



DEPARTMENT OF PUBLIC HEALTH (PUBLIC HEALTH)

REQUEST FOR APPLICATIONS (RFA)

FOR

AS-NEEDED TEMPORARY PERSONNEL SERVICES

RFA 2022-006

August 2022

**Prepared by
Contracts and Grants Division**

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APPENDIX

- Appendix I - Application Packet
- Appendix II - Sample Contract
 - Exhibit A – Statement of Work
 - Exhibit B – Schedule of Rates

QUICK REFERENCE	
Applicant's Minimum Requirements	Section 1.3
Anticipated Contract Term	Section 1.5
RFA Timetable	Section 2.1
Preparation and Format of the Application (i.e. responding to RFA)	Section 2.3

Note: The table above is provided to assist agencies in navigating the RFA. Agencies are responsible for reviewing the entire RFA and not only the sections listed in the table above.

SOLICITATION AT A GLANCE	
Release of RFA	August 26, 2022
Written Questions Due by 3:00 pm*	September 2, 2022
Questions and Answers Released	September 9, 2022
Application due by 3:00 pm*	September 16, 2022**

***Times listed in Pacific Time (PT).**

****Applications submitted after this initial date and time shall be considered for review at the convenience of the County. Please note the County may at any time issue an addendum to close this RFA.**

1.0 INTRODUCTION

1.1 Background

The County of Los Angeles (County) Department of Public Health (Public Health) is issuing this Request for Applications (RFA) to solicit applications from qualified agencies/vendors to provide temporary qualified positions to support Public Health's capacity to address public health issues, priorities and emergencies, including, but not limited to, assistance with the following: providing general clerical and administrative support for public health services and programming; providing epidemiological support with data analysis and report generation; managing grant funding and contracts/agreements; technical and fiscal management of projects; coordinating efforts to support partner and stakeholder engagement; executing programmatic duties and responsibilities; and leading efforts around communication and messaging on public health efforts. Various federal, state and local funding will be utilized as available to provide seamless, coordinated public health services that reduce health inequities and promote optimal well-being to the residents of Los Angeles County.

1.2 Purpose

The purpose of this As-Needed Temporary Personnel Services is to utilize ongoing temporary staff positions for grant funded projects. Contractor and Contractor's personnel providing services under this Contract acknowledge they are to be used on a temporary or time-limited basis. Contractor's assigned personnel are subject to the Contractor's benefits, discipline, termination, and all other personnel provisions, as applicable. Additionally, Public Health may remove the use of any of Contractor's assigned as-needed temporary personnel immediately, when it is determined by the Director of Public Health, or designee, that it would be in the best interest of Public Health and/or the County of Los Angeles (County) to do so.

1.3 Minimum Requirements

Interested and qualified Applicants that can demonstrate their ability to successfully provide the required services outlined in Exhibit A, Statement of Work, of this RFA are invited to submit an application, provided they meet the following minimum requirements (**Note: Subcontractors may not be used to meet any of the Minimum Requirements**):

- 1.3.1 Applicant must currently have an As-Needed Temporary Personnel Services Master Agreement in good standing (at the discretion of the Department) with Public Health or the Department of Health Services.
- 1.3.2 If Applicant's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, Applicant 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 Applicant does not have unresolved questioned costs.

– AND/OR –

- 1.3.3 Applicant must not be debarred, suspended, or excluded from securing United States Federal Government (federal), State of California (State) and/or County contracts at the time of the Application submission.
- 1.3.4 Applicant must maintain and conduct business from an office located within the geographic boundaries of Los Angeles County or an adjacent County. Address of site must be provided in Appendix I, Application Packet.
- 1.3.5 Applicant must have five years of experience within the last seven years providing professional clinical and/or health related temporary personnel services including recruitment, management and administration.

Note: Applicants who qualified based on the minimum requirements in Sections 1.3.3 to 1.3.5 will be requested to provide copies of the company's annual financial statements issued for the last three years.

1.4 Contract Process

The following steps describe the process for qualifying Applicants and awarding a Contract under this RFA, including, but not limited to:

- 1) Applicant submits a response to this RFA (“Application Packet”), in accordance with Section 2.5 of this RFA.
- 2) County reviews the Application Packet and determines if Applicant has met the minimum requirements.
- 3) Applicant agrees to all the terms and conditions in the Contract and enters into a Contract with the County to become a Qualified Contractor (“Qualified Contractor”). The execution of a Contract does not guarantee a Qualified Contractor any minimum amount of business.
- 4) County will be continuously accepting Applications throughout the term of the Contract to qualify additional applicants.
- 5) Qualified Contractors will be contacted when Public Health requires temporary staffing. Staffing requirements will be as described in Attachment I, Temporary

Personal List and Attachment II, Service Request Form and reimbursed as specified in Exhibit B, Schedule of Rates.

1.5 Anticipated Contract Term

The Contract term is effective upon execution through October 31, 2030, unless sooner terminated or extended in whole or in part, with options to extend for two additional one-year terms, contingent upon availability of funds, as specified in Appendix II, Sample Contract.

1.6 Funding

Various federal, State, and local funding will be utilized as available to provide seamless, coordinated public health services that reduce health inequities and promote optimal well-being to the residents of Los Angeles County include, but not limited to, the American Rescue Plan ("ARP") Act that was signed into law on March 11, 2021, which amended Title IV of the Social Security Act 17 to add Section 603 establishing the Coronavirus State and Local Fiscal Recovery Fund ("ARP Funds" or "SLFRF").

