at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

### **8.33 Notices**

All notices or demands required or permitted to be given or made under this Master Agreement shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits A, County's Administration and B, Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party. The Director of DPH or designee shall have the authority to issue all notices or demands required or permitted by the County under this Master Agreement.

### **8.34 Prohibition Against Inducement or Persuasion**

Notwithstanding the above, the Contractor and the County agree that, during the term of this Master Agreement and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

### **8.35 Public Records Act**

8.35.1 Any documents submitted by Contractor; all information obtained in connection with the County's right to audit and inspect Contractor's documents, books, and accounting records pursuant to subparagraph 8.37 - Record Retention and Inspection/Audit Settlement of this Master Agreement; as well as those documents which were required to be submitted in response to the Request for Statement of Qualifications (RFSQ) used in the solicitation process for this Master Agreement, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County shall not in any way be liable or responsible for the disclosure of any such records including, without

limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

- 8.35.2 In the event the County is required to defend an action regarding a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of an SOQ marked "trade secret," "confidential," or "proprietary", the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

### **8.36 Publicity**

- 8.36.1 The Contractor shall not disclose any details in connection with this Master Agreement to any person or entity except as may be otherwise provided hereunder, or required by law. However, in recognizing the Contractor's need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Master Agreement within the following conditions:

- The Contractor shall develop all publicity material in a professional manner; and
- During the term of this Master Agreement, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the County's Project Manager. The County shall not unreasonably withhold written consent.

- 8.36.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Master Agreement with the County of Los Angeles, provided that the requirements of this sub-paragraph 8.36 shall apply.

### **8.37 Record Retention and Inspection-Audit Settlement**

The Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Master Agreement in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Master Agreement. The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Master Agreement. All such material, including, but not limited to: all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, as well as proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Master Agreement and

for a period of ten (10) years thereafter, unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

- 8.37.1 In the event that an audit of the Contractor is conducted specifically regarding this Master Agreement by any federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor shall file a copy of such audit report with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable federal or State law or under this Master Agreement. The County shall make a reasonable effort to maintain the confidentiality of such audit report(s).
- 8.37.2 Failure on the part of the Contractor to comply with any of the provisions of this sub-paragraph shall constitute a material breach of this Master Agreement upon which the County may terminate or suspend this Master Agreement.
- 8.37.3 At any time during the term of this Master Agreement, or within seven (7) years after the expiration or termination of this Master Agreement, representatives of the County may conduct an audit of the Contractor regarding the work performed under this Master Agreement, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand; or, b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Master Agreement or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Master Agreement exceed the funds appropriated by the County for the purpose of this Master Agreement.

### **8.38 Recycled Bond Paper**

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Master Agreement.

### 8.39 Subcontracting

- 8.39.1 The requirements of this Master Agreement or any MAWO executed under this Master Agreement may not be subcontracted by the Contractor **without the advance approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Master Agreement.
- 8.39.2 If the Contractor desires to subcontract, the Contractor shall provide the following information promptly at the County's request:
- A description of the work to be performed by the subcontractor;
  - A draft copy of the proposed subcontract; and
  - Other pertinent information and/or certifications requested by the County.
- 8.39.3 The Contractor shall indemnify and hold the County harmless with respect to the activities of each and every subcontractor in the same manner and to the same degree as if such subcontractor(s) were Contractor employees.
- 8.39.4 The Contractor shall remain fully responsible for all performances required of it under this Master Agreement, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.
- 8.39.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Master Agreement. The Contractor is responsible to notify its subcontractors of this County right.
- 8.39.6 The County's MAPD is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees. After approval of the subcontract by the County, Contractor shall forward a fully executed subcontract to the County for their files.
- 8.39.7 The Contractor shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.
- 8.39.8 The Contractor shall obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by the County from each approved subcontractor. The Contractor shall ensure delivery of all such documents to:

County of Los Angeles – Department of Public Health

Contract Monitoring Unit  
5555 Ferguson Drive, 3<sup>rd</sup> Floor Suite 320  
Commerce, California 90022  
Attention: Chief Contract Monitoring Unit

The Contractor shall ensure delivery of all such documents before any subcontractor employee may perform any work hereunder.

**8.40 Termination for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program**

Failure of the Contractor to maintain compliance with the requirements set forth in sub-paragraph 8.13 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute a default under this Master Agreement. Without limiting the rights and remedies available to the County under any other provision of this Master Agreement, failure of Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Master Agreement pursuant to sub-paragraph 8.42 - Termination for Default; and the County may pursue debarment of Contractor, pursuant to County Code Chapter 2.202.

**8.41 Termination for Convenience**

8.41.1 County may terminate this Master Agreement, and any Work Order issued hereunder, in whole or in part, from time to time or permanently, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be affected by notice of termination to Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

8.41.2 Upon receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall immediately:

- Stop work under the MAWO or under this Master Agreement, as identified in such notice; and
- Transfer title and deliver to County all completed work and work in process; and
- Complete performance of such part of the work as shall not have been terminated by such notice.

8.41.3 All material(s) including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Master Agreement or MAWO shall be maintained by the Contractor in accordance with sub-paragraph 8.37, Record Retention and Inspection/Audit Settlement.

## 8.42 Termination for Default

8.42.1 The County may, by written notice to the Contractor, terminate the whole Master Agreement, or any part of this Master Agreement, if, in the judgment of County's Project Manager:

- Contractor has materially breached this Master Agreement;
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Master Agreement or any MAWO issued hereunder; or
- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements of any Work Order issued under this Master Agreement, or of any obligations of this Master Agreement and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days, (or such longer period as the County may authorize in writing), after receipt of written notice from the County specifying such failure.

8.42.2 In the event that the County terminates this Master Agreement in whole or in part as provided in sub-paragraph 8.42.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Master Agreement to the extent not terminated under the provisions of this sub-paragraph.

8.42.3 Except with respect to defaults of any subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in sub-paragraph 8.42.2 if its failure to perform this Master Agreement, including any MAWO issued hereunder, arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the

required performance schedule, and the Contractor knew, or should have known, that the goods or services were obtainable from other sources. As used in this sub-paragraph 8.42.3, the terms "subcontractor" and "subcontractors" mean subcontractor(s) at any tier.

- 8.42.4 If, after the County has given notice of termination under the provisions of this sub-paragraph 8.42, it is determined by the County that the Contractor was not in default under the provisions of this sub-paragraph 8.42, or that the default was excusable under the provisions of sub-paragraph 8.42.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to sub-paragraph 8.41 - Termination for Convenience.
- 8.42.5 The rights and remedies of the County provided in this sub-paragraph 8.42 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Master Agreement.

#### **8.43 Termination for Gratuities and/or Improper Consideration**

- 8.43.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Master Agreement if it is found that gratuities or consideration, in any form, were offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Master Agreement or securing favorable treatment with respect to the award, amendment, or extension of this Master Agreement or the making of any determinations with respect to the Contractor's performance pursuant to this Master Agreement. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.
- 8.43.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or agent, or to the County Fraud Hotline at (800) 544-6861 or <http://fraud.lacounty.gov/>.
- 8.43.3 Among other items, such improper gratuities and consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

#### **8.44 Termination for Insolvency**

- 8.44.1 The County may terminate this Master Agreement forthwith in the event of the occurrence of any of the following:
- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty



(60) days in the ordinary course of business; or, cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;

- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.44.2 The rights and remedies of the County provided in this subparagraph 8.44 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Master Agreement.

#### **8.45 Termination for Non-Adherence of County Lobbyist Ordinance**

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Master Agreement, upon which the County may in its sole discretion, immediately terminate or suspend this Master Agreement.

#### **8.46 Termination for Non-Appropriation of Funds**

Notwithstanding any other provision of this Master Agreement, the County shall not be obligated for the Contractor's performance hereunder, or by any provision of this Master Agreement during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Master Agreement in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Master Agreement, then this Master Agreement shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

#### **8.47 Validity**

If any provision of this Master Agreement or the application thereof to any person or circumstance is held invalid, the remainder of this Master Agreement and the application of such provision to other persons or circumstances shall not be affected thereby.

#### **8.48 Waiver**

No waiver by the County of any breach of any provision of this Master

Agreement shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Master Agreement shall not be construed as a waiver thereof. The rights and remedies set forth in this sub-paragraph 8.48 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Master Agreement.

#### **8.49 Warranty Against Contingent Fees**

8.49.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Master Agreement upon any agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.49.2 For breach of this warranty, the County shall have the right to terminate this Master Agreement and, at its sole discretion, deduct from the Master Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

#### **8.50 Warranty of Compliance with County's Defaulted Property Tax Reduction Program**

Contractor acknowledges that the County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations, (secured and unsecured roll), in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this Master Agreement will maintain compliance, with Los Angeles County Code Chapter 2.206.

#### **8.51 Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Reduction Program**

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph 8.50 "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" shall constitute default under this Master Agreement. Without limiting the rights and remedies available to County under any other provision of this Master Agreement, failure of Contractor to cure such default within ten (10) days of notice shall be grounds upon which County may terminate this Master Agreement and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

#### **8.52 Time Off For Voting**

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding

the time off for voting law (Elections Code Section 14000). Not less than ten (10) days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Elections Code Section 14000.

#### **8.53 Compliance with County's Zero Tolerance Policy on Human Trafficking**

Contractor acknowledges that the County has established a Zero Tolerance Policy on Human Trafficking prohibiting contractors from engaging in human trafficking.

If a Contractor, or member of Contractor's staff, is convicted of a human trafficking offense, the County shall require that the Contractor or member of Contractor's staff be removed immediately from performing services under the Master Agreement. The County will not be under any obligation to disclose confidential information regarding the offenses other than those required by law.

Disqualification of any member of Contractor's staff pursuant to this paragraph shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Master Agreement.

#### **8.54 Information Security Requirements**

Contractor shall adhere to all requirements within Exhibit K, Information Security Requirements. Director shall notify Contractor of any revision of these Requirements, which shall become part of this Contract. Contractor shall immediately report to the County any and all instances of any breach or security incident by email to the following address:

[sapcmonitoring@ph.lacounty.gov](mailto:sapcmonitoring@ph.lacounty.gov).

#### **8.55 Compliance with Fair Chance Employment Practices**

Contractor shall comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History. Contractor's violation of this paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract.

#### **8.56 Compliance with County's Policy of Equity**

The contractor acknowledges that the County takes its commitment to preserving the dignity and professionalism of the workplace very seriously, as set forth in the County Policy of Equity (CPOE) (<https://ceop.lacounty.gov/>). The contractor further acknowledges that the County strives to provide a workplace free from discrimination, harassment, retaliation and inappropriate conduct based on a protected characteristic, and which may violate the CPOE. The contractor, its employees and subcontractors acknowledge and certify receipt/understanding of the

CPOE. Failure of the contractor, its employees or its subcontractors to uphold the County's expectations of a workplace free from harassment and discrimination, including inappropriate conduct based on a protected characteristic, may subject the contractor to termination of contractual agreements as well as civil liability.

#### **8.57 Default Method of Payment: Direct Deposit or Electronic Funds Transfer**

- 8.57.1 The County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under an agreement/contract with the County shall be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).
- 8.57.2 The Contractor shall submit a direct deposit authorization request via the website <https://directdeposit.lacounty.gov> with banking and vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.
- 8.57.3 Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit shall supersede this requirement with respect to those payments.
- 8.57.4 At any time during the duration of the agreement/contract, a Contractor may submit a written request for an exemption to this requirement. Such request must be based on specific legal, business, or operational needs and explain why the payment method designated by the A-C is not feasible and an alternative is necessary. The A-C, in consultation with the contracting department(s), shall decide whether to approve exemption requests.

#### **8.58 Rules and Regulations**

During the time that Contractor's personnel are at County Facilities, such persons shall be subject to the rules and regulations of such County Facility. It is the responsibility of Contractor to acquaint persons who are to provide services hereunder with such rules and regulations. Contractor shall immediately and permanently withdraw any of its personnel from the provision of services hereunder upon receipt of oral or written notice from Director, that: (1) such person has violated said rules or regulations; or, (2) such person's actions, while on County premises, indicate that such person may do harm to County patients, staff, or other individuals.

### **9.0 UNIQUE TERMS AND CONDITIONS**

## **9.1 Health Insurance Portability and Accountability Act Of 1996 (“HIPAA”)**

- 9.1.1 The parties acknowledge the existence of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its implementing regulations. Contractor understands and agrees that, as a provider of medical treatment services, it is a “covered entity” under HIPAA and, as such, has obligations with respect to the confidentiality, privacy, and security of patients’ medical information, and must take certain steps to preserve the confidentiality of this information, both internally and externally, including the training of its staff and the establishment of proper procedures for the release of such information, including the use of appropriate consents and authorizations specified under HIPAA.
- 9.1.2 The parties acknowledge their separate and independent obligations with respect to HIPAA and that such obligations relate to transactions and code sets, privacy, and security. Contractor understands and agrees that it is separately and independently responsible for compliance with HIPAA in all these areas, and that the County has not undertaken any responsibility for compliance on Contractor’s behalf. Contractor has not relied, and will not in any way rely, on County for legal advice or other representations with respect to Contractor’s obligations under HIPAA, but will independently seek its own counsel and take the necessary measures to comply with the law and its implementing regulations.
- 9.1.3 Contractor and County understand and agree that each is independently responsible for HIPAA compliance and agree to take all necessary and reasonable actions to comply with the requirements of the HIPAA laws; and, will each implement regulations related to transactions and code sets, privacy, and security.
- 9.1.4 Each party further agrees that, should it fail to comply with its obligations under HIPAA, it shall indemnify and hold harmless the other party, (including the other party’s officers, employees, and agents), for damages to the other party that are attributable to such failure.

## **9.2 Local Small Business Enterprise (LSBE) Preference Program**

- 9.2.1 This Master Agreement is subject to the provisions of the County’s ordinance entitled LSBE Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.
- 9.2.2 The Contractor shall not knowingly, and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a LSBE.
- 9.2.3 The Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or

other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a LSBE.

- 9.2.4 If the Contractor has obtained certification as a LSBE by reason of having furnished incorrect supporting information, or by reason of having withheld information; and if said Contractor knew, or should have known, the information furnished was incorrect, or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this Master Agreement/MAWO to which it would not otherwise have been entitled, then that Contractor shall:
1. Pay to the County any difference between the Master Agreement/MAWO amount and what the County's costs would have been if the Master Agreement/MAWO had been properly awarded;
  2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than ten (10) percent of the amount of the Master Agreement/MAWO; and
  3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the State and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a Master Agreement award/MAWO.