1.7 County Rights and Responsibilities

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

Los Angeles County 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 Applicant'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 application 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.

1.8 Contact with County Personnel

All contact regarding this RFA or any matter relating thereto must be in writing and e-mailed as follows:

Samantha Tsui, Contract Analyst
County of Los Angeles, Department of Public Health
E-mail: stsui@ph.lacounty.gov

If it is discovered that an Applicant 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 application from further consideration.

1.9 Mandatory Requirement to Register on County's WebVen

Prior to executing a Contract, all Applicants must register in the County's WebVen, if not already registered. 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/>.

1.10 Public Records Act

1.10.1 Responses to this solicitation will become the exclusive property of the County. Absent extraordinary circumstances, the recommended Applicant's application will become a matter of public record when 1) contract negotiations are complete; 2) Public Health receives a letter from the recommended Applicant's authorized officer that the negotiated contract is the firm offer of the recommended Applicant; and 3) Public Health releases a copy of the recommended Applicant's application in response to a Notice of Intent to Request a Proposed Contractor Selection Review under Board Policy No. 5.055 ([Services Contract Solicitation Protest](#)).

Notwithstanding the above, absent extraordinary circumstances, all applications will become a matter of public record when Public Health's proposer recommendation appears on the Board agenda.

Exceptions to disclosure are those parts or portions of all applications that are justifiably defined as business or trade secrets, and plainly marked by the Applicant as "Trade Secret," "Confidential," or "Proprietary."

1.10.2 The County will 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 application as confidential shall not be deemed sufficient notice of exception. The Applicant must specifically label only those provisions of their respective application which are "Trade Secrets," "Confidential," or "Proprietary" in nature.**

1.10.3 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.

1.11 Conflict of Interest

No County employee whose position in the County enables him/her to influence the selection of an Applicant for this RFA, or any competing RFA, nor any spouse or economic dependent of such employees, shall be employed in any capacity by an Applicant or have any other direct or indirect financial interest in the selection of an Applicant. Applicant must certify that he/she is aware of and has read [Section 2.180.010 of the Los Angeles County Code](#) as stated in Exhibit 3, Certification of Compliance of Appendix I, Application Packet.

1.12 Debarment

1.12.1 Applicant is hereby notified that, in accordance with [Chapter 2.202 of the County Code](#), the County may debar the Applicant 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 years but may exceed five years or be permanent if warranted by the circumstances, and the County may terminate any or all of the Applicant's existing contracts with County, if the Board of Supervisors finds, in its discretion, that the Applicant 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 Applicant'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. These terms will also apply to proposed subcontractors of Applicant on County contracts.

1.12.2 A listing of contractors that are currently on the Debarment List for Los Angeles County may be obtained on the following website: <https://doingbusiness.lacounty.gov/listing-of-contractors-debarred-in-los-angeles-county/>.

1.13 Overview of County's Preference Programs

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 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.

Cost is not a determining factor in this solicitation process; as such none of the preferences described above will be applied. However, LSBE Applicants are encouraged to apply for certification to take advantage of the LSBE Prompt Payment Program further identified in Appendix II, Sample Contract.

2.0 INSTRUCTIONS TO APPLICANTS

This Section contains key project dates and activities as well as instructions to Applicants in how to prepare and submit their application.

2.1 RFA Timetable

The timetable for this RFA is as follows:

Release of RFA	August 26, 2022
Written Questions Due by 3:00 pm*	September 2, 2022
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**Applications submitted after this initial date and time shall be considered for review at the convenience of the County. Please note the County may at any time issue an addendum to close this RFA.

2.2 Applicants' Questions

Applicants may submit written questions regarding this RFA by **e-mail only** to the individual identified in Section 1.9, Contact with County Personnel. All questions must be received by the date and time specified in Section 2.1, RFA Timetable. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFA.

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

Questions may address concerns that the application of minimum requirements, evaluation criteria, and/or business requirements would unfairly disadvantage

Applicants or, due to unclear instructions, may result in the County not receiving the best possible responses from Applicant. Answers to Applicants' questions will be released on the date specified in Section 2.1, RFA Timetable.

2.3 Preparation and Submission of the Application

Applicant shall submit one copy of Appendix I, Application Packet in response to this RFA to the individual identified in Section 1.9, Contact with County Personnel and clearly marked "Application for RFA-2022-006", in the subject line of the e-mail transmission.

The contents of the Application Packet are as follows:

- Exhibit 1** Applicant's Organization Questionnaire/Affidavit: Form identifying the Applicant's general information.
- Exhibit 2** Applicant's Minimum Requirements: Form certifying that Applicant meets the minimum requirements.
- Exhibit 3** Certification of Compliance: Form certifying Applicant's compliance with County's programs, policies, and ordinances.
- Exhibit 4** Application Transmittal Form: Form describing the Applicant's legal name, address, authorized representative, and contact information.
- Exhibit 5** Compliance with Encryption Requirements: Form describing the Applicant's encryption practices and compliance with Los Angeles County Board of Supervisors Policy 5.200, Contractor Protection of Electronic County Information.
- Exhibit 6** Acceptance of Terms and Conditions Affirmation: Form certifying Applicant's acceptance of all the terms and conditions and criteria contained in this RFA and any addenda thereto.
- Exhibit 7** Community Business Enterprise (CBE) Information (Excel Worksheet): Excel form identifying Applicant's company composition and make-up to be used by the County for statistical purposes only.

3.0 APPLICATION REVIEW/SELECTION PROCESS

3.1 Review Process

The review process will consist of reviewing the Applicant's submission of Appendix I, Application Packet by qualified County staff.

3.2 Disqualifications

3.2.1 County will review Appendix I, Application Packet's Exhibit 2, Applicant's Minimum Requirement to determine if Applicant meets the minimum

requirements as outlined in Section 1.3 of this RFA. Failure of the Applicant to comply with the minimum requirements will disqualify the Applicant from any further consideration.

3.2.2 The County will check all applicable databases including, but not limited to all federal, State, and local databases. Applicants appearing in one or more databases may be disqualified in County's sole discretion.

3.3 Disqualification Review

An application may be disqualified from consideration because Public Health determined it was non-responsive at any time during the review process. If Public Health determines that an application is disqualified due to non-responsiveness, Public Health will notify the Applicant in writing.

Upon receipt of the written determination of non-responsiveness, the Applicant 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 Public Health'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 requested itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
3. The request for a Disqualification Review asserts that Public Health'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 Applicant, in writing, prior to the conclusion of the review process.

3.4 Contract Award

Applicants who are notified by Public Health that they appear to have the necessary requirements and experience (i.e., they are qualified) may still not be recommended for a contract if other requirements necessary for award have not been met. Other requirements may include acceptance of the terms and conditions of the Contract, and/or satisfactory documentation that required insurance will be obtained. Only when all such matters have been demonstrated to Public Health's satisfaction can an Applicant, which is otherwise deemed qualified, be regarded as "selected" for

recommendation of a Contract.

Public Health will execute Board-authorized Contracts with each selected Applicant. All Applicants will be informed of the final selections.

3.5 Final Contract Award by the Board of Supervisors

Notwithstanding a recommendation of a Department, agency, individual, or other, the Board retains the right to exercise its judgment concerning the selection of an application and the terms of any resultant agreement, and to determine which application best serves the interests of the County. The Board is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES
APPLICATION PACKET**

Exhibits

- 1) Applicant's Organization Questionnaire/Affidavit
- 2) Applicant's Minimum Requirements
- 3) Certification of Compliance
- 4) Application Transmittal Form
- 5) Applicant's Compliance with Encryption Requirements
- 6) Acceptance of Terms and Conditions Affirmation
- 7) Community Business Enterprise (CBE) Information (Excel Worksheet)

Attachment

- A. **Optional** – Applicant Survey Questionnaire

EXHIBIT 1
APPLICANT'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT

PROPOSER NAME:	COUNTY WEBVEN NUMBER:
ADDRESS:	
E-MAIL:	TELEPHONE NUMBER:
INTERNAL REVENUE SERVICE EMPLOYER IDENTIFICATION NUMBER:	CALIFORNIA BUSINESS LICENSE NUMBER:

1	<p>Select the options that best define your firm's business structure:</p> <p><input type="checkbox"/> Corporation</p> <p><input type="checkbox"/> Limited Liability Company (LLC)</p> <p><input type="checkbox"/> Limited Partnership</p> <p><input type="checkbox"/> Sole Proprietorship</p> <p><input type="checkbox"/> Non-Profit</p> <p><input type="checkbox"/> Franchise</p> <p><input type="checkbox"/> Other (Specify)</p>	<p>If Corporation or Limited Liability Company (LLC): Legal Name (as stated in Articles of Incorporation):</p> <p>_____</p> <p>State if Incorporation: _____</p> <p>Year of Incorporation: _____</p> <p>If Limited Partnership or a Sole Proprietorship: Name of proprietor or managing partner:</p> <p>_____</p> <p>If other: Specify business structure name:</p> <p>_____</p>
2	<p>Is your firm doing business under one or more DBA's?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Name: _____</p> <p>Country of Registration: _____</p> <p>Year became DBA: _____</p>
3	<p>Is your firm wholly/majority owned by, or a subsidiary of another firm?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, indicate name of Parent Firm and State of Incorporation.</p> <p>Name of Parent Firm:</p> <p>_____</p>

		State of Incorporation or registration of parent firm: _____
4	Has your firm done business as other names within last five (5) years? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, indicate any other names and the year of name change. Name: _____ Year(s) of Name Change _____
5	List names of all joint ventures, partners, subcontractors, or others having any right or interest in this contract or the proceeds thereof. If not applicable, state "NONE".	
6	Is your firm involved in any pending acquisition or mergers? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide additional information regarding the pending merger.
7	List all names and contact information of all individuals legally authorized to commit the Proposer.	Name: _____ Title: _____ Phone: _____ Email: _____

EXHIBIT 2

APPLICANT'S MINIMUM REQUIREMENTS

APPLICANT (Applicant's Legal Full Name):

INSTRUCTIONS TO APPLICANT: Please thoroughly complete this form. The Application will be scored on a "Pass" or "Fail" basis. Applicants must meet all of the Applicant's Minimum Mandatory Requirements in order to be considered for a contract award. Applications that do not meet the Minimum Requirements shall be deemed unresponsive and shall not be considered for a contract award.