### **9.3 Social Enterprise (SE) Preference Program**

- 9.3.1 This Master Agreement is subject to the provisions of the County's ordinance entitled SE Preference Program, as codified in Chapter 2.205 of the Los Angeles County Code.
- 9.3.2 Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining/retaining/attempting to obtain or retain certification as a SE.
- 9.3.3 Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a SE.
- 9.3.4 If Contractor has obtained County certification as a SE by reason of having furnished incorrect supporting information; or, by reason

of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this Master Agreement/MAWO to which it would not otherwise have been entitled, Contractor shall:

1. Pay to the County any difference between the Master Agreement/MAWO amount and what the County's costs would have been if the Master Agreement/Work Order had been properly awarded;
2. In addition to the amount described in subdivision (1) above, the Contractor will be assessed a penalty in an amount of not more than ten percent (10%) of the amount of the Master Agreement/MAWO; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply to any entity that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a Master Agreement/MAWO award.

#### **9.4 Disabled Veteran Business Enterprise (DVBE) Preference Program**

- 9.4.1 This Master Agreement is subject to the provisions of the County's ordinance entitled DVBE Preference Program, as codified in Chapter 2.211 of the Los Angeles County Code.
- 9.4.2 Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a DVBE.
- 9.4.3 Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a DVBE.
- 9.4.4 If Contractor has obtained certification as a DVBE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this Master

Agreement/MAWO to which it would not otherwise have been entitled, Contractor shall:

1. Pay to the County any difference between the Master Agreement/Work Order amount and what the County's costs would have been if the Master Agreement/MAWO had been properly awarded;
2. In addition to the amount described in subdivision (1) above, the Contractor will be assessed a penalty in an amount of not more than ten percent (10%) of the amount of the Master Agreement/MAWO; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

Notwithstanding any other remedies in this Master Agreement, the above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the State and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a Master Agreement/MAWO award.

## **9.5 Ownership of Materials, Software and Copyright**

- 9.5.1 County shall be the sole owner of all right, title and interest, including copyright, in and to all software, plans, diagrams, facilities, and tools (hereafter "materials") which are originated or created through Contractor's work pursuant to this Master Agreement. Contractor, for valuable consideration herein provided, shall execute all documents necessary to assign and transfer to, and vest in the County all Contractor's right, title and interest in and to such original materials, including any copyright, patent and trade secret rights which arise pursuant to Contractor's work under this Master Agreement.
- 9.5.2 During the term of this Master Agreement and for ten (10) years thereafter, Contractor shall maintain and provide security for all Contractor's working papers prepared under this Master Agreement. County shall have the right to inspect, copy and use at any time during and subsequent to the term of this Master Agreement, any and all such working papers and all information contained therein.
- 9.5.3 Any and all materials, software and tools which are developed or were originally acquired by Contractor outside the scope of this Master Agreement, which Contractor desires to use hereunder, and which Contractor considers to be proprietary or confidential, must be specifically identified by Contractor to County's Project Manager as



proprietary or confidential, and shall be plainly and prominently marked by Contractor as "Propriety" or "Confidential" on each appropriate page of any document containing such material.

- 9.5.4 County will use reasonable means to ensure that Contractor's proprietary and/or confidential items are safeguarded and held in confidence. County agrees not to reproduce, distribute or disclose to non-County entities any such proprietary and/or confidential items without the prior written consent of Contractor.
- 9.5.5 Notwithstanding any other provision of this Master Agreement, County will not be obligated to Contractor in any way under sub-paragraph 9.6.4 for any of Contractor's proprietary and/or confidential items which are not plainly and prominently marked with restrictive legends as required by sub-paragraph 9.5.3 or for any disclosure which County is required to make under any state or federal law or order of court.
- 9.5.6 All the rights and obligations of this sub-paragraph 9.5 shall survive the expiration or termination of this Master Agreement.

## **9.6 Patent, Copyright and Trade Secret Indemnification**

- 9.6.1 Contractor shall indemnify, hold harmless and defend County from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, for or by reason of any actual or alleged infringement of any third party's patent or copyright, or any actual or alleged unauthorized trade secret disclosure, arising from or related to the operation and utilization of Contractor's work under this Master Agreement. County shall inform Contractor as soon as practicable of any claim or action alleging such infringement or unauthorized disclosure, and shall support Contractor's defense and settlement thereof.
- 9.6.2 In the event any equipment, part thereof, or software product becomes the subject of any complaint, claim, or proceeding alleging infringement or unauthorized disclosure, such that County's continued use of such item is formally restrained, enjoined, or subjected to a risk of damages, Contractor, at its sole expense, and providing that County's continued use of the system is not materially impeded, shall either:
- Procure for County all rights to continued use of the questioned equipment, part, or software product; or
  - Replace the questioned equipment, part, or software product with a non-questioned item; or
  - Modify the questioned equipment, part, or software so that it is free of claims.

9.6.3 Contractor shall have no liability if the alleged infringement or unauthorized disclosure is based upon a use of the questioned product, either alone or in combination with other items not supplied by Contractor, in a manner for which the questioned product was not designed nor intended.

### **9.7 Contractor's Charitable Activities Compliance**

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete the Charitable Contributions Certification, Exhibit I, the County seeks to ensure that all County contractors which receive or raise charitable contributions comply with California law in order to protect the County and its taxpayers. A Contractor which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either Master Agreement termination or debarment proceedings or both. (County Code Chapter 2.202)

### **9.8 Federal Access to Record**

If, and to the extent that, Section 1861(v)(1)(I) of the Social Security Act (42 U.S.C. Section 1395x(v)(1)(I)) is applicable, Contractor agrees that for a period of seven (7) years following the furnishing of services under this Agreement, Contractor shall maintain and make available, upon written request, to the Secretary of the United States Department of Health and Human Services or the Controller General of the United States, or to any of their authorize representatives, the Agreements, books, documents and records of Contractor which are necessary to verify the nature and extent of the costs of services provided hereunder. Furthermore, if Contractor carries out any of the services provided hereunder through any subcontract with a value or cost of Ten Thousand Dollars (\$10,000) or more over a twelve (12) month period with a related organization (as that term is defined under Federal law), Contractor agrees that each such subcontract shall provide for such access to the subcontract, books, documents and records of the subcontractor.

### **9.9 Service Delivery Site – Maintenance Standards**

Contractor shall assure that the locations where services are provided under provisions of the MAWO are operated at all times in accordance with County community standards with regard to property maintenance and repair, graffiti abatement, refuse removal, fire safety and landscaping. Contractor shall also assure that the location where services are provided under provisions of the MAWO are in full compliance with all applicable local laws, ordinances, and regulations relating to the property. County's periodic monitoring visits to Contractor's facilities shall include a review of compliance with the provisions of this Paragraph.

### **9.10 Fiscal Disclosure**

Contractor shall prepare and submit to Director, within ten (10) calendar days following execution of this Contract, a statement executed by Contractor's duly constituted officers, containing the following information: a detailed statement listing all sources of funding to Contractor including private contributions, nature of the funding, services to be provided, total dollar amount, and period of time of such funding.

If during the term of this Contract, the source(s) of Contractor's funding changes, Contractor shall promptly notify Director in writing, detailing such changes.

### **9.11 Contractor Performance During Civil Unrest or Disaster**

Contractor recognizes that County provides essential services to the residents of the communities they serve, and that these services are of particular importance at the time of a riot, insurrection, civil unrest, natural disaster, or similar event. Notwithstanding any other provision of this Master Agreement, full performance by Contractor during any riot, strike, insurrection, civil unrest, natural disaster, or similar event is not excused if such performance remains physically possible. Failure to comply with this requirement shall be considered a material breach by Contractor for which Director may suspend or County may immediately terminate Master Agreement.

### **9.12 Licenses, Permits, Registrations, Accreditations, Certificates**

Contractor shall obtain and maintain during the term of this Master Agreement, all appropriate licenses, permits, registrations, accreditations, degrees, and certificates required by Federal, State, and local law for the operation of its business and for the provision of services hereunder. Contractor shall ensure that all of its officers, employees, and agents who perform services hereunder obtain and maintain in effect during the term of this Master Agreement, all licenses, permits, registrations, accreditations, and certificates required by federal, State, and local law which are applicable to their performance hereunder. Contractor shall provide a copy of each license, permit, registration, accreditation, and certificate upon request of DPH at any time during the term of this Master Agreement.

### **9.13 Purchases**

- A. Purchase Practices: Contractor shall fully comply with all federal, State, and County laws, ordinances, rules, regulations, manuals, guidelines, and directives, in acquiring all furniture, fixtures, equipment, materials, and supplies. Such items shall be acquired at the lowest possible price or cost if funding is provided for such purposes hereunder.
- B. Proprietary Interest of County: In accordance with all applicable Federal, State, and County laws, ordinances, rules, regulations,

manuals, guidelines, and directives, County shall retain all proprietary interest, (except for use during the term of this Contract), in all furniture, fixtures, equipment, materials, and supplies purchased or obtained by Contractor using any contract funds designated for such purpose. Upon the expiration or earlier termination of this Contract, the discontinuance of the business of Contractor, the failure of Contractor to comply with any of the provisions of this Contract, the bankruptcy of Contractor or its giving an assignment for the benefit of creditors, or the failure of Contractor to satisfy any judgment against it within thirty (30) calendar days of filing, County shall have the right to take immediate possession of all such furniture, removable fixtures, equipment, materials, and supplies, without any claim for reimbursement whatsoever on the part of Contractor. Contractor, in conjunction with County, shall attach identifying labels on all such property indicating the proprietary interest of County.

- C. Inventory Records, Controls, and Reports: Contractor shall maintain accurate and complete inventory records and controls for all furniture, fixtures, equipment, materials, and supplies, purchased or obtained using any contract funds designated for such purpose. Annually, Contractor shall provide Director with an accurate and complete inventory report of all furniture, fixtures, equipment, materials, and supplies, purchased or obtained using any County funds designated for such purpose.
- D. Protection of Property in Contractor's Custody: Contractor shall maintain vigilance and take all reasonable precautions to protect all furniture, fixtures, equipment, materials, and supplies purchased or obtained using any Contract funds designated for such purpose against any damage or loss by fire, burglary, theft, disappearance, vandalism, or misuse. Contractor shall contact Director, for instructions for disposition of any such property which is worn out or unusable.
- E. Disposition of Property in Contractor's Custody: Upon the termination of the funding of any program covered by this Contract, or upon the expiration or early termination of this Contract, or at any other time that County may request, Contractor shall: (1) provide access to and render all necessary assistance for physical removal by Director or his authorized representatives of any or all furniture, fixtures, equipment, materials, and supplies, purchased or obtained using any County funds designated for such purpose, in the same condition as such property was received by Contractor, reasonable wear and tear expected; or (2) at Director's option, deliver any or all items of such property to a location designated by Director. Any

disposition, settlement, or adjustment connected with such property shall be in accordance with all applicable Federal, State, and County laws, ordinances, rules, regulations, manuals, guidelines, and directives.

#### **9.14 Real Property and Business Ownership Disclosure**

- A. Real Property Disclosure: If Contractor is renting, leasing, subleasing any real property where persons are to receive services hereunder; or, is planning to rent, lease, or sublease, any real property where persons are to receive services hereunder, Contractor shall prepare and submit to Director within ten (10) calendar days following execution of this Contract, an affidavit sworn to and executed by Contractor's duly constituted officers, containing the following information:
- (1) The location by street address and city of any such real property.
  - (2) The fair market value of any such real property as such value is reflected on the most recently issued County Tax Collector's tax bill.
  - (3) A detailed description of all existing and pending rental agreements, leases, and subleases with respect to any such real property, such description to include: the term (duration) of such rental agreement, lease or sublease; the amount of monetary consideration to be paid to the lessor or sublessor over the term of the rental agreement, lease or sublease; the type and dollar value of any other consideration to be paid to the lessor or sublessor over the term of the rental agreement, lease, or sublease; the full names and addresses of all parties who stand in the position of lessor or sublessor; and, if the lessor or sublessor is a private corporation and its shares are not publicly traded, (on a stock exchange or over-the-counter), a listing by full names of all officers, directors, and stockholders thereof; and if the lessor or sublessor is a partnership, a listing by full names of all general and limited partners thereof.
  - (4) A listing by full names of all Contractor's officers, directors, members of its advisory boards, members of its staff and consultants, who have any family relationships by marriage or blood with a lessor or sublessor referred to in subparagraph (3) immediately above; or, who have any financial interest in such lessor's or sublessor's business, or both. If such lessor or sublessor is a corporation or partnership, such listing shall also include the full names of all Contractor's officers, members of its advisory boards,

members of its staff and consultants, who have any family relationship, by marriage or blood, to an officer, director, or stockholder of the corporation, or to any partner of the partnership. In preparing the latter listing, Contractor shall also indicate the name(s) of the officer(s), director(s), stockholder(s), or partner(s), as appropriate, and the family relationship which exists between such person(s) and Contractor's representatives listed.

- (5) If a facility of Contractor is rented or leased from a parent organization or individual who is a common owner (as defined by Federal Health Insurance Manual 15, Chapter 10, Paragraph 1002.2), Contractor shall only charge the program for costs of ownership. Costs of ownership shall include depreciation, interest, and applicable taxes.

True and correct copies of all written rental agreements, leases, and subleases with respect to any such real property shall be appended to such affidavit and made a part thereof.

- B. Business Ownership Disclosure: Contractor shall prepare and submit to Director, upon request, a detailed statement, executed by Contractor's duly constituted officers, indicating whether Contractor totally or partially owns any other business organization that will be providing services, supplies, materials, or equipment to Contractor or in any manner does business with Contractor under this Contract. If during the term of this Contract the Contractor's ownership of other businesses dealing with Contractor under this Contract changes, Contractor shall notify Director in writing of such changes within thirty (30) calendar days prior to the effective date thereof.

## **9.15 Reports**

Contractor shall make reports as required by County concerning Contractor's activities and operations as they relate to this Contract and the provision of services hereunder. In no event, however, may County require such reports unless Director has provided Contractor with at least thirty (30) calendar days prior written notification thereof. Director's notification shall provide Contractor with a written explanation of the procedures for reporting the information required.

## **9.16 Staffing and Training/Staff Development**

Contractor shall operate continuously throughout the term of this Contract with at least the minimum number of staff required by County. Such personnel shall be qualified in accordance with standards established by County. In addition, Contractor shall comply with any additional staffing requirements which may be included in the Exhibits attached hereto.

During the term of this Contract, Contractor shall have available and shall provide upon request to authorized representatives of County, a list of persons by name, title, professional degree, salary, and experience who are providing services hereunder. Contractor also shall indicate on such list which persons are appropriately qualified to perform services hereunder. If an executive director, program director, or supervisory position becomes vacant during the term of this Contract, Contractor shall, prior to filling said vacancy, notify County's Director. Contractor shall provide the above set forth required information to County's Director regarding any candidate prior to any appointment. Contractor shall institute and maintain appropriate supervision of all persons providing services pursuant to this Contract.

Contractor shall institute and maintain a training/staff development program pertaining to those services described in the Exhibit(s) attached hereto. Appropriate training/staff development shall be provided for treatment, administrative, and support personnel. Participation of treatment and support personnel in training/staff development should include professional and staff development training activities. Such activities shall be planned and scheduled in advance, and shall be conducted on a continuing basis. Contractor shall develop and institute a plan for an annual evaluation of such training/staff development program.

#### **9.17 No Intent to Create a Third-Party Beneficiary Contract**

Notwithstanding any other provision of this Master Agreement, the parties do not in any way intend that any person shall acquire any rights as a third-party beneficiary under this Master Agreement.

#### **9.18 Unlawful Solicitation**

Contractor shall require all of its employees performing services hereunder to acknowledge in writing understanding of, and agreement to comply with, the provisions of Article 9 of Chapter 4 of Division 3 (commencing with Section 6150) of the Business and Professions Code of the State of California (i.e., State Bar Act provisions regarding unlawful solicitation as a runner or capper for attorneys) and shall take positive and affirmative steps in its performance hereunder to ensure that there is no violation of such provisions by its employees. Contractor shall utilize the attorney referral services of all those bar associations within Los Angeles County that have such a service.

#### **9.19 Contractor's Exclusion from Participating in Federally Funded Program**

9.19.1 Contractor hereby warrants that neither it nor any of its staff members is/are restricted or excluded from providing services under any health care program funded by the federal government, directly or indirectly, in whole or in part, and that Contractor will notify Director within thirty (30) calendar days in writing of: (1) any event that would require Contractor or a staff member's mandatory exclusion from participation in a federally funded health care program; and (2) any

exclusionary action taken by any agency of the federal government against Contractor or one or more staff members barring it or the staff members from participation in a federally funded health care program, whether such bar is direct or indirect, or whether such bar is in whole or in part.

9.19.2 Contractor shall indemnify and hold County harmless against any and all loss or damage County may suffer arising from any federal exclusion of Contractor or its staff members from such participation in a federally funded health care program.

9.19.3 Failure by Contractor to meet the requirements of this Paragraph shall constitute a material breach of contract upon which County may immediately terminate or suspend this Master Agreement.

**9.20 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 D.F.R. Part 76)**

Contractor hereby acknowledges that the County is prohibited from contracting with, and making sub-awards to, parties that are suspended, debarred, ineligible, or excluded; or, whose principals are suspended, debarred, ineligible, or excluded from securing federally funded contracts. By executing this Master Agreement, Contractor certifies that neither it nor any of its owners, officers, partners, or directors or other principals is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Further, by executing this Agreement, Contractor certifies that, to its knowledge, none of its subcontractors, at any tier, or any owner, officer, partner, director, or other principal of any subcontractor is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Contractor shall immediately notify County in writing, during the term of this Master Agreement, should it or any of its subcontractors or any principals of either be suspended, debarred, ineligible, or excluded from securing federally funded contracts. Failure of Contractor to comply with this provision shall constitute a material breach of this Agreement upon which the County may immediately terminate or suspend this Master Agreement.

**9.21 Whistleblower Protections**

9.21.1 Per 41 United States Code (U.S.C.) 4712, all employees working for contractors, grantees, subcontractors, and subgrantees on federal grants and contracts are subject to whistleblower rights, remedies, and protections and may not be discharged, demoted, or otherwise discriminated against as a reprisal for whistleblowing. In addition, whistleblowing protections cannot be waived by any agreement, policy, form, or condition of employment.

9.21.2 Whistleblowing is defined as making a disclosure “that the employee reasonably believes” is evidence of any of the following:



gross mismanagement of a federal contract or grant; a gross waste of federal funds; an abuse of authority relating to a federal contract or grant; a substantial and specific danger to public health or safety; or a violation of law, rule, or regulation related to a federal contract or grant (including the competition for, or negotiation of, a contract or grant). To qualify under the statute, the employee's disclosure must be made to: a member of Congress, or a representative of a Congressional committee; an Inspector General; the Government Accountability Office; a federal employee responsible for contract or grant oversight or management at the relevant agency; an official from the Department of Justice, or other law enforcement agency; a court or grand jury; or a management official or other employee of the contractor, subcontractor, grantee, or subgrantee who has the responsibility to investigate, discover, or address misconduct.

- 9.21.3 The National Defense Authorization Act for fiscal year 2013, enacted January 2, 2013, mandates a Pilot Program for Enhancement of Contractor Employee Whistleblower Protections that requires that all grantees, their subgrantees, and subcontractors to inform their employees working on any federal award that they are subject to the whistleblower rights and remedies of the pilot program; and, to inform their employees in writing of the employee whistleblower protections under statute 41 U.S.C. Section 4712 in the predominant native language of the workforce; and, contractors and grantees shall include such requirements in any agreement made with a subcontractor or subgrantee.

## **9.22 Compliance with County's Child Wellness Policy**

The Master Agreement/MAWO is subject to the Los Angeles County Board of Supervisors Policy Manual, Chapter 3, Administration and Government, 3.116 Los Angeles County Child Wellness Policy (Child Wellness). As required by the Child Wellness policy, Contractor shall make every effort to provide current nutrition and physical activity information to parents, caregivers, and staff as recommended by the Centers for Disease Control and Prevention, and the American Academy of Pediatrics; ensure that age appropriate nutritional and physical activity guidelines for children both in out-of-home care and in child care settings are promoted and adhered to; and, provide opportunities for public education and training.

## **9.23 Construction**

To the extent there are any rights, duties, obligations, or responsibilities enumerated in the recitals or otherwise in this Contract, they shall be deemed a part of the operative provisions of this Contract and are fully binding upon the parties.

## 9.24 Conflict of Terms

To the extent that there exists any conflict or inconsistency between the language of this Contract and that of any Exhibit(s), Attachment(s), and any documents incorporated herein by reference, the language found within this Contract shall govern and prevail.

## 9.25 Board of Directors Advisory Board and Organizational Chart

A. Board of Directors: Contractor's Board of Directors shall serve as the governing body of the agency. Contractor's Board of Directors shall be comprised of a minimum of not less than five (5) members, who are all at least eighteen (18) years of age and should include representatives of special population group(s) being served; shall meet at least four (4) times each calendar or fiscal year, or not less than quarterly; and record statements of proceedings which shall include listings of attendees, absentees, topics discussed, resolutions, and motions proposed with actions taken, which shall be available for review by federal, State, or County representatives. The Board of Directors shall have a quorum present at each Board meeting where formal business is conducted. A quorum is defined as one (1) person more than half of the total Board membership.

Contractor's Board of Directors shall oversee all agency Master Agreement related activities. Specific areas of responsibility shall include executive management, personnel management, fiscal management, fund raising, public education and advocacy, Board recruitment and Board member development, i.e., training and orientation of new Board members and ongoing in-service education for existing members.

B. Advisory Board or Group: Contractor shall establish and maintain an advisory board, or group, consisting of (5) five or more persons. The advisory board, or group, shall advise Contractor's director or program administrator regarding program administration and service delivery. The advisory board, or group, shall consist of people who reside in or represent the interests of the community being served (i.e., the service community). In establishing an advisory board or group, Contractor shall demonstrate reasonable efforts to achieve representation of the ethnic composition of the service community, or of any special population group(s) being served. The Contractor's own Board of Directors may function as the advisory board or group, with the prior written approval of Director. When Contractor's Board of Directors is allowed to function as an advisory board, or group, it shall meet at least four (4) times each calendar or fiscal year, or not less than quarterly, to

specifically discuss program administration and service delivery issues as provided herein.

- C. Organizational Chart: During the term of this Contract, Contractor shall maintain and have available an organizational chart detailing lines of authority and incumbents for the organization. Contractor shall make the most current version of the organizational chart available upon request.

## 9.26 Staffing and Training

- A. Recruitment and Hiring of Staff: Contractor shall fill any vacant budgeted position within sixty (60) calendar days after the vacancy occurs. (Approval of any exceptions to this requirement shall be obtained in writing from the Director.) In addition to the requirements set forth under this Paragraph, Contractor shall comply with any additional staffing requirements which may be included in the SOW incorporated herein.

Contractor is encouraged to recruit and hire staff in service positions who are fluent in American Sign Language and the primary language of any special population group being served.

- B. Training: Contractor shall ensure each administrative (i.e., management) and service (i.e., treatment and support personnel) employee receives mandated trainings, based on role, during each fiscal year of the Contract period. Mandated trainings for all staff include, but are not limited to: HIV/AIDS/STI/Other Communicable Diseases, Cultural Competence, CPR/First Aid, confidentiality, and other trainings as described in the most current version of the *Provider Manual* and as may be required by the State.

There are additional mandated trainings for clinical staff that need to be documented. The trainings for clinical staff include, but are not limited to: Motivational Interviewing, Cognitive Behavioral Therapy, American Society of Addiction Medicine (ASAM) Criteria and overdose reversal. Providers must refer to the most current version of the *Provider Manual*, and related SAPC Bulletins, to identify mandated trainings and their frequency requirements. Providers must also meet any additional requirements as required by the State.

All training received during the term of this Contract shall be included in the personnel file of all administrative and service staff employed by Contractor. Contractor shall have available and provide upon request

by authorized representatives, a copy of all certificates, sign-in sheets, or other related documented confirmation of training. Contractor shall ensure that all staff receive the necessary training to possess the requisite qualifications, knowledge, and skills to perform their duties competently according to best practices. Contractor shall ensure that relevant staff attend all County-mandated trainings as outlined at the beginning of each fiscal year.

- C. Staff certification and licensing: Contractor shall ensure that program staff who provide counseling services, (as defined in Title 9 CCR, Div.4, Chapter 8, Section 13005, California Code of Regulations) are licensed, certified, or registered to obtain certification or license pursuant to Title 9 CCR, Div. 4, Chapter 8 (commencing with Section 13000). Written documentation of licensure, certification, or registration shall be included in the personnel file of all service staff employed by Contractor who provide counseling services.

Contractor shall ensure that program staff who provide counseling services (as defined in Title 9, CCR, Div. 4, Chapter 8, Section 13005, CCR) comply with the code of conduct, pursuant to Section 13060, developed by the organization or entity by which they were registered, licensed, or certified.

- D. Residential and Detoxification Services: If residential and/or detoxification services are provided hereunder, all staff providing direct services to program participants shall receive cardiopulmonary resuscitation ("CPR") training. Within six (6) months after beginning employment with Contractor, such staff shall complete the Standard Red Cross First Aid Class ("FA") or equivalent training. Contractor shall ensure that all of its staff who perform direct services hereunder, obtain and maintain in effect during the term of this Contract, all CPR and FA certificates which are applicable to their performance hereunder.

Additionally, such staff shall be trained to recognize indications of at least the following, any of which requires immediate attention and referral: jaundice, convulsions, shock, pain, bleeding, and coma. Contractors shall keep records of training and continuing education in the personnel files of all administrative and direct service staff.

- E. Services for Youth: If services for youth are provided hereunder, Contract must ensure that services are developed and implemented with the most current version of the Youth Treatment Guidelines available at [https://www.dhcs.ca.gov/individuals/documents/youth\\_treatment\\_guide](https://www.dhcs.ca.gov/individuals/documents/youth_treatment_guide)

[lines.pdf](#) and the most current version of the *Provider Manual*.

Contractor shall maintain documentation in the individual personnel files that these requirements and qualifications have been met. The following minimum requirements and qualifications shall apply to employees and volunteers involved in the provision of such services:

- (1) All staff employed by Contractor and subcontractor(s), if applicable, shall not be on active probation or parole within the last three (3) years, and must have a Live Scan fingerprint check for criminal history background in accordance with Paragraph 22, ADMINISTRATION OF CONTRACT, Subparagraph C, Background and Security Investigations, prior to employment. Contractor shall not employ any person if they have a criminal conviction record or pending criminal trial for offenses specified by County (i.e., felonies, falsification of public records, sex offenses and offenses against children), unless such information has been fully disclosed and employment of employee for this program has been formally approved by DPH; and, if the youth program is funded by the Probation Department, by the Probation Department. The County reserves the right to prohibit Contractor and, if applicable, its subcontracted agencies, from employment or continued employment of any such person.
  - (2) Employees working with youth shall have at least two (2) years of prior experience in a youth program or two (2) years of prior experience working with youth.
  - (3) Counselors working with youth in treatment shall be licensed, certified or registered to obtain certification in accordance with Title 9, CCR, Div. 4, Chapter 8, Counselor Certification Regulations.
  - (4) All staff shall be trained in child abuse reporting and neglect issues, and requirements of mandated reporters.
- F. Sexual harassment and sexual contact shall be prohibited between participants and service employee staff/ administrative staff, including members of the Board of Directors. Contractor shall include a statement in each employee's personnel file noting that each employee has read and understands the sexual harassment and sexual contact prohibition. Contractor shall include this prohibition policy as part of an overall participant's rights statement given the participant at the time of admission. Such prohibition policy shall remain in effect for no less than six (6) months after a participant exits recovery service program.

- G. Contractor shall designate at least one employee as a "Disability Access Coordinator" to ensure program access for disabled individuals, and to receive and resolve complaints regarding access for disabled persons at Contractor's facility(ies).

### **9.27 Participant Eligibility**

If participants are provided treatment services hereunder, participant's eligibility to receive Substance Use Disorder (SUD) services, and financial coverage (Medi-Cal, insurance, or other third-party payer), must be determined and confirmed by Contractor. Medi-Cal shall be the first payor of services for persons with SUD who are being served by SAPC contracted providers. Within ninety (90) calendar days after a participant is first given services hereunder, Contractor shall document that all potential sources of payments to cover the costs of participant services hereunder have been identified and that Contractor or such participant has attempted to verify participant's eligibility for Medi-Cal. In addition to the requirements set forth under this Paragraph, Contractor shall make a written certification to County stating whether the participant is eligible for Medi-Cal, insurance or other third-party coverage. Contractor shall retain such documentation and allow County access to same in accordance with RECORDS AND AUDITS Paragraph of this Contract.

### **9.28 Imposition of Charges and Fees**

In accordance with federal, State, and County laws and regulations, no fees, additional charges, waitlist payments, deposits or any other type of monetary requirements shall be imposed on any patient receiving DMC-ODS services under this agreement. Failure by Contractor to comply with this requirement may result in the withholding of payments or other contract actions, including but not limited to contract suspension or termination.

### **9.29 Evaluation of Services**

Contractor agrees to provide services to County and County participants as described and as summarized in the MAWO's SOW(s).

- A. As a result of Federal, State, and local emphasis on better documentation and assessment of program effectiveness, the County may, at its sole discretion, require Contractor to participate in County-authorized process and outcome evaluations. Evaluation requirements may include, but are not limited to: interviews of program administrators, staff, and participants; completing questionnaires; observation of staff in-service training and staff delivery of services to participants; abstraction of information from participant records; an expansion or enhancement of the Los Angeles County Participant Reporting System (LACPRS); the reporting of services received by selected participants; and other

activities to meet established standards for the conduct of evaluations of acceptable scientific rigor. All evaluation activities will provide suitable program, staff, and participant confidentiality assurances and will be conducted under applicable federal and State law with appropriate Institutional Review Board (human subject protection) approval. When conducted by non-County employees, evaluations will be conducted under the direction of County with additional oversight by a County-appointed advisory group.