Applicant acknowledges and certifies that on the day on which the Application is submitted, it meets and will comply with all of the Minimum Requirements as listed below. **Subcontractors may not be used to meet any of the Minimum Requirements.**

Please check the appropriate boxes:

RFA Section	Minimum Requirement	Certification
1.3.1	Applicant currently have an As-Needed Temporary Personnel Services Master Agreement in good standing (at the discretion of the Department) with Public Health or Department of Health Services. Contract Number: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.3.2	If Applicant's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, Applicant 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 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. <input type="checkbox"/> Applicant <u>does not</u> have unresolved disallowed costs as explained above. <input type="checkbox"/> Applicant <u>has unresolved</u> disallowed costs as explained above. County will verify that Applicant does not have unresolved cost.	

- AND/OR -

RFA Section	Minimum Requirement	Certification
1.3.3	Applicant is not debarred, suspended, or excluded from securing United States Federal Government (federal), State of California (State) and/or County contracts at the time of the Application submission due date.	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.3.4	Applicant maintains and conducts business from an office located within the geographic boundaries of Los Angeles County or an adjacent County. Address of site must be provided on Exhibit 4.	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.3.5	Applicant has five years of experience within the last seven years providing professional clinical and/or health related temporary personnel services including recruitment, management and administration.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant must document below their ability to meet the above-referenced requirement. Provide dates, name of agencies/department in which Applicant provided the required service that substantiates Applicant meets the above-referenced requirement (attach additional sheets as necessary). Do not merely attest your company, agency, or firm will comply or restate the requirement.

Years of Experience from _____ to _____
mm/yr mm/yr

Note: Applicant who qualified based on the minimum requirements of Section 1.3.3 to 1.3.5 will be requested to provide copies of the company’s annual financial statements issued for the last three years.

Applicant further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this Application are made, the Application 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.

On behalf of (Company Name) _____

I, (Applicant’s Authorized Representative) _____

hereby certify that this Exhibit is true and correct to the best of my information and belief.

Signature _____ Title _____

EXHIBIT 3
CERTIFICATION OF COMPLIANCE

Applicant certifies compliance with all programs, policies, and ordinances specified in exhibits listed below.

TITLE		REFERENCE	CERTIFICATIONS
1	Certification of No Conflict of Interest	LACC 2.180	Certifies Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No
2	Familiarity with the County Lobbyist Ordinance Certification	LACC 2.160	Certifies Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No
3	Zero Tolerance Policy on Human Trafficking Certification	Motion	Certifies Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No
4	Compliance with Fair Chance Employment Hiring Practices Certification	Board Policy 5.250	Certifies Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No
5	EEO Certification	Board Policy 4.32.010	Certifies Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No
6	Charitable Contributions Certification Enter the California Registry of Charitable Trusts “CT” number and upload a copy of firm’s 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 (if applicable)	Board Policy 5.065	Check the Certification below that is applicable to your company. <input type="checkbox"/> Proposer 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 Proposer 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 <input type="checkbox"/> Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed in this document 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.
7	Attestation of Willingness to Consider Gain/Grow Participants	Board Policy 5.050	Certifies Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No Willing to provide GAIN/GROW participants access to employee mentoring program? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A-program not available

<p>8</p>	<p>Contractor Employee Jury Service Program Certification Form & Application for Exception</p>	<p>LACC 2.203</p>	<p>Certifies Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If No, identify exemption:</p> <p><input type="checkbox"/> My business does not meet the definition of "contractor," as defined in the Program.</p> <p><input type="checkbox"/> My business is a small business as defined in the Program.</p> <p><input type="checkbox"/> My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.</p>
<p>9</p>	<p>Certification of Compliance with the County's Defaulted Property Tax Reduction Program</p>	<p>LACC 2.206</p>	<p>Certifies Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If No, identify exemption: Click or tap here to enter text.</p>

EXHIBIT 4
APPLICATION TRANSMITTAL FORM

APPLICANT'S LEGAL NAME: _____

APPLICANT'S ADDRESS: _____
Street Suite

City State Zip Code

APPLICANT'S AUTHORIZED REPRESENTATIVE: Please provide the below information as it relates to Applicant's authorized representative. Applicant's authorized representative must be authorized to sign on behalf of the Applicant, able to make representations for the Applicant during contract negotiations, and able to legally bind the Applicant to any resultant contract.

Authorized Representative: _____

Title: _____

Address: _____
Street Suite

City State Zip Code

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

APPLICANT'S CONTACT PERSON: Please provide the below information as it relates to Applicant's contact person. Applicant's contact person will serve as the Applicant's main contact with the County for any matters related to this RFA.

Contact Representative: _____

Title: _____

Address: _____
Street Suite

City State Zip Code

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

EXHIBIT 5**APPLICANT'S COMPLIANCE WITH ENCRYPTION REQUIREMENTS**

Applicant shall provide information about its encryption practices by completing this Exhibit. By submitting this Exhibit, applicant 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 Applicant 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*? *cloud storage, Software-as-a-Service or SaaS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

 Applicant Name

 Applicant Official Title

 Official's Signature

EXHIBIT 6

ACCEPTANCE OF TERMS AND CONDITIONS AFFIRMATION

Company Name:

Company Address:

Email Address: _____

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

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

DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE INFORMATION SUBMITTED IS TRUE AND CORRECT.