- B. Contractor will participate in all other required evaluation efforts as outlined in the MAWO's SOW(s).

### **9.30 Special Reports**

Subject to the reporting requirements of the REPORTS Paragraph of this Contract, Contractor shall submit the following report(s):

- A. Contractor shall submit patient wait list information into the State's Drug and Alcohol Treatment Access Report ("DATAR"), the State Department of Health Care Services' system used to collect data on alcohol and other drug treatment capacity. Information must be submitted for each contracted site on a monthly basis, directly to DHCS using the web-based "DATARWEB" Reporting System at <https://adpapps.dhcs.ca.gov/datar/>.

By the tenth (10th) day of each month following the month for which the data is collected, Contractor shall collect, record data, and submit the DATAR using the DATARWEB, as required by DHCS.

Failure by Contractor to submit the required monthly report to the State of California shall result in all monthly payments being withheld. Payments shall resume upon report submission by Contractor that is confirmed by the State.

- B. Contractor shall electronically enter data/reports into Sage by the 7<sup>th</sup> and 30<sup>th</sup> of each month. Further instruction is provided in the most current version of the *Provider Manual*, which includes, but is not limited to, the California Outcome Measurement Systems (CalOMS), also known locally as the Los Angeles County Participant Reporting System (LACPRS), admission and discharge questions, financial eligibility, and benefits acquisition and/or enrollment confirmation, for each individual admitted to or departing from Contractor's services under this Contract.

Failure by Contractor to submit the required data/reports completely and on time to SAPC shall result in all monthly payments being withheld for late submission of reports.

- C. Contractor shall submit other reports as required by the Director or by the State of California, concerning Contractor's activities as it relates to this Contract. In no event, however, may County require such reports unless it has provided Contractor with at least thirty (30) calendar days prior written notification thereof. County shall provide Contractor with a written explanation of the procedures for reporting the required information.

### **9.31 Emergency Medical Treatment**

Participants treated hereunder who require emergency medical treatment for physical illness or injury shall be transported to an appropriate medical facility. The cost of such transportation as well as the cost of emergency medical care shall not be a charge to County nor reimbursable to Contractor hereunder.

### **9.32 Tobacco-Free and Cannabis-Free Environment and Tobacco and Cannabis Awareness**

Contractor shall provide a tobacco-free and cannabis free environment and develop tobacco and cannabis awareness at the locations (i.e., facilities) where services are provided under provisions of the any resulting Master Agreement/MAWO(s), by taking the following actions:

- A. Prohibiting smoking in all areas within the facilities.
- B. Prohibiting smoking within 50 feet of doors and windows at all program facilities.
- C. Integrating information regarding nicotine, cannabis smoking cessation, and the trigger effect of secondhand smoke into treatment and recovery program curricula.
- D. Establishing appropriate smoking cessation services, or providing referral to appropriate smoking cessation services, for participants served under the MAWO. Contractor's failure to comply with the above listed requirements may result in County's withholding of payments to Contractor under the MAWO, or termination of the MAWO, or both.

### **9.33 Drug Free Work Place**

Contractor certifies that it will comply with the requirements of Government Code Section 8350 et seq. (Drug-Free Work Place Act of 1990) and will provide a drug- free workplace, in the provision of services herein, by taking the following actions:



- A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in a person's or organization's (including Contractor's organization) workplace, including a statement specifying the actions that will be taken against employees for the violations of the prohibitions as required by Government Code Section 8355(a).
- B. Establish a drug-free awareness program as required by Government Code Section 8355(b) to inform employees about all of the following:
  - (1) The dangers of drug abuse in the workplace;
  - (2) The person's or organization's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations.
- C. Provide, as required by Government Code Section 8355(c), that every employee engaged in the performance of the agreement:
  - (1) Be given a copy of the County's drug-free policy statement; and
  - (2) As a condition of employment on the agreement, agree to abide by the terms of the published statement.
- D. Contractor's failure to comply with the above-listed requirements may result in County's withholding of payments to Contractor under the MAWO, or termination of the MAWO, or both, and Contractor may be ineligible for future County Contracts if the County determines that any of the following has occurred:
  - (1) Contractor has made a false certification; or
  - (2) Contractor has violated the certification by failing to carry out the requirements as noted above.

**9.34 Human Immunodeficiency Virus (“HIV”) Acquired Immune Deficiency Syndrome (“Aids”) Education**

- A. Contractor shall ensure that agency’s Board of Directors reviews and adopts an HIV/AIDS policy that includes all elements of this Section 9.34.

- B. Contractor shall develop policies and procedures, which are adopted by the Board of Directors that addresses priority admissions, confidentiality, charting, and all other issues necessary to ensure the protection of the rights of all HIV positive clients.
- C. Contractor shall designate an HIV/AIDS resource person who shall be the agency's liaison to SAPC, and shall develop, implement, and document this person's responsibilities.
- D. The HIV/AIDS resource person shall attend meetings and trainings relative to HIV and substance abuse (e.g. HIV Drug and Alcohol Task Force, etc.), when required. The resource person shall ensure staff and clients are aware of such training and educational opportunities.
- E. The HIV/AIDS resource person shall distribute HIV/AIDS policies and procedures to each staff member. A signed commitment and acknowledgement form shall be maintained in each employee's personnel file. Contractor shall institute regular re-evaluation of the policy and recommended changes or addendum when warranted by changes in HIV care or epidemiology, and/or in federal or State law.
- F. The HIV/AIDS resource person shall develop an overall HIV/AIDS educational plan which includes, but is not limited to, HIV prevention, HIV transmission, basic HIV information, risk-reduction, and local resources. This plan must include a curriculum for staff and clients, as well as a system to document staff and client participation. An Acknowledgement of HIV/AIDS Risk Reduction Information Form shall be maintained in each client's file. The curriculum shall include the education and prevention of other communicable diseases (e.g., all types of viral hepatitis, tuberculosis, chlamydia, gonorrhea, and syphilis).
- G. Contractor shall maintain current educational material in the program facility(ies) in a manner which will increase awareness on how to reduce the risk of HIV virus transmission. Staff and clients shall be provided with current, up-to-date brochures and other educational material which are reflective of the population served by the agency, in culturally appropriate format and languages. Printed materials must provide information on risk-reduction and testing, in addition to whatever information is deemed appropriate for the population(s) served at the agency. Materials must be replenished, be visible and easily available to clients pursuant to Paragraph 9.40, COMPLIANCE WITH CULTURALLY AND

LINGUISTICALLY APPROPRIATE SERVICES STANDARDS  
(CLAS).

- H. Contractor shall make available to all participants and employees the location(s) of HIV/AIDS counseling and confidential testing sites and treatment centers within the County of Los Angeles.
- I. Contractor shall develop resource information and linkages to support the special medical, social, psychological, case management, etc., needs of HIV positive clients, make referrals when appropriate, while clients are in the program and for discharge planning.
- J. Contractor shall not deny services to any persons solely because they are perceived to be at high risk for HIV infection (e.g., injection drug users, gay and bi-sexual men/women, sex workers), or have been diagnosed with HIV/AIDS.
- K. Contractor shall consider priority admission for all applicants who identify as HIV/AIDS infected.
- L. Contractor shall comply with all applicable federal and State laws relating to confidentiality of the HIV/AIDS status of the participant.
- M. If HIV/AIDS services are not available at Contractor's location, Contractor shall make every effort to link patient to available services. At patient's choice, provide Interim Services as defined in Title 45 CFR 96.121 until the individual is admitted into a program; including at a minimum, counseling, and education about HIV, transmission prevention, the risk of transmission to sexual partners and infants, appropriate HIV services/treatment. For pregnant women, interim services also include counseling on the effects of alcohol and drug use on the fetus, as well as prenatal care.

**9.35 Message Regarding the Unlawful Use of Tobacco Use of Alcohol and Other Drugs**

Contractor agrees that any information, material, curricula, teachings, or promotions which are produced under any resulting MAWO, including but not limited to: those produced in audio, print, or video; and, which pertain to messages provided by Contractor's program to participants and the general public, shall all be produced in accordance with the requirements of Health and Safety Code Sections 11999, 11999.1, 11999.2 and 11999.3, and shall specifically contain a clear statement that promotes no unlawful use of alcohol and other drugs and that the unlawful use of alcohol and other drugs is both illegal and dangerous.

Contractor shall provide SAPC with any audio, printed, video, or other materials planned for general public dissemination, for review upon SAPC's request.

### **9.36 Child/Elder Abuse Fraud Report**

- A. Contractor's mandated reporting staff working on this Contract that are subject to California Penal Code (PC) Section 11164 et seq. shall comply with the reporting requirements described in PC Section 11164 et seq. and shall report all known or suspected instances of child abuse to an appropriate child protective agency, as mandated by these Code sections. Contractor's mandated reporting staff working on this Contract shall make the report on such abuse, and shall submit all required information, in accordance with PC Sections 11166 and 11167.
- B. Child abuse reports shall be made by telephone to the Department of Children and Family Services hotline at (800) 540-4000 within 24 hours of suspicion of instances of child abuse.
- C. Contractor's mandated reporting staff working on this Contract that are subject to California Welfare and Institutions Code (WIC), Section 15600 et seq. shall comply with the reporting requirements described in W&IC Section 15600 et seq. and shall report all known or suspected instances of physical abuse of elders and dependent adults either to an appropriate County adult protective services agency or to a local law enforcement agency, as mandated by these code sections. Contractor's mandated reporting staff working on this Contract shall make the report on such abuse, and shall submit all required information, in accordance with WIC Sections 15630, 15633 and 15633.5.
- D. Elder abuse reports shall be made by telephone to the Department of Workforce Development, Aging, and Community Services hotline at (800) 992-1660 within one (1) business day from the date Contractor became aware of the suspected instance of elder abuse.
- E. Contractor staff working on this Contract shall also immediately report all suspected fraud situations to County within three business days to DPSS Central Fraud Reporting Line at (800) 349-9970 unless otherwise restricted by law from disclosing such information.

### **9.37 Nondiscrimination and Institutional Safeguards for Religious Providers**

Title 42 of the Code of Federal Regulations, Part 54, shall apply to organizations which meet the definition of a religious organization. This provision applies to federal funds provided for direct funding of substance abuse prevention and treatment services under the Substance Abuse Prevention and Treatment Block Grant. Religious organizations shall be eligible, on the same basis as any other organization, to participate in applicable programs, as long as their services are provided consistent with the Establishment Clause and the Free Exercise Clause of the First

Amendment to the United States Constitution. Further, said provision prohibits state or local governments receiving federal substance abuse funds from discriminating against an organization that is, or applies to be, a program participant on the basis of the organization's religious character or affiliation. This provision also prohibits the use of funds for support of any inherently religious activities, such as worship, religious instruction, or proselytization and provides program beneficiaries with the right to receive services from an alternative provider if the program beneficiary objects to the religious character of a program participant. Contractor shall have a system in place to ensure that referral to an alternative provider or service reasonably meets the requirements of timeliness, capacity, accessibility, and equivalency. Referrals shall be made in a manner consistent with all applicable confidentiality laws, including, but not limited to 42 CFR Part 2 (Confidentiality of Alcohol and Drug Abuse Patient Records), and notices of such referrals shall be made to County in writing.

### **9.38 Automated Los Angeles County Participant Reporting System (LACPRS)**

Contractor shall participate and cooperate in the automated LACPRS or an enhanced replacement system. For the purpose of reporting data, Contractor will enter client information and services provided to each client directly into the County LACPRS via Internet or data exchange. In order to access LACPRS, Contractor shall provide a computer that includes but is not limited to, peripherals hardware, software, cable lines and connections, Internet access and modem to establish and maintain connectivity to LACPRS. Contractor shall provide all necessary maintenance for the computer and related equipment, ensure that the computer equipment and internet connectivity are up to date and in good operational order at all times. Contractor shall ensure that adequate security measures have been taken, and that any hardware and/or software provided by Contractor is compatible with any existing computer system used by the County. Contractor shall not be held responsible for violation of confidentiality requirements that occur within County's areas of responsibility.

### **9.39 Performance Improvement Plans and Performance Measures**

- A. Contractor is required to submit by August 1<sup>st</sup> of each year, their annual performance improvement plan (PIP). This PIP shall include at least one clinical and one non-clinical PIP addressing the most critical barriers to treatment identified by the Contractor based on CalOMS, Substance Abuse Service Helpline (SASH), Client Engagement and Navigation Services (CENS), and other data reports.
- B. Contractor performance under this Contract shall be measured

against pre-established performance measures and benchmarks. County will provide Contractor with the established performance measures and benchmarks in advance and provide a report of Contractor's performance through "dashboards". Dashboard may include but not limited to number of patients who remained in treatment for 30 days, number of patients who were successfully transferred to a lower level of care, number of patients who were successfully followed up with at 3, 6 and 9 months after discharge. Contractors are required to review the Dashboards at minimum quarterly, and implement actions to achieve the standard when unmet for the reviewed period. SAPC shall also review these Dashboards quarterly and send a written notice to Contractor and/or require technical assistance to support achievement of the benchmark prior to the end of the fiscal year.

- C. For purposes of measuring Contractor's performance, the following shall apply:
1. Contractor is required to meet the County benchmarks set by SAPC for each type of service (e.g., outpatient, residential, withdrawal management, opioid treatment program).
  2. If Contractor does not meet one or more of the benchmarks by the end of each fiscal year (June 30) the Contractor must develop a PIP and submit by the indicated deadline. Failure by Contractor to submit the PIP as requested may result in the withholding of payments.

#### **9.40 Compliance with Culturally and Linguistically Appropriate Service Standards (CLAS)**

- 9.40.1 Contractor shall ensure that all services provided are delivered in a culturally and linguistically appropriate manner, in accordance with 42 C.F.R., part 438, the National CLAS Standards (available at [www.thinkculturalhealth.hhs.gov/clas/standards](http://www.thinkculturalhealth.hhs.gov/clas/standards)) and as described in SAPC Bulletin 18-03, unless superseded by an updated version, or most current version, and the most current version of the *Provider Manual*. Contractors shall ensure that, in accordance with all applicable Federal, State, and local laws, rules, regulations, directives, guidelines, policies and procedures, patients who have limited English proficiency, who are non-English monolingual, or who have a disability are provided information on the free language assistance services that are available them, including prominent posting of language assistance services. These services include the provision of bilingual staff who are representative of the primary population(s) served by each Contractor facility location where

treatment is provided, oral and sign language interpreters, and auxiliary aids and services (e.g. large print documents, braille, TTD/TTY, closed caption, etc.).

- 9.40.2 Contractor shall ensure its policies, procedures, and practices are consistent with the CLAS standard and language assistance requirement and are incorporated into the organizational structure, as well as day-to-day operations.

#### **9.41 Restriction on the Distribution of Sterile Syringes/Needles**

Contractor shall ensure that none of the funds under this Contract will be used for the distribution of sterile syringes.

#### **9.42 Electronic Health Record System**

- 9.42.1 Contractor is mandated to secure and use a certified and approved Electronic Health Record (EHR) system. Contractors may choose to utilize the County's EHR, Sage, as their primary SUD EHR to meet this requirement. All providers, regardless of whether they have their own EHR, are required to utilize the Sage system, or effectively interface with the Sage system, for submission of clinical materials for utilization management, quality improvement, and billing. Whether they choose to use Sage or their own EHR for clinical documentation, Contractor must ensure and maintain the appropriate technology, staff training, security practices, and information system to support the EHR functioning.
- 9.42.2 Should Contractor choose to utilize an EHR other than Sage, Contractor must ensure that the systems meet all the program requirements including, but not limited to: appropriate configuration related to reimbursement rates, documentation requirements, benefit description, billing/claim submission, data systems (e.g., CalOMS), authorization requests and approved documentation templates.
- 9.42.3 Contractor shall ensure that all security and confidentiality requirements are met when utilizing an EHR, including the designation of user access, privacy/security training, and demonstrated training processes employed to ensure staff are able to use the EHR competently. Additionally, Contractor shall have procedures to regularly monitor access for appropriate use, ensure there are practices in place to prevent inappropriate access as well as the termination of user access within 24 hours of employment termination.

- 9.42.4 Contractor shall develop, maintain, implement and periodically review and update their Outage Procedures to lessen the impact on patient treatment and organizational operations during periods of planned or unplanned system outage.
- 9.42.5 Contractors are responsible to notify SAPC immediately in instances where there is a suspected data breach, data vulnerability, or incident where patient health information may have been compromised, consistent with the Information Security Requirements Exhibit attached to this contract.

### **9.43 Priority Populations**

- 9.43.1 Contractor shall establish protocols and procedures to identify, engage, and enroll into treatment, priority populations as established by the County and in accordance with Substance Abuse Prevention and Treatment Block Grants. Priority populations include pregnant injection drug users, pregnant substance users, injection drug users and patients with HIV/AIDS.
- 9.43.2 In accordance with 45 CFR 96.126, if SUD treatment services are not immediately available, Contractor will secure interim services for the patient which will include at minimum, counseling and education. Contractor will maintain contact with patient to ensure transition into treatment.

### **9.44 Perinatal Services**

If Contractor is authorized by the County to treat pregnant and/or parenting women, Contractor shall ensure that all services being provided to the parent and child(ren) are in accordance with the latest version of the State's Perinatal Practice Guidelines. Additional information on Pregnant and Parenting Women services are available in the most current version of the *Provider Manual*.

### **9.45 Medications for Addiction Treatment**

Contractor shall develop and implement protocols to ensure that medications for addiction treatment services are discussed and offered as a concurrent treatment option for all adult patients enrolled in DMC-ODS treatment for whom they are clinically appropriate, which includes those with opioid and/or alcohol use disorders, and other substance use disorders for which the medication for addiction treatment has been FDA-approved. Necessary and appropriate medication for addiction treatment should also be made available to youth under the age of 18, on a case-by-



case basis, with necessary authorizations submitted to SAPC, as clinically warranted.

#### **9.46 Evidence-Based Practices**

Contractor shall incorporate, at a minimum, the following two evidence-based practices into all treatment services and maintain a protocol for ensuring fidelity to these practices:

- A. Motivational Interviewing: A patient-centered, empathic, but directive counseling strategy designed to explore and reduce a person's ambivalence toward treatment by paying particular attention to the language of change.
  
- B. Cognitive Behavioral Therapy (CBT): According to the National Institute of Drug Abuse's *Principles of Drug Addiction Treatment: A Research-Based Guide*, "Cognitive-behavioral strategies are based on the theory that in the development of maladaptive behavioral patterns like substance abuse, learning processes play a critical role. Individuals in CBT learn to identify and correct problematic behaviors by applying a range of different skills that can be used to stop drug abuse and to address a range of other problems that often co-occur with it. A central element of CBT is anticipating likely problems and enhancing patients' self-control by helping them develop effective coping strategies. Specific techniques include exploring the positive and negative consequences of continued drug use, self-monitoring to recognize cravings early and identify situations that might put one at risk for use and developing strategies for coping with cravings and avoiding those high-risk situations.

#### **9.47 Access to Treatment**

Contractor shall develop and implement procedures and protocols to ensure compliance with State and County timely access to treatment standards for all eligible beneficiaries under DMC-ODS as outlined below and further described in the most recent version of the *Provider Manual*. These procedures and protocols will include systems to ensure:

- A. Screening for emergency medical conditions pursuant to 42 CFR 438.114 and the immediate referral to emergency medical care;
  
- B. Assessment beginning within no more than five (5) days after screening or referral (unless the beneficiary requests a specific preference);
  
- C. When timeliness standards cannot be met, how Contractor will offer

referrals to another provider or assist with referrals with the SASH, as waitlists are not allowed; and

- D. No additional barriers to care, including but not limited to, unreasonable pre-entry requirements, additional fees/payments, or unreasonable burdens to access care.

Failure by Contractor to meet timely access standards may result in the withholding of payment or other contract action, including but not limited to contract suspension or termination.

#### **9.48 Service and Bed Availability Tool**

Contractor is mandated to adhere to all requirements related to maintaining accurate and timely profile management of the Service and Bed Availability Tool (SBAT), the County's web-based provider directory. Requirements include, but are not limited to the following:

- A. Accurate input of intake bed availability on at least a daily basis;
- B. Accurate input of other SBAT information, as needed and required by SAPC;
- C. Notification to the County within ten (10) days of any changes to SBAT-related information, including changes to LPHAs working within their scope of practice at each facility location;
- D. Timely completion of all SBAT surveys and forms; and
- E. Appropriate use when utilizing the SBAT to facilitate referrals.

Failure to adhere to these requirements may result in removal from SBAT and other contract actions, including but not limited to contract suspension or termination.

#### **9.49 Treatment Authorizations**

Contractor is responsible for securing appropriate treatment authorizations, including the submission of complete and mandated paperwork, in accordance with the most current version of the *Provider Manual* and the *Checklist of Required Documentation for Utilization Management* available on the SAPC Website. The Contractor assumes financial responsibility for any services provided for which an authorization is ultimately not approved.

#### **9.50 Annual Network Adequacy Certification**

Contractor is required to annually submit to SAPC Director or designee, information on its ability to meet timely access and adequacy standards for each facility location herein or more frequently as directed. Contractor shall develop and implement policies and procedures for ensuring availability and submission of Network Adequacy Certifications (NAC) information, including, but not limited to, information on the number of Medi-Cal patients served by each facility, proximity to public transportation, language assistance services provided by each facility, the Medi-Cal patient caseload of each LPHA/counselor providing direct services, the language proficiency for each LPHA/counselor. Failure by Contractor to submit the requested information, documents or materials within the indicated deadline may result in the withholding of payments or other contract actions, including but not limited to contract suspension or termination.

**9.51 Tuberculosis (TB) Program Requirements**

Contractor shall implement infection control procedures that are consistent with CCR, Title 17, 2500, to prevent the transmission of TB, including screening and identifying those individuals at high risk of becoming infected, and reporting all individuals with active TB to the Los Angeles County TB Control Program in accordance with LA County Health and Safety Code and all relevant confidentiality regulations.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Master Agreement to be subscribed by its Director of Public Health, or designee, and Contractor has caused this Master Agreement to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Barbara Ferrer, Ph.D., M.P.H., M.Ed.  
Director

\_\_\_\_\_  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL  
RODRIGO CASTRO-SILVA  
Acting County Counsel

APPROVED AS TO CONTRACT  
ADMINISTRATION:

Department of Public Health

By \_\_\_\_\_  
Patricia Gibson, Chief  
Contracts and Grants Division

**MASTER AGREEMENT FOR  
MARK RIDLEY-THOMAS BEHAVIORAL HEALTH CENTER  
AS-NEEDED SUBSTANCE USE DISORDER TREATMENT SERVICES  
(MRT BHC – SUD TREATMENT SERVICES)**

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## COUNTY'S ADMINISTRATION

MASTER AGREEMENT NUMBER \_\_\_\_\_

### COUNTY'S MASTER AGREEMENT PROGRAM DIRECTOR (MAPD):

Name: Patricia Gibson  
Title: Chief, Contracts and Grants Division  
Address: 5555 Ferguson Drive, Suite 210, Office # 2040-1  
Commerce, CA 90022  
Telephone: (323) 914-7564  
Facsimile: (323) 838-8356  
E-Mail Address: [pgibson@ph.lacounty.gov](mailto:pgibson@ph.lacounty.gov)

### COUNTY'S PROJECT MANAGER:

Name: Will be determined at the time of Work Order Solicitation  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

### COUNTY'S WORK ORDER DIRECTOR:

Name: Will be determined at the time of the Work Order Solicitation  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

# CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME

MASTER AGREEMENT NUMBER \_\_\_\_\_

## CONTRACTOR'S PROJECT MANAGER:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## Notices to Contractor shall be sent to the following address:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## CONTRACTOR'S EEO CERTIFICATION

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 Contractor Name
 

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 Address
 

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 Internal Revenue Service Employer Identification Number
 

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### GENERAL CERTIFICATION

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

### CONTRACTOR'S SPECIFIC CERTIFICATIONS

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. The Contractor has a written policy statement prohibiting discrimination in all phases of employment.   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. The Contractor periodically conducts a self analysis or utilization analysis of its work force.   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. The Contractor has a system for determining if its employment practices are discriminatory against protected groups.  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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 Authorized Official's Printed Name and Title
 

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 Authorized Official's Signature
 

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 Date
 

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Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

**2.203.010 Findings.**

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer, or are reducing, or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.020 Definitions.**

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for, or on behalf of, the county but does not include:
  - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
  - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
  - 3. A purchase made through a state or federal contract; or
  - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
  - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
  - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
  - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.
- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
  2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

**2.203.030 Applicability.**

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

**2.203.040 Contractor Jury Service Policy.**

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.050 Other Provisions.**

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter, or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.060 Enforcement and Remedies.**

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

**2.203.070. Exceptions.**

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
  - 1. Has ten or fewer employees during the contract period; and,
  - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
  - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.090. Severability.**

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

Master Agreement Number: \_\_\_\_\_

Work Order Number: \_\_\_\_\_

COUNTY OF LOS ANGELES / DEPARTMENT OF PUBLIC HEALTH  
SAMPLE MASTER AGREEMENT WORK ORDER  
FOR  
AS-NEEDED MRT BHC - SUD TREATMENT SERVICES

CONTRACTOR \_\_\_\_\_

This Master Agreement Work Order and Attachments made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the County of Los Angeles, Department of Public Health, hereinafter referred to as County and CONTRACTOR, hereinafter referred to as Contractor. Contractor is located at ADDRESS.

RECITALS

WHEREAS, on \_\_\_\_\_, 20\_\_ County and Contractor, entered into Master Agreement Number \_\_\_\_\_ to provide As-Needed Substance Use Prevention Services for the Department of Public Health; and

WHEREAS, Contractor submitted a response to Work Order Solicitation Number \_\_\_\_\_ released by the County on \_\_\_\_\_ for \_\_\_\_\_; and

WHEREAS, Contractor is willing and able to provide the services described herein, in consideration of the payments under this Master Agreement Work Order (MAWO) and under the terms and conditions herein set forth; and

WHEREAS, all terms of the Master Agreement PH-\_\_\_\_\_ shall remain in full force and effect; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

## **1.0 APPLICABLE DOCUMENTS**

Attachments A, B, C, D, E, F, G, H and I are attached to and form a part of this MAWO. In the event of any conflict or inconsistency in the definition or interpretation of any work, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Attachments, or between Attachments, such conflict or inconsistency shall be resolved by giving precedence first to the Master Agreement, MAWO, and then to the Attachments according to the following priority.

### **Standard Attachments:**

- 1.1 Attachment A – Statement of Work (to be attached in final MAWO)
- 1.2 Attachment B – Scope of Work – Goals and Objectives (to be attached in final MAWO)
- 1.3 Attachment C – Budget (to be attached in final MAWO)
- 1.4 Attachment D – Certification of No Conflict of Interest (to be attached in final MAWO)
- 1.5 Attachment E – Certification of Employee Status (to be attached in final MAWO)
- 1.6 Attachment F – County’s Administration (to be attached in final MAWO)
- 1.7 Attachment G – Forms Required for Each Work Order Before Work Begins

### **Unique Attachments:**

- 1.8 Attachment H – Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) (to be attached in final MAWO)

## **2.0 WORK**

Pursuant to the provisions of this MAWO, Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in Attachment A, Statement of Work, and Attachment B, Scope of Work. This MAWO shall constitute the complete and exclusive statement of understanding between the parties, relating to the subject matter of this work order.

**3.0 TERM OF MASTER AGREEMENT WORK ORDER**

The term of this MAWO shall be effective \_\_\_\_\_ and continue in full force and effect through \_\_\_\_\_, unless sooner terminated or extended, in whole or in part, as provided in this MAWO.

**4.0 CONTRACT BUDGET**

Contractor shall provide \_\_\_\_\_ Services at the specified rates in Attachment C, Budget. Contractor shall not add or replace services or personnel without the prior written permission of the County Project Manager or designee.

**5.0 CONTRACTOR BUDGET AND EXPENDITURES REDUCTION FLEXIBILITY**

In order for County to maintain flexibility with regards to budget and expenditure reductions, Contractor agrees that Director may cancel this MAWO, without cause, upon the giving of ten (10) calendar days written notice to Contractor. In the alternative to cancellation, Director may, at her sole discretion, consistent with Federal, State, and/or County budget reductions, renegotiate the scope/description of work, maximum obligation, and budget of this MAWO via written Amendment. To implement such, an Amendment to the MAWO shall be prepared by Director and executed by the Contractor and by the Director pursuant to Master Agreement, Paragraph 8.0, Standard Terms and Conditions, sub-paragraph 8.1, Amendment.

**6.0 FUNDING SOURCE**

Provision of services under this MAWO for PROJECT TITLE are 100 percent offset by [enter name of grantor] funds.

**7.0 MAXIMUM TOTAL COST AND PAYMENT**

7.1 For the period of \_\_\_\_\_ through \_\_\_\_\_, the Maximum Total Cost that County will pay Contractor for all Services to be provided under this MAWO shall not exceed \_\_\_\_\_ Dollars (\$\$) as set forth in Attachment C, Budget, attached hereto and incorporated herein by reference.

7.2 County agrees to compensate Contractor in accordance with the payment structure set forth in Attachment C, Budget, attached hereto and incorporated herein by reference.

7.3 Contractor shall satisfactorily perform and complete all required Services in accordance with Attachment A, Statement of Work and Attachment B, Scope of Work, notwithstanding the fact that total payment from County shall not exceed the Total Maximum Total Cost amount. Performance of services as used in this Paragraph includes time spent performing any of the service activities designated in the Attachment(s) including, but not limited to, any time spent on the preparation for such activities.