Authorized Representative:

Signature:	Date:
Print Name:	Title:

ATTACHMENT A**Applicant Survey Questionnaire**

Applicant Survey Questionnaire Optional Survey: Your feedback is greatly appreciated.	
Applicant 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.	
❖ Social Media (e.g., Twitter, Facebook, etc.)	<input type="checkbox"/> Yes
❖ Department of Public Health Workshop	<input type="checkbox"/> Yes
❖ County Applicant Fair	<input type="checkbox"/> Yes
❖ Contracting Opportunity flyer	<input type="checkbox"/> Yes
❖ Email Notification	<input type="checkbox"/> Yes
❖ Website (Department of Public Health Contracts and Grants)	<input type="checkbox"/> Yes
❖ Other Website (<i>Please describe below</i>):	<input type="checkbox"/> Yes
❖ Other (<i>Please describe below</i>):	<input type="checkbox"/> Yes
Thank you!	

Contract No. PH-_____



CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC HEALTH

AND

(CONTRACTOR)

FOR

AS-NEEDED TEMPORARY PERSONNEL SERVICES

**DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES**

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STANDARD EXHIBITS

Exhibit A – Statement(s) of Work

- Attachment I – Temporary Positions List
- Attachment II –Service Request Form (Sample attached)

Exhibit B – Schedule of Rates

Exhibit C – American Rescue Plan Act Requirements (if applicable)

Exhibit D – American Rescue Plan Act 2021 Additional Provisions (if applicable)

Exhibit E – Contractor’s EEO Certification

Exhibit F – Contractor Acknowledgement and Confidentiality Agreement

Exhibit G – Health Insurance Portability and Accountability Act (HIPAA)

Exhibit H – Jury Service Program

Exhibit I – County’s Administration

Exhibit J – Contractor’s Administration

UNIQUE EXHIBITS

Exhibit K – COVID-19 Vaccination Certification of Compliance and
Confidentiality Form

Contract No. _____

**DEPARTMENT OF PUBLIC HEALTH
SERVICES CONTRACT**

THIS CONTRACT "Contract" is made and entered into on _____,
by and between COUNTY OF LOS ANGELES (hereafter "County")
and _____ (hereafter "Contractor").

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, California Government Code Section 26227 which authorizes the Board of Supervisors 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, Public Health has determined that existing Public Health Programs, at certain times, do not have sufficient manpower to perform public health projects provided by State, federal, or other granting agencies within the time permitted by the grant agreements; it is difficult to recruit personnel to perform those services in the required time periods; and that the services to be provided hereunder are most often of a specialized, professional and temporary nature or of an as needed, intermittent nature; and

WHEREAS, the term "Director" as used herein refers to the County's Director of Public Health, or authorized designees (hereafter jointly referred to as "Director"); and

WHEREAS, County is authorized by Government Code Section 53703 et seq., to do all acts necessary to participate in any federal program whereby federal funds are granted to County for purposes of health, education, welfare, and other public services; and

WHEREAS, the County is authorized by Government Code Section 31000 to contract for special services; and

WHEREAS, on March 4, 2020, the Chair of the County Board of Supervisors ("Board") proclaimed existence of a local health emergency regarding the coronavirus ("COVID-19") in Los Angeles County; and

WHEREAS, on August 1, 2022, the Chair of the County Board of Supervisors ("Board") proclaimed existence of a local health emergency regarding Monkeypox in Los Angeles County; and

WHEREAS, on March 11, 2021, the American Rescue Plan ("ARP") Act was signed into law, which amended Title IV of the Social Security Act 17 to add Section 603 establishing the Coronavirus State and Local Fiscal Recovery Fund ("ARP Funds" or "SLFRF"); and

WHEREAS, County has received a direct payment of ARP Funds, which may only be used to cover costs incurred beginning March 3, 2021 and ending December 31, 2024 with all payments made by December 31, 2026:

1. To respond to the public health emergency with respect to COVID-19 or its negative economic impacts;
2. To respond to workers performing essential work during the COVID-19 public health emergency;

3. For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to the revenues collected in the most recent full fiscal year prior to the emergency; or
4. To make necessary investments in water, sewer or broadband infrastructure;
and

WHEREAS, the U.S. Treasury ("Treasury") has issued an Interim Final Rule (31 C.F.R. Part 35), Compliance and Reporting Guidance, and Frequently Asked Questions that provide additional guidelines and instructions and apply equally to County and any contractors receiving ARP Funds; and

WHEREAS, the Board of Supervisors has authorized the Director to execute and administer this Contract; and

WHEREAS, Contractor is a private firm specializing in providing As-Needed Temporary Personnel Services; and

WHEREAS, Contractor warrants that it possesses the competence, expertise, and personnel necessary to provide services consistent with the requirements of this Agreement and consistent with the professional standard of care for these services; 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

WHEREAS, it is the intent of the parties hereto to enter into this Contract to provide As-Needed Temporary Services for compensation, as set forth herein; 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.

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

1. APPLICABLE DOCUMENTS:

Exhibits A, B, C, D, E, F, G, H, I J, and K are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, budget, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency will be resolved by giving precedence first to the terms and conditions of the Contract and then to the Exhibits as listed below:

Standard Exhibits

Exhibit A – Statement of Work

- Attachment I – Temporary Positions List
- Attachment II – Service Request Form (Sample attached)

Exhibit B – Schedule of Rates

Exhibit C – American Rescue Plan Act Requirements (if applicable)

Exhibit D – American Rescue Plan Act 2021 Additional Provisions (if applicable)

Exhibit E – Contractor's EEO Certification

Exhibit F – Contractor Acknowledgement and Confidentiality Agreement

Exhibit G – Health Insurance Portability and Accountability Act (HIPAA)

Exhibit H – Jury Service Program

Exhibit I – County's Administration

Exhibit J – Contractor's Administration

Unique Exhibits

Exhibit K – COVID-19 Vaccination Certification of Compliance and Confidentiality Form

2. DEFINITIONS:

A. Contract: This agreement executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of all tasks, deliverables, services and other work including the Statement of Work, Exhibit A.

B. Contractor: The sole proprietor, partnership, corporation or other person or entity that has entered into this Contract with the County.

3. DESCRIPTION OF SERVICES:

A. Contractor will provide services in the manner described in Exhibit A (Statement of Work), attached hereto and incorporated herein by reference.

B. Contractor acknowledges that the quality of service(s) provided under this Contract will be at least equivalent to that which Contractor provides to all other clients it serves.

C. If Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same will be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor will have no claim whatsoever against the County.

D. 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.

4. TERM OF CONTRACT:

The term of this Contract will be effective upon execution and will continue in full force and effect through October 31, 2030, unless sooner terminated or extended, in whole or in part, as provided in this Contract.

The County will have the sole option to extend this Contract term up to two additional one-year periods. Each such extension option will be exercised at the sole discretion of the Director through written notification from the Director to Contractor prior to the end of the Contract term.

Contractor will notify Public Health when this Contract is within six months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, Contractor will send written notification to Public Health at the address herein provided in Exhibit G.

5. CONTRACT RATE/FEE:

A. Contractor will be paid according to Exhibit B, Schedule of Rates, of this Contract.

B. Contractor will 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 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, will occur only with the County's express prior written approval.

C. Contractor will 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 Contractor's duties, responsibilities, or obligations, or performance of same by person or entity other than the Contractor, whether through assignment, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, will not occur except with the County's express prior written approval.

D. No Payment for Services Provided Following Expiration/Termination of Contract: Contractor will 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 Contract. Should Contractor receive any such payment it will immediately notify County and will immediately repay all such funds to County. Payment by County for Services rendered after expiration/termination of this Contract will not constitute a waiver of County's right to recover such payment from Contractor. This provision will survive the expiration or other termination of this Contract.

6. INVOICES AND PAYMENT:

The rates/fees specifically listed in Exhibit - B, Schedule of Rates, will be the maximum rates/fees payable by the County for the term of this Contract.

A. Contractor will invoice the County only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit A and in accordance with Exhibit B attached hereto and incorporated herein by reference.

B. Contractor will invoice the County monthly in arrears. All invoices will include a financial invoice and all required reports and/or data. All invoices will clearly reflect all required information as specified on forms provided by County regarding the services for which claims are to be made and any and all payments made to Contractor.

C. Invoices will be submitted to County within thirty (30) calendar days after the close of each calendar month. County will make a reasonable effort to make payment within 30 days following receipt of a complete and correct monthly invoice, County will make payment in accordance to Exhibit B, Schedule of Rates attached hereto and incorporated herein by reference.

D. While payments will be made in accordance with the rate(s) set out in the Exhibit B, Schedule of Rates attached hereto, 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 rate(s) set in the Exhibit B, Schedule of Rates, Contractor will be reimbursed only for the actual costs. In no event will County be required to pay Contractor for units of service that are not supported by actual allowable and documented costs. Regardless of the amount of costs incurred by Contractor, in no event will the County pay or is obligated to pay Contractor more than the fees for the units of service provided.

E. Each invoice submitted by Contractor will include and specify the following:

- Contractor's name and contract number;

- Period of performance of work being invoiced;
- Name(s) and classification(s) of persons who performed the work;
- Compensation rate per staff as specified in Exhibit B, Schedule of Rates;
- Number of hours worked per staff;
- If applicable, any preapproved travel or overtime cost;
- The total amount of the invoice; and
- Attachment II – Service Request Form associated with the project.

F. Invoices will be submitted directly to the County Project Manager set forth in Attachment II, Service Request Form.

G. For each term, or portion thereof, that this Contract is in effect, Contractor will provide an annual cost report within 30 calendar days following the close of the Contract period. Such cost report will be prepared in accordance with generally accepted accounting principles and clearly reflect all required information as specified in instructions and forms provided by the County.

If this Contract is terminated prior to the close of the Contract period, the cost report will be for that Contract period which ends on the termination date. The report will be submitted within 30 calendar days after such termination date.

The primary objective of the annual cost report will be to provide the County with actual expenditure data for the Contract period that will serve as the basis for determining final amounts due to/from the Contractor.

If the annual cost report is not delivered by Contractor to County within the specified time, Director may withhold all payments to Contractor under all service agreements between County and Contractor until such report is delivered to County and/or, at the Director's sole discretion, a final determination of amounts

due to/from Contractor is determined on the basis of the last monthly invoice received.