- 7.4 All invoices submitted by Contractor for payment must be submitted for approval to the County Project Manager, or her designee no later than thirty (30) calendar days after month end.
- 7.5 Upon expiration or prior termination of this MAWO, Contractor shall submit to County Project Manager, within thirty (30) calendar days, any outstanding and/or final invoice(s) for processing and payment. Contractor's failure to submit any outstanding and/or final invoices to the County Project Manager within the specified period described above shall constitute Contractor's waiver to receive payment for any outstanding and/or final invoices.
- 7.6 Director or designee, may execute Change Notices to the MAWO that: a) permit modifications to or within budget categories within each budget, as reflected in Attachment C, Budget, and corresponding adjustments of the Statement of Work (Attachment A) and/or Scope of Work (Attachment B); b) allow for changes to hours of operation and/or service locations; and c) correct errors in the MAWO's term and conditions. A written Change Notice shall be signed by the Director, or designee, and Contractor, as authorized by the Board, and incorporated into and become part of this MAWO.
- 7.8 No modification shall increase the maximum total cost that County pays to Contractor as provided in Paragraph 7.1.

## **8.0 INVOICE AND PAYMENTS**

Contractor shall invoice the County in arrears only for providing the tasks, deliverables, services, and other work specified in this MAWO. Contractor shall invoice County on a Time and Materials Work Order ~~-or-~~ Fixed Price Per Deliverables ~~-or-~~ Cost Reimbursement basis.

### **Time and Materials Work Order:**

Each invoice submitted by Contractor shall specify:

- County numbers of the Work Order and Contractor's Master Agreement;
- Period of performance of work being invoiced;
- Name(s) of persons who performed the work;
- Number of hours being billed for the individual(s) and the labor rate(s) as specified in the Work Order;
- Total amount of the invoice; and
- Budget Attachment C.

Invoices under this MAWO shall be submitted to the address(es) set forth in Attachment F.

~~-OR-~~

**Fixed Price Per Deliverables:**

Each invoice submitted by Contractor shall specify:

- County numbers of the MAWO and Contractor's Master Agreement;
- Period of performance of work being invoiced;
- Name(s) of persons who performed the work;
- A brief description of the deliverable(s) for which payment is claimed, the respective number(s) assigned to the deliverable(s), and the individual amount being billed for each deliverable;
- The budget, amounts claimed this period, amounts claimed year to date, and remaining balance;
- The total amount of the invoice; and
- Budget Attachment C.

While payments shall be made in accordance with the fixed price per deliverable set out in the Budget(s), Contractor, if requested by County, State, or federal representatives, must be able to produce proof of actual costs incurred in the provision of units of service hereunder. If the actual allowable and documented costs are less than the fixed price per deliverable set in the budget(s), Contractor shall be reimbursed for the actual costs. In no event shall County be required to pay Contractor for units of service that are not supported by actual allowable and documented costs.

Invoices under this MAWO shall be submitted to the address(es) set forth in Attachment F.

-OR-

**Cost Reimbursement:**

- a) Salaries.
- b) Employee Benefits – At a minimum, the benefit package must include FICA, Health Insurance (Basic Health and Dental must be 100% covered by the Contractor/Employer), Unemployment Insurance, Disability Insurance, and Workers Compensation. Benefits shall include County observed Holiday days, vacation days, and sick days.
- c) Travel – Some positions will be required to travel to different locations throughout the project period as outlined in Attachment A, Statement of Work. Budget should include funding for local mileage and parking and out of town travel reimbursement. County's current mileage reimbursement rate is 55 cents per mile.
- d) Supplies/Materials.



- e) Consultant/Contractual
- f) Other
- g) Indirect Cost

Invoices under this MAWO shall be submitted to the address(es) set forth in Attachment F.

**9.0 CONFLICT OF INTEREST**

9.1 No County employee whose position with the County enables such employee to influence the award of this MAWO or any competing Work Order, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Work Order. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

9.2 Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the terms of this MAWO. Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all personnel implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Paragraph shall be a material breach of the Master Agreement.

**10.0 MANDATORY COMPLETION DATE**

Contractor shall provide all deliverables no later than the completion date identified in the Statement of Work, Attachment A, and Scope of Work, Attachment B. The Contractor shall ensure all Services have been performed by such date.

**11.0 SERVICES**

Contractor shall not be paid for any task, deliverable, service, or other work that is not specified in this MAWO, and/or that utilizes personnel not specified in this MAWO, and/or that exceeds the Maximum Total Cost of this MAWO, and/or that goes beyond the expiration date of this MAWO.

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ALL TERMS OF THE MASTER AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT. THE TERMS OF THE MASTER AGREEMENT SHALL GOVERN AND TAKE PRECEDENCE OVER ANY CONFLICTING TERMS AND/OR CONDITIONS IN THIS MAWO. NEITHER THE RATES NOR ANY OTHER SPECIFICATIONS IN THIS MAWO ARE VALID OR BINDING IF THEY DO NOT COMPLY WITH THE TERMS AND CONDITIONS OF THE MASTER AGREEMENT, REGARDLESS OF ANY ORAL PROMISE MADE TO CONTRACTOR BY ANY COUNTY PERSONNEL WHATSOEVER.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Barbara Ferrer, Ph.D., M.P.H., M.Ed.  
Director

(CONTRACTOR'S NAME)

\_\_\_\_\_  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL  
RODRIGO CASTRO-SILVA  
County Counsel

APPROVED AS TO CONTRACT  
ADMINISTRATION:

Department of Public Health

By \_\_\_\_\_  
Patricia Gibson, Chief  
Contracts and Grants Division

## EXHIBIT F

### FORMS REQUIRED FOR EACH MASTER AGREEMENT WORK ORDER (MAWO) BEFORE WORK BEGINS

- F1 CERTIFICATION OF EMPLOYEE STATUS
- F2 CERTIFICATION OF NO CONFLICT OF INTEREST

*A determination must be made whether the Contactor will complete a Confidentiality Agreement on behalf of its employees or whether the Contractor's employees and non-employees will complete the Confidentiality Agreements individually.*

- F3 CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

**OR**

- F4 CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- F5 CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

**AS-NEEDED SUBSTANCE USE PREVENTION SERVICES  
MASTER AGREEMENT WORK ORDER**

**CERTIFICATION OF EMPLOYEE STATUS**

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

\_\_\_\_\_  
CONTRACTOR NAME

Work Order No. \_\_\_\_\_ County Master Agreement No. \_\_\_\_\_

I CERTIFY THAT: (1) I am an Authorized Official of Contractor; (2) the individual(s) named below is(are) this organization's employee(s); (3) applicable state and federal income tax, FICA, unemployment insurance premiums, and workers' compensation insurance premiums, in the correct amounts required by state and federal law, will be withheld as appropriate, and paid by Contractor for the individual(s) named below for the entire time period covered by the attached Work Order.

**EMPLOYEES**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Printed Name of Authorized Official

\_\_\_\_\_  
Title of Authorized Official

\_\_\_\_\_  
Date

**AS-NEEDED SUBSTANCE USE PREVENTION SERVICES  
MASTER AGREEMENT WORK ORDER**

**CERTIFICATION OF NO CONFLICT OF INTEREST**

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

\_\_\_\_\_  
CONTRACTOR NAME

Work Order No. \_\_\_\_\_ County Master Agreement No. \_\_\_\_\_

Los Angeles County Code Section 2.180.010(A) provides as follows:

**“Certain contracts prohibited.**

- A. Notwithstanding any other section of this code, the county shall not contract with, and shall reject any bid or proposal submitted by, the persons or entities specified below, unless the board of supervisors finds that special circumstances exist which justify the approval of such contract:
  - 1. Employees of the county or of public agencies for which the board of supervisors is the governing body;
  - 2. Profit-making firms or businesses in which employees described in subdivision 1 of subsection A serve as officers, principals, partners, or major shareholders;
  - 3. Persons who, within the immediately preceding 12 months, came within the provisions of subdivision 1 of subsection A, and who:
    - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
    - b. Participated in any way in developing the contract or its service specifications; and
  - 4. Profit-making firms or businesses in which the former employees, described in subdivision 3 of subsection A, serve as officers, principals, partners, or major shareholders.”

Contractor hereby declares and certifies that no Contractor Personnel, nor any other person acting on Contractor's behalf, who prepared and/or participated in the preparation of the bid or proposal submitted for the Work Order specified above, is within the purview of County Code Section 2.180.010(A)`, above.

I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Printed Name of Authorized Official

\_\_\_\_\_  
Title of Authorized Official

\_\_\_\_\_  
Date

**CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT**

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

Contractor Name \_\_\_\_\_

Work Order No. \_\_\_\_\_ County Master Agreement No. \_\_\_\_\_

**GENERAL INFORMATION:**

The Contractor referenced above has entered into a Master Agreement with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

**CONTRACTOR ACKNOWLEDGEMENT:**

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced Master Agreement.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of the performance of work under the above-referenced Master Agreement. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

**CONFIDENTIALITY AGREEMENT:**

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement provided by Contractor's Staff, for the County, as a condition of work. .

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Master Agreement between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, including but not limited to: design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced Master Agreement. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action, and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINTED NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

**CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT**

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

Contractor Name \_\_\_\_\_ Employee Name \_\_\_\_\_

Work Order No. \_\_\_\_\_ County Master Agreement No. \_\_\_\_\_

**GENERAL INFORMATION:**

Your employer referenced above has entered into a Master Agreement with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Employee Acknowledgement and Confidentiality Agreement.

**EMPLOYEE ACKNOWLEDGEMENT:**

I understand and agree that the Contractor referenced above is my sole employer for purposes of the above-referenced Master Agreement. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced Master Agreement.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced Master Agreement. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background check and security investigation(s). I understand and agree that my continued performance of work under the above-referenced Master Agreement is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future Master Agreement.

**CONFIDENTIALITY AGREEMENT:**

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by my employer for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Master Agreement between my employer and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, including, but not limited to: design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to or by me under the above-referenced Master Agreement. I agree to protect these confidential materials against disclosure to other than my employer or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I shall keep such information confidential.

I agree to report to my immediate supervisor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of this Master Agreement or termination of my employment with my employer, whichever occurs first.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINTED NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

**CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT**

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

Contractor Name \_\_\_\_\_ Non-Employee Name \_\_\_\_\_

Work Order No. \_\_\_\_\_ County Master Agreement No. \_\_\_\_\_

**GENERAL INFORMATION:**

The Contractor referenced above has entered into a Master Agreement with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Non-Employee Acknowledgement and Confidentiality Agreement.

**NON-EMPLOYEE ACKNOWLEDGEMENT:**

I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced Master Agreement. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced Master Agreement.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced Master Agreement. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background check and security investigation(s). I understand and agree that my continued performance of work under the above-referenced Master Agreement is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future Master Agreement.

**CONFIDENTIALITY AGREEMENT:**

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Master Agreement between the above-referenced Contractor and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to the above-referenced Contractor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, including but not limited to: design concepts, algorithms, programs, formats, documentation, Contractor proprietary information, and all other original materials produced, created, or provided to or by me under the above-referenced Master Agreement. I agree to protect these confidential materials against disclosure to other than the above-referenced Contractor or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me, I shall keep such information confidential.

I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of this Master Agreement or termination of my services hereunder, whichever occurs first.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINTED NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS  
(45 C.F.R. PART 76)**

Instructions for Certification Regarding Debarment, Suspension, Ineligibility and  
Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)

1. This certification is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
2. Proposer shall provide immediate written notice to the person to whom this proposal is submitted if at any time Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this certification, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
4. Proposer agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
5. Proposer further agrees by submitting this proposal that it will include the provision entitled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76),” as set forth in the text of the Sample Contract attached to

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS  
(45 C.F.R. PART 76)**

- the Request for Proposals, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. Proposer acknowledges that a participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. Proposer acknowledges that a participant may decide the method and frequency by which it determines the eligibility of its principals. Proposer acknowledges that each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
  7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the required certification. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
  8. Except for transactions authorized under paragraph 4 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
  9. Where Proposer and/or its subcontractor(s) is or are unable to certify to any of the statements in this Certification, Proposer shall attach a written explanation to its proposal in lieu of submitting this Certification. Proposer's written explanation shall describe the specific circumstances concerning the inability to certify. It further shall identify any owner, officer, partner, director, or other principal of the Proposer and/or subcontractor who is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. The written explanation shall provide that person's or those

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS  
(45 C.F.R. PART 76)**

people's job description(s) and function(s) as they relate to the contract which is being solicited by this Request for Proposals.

Proposer hereby certifies that neither it, nor any of its owners, officers, partners, directors, other principals or subcontractors is/are currently debarred, suspended proposed for debarment, declared ineligible or excluded from securing federally funded contracts by any federal department or agency.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

## CHARITABLE CONTRIBUTIONS CERTIFICATION

---

Company Name

---

Address

---

Internal Revenue Service Employer Identification Number

---

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

**Check the Certification below that is applicable to your company.**

- Vendor or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Vendor engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

**OR**

- Vendor or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

---

Signature

---

Date

---

Name and Title of Signer (please print)

**SUBSEQUENT EXECUTED WORK ORDERS  
(NOT INCLUDED)**

## INFORMATION SECURITY REQUIREMENTS

This Exhibit sets forth information security procedures to be established by Contractor and maintained throughout the term of the Agreement. These procedures are in addition to the requirements of the Contract, including Exhibit F, Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) thereto. They present a minimum standard only. However, it is Contractor’s sole obligation to: (i) implement appropriate measures to secure its systems and data, including Personally Identifiable Information (as further defined in this Exhibit, hereinafter “PII”), Protected Health Information (as further defined in this Exhibit, hereinafter “PHI”), Medical Information (as further defined in this Exhibit, hereinafter “MI”) and County's other Confidential Information, against internal and external threats and risks; and (ii) continuously review and revise those measures to address ongoing threats and risks.

Failure to comply with this Exhibit will constitute a material, non-curable breach of the Contract by Contractor, entitling County, in addition to and cumulative of all other remedies available to it at law, in equity, or under the Contract, to immediately terminate the Contract. Unless specifically defined in this Exhibit, capitalized terms shall have the meanings set forth in the Contract.

### 1. SECURITY PROGRAM

Contractor shall establish and maintain a formal, documented, mandated, company-wide Information Security Program, including security policies, standards and procedures and security controls. The Information Security Program will be communicated to all Contractor personnel in a relevant, accessible, and understandable form and will be regularly reviewed and evaluated to ensure its operational effectiveness, compliance with all applicable laws and regulations, and to address new threats and risks.

### 2. PERSONNEL AND CONTRACTOR PROTECTIONS

Contractor shall screen and conduct background checks as described in Paragraph 22, ADMINISTRATION OF CONTRACT, Subparagraph D, Background and Security Investigations of the Contract, on all Contractor personnel coming into contact with County's Confidential Information, including PII and PHI, for potential security risks and require all employees and contractors to sign an appropriate written confidentiality/non-disclosure agreement. All agreements with third parties involving access to Contractor’s systems and data, including all outsourcing arrangements and maintenance and support agreements (including facilities maintenance), shall specifically address security risks, controls, and procedures for information systems. Contractor shall supply each of its personnel with appropriate, ongoing training regarding information security policies, procedures, risks, and threats. Contractor shall have an established set of procedures to ensure Contractor personnel promptly report actual and/or suspected breaches of security.