Failure to provide the annual cost report may constitute a material breach of this Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

H. Upon expiration or prior termination of this Contract, Contractor will submit, within 30 calendar days, any outstanding and/or final invoice(s) for processing and payment. Contractor's failure to submit any outstanding and/or final invoice(s) within the specified period will constitute Contractor's waiver to receive payment for any outstanding and/or final invoice(s).

I. Withholding Payment:

(1) Subject to the reporting and data requirements of this Contract and the Exhibit(s) attached hereto, Director may withhold any payment to Contractor if any report or data is not delivered by Contractor to County within the time limits of submission as set forth in this Contract, or if such report or data is incomplete in accordance with requirements set forth in this Contract. This withholding may be invoked for the current month and any succeeding month(s) for reports or data not delivered in a complete and correct form.

(2) Subject to the Record Retention and Audits provision of this Contract, Director may withhold any claim for payment by Contractor if Contractor has been given at least 30 calendar days' notice of deficiency(ies) in compliance with the terms of this Contract and has failed

to correct such deficiency(ies). This withholding may be invoked for any month(s) for deficiency(ies) not corrected.

(3) Upon acceptance by County of all report(s) and data previously not accepted under this provision and/or upon correction of the deficiency(ies) noted above, Director will reimburse all withheld payments on the next regular monthly claim for payment by Contractor.

(4) Subject to the provisions of this Contract and its Exhibit(s), if the services are not completed by Contractor within the specified time, Director may withhold all payments to Contractor under this Contract until proof of such service(s) is/are delivered to County.

(5) In addition to Sub-paragraphs (1) through (4) immediately above, Director may withhold payments due to Contractor for amounts due to County as determined by any cost report settlement, audit report, audit report settlement, or financial evaluation report, resulting from this or any current year's contract(s) or any prior year's contract(s) between the County and Contractor. The withheld payments will be used to pay all amounts due to the County. Any remaining withheld payment will be paid to the Contractor accordingly.

(6) Director may withhold any payment to Contractor if Contractor, in the judgment of the County is in material breach of this Contract or has failed to fulfill its obligations under this Contract until Contractor has cured said breaches and/or failures. Director will provide

written notice of its intention to withhold payment specifying said breaches and/or failure to Contractor.

Fiscal Viability: Contractor must be able to carry the costs of its program without reimbursement under this Contract for at least 60 days at any point during the term of this Contract.

J. 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 15 calendar days after receipt of an undisputed invoice.

7. ALTERATION OF TERMS/AMENDMENTS:

A. The County's Board of Supervisors, the Chief Executive Officer or designee, or applicable State and/or federal entities, laws, or regulations may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract to comply with changes in law or County policy. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors, Chief Executive Officer, or State or federal entity, law or regulation. To implement such changes, an Amendment to the Contract will be prepared by Director and executed by the Contractor and Director, as authorized by the County's Board of Supervisors.

B. The County's Board of Supervisors has delegated authority to the Director to amend this Contract to: a) exercise term extension options under the same terms and conditions as the original contract; b) make changes to the Contract, including the statement of work, and compensation of individual staffing

categories as listed in Exhibit B, Schedule of Services, for operational efficiencies, meeting service requirements and/or to remain competitive for qualified staff, based on an industry review of comparable rates; c) provide for future cost of living adjustments (COLA) as necessary. Amendments will be prepared by Director and executed by the Contractor and Director, as authorized by the County's Board of Supervisors, and will be incorporated into and become part of this Contract. The Contractor agrees that extensions of time will not change any other term or condition of this Contract during the period of such extensions.

C. The County's Board of Supervisors has delegated authority to the Director to amend this Contract to permit modifications to hours of operation, changes to service locations, and/or correction of errors in the Contract's terms and conditions, by a written Change Notice signed by the Director and Contractor. The executed Change Notice will be incorporated into and become part of this Contract.

8. CONFIDENTIALITY:

A. Contractor will 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.

B. Contractor will 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 CONFIDENTIALITY Paragraph, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this CONFIDENTIALITY Paragraph will be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County will have the right to participate in any such defense at its sole costs 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 will be entitled to retain its own counsel, including, without limitation, County Counsel, and will be entitled to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor will 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.

C. Contractor will inform all of its officers, employees, agents and Subcontractors providing services hereunder of the confidentiality provisions of this Contract.

D. Contractor will sign and adhere to the provisions of Exhibit F, Contractor Acknowledgement and Confidentiality Agreement.

9. CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFFS OR ARE ON A COUNTY RE-EMPLOYMENT LIST: Should Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, Contractor will 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 Contract.

10. INDEMNIFICATION: The Contractor will 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 Contract, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

11. GENERAL PROVISIONS FOR ALL INSURANCE COVERAGES: Without limiting Contractor's indemnification of County and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor will provide and maintain at its own expense, insurance coverage satisfying the requirements specified in this Paragraph and in the INSURANCE COVERAGE REQUIREMENTS Paragraph of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") are in addition to and separate from

any other contractual obligation imposed upon Contractor pursuant to this Contract.

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 Contract.

A. 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 has been given Insured status under the Contractor's General Liability policy, will be delivered to the County at the address shown below and provided prior to commencing services under this Contract.