- 3. PROTECTION OF ELECTRONIC COUNTY INFORMATION – DATA ENCRYPTION STANDARDS** Contractor that electronically transmits or stores PII, PHI or MI shall comply with the encryption standards set forth below and incorporated into this Agreement and all Amendments thereto (collectively, the “Encryption Standards”), as required by the Board of Supervisors Policy Number 5.200 (hereinafter “Policy”). For purposes of this Paragraph, “PII” is defined as Personal Information in California Civil Code Section 1798.29(g); “PHI” is defined in Health Insurance Portability and Accountability Act of 1996 (HIPAA) and implementing regulations; and “MI” is defined in California Civil Code Section 56.05(j).

#### 3.1. ENCRYPTION STANDARDS – STORED DATA

Contractors' and subcontractors' workstations and portable devices that are used to access, store, receive, and/or transmit County PII, PHI or MI (e.g., mobile, wearables, tablets, thumb drives, external hard drives) require encryption (i.e. software and/or hardware) in accordance with: (a) Federal Information Processing Standard Publication (FIPS) 140-2; (b) National Institute of Standards and Technology (NIST) Special Publication 800-57 Recommendation for Key Management – Part 1: General (Revision 3); (c) NIST Special Publication 800-57. Recommendation for Key Management – Part 2: Best Practices for Key Management Organization; and (d) NIST Special Publication 800-111 Guide to Storage Encryption Technologies for End User Devices. Advanced Encryption Standard (AES) with cipher strength of 256-bit is minimally required. Contractors' and subcontractors' use of remote servers (e.g. cloud storage, Software-as-a-Service or SaaS) for storage of County PII, PHI and/or MI shall be subject to written pre-approval by County's Chief Executive Office.

### 3.2. ENCRYPTION STANDARDS – TRANSMITTED DATA

All transmitted (e.g. network) County PII, PHI and/or MI require encryption in accordance with: (a) NIST Special Publication 800-52 Guidelines for the Selection and Use of Transport Layer Security Implementations; and (b) NIST Special Publication 800-57 Recommendation for Key Management – Part 3: Application- Specific Key Management Guidance. Secure Sockets Layer (SSL) is minimally required with minimum cipher strength of 128-bit.

## 4. DESTRUCTION OF COUNTY PII, PHI AND MI

If County's Confidential Information is no longer required to be retained by Contractor under the Agreement and applicable law, Contractor shall destroy such information by: (a) shredding or otherwise destroying paper, film, or other hard copy media so that the information cannot be read or otherwise cannot be reconstructed; and (b) clearing, purging, or destroying electronic media containing PII, PHI, and MI consistent with NIST Special Publication 800-88, Guidelines for Media Sanitization such that the PII, PHI, and MI cannot be retrieved.

## 5. SECURITY OF SYSTEMS AND DEVICES

Contractor will use, as a minimum standard, manufacturer recommended hardware and software-hardening settings to minimize the system risk exposure on all servers, workstations, PCs, and mobile devices. These systems will maintain the latest security patches, and have the latest virus definitions. Virus scans should be run daily and logged. All mobile devices storing County's Confidential Information (including PII, PHI, and MI) will be managed by a Mobile Device Management system.

## 6. REMOVABLE MEDIA

Except in the context of Contractor's routine back-ups or as otherwise specifically authorized by County in writing, Contractor shall institute strict security controls, including encryption of Removable Media (as defined below), to prevent transfer of PII, PHI and MI to any form of Removable Media. For purposes of this Schedule, "**Removable Media**" means portable or removable hard disks, floppy disks, USB memory drives, zip disks, optical disks, CDs, DVDs, digital film, digital cameras, memory cards (e.g., Secure Digital (SD), Memory Sticks (MS), CompactFlash (CF), SmartMedia (SM), MultiMediaCard (MMC), and xD-Picture Card (xD)), magnetic tape, and all other removable data storage media.

## 7. DATA CONTROL; MEDIA DISPOSAL AND SERVICING

Subject to and without limiting the requirements under Section 3.1 (Encryption Standards – Stored Data)

and Section 3.2 (Encryption Standards – Transmitted Data), PII, PHI, MI and County's other Confidential Information: (i) shall only be made available and accessible to those parties explicitly authorized under the Agreement or otherwise expressly approved by County in writing; (ii) if transferred across the Internet, any wireless network (e.g., cellular, 802.11x, or similar technology), or other public or shared networks, must be protected using appropriate encryption technology as designated or approved by County in writing; and (iii) if transferred using Removable Media (as defined above) must be sent via a bonded courier or protected using encryption technology designated by Contractor and approved by County in writing. The foregoing requirements shall apply to back-up data stored by Contractor at off-site facilities. In the event any hardware, storage media, or Removable Media must be disposed of or sent off-site for servicing, Contractor shall ensure all County's Confidential Information, including PII, PHI, and MI has been cleared, purged, or scrubbed from such hardware and/or media using industry best practices (e.g., NIST Special Publication 800-88, Guidelines for Media Sanitization).

#### **8. HARDWARE RETURN**

Upon termination or expiration of the Agreement or at any time upon County's request, Contractor shall return all hardware, if any, provided by County containing PII, PHI, MI and/or County's other Confidential Information to County. The PII, PHI, MI and/or County's other Confidential Information shall not be removed or altered in any way. The hardware should be physically sealed and returned via a bonded courier or as otherwise directed by County. In the event the hardware containing PII, PHI, MI and/or County's other Confidential Information is owned by Contractor or a third party, a notarized statement, detailing the destruction method used and the data sets involved, the date of destruction, and the company or individual who performed the destruction will be sent to a designated County security representative within fifteen (15) days of termination or expiration of the Agreement or at any time upon County's request. Contractor's destruction or erasure of PII, PHI, MI and/or County's other Confidential Information pursuant to this Section shall be in compliance with industry Best Practices (e.g., NIST Special Publication 800-88, Guidelines for Media Sanitization).

#### **9. PHYSICAL AND ENVIRONMENTAL SECURITY**

Contractor facilities that process PII, PHI, MI, and/or County's other Confidential Information will be housed in secure areas and protected by perimeter security such as barrier access controls (e.g., the use of guards and entry badges) that provide a physically secure environment from unauthorized access, damage, and interference.

#### **10. COMMUNICATIONS AND OPERATIONAL MANAGEMENT**

Contractor shall: (i) monitor and manage all of its information processing facilities, including, without limitation, implementing operational procedures, change management and incident response procedures; and (ii) deploy adequate anti-viral software and adequate back-up facilities to ensure essential business information can be promptly recovered in the event of a disaster or media failure; and (iii) ensure its operating procedures will be adequately documented and designed to protect information, computer media, and data from theft and unauthorized access.

#### **11. ACCESS CONTROL**

Contractor shall implement formal procedures to control access to its systems, services, and data, including, but not limited to, user account management procedures and the following controls:

11.1. Network access to both internal and external networked services shall be controlled, including, but not limited to, the use of properly configured firewalls;



- 11.2. Operating systems will be used to enforce access controls to computer resources including, but not limited to, authentication, authorization, and event logging;
- 11.3. Applications will include access control to limit user access to information and application system functions; and
- 11.4. All systems will be monitored to detect deviation from access control policies and identify suspicious activity. Contractor shall record, review and act upon all events in accordance with incident response policies set forth below.
- 11.5. Any access to data in the application will be via a multi-factor authentication (MFA) solution.

## 12. SECURITY INCIDENT

- 12.1. Contractor will promptly notify (but in no event more than twenty-four (24) hours after the detection of a Security Incident) the designated County security contact by telephone and subsequently via written letter of any potential or actual security attacks or Security Incidents.
- 12.2. The notice shall include the approximate date and time of the occurrence and a summary of the relevant facts, including a description of measures being taken to address the occurrence. A Security Incident includes instances in which internal personnel access systems in excess of their user rights or use the systems inappropriately.
- 12.3. Contractor will provide a monthly report of all Security Incidents noting the actions taken. This will be provided via a written letter to the County security representative on or before the first (1st) week of each calendar month. County or its third party designee may, but is not obligated, perform audits and security tests of Contractor's environment that may include, but are not limited to, interviews of relevant personnel, review of documentation, and technical inspection of systems as they relate to the receipt, maintenance, use, retention and/or authorized destruction of PII, PHI, MI and/or County's other Confidential Information.
- 12.4. County reserves the right to view, upon request, summary results (i.e., the number of high, medium and low vulnerabilities) and related corrective action schedule for which Contractor has undertaken on its behalf to assess Contractor's own network security. If requested, copies of these summary results and corrective action schedule will be sent to the County security contact.
- 12.5. As used herein, "Security Incident" has the meaning given to such term in Exhibit F, Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

## 13. CONTRACTOR SECURITY AUDITS

Contractor shall conduct annual independent security audits and penetration testing as listed below in subsections 13.1, 13.2, and 13.3. Contractor shall provide to County a summary of: (1) the results of the security audits and (2) the corrective actions or modifications, if any, Contractor will implement in response to such audits.

- 13.1. One of the following: HITRUST Common Security Framework (CSF), ISO 27001:2013 (Information Security Management), or other audit(s) as approved by the Public Health Information Security Officer or designee. – Contractor-wide. A full recertification is conducted every three (3) years with surveillance audits annually.
  - 13.1.1. **External Audit** – Audit conducted by non-Contractor personnel, to assess Contractor's level of compliance to applicable regulations, standards, and contractual requirements.
  - 13.1.2. **Internal Audit** – Audit conducted by qualified Contractor Personnel (or contracted designee) not responsible for the area of review, of Contractor organizations, operations,

processes, and procedures, to assess compliance to and effectiveness of Contractor's Quality System ("CQS") in support of applicable regulations, standards, and requirements.

- 13.1.3. **Penetration Test** – Manual and automated penetration testing, conducted by non-Contractor personnel, requiring at least some access to developers, documentation, code, and authenticated access to the system, to help determine whether the security controls and configurations in place are providing appropriate protection.
  - 13.1.4. **Supplier Audit** – Quality audit conducted by qualified Contractor Personnel (or contracted designee) of product and service suppliers contracted by Contractor for internal or Contractor client use.
  - 13.1.5. **Detailed findings** – are not published externally, but a summary of the report findings, and corrective actions, if any, will be made available to County as provided above and the ISO certificate is published on Buck Consultants LLC.
- 13.2. SSAE-16 (formerly known as SAS -70 II) or other audit(s) as approved by the Public Health Information Security Officer or designee – As to the Hosting Services only:
- 13.2.1. Audit spans a full twelve (12) months of operation and is produced annually.
  - 13.2.2. The resulting detailed report is available to County.
  - 13.2.3. Detailed findings are not published externally, but a summary of the report findings, and corrective actions, if any, will be made available to County as provided above.

#### 14. SECURITY AUDITS

In addition to the audits described in Section 13, CONTRACTOR SECURITY AUDITS, during the term of this Agreement, County or its third party designee may annually, (or more frequently as agreed in writing by the parties), request a security audit of Contractor's data center and systems. The audit will take place at a time mutually agreed to by the parties, but in no event on a date more than ninety (90) days from the date of the request by County. County's request for security audit will specify the areas (e.g., Administrative, Physical and Technical) that are subject to the audit and may include but not limited to physical controls inspection, process reviews, policy reviews, evidence of external and internal vulnerability scans, penetration tests results, evidence of code reviews, and evidence of system configuration, as well as audit log reviews. County shall pay for all third party costs associated with the audit. It is understood that summary data of the results may be filtered to remove the specific information of other Contractor customers, (e.g., IP address, server names, etc.). Contractor shall cooperate with County in the development of the scope and methodology for the audit, as well as the timing and implementation of the audit. Any of County's regulators shall have the same right upon request, to request an audit as described above. Contractor agrees to comply with all reasonable recommendations that result from such inspections, tests and audits within reasonable timeframes.

#### 15. CONFIDENTIALITY

- 15.1. **Confidential Information.** Contractor agrees that all information supplied by its affiliates and agents to the County including, without limitation, (a) any information relating to County's customers, patients, business partners, or personnel; (b) PII (as defined below); and (c) any PHI under The Health Insurance Portability and Accountability Act of 1996 (HIPAA) and The Health Information Technology for Economic and Public Health Act (HITECH), will be deemed confidential

and proprietary to the County, regardless of whether such information was disclosed intentionally or unintentionally or marked as “confidential” or “proprietary” (“Confidential Information”). To be deemed “Confidential Information”, trade secrets and mask works must be plainly and prominently marked with restrictive legends.

- 15.2. **County Data.** All of County's Confidential Information, data, records and information of County, to which Contractor has access or which is otherwise provided to Contractor under the Agreement (“County Data”), shall be and remain the property of County, and County shall retain exclusive rights and ownership thereto. The County Data shall not be used by Contractor for any purpose other than as required under this Agreement, nor shall such data or any part of such data be disclosed, sold, assigned, leased or otherwise disposed of to third parties by Contractor or commercially exploited or otherwise used by or on behalf of Contractor, its officers, directors, employees, or agents.
- 15.3. **Non-Exclusive Equitable Remedy.** Contractor acknowledges and agrees that due to the unique nature of Confidential Information, there can be no adequate remedy at law for any breach of its obligations hereunder; and, that any such breach or threatened breach may result in irreparable harm to County. Therefore, upon any such breach or any threat thereof, County will be entitled to appropriate equitable remedies, and may seek injunctive relief from a court of competent jurisdiction without the necessity of proving actual loss in addition to whatever remedies either of them might have at law or equity. Any breach of this Section 15 shall constitute a material breach of this Agreement and shall be grounds for immediate termination of the Agreement in the exclusive discretion of County.
- 15.4. **Personally Identifiable Information.** “Personally Identifiable Information” shall mean any information that identifies a person, including, but not limited to, name, address, email address, passwords, account numbers, social security numbers, credit card information, personal, financial or healthcare information, personal preferences, demographic data, marketing data, credit data, or any other identification data. For the avoidance of doubt, PII shall include, but not be limited to, all “nonpublic personal information,” as defined under the Gramm-Leach-Bliley Act (15 United States Code (“U.S.C.”) §6801 et seq.), Protected Health Information, and “Personally Identifiable Information” as that term is defined in EU Data Protection Directive (Directive 95/46/EEC) on the protection of individuals with regard to processing of personal data and the free movement of such data.
- 15.4.1. **Personally Identifiable Information.** In connection with this Agreement and performance of the services, Contractor may be provided or obtain, from County or otherwise, PII pertaining to County’s current and prospective personnel, directors and officers, agents, investors, patients and customers, and may need to process such PII and/or transfer such PII; all subject to the restrictions set forth in the Agreement and otherwise in compliance with all applicable foreign and domestic laws and regulations for the sole purpose of performing the services.
- 15.4.2. **Treatment of Personally Identifiable Information.** Without limiting any other warranty or obligations specified in this Agreement, and in particular the confidentiality provisions of the Agreement, during the term of this Agreement and thereafter in perpetuity, Contractor will not gather, store, log, archive, use, or otherwise retain any PII in any manner and will not disclose, distribute, sell, share, rent, or otherwise retain any PII to any

third party, except as expressly required to perform its obligations in this Agreement or as Contractor may be expressly directed in advance in writing by County. Contractor represents and warrants that Contractor will use and process PII only in compliance with: (a) this Agreement; (b) County's then current privacy policy; and, (c) all applicable local, state, and federal laws and regulations (including, but not limited to current and future laws and regulations relating to spamming, privacy, confidentiality, data security, and consumer protection).

15.4.3. **Retention of Personally Identifiable Information.** Contractor will not retain any PII for any period longer than necessary for Contractor to fulfill its obligations under this Agreement. As soon as Contractor no longer needs to retain such PII in order to perform its duties under this Agreement, Contractor will promptly return or destroy or erase all originals and copies of such PII.

15.5. **Return of Confidential Information.** On County's written request or upon expiration or termination of this Agreement for any reason, Contractor will promptly: (a) return or destroy, at County's option, all originals and copies of all documents and materials it has received containing County's Confidential Information; (b) if return or destruction is not permissible under applicable law, continue to protect such information in accordance with the terms of this Agreement; and (c) deliver or destroy, at County's option, all originals and copies of all summaries, records, descriptions, modifications, negatives, drawings, adoptions and other documents or materials, whether in writing or in machine-readable form, prepared by Contractor, prepared under its direction, or at its request, from the documents and materials referred to in Section 15.5(a), and provide a notarized written statement to County certifying that all documents and materials have been delivered to County or destroyed, as requested by County. On termination or expiration of this Agreement, County shall return or destroy all Contractor's Confidential Information, (excluding items licensed to County hereunder, or that are required for use of the Deliverables and/or the System Software), at Contractor's option.

COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH  
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)  
FOR  
MARK RIDLEY-THOMAS BEHAVIORAL HEALTH CENTER – SUBSTANCE USE  
DISORDER TREATMENT SERVICES – RFSQ 2020-003

STATEMENT OF QUALIFICATIONS (SOQ) TRANSMITTAL FORM

Check (✓) service category(ies) your agency is applying/submitting the SOQ for:

- Recovery and Respite Center
- Outpatient Services
- Residential Services
- Case Management
- Recovery Support Services

VENDOR'S LEGAL NAME: \_\_\_\_\_

VENDOR'S ADDRESS: \_\_\_\_\_  
Street Suite

City State Zip Code

**VENDOR'S AUTHORIZED REPRESENTATIVE:** Please provide the below information as it relates to Vendor's authorized representative. Vendor's authorized representative must be authorized to sign on behalf of the Vendor, able to make representations for the Vendor during contract negotiations, and able to legally bind the Vendor to any resultant contract.

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Suite

City State Zip Code

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**VENDOR'S CONTACT PERSON:** Please provide the below information as it relates to Vendor's contact person. Vendor's contact person will serve as the Vendor's main contact with the County for any matters related to this RFSQ.

Contact Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

**COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH  
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)  
FOR  
MARK RIDLEY-THOMAS BEHAVIORAL HEALTH CENTER – SUBSTANCE USE  
DISORDER TREATMENT SERVICES – RFSQ 2020-003**

Street

Suite

---

City

State

Zip Code

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

# **APPENDIX A.1**

## **REQUIRED FORMS – EXISTING AS-NEEDED MARK RIDLEY-THOMAS BEHAVIORAL HEALTH CENTER SUBSTANCE USE DISORDER TREATMENT SERVICES MASTER AGREEMENT CONTRACTORS APPLYING FOR ADDITIONAL SERVICES CATEGORY(IES)**

**APPENDIX A.1  
REQUIRED FORMS –  
EXISTING AS-NEEDED MRT BHC- SUD TREATMENT SERVICES  
MASTER AGREEMENT CONTRACTORS  
APPLYING FOR ADDITIONAL SERVICES CATEGORY(IES)  
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- 2.1 Additional Category(ies) Vendor’s Organization Questionnaire/Affidavit
- 7.1 Prospective Contractor References (Intentionally Omitted)
- 8.1 Prospective Contractor List of Contracts (Intentionally Omitted)
- 9.1 Prospective Contractor List of Terminated Contracts (Intentionally Omitted)
- 17.1 Prospective Contractor Pending Litigation and Judgments



**COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH  
STATEMENT OF QUALIFICATIONS (SOQ)  
ADDITIONAL CATEGORY(IES) CHECKLIST – EXHIBIT 1.1**

VENDOR'S NAME (Legal Full Name):	Identify Service Category(ies) applying for: <input type="checkbox"/> Recovery and Respite Center <input type="checkbox"/> Outpatient Services <input type="checkbox"/> Residential Services <input type="checkbox"/> Case Management <input type="checkbox"/> Recovery Support Services
<b>RFSQ Reference, Sub-section 4.1.1, Table of Contents (Vendor's SOQ)</b>	Included <input type="checkbox"/> Yes
<b>RFSQ Reference, Sub-section 4.1.2, As-Needed Mark Ridley-Thomas Behavioral Health Center Substance Use Disorder Treatment Services Master Agreement Contractors Applying for Additional Service Category(ies) – Abbreviated SOQ Transmittal Form</b>	
Abbreviated Statement of Qualifications (SOQ) Transmittal Form (Appendix K.1)	<input type="checkbox"/> Yes
<b>RFSQ Reference, Sub-section 4.1.3, A. As-Needed Mark Ridley-Thomas Behavioral Health Center Substance Use Disorder Treatment Services Master Agreement Contractors Applying for Additional Service Category(ies) - Vendor's Qualifications (Vendor's Abbreviated SOQ Section A.1)</b>	
Exhibit 1.1: Statement of Qualifications Additional Category(ies) Checklist	<input type="checkbox"/> Yes
Exhibit 2.1 Vendor's Organization Questionnaire/Affidavit and CBE Information	<input type="checkbox"/> Yes
<b>RFSQ Reference, Sub-section 4.1.3, B. Vendor's Pending Litigation and Judgments (Vendor's Abbreviated SOQ Section A.2)</b>	
Exhibit 17.1: Prospective Contractor Pending Litigation and Judgments (Section A.3 of SOQ)	<input type="checkbox"/> Yes
<b>RFSQ Reference, Sub-section 4.1.4, Proof of Licenses/Certifications (Vendor's SOQ Section B)</b>	
Vendor provided proof of licensing/certification as required for Category 2: Outpatient Services under RFSQ Section 1.4.2.	<input type="checkbox"/> Yes
<b>RFSQ Reference, Sub-section 4.1.5, Master Agreement Contractors Applying for Additional Category(ies) Abbreviated SOQ Submission (Hard Copy or Electronic Format)</b>	

**COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH  
STATEMENT OF QUALIFICATIONS (SOQ)  
ADDITIONAL CATEGORY(IES) CHECKLIST – EXHIBIT 1.1**

Vendor hand-delivered or sent by a delivery service the SOQ enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the Vendor and bear the words: “ABBREVIATED SOQ FOR MRT BHC - SUD TREATMENT SERVICES – ADDITIONAL CATEGORY(IES)” – OR – Vendor PDF scanned the original SOQ and electronically submitted with the above subject line to: Jessica Blackwood, Jblackwood@ph.lacounty.gov

Yes

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH  
 ADDITIONAL CATEGORIES VENDOR’S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT**

Vendor acknowledges and certifies that firm meets and will comply with the Minimum Mandatory Qualifications as stated in Section 1.4. of this RFSQ, as listed below. Interested and qualified vendors that meet all the Minimum Mandatory Qualifications stated below are highly encouraged to submit an SOQ to qualify in one (1) or more of the five (5) service categories identified in this RFSQ. **Subcontractor(s) may not be used to meet any of the Vendor’s Minimum Mandatory Qualifications.**

Contractors are required to provide a list of contracts with DPH in order to confirm that they have contracts in good standing pursuant to RFSQ Section(s) 1.4.1.1, 1.4.2.1, 1.4.3.1, 1.4.4 and 1.4.5. Contracts that are considered in good standing are based on the following criteria: no unresolved critical deficiencies, no chronic deficiencies, no outstanding recoupment balances without a repayment plan, and not included in any debarment/exclusion lists.

**Minimum Mandatory Qualifications - Part I**

Check box to certify compliance:

Yes  No 1.4.1 Category 1: Recovery and Respite Center  
 1.4.1.1 Vendor must have an active and good-standing contract with DPH for the provision of residential withdrawal management services as described in Section 1.1.1

If not applying for service category check “N/A:

DPH Contract Number: \_\_\_\_\_ Service: \_\_\_\_\_ # Of Years/Term of Contract: \_\_\_\_\_

1.4.2 Category 2: Outpatient Services  
 Yes  No 1.4.2.1 Vendor must have an active and good-standing contract with DPH for the provision of outpatient services as described in Section 1.1.1.

Yes  No 1.4.2.2 Vendor must have an Alcohol and Other Drug certification issued by the California Department of Health Care Services to provide outpatient services with a detoxification designation.

Vendor must provide a copy of the certification issued by the California Department of Health Care Services to meet this qualification.

If not applying for service category check “N/A:

DPH Contract Number: \_\_\_\_\_ Service: \_\_\_\_\_ # Of Years/Term of Contract: \_\_\_\_\_

Yes  No 1.4.3 Residential Services  
 1.4.3.1 Vendor must have an active and good-standing contract with DPH for the provision of residential withdrawal management services as described in Section 1.1.1.

If not applying for service category check “N/A:

DPH Contract Number: \_\_\_\_\_ Service: \_\_\_\_\_ # Of Years/Term of Contract: \_\_\_\_\_

Yes  No 1.4.4 Case Management  
 Vendor must have an active and good-standing contract (at the discretion of DPH) with DPH for the provision of any SUD treatment level of care as described in Section 1.1.1.

If not applying for service category check "N/A:

DPH Contract Number: \_\_\_\_\_ Service: \_\_\_\_\_ # Of Years/Term of Contract: \_\_\_\_\_

Yes  No 1.4.5 Recovery Support Services

Vendor must have an active and good-standing contract (at the discretion of DPH) with DPH for the provision of any SUD treatment level of care that includes Recovery Support Services as described in Section 1.1.1.

If not applying for service category check "N/A:

DPH Contract Number: \_\_\_\_\_ Service: \_\_\_\_\_ # Of Years/Term of Contract: \_\_\_\_\_

**Minimum Mandatory Qualifications - Part II**

Check box to certify compliance:

Yes  No 1.4.6 Vendor must have three (3) years of experience within the last five (5) years providing substance use disorder treatment services in each category for which they are attempting to qualify.

Yes  No 1.4.7 Vendor must be a tax-exempt, registered non-profit organization qualified under Internal Revenue Service's Code (IRS) – Section 501(c)(3). Vendor must submit a copy of its IRS 501(C)(3) Determination Letter.

**1.4.8 Vendor must not have Unresolved Disallowed Costs**

If vendor's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, vendor must not have unresolved questioned costs identified by the Auditor-Controller in an amount over \$100,000 that are confirmed to be disallowed costs by the contracting County department and remain unpaid for a period of six (6) months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.

County will verify that Vendor does not have unresolved disallowed costs.

Vendor **does not** have unresolved disallowed costs as explained above.

Vendor **has** unresolved disallowed costs as explained above.

Vendor further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this SOQ are made, the SOQ may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

**DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE INFORMATION IN EXHIBIT 2.1 IS TRUE AND ACCURATE.**

VENDOR'S NAME:	COUNTY WEBVEN NUMBER:
ADDRESS:	DUNS NUMBER:

APPENDIX A.1 - REQUIRED FORMS – EXHIBIT 2.1

<b>PHONE NUMBER:</b>	<b>E-MAIL:</b>	<b>CAGE NUMBER:</b>
<b>INTERNAL REVENUE SERVICE EMPLOYER IDENTIFICATION NUMBER:</b>		<b>CALIFORNIA BUSINESS LICENSE NUMBER:</b>
<b>VENDOR'S OFFICIAL NAME AND TITLE (PRINT):</b>		
<b>SIGNATURE</b>		<b>DATE</b>

**PROSPECTIVE CONTRACTOR REFERENCES**

**(Intentionally Omitted)**

## **PROSPECTIVE CONTRACTOR LIST OF CONTRACTS**

**(Intentionally Omitted)**

## **PROSPECTIVE CONTRACTOR LIST OF TERMINATED CONTRACTS**

**(Intentionally Omitted)**



**PROSPECTIVE CONTRACTOR PENDING LITIGATION AND JUDGMENTS**

**Prospective Contractor’s Name:** \_\_\_\_\_

Identify by name, case and court jurisdiction any pending litigation in which Vendor is involved, or judgments against Vendor in the past five (5) years. Provide a statement describing the size and scope of any pending or threatening litigation against the Vendor or principals of the Vendor.

Name	Date	Case	Pending Litigation	Judgment	Size and Scope

Please state “Not Applicable” if your company doesn’t have pending litigation or judgments

\_\_\_\_\_

COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH  
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) FOR MARK RIDLEY-  
THOMAS BEHAVIORAL HEALTH CENTER – SUBSTANCE USE DISORDER  
TREATMENT SERVICES – RFSQ 2020-003  
APPLYING FOR ADDITIONAL SERVICES CATEGORY(IES)

ABBREVIATED STATEMENT OF QUALIFICATIONS (SOQ) TRANSMITTAL FORM

Check (✓) service category(ies) your agency is applying/submitting the SOQ for:

- Recovery and Respite Center
- Outpatient Services
- Residential Services
- Case Management
- Recovery Support Services

VENDOR'S LEGAL NAME: \_\_\_\_\_

VENDOR'S ADDRESS: \_\_\_\_\_  
Street Suite

City State Zip Code

**VENDOR'S AUTHORIZED REPRESENTATIVE:** Please provide the below information as it relates to Vendor's authorized representative. Vendor's authorized representative must be authorized to sign on behalf of the Vendor, able to make representations for the Vendor during contract negotiations, and able to legally bind the Vendor to any resultant contract.

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Suite

City State Zip Code

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**VENDOR'S CONTACT PERSON:** Please provide the below information as it relates to Vendor's contact person. Vendor's contact person will serve as the Vendor's main contact with the County for any matters related to this RFSQ.

Contact Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Suite

**COUNTY OF LOS ANGELES - DEPARTMENT OF PUBLIC HEALTH  
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) FOR MARK RIDLEY-  
THOMAS BEHAVIORAL HEALTH CENTER – SUBSTANCE USE DISORDER  
TREATMENT SERVICES – RFSQ 2020-003  
APPLYING FOR ADDITIONAL SERVICES CATEGORY(IES)**

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City	State	Zip Code
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TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_