Renewal Certificates will be provided to County not less than 10 calendar days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Subcontractor insurance policies at any time.

Certificates will identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured Party named on the Certificate will match the name of the Contractor identified as the contracting party in this Contract. Certificates will 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 dollars (\$50,000), 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), will be construed as a waiver of any of the Required Insurance provisions.

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

County of Los Angeles – Department of Public Health
Contract Monitoring Section
5555 Ferguson Drive, 3rd Floor, Suite 3031
Commerce, California 90022
Attention: Manager Contract Monitoring Section

Contractor also will 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 will promptly notify County of any third party claim or suit filed against Contractor or any of its Subcontractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

B. 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) will 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 will 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 will 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 Provisions herein.

C. Cancellation of or Changes in Insurance: Contractor will provide County with, or Contractor's insurance policies will contain a provision that County will receive, written notice of cancellation or any change in Required Insurance, including name of insurer, limits of coverage, term of coverage or policy period. The written notice will be provided to County at least 10 days in advance of cancellation for non-payment of premium and 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 Contract.

D. Failure to Maintain Insurance: Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance will constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. 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.

E. Insurer Financial Ratings: Coverage will be placed with insurers acceptable to the County with an A.M. Best ratings of not less than A:VII unless otherwise approved by County.

F. Contractor's Insurance Will Be Primary: Contractor's insurance policies, with respect to any claims related to this Contract, will be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage will be in excess of and not contribute to any Contractor coverage.

G. 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 Contract. The Contractor will require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

H. Compensation for County Costs: In the event that Contractor fails to comply with any of the indemnification or insurance requirements of this Contract, and such failure to comply results in any costs to County, Contractor will pay full compensation for all costs incurred by County.

I. Subcontractor Insurance Coverage Requirements: Contractor will include all Subcontractors as insureds under Contractor's own policies, or will provide County with each Subcontractor's separate evidence of insurance coverage. Contractor will be responsible for verifying each Subcontractor

complies with the Required Insurance provisions herein, and will require that each Subcontractor name the County and Contractor as additional insureds on the Subcontractor's General Liability policy. Contractor will obtain County's prior review and approval of any Subcontractor request for modification of the Required Insurance.

J. Deductibles and Self-Insured Retentions (SIRs): Contractor's policies will 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 to 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 will be executed by a corporate surety licensed to transact business in the State of California.

K. Claims Made Coverage: If any part of the Required Insurance is written on a claims made basis, any policy retroactive date will precede the effective date of this Contract. Contractor understands and agrees it will maintain such coverage for a period of not less than three years following Contract expiration, termination or cancellation.

L. Application of Excess Liability Coverage: Contractor 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.

M. Separation of Insureds: All liability policies will 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.

N. Alternative Risk Financing Programs: The County reserves the right to review, and then approve, Contractor's 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 will be designated as an Additional Covered Party under any approved program.

O. 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.

12. INSURANCE COVERAGE REQUIREMENTS:

A. 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 the following:

General Aggregate:	\$2 Million
Products/Completed Operations Aggregate:	\$1 Million
Personal and Advertising Injury:	\$1 Million
Each Occurrence:	\$1 Million

B. 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 will cover liability arising out of Contractor's use of autos pursuant to this Contract, including "owned," "leased," "hired," and/or "non-owned" autos, as each may be applicable.

C. Workers Compensation and Employers' Liability: Contractor will maintain insurance, or qualified self-insurance, satisfying statutory requirements; including Employers' Liability coverage with limits of not less than \$1 Million per accident. If Contractor will provide leased employees, or is: (1) an employee leasing temporary staffing firm; or (2) a professional employer organization (PEO), coverage also will 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. Written notice will be provided to the County at least 10 days in advance of cancellation for non-payment of premium and 30 days in advance for any other cancellation or policy change. If applicable to Contractor's operations, coverage will be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

D. Additional Insurance Requirement(s): If applicable, additional insurance requirement(s) will be reflected in Attachment II, Service Request Form. The additional insurance(s) must be acquired prior to the start of work.

Certificates and copies of any required endorsements will be submitted directly to the County Project Manager set forth in Attachment II, Service Request Form.

13. OWNERSHIP OF MATERIALS, SOFTWARE AND COPYRIGHT:

A. Contractor agrees that all public announcements, literature, audiovisuals, and printed material developed or acquired by Contractor or otherwise, in whole or in part, under this Contract, and all works based thereon, incorporated therein, or derived therefrom, will be the sole property of County.

B. Contractor hereby assigns and transfers to County in perpetuity for all purposes all Contractors' rights, title, and interest in and to all such items including, but not limited to, all unrestricted and exclusive copyrights and all renewals and extensions thereof.

C. With respect to any such items which come into existence after the commencement date of this Contract, Contractor will assign and transfer to County in perpetuity for all purposes, without any additional consideration, all Contractor's rights, title, and interest in and to all items, including, but not limited to, all unrestricted and exclusive copyrights and all renewals and extensions thereof.

D. During the term of this Contract and for seven years thereafter, Contractor will maintain and provide security for all of Contractor's working papers prepared under this Contract. County will have the right to inspect, copy and use at any time during and subsequent to the term of this Contract, any and all such working papers and all information contained therein.

E. Any and all materials, software and tools which are developed or were originally acquired by the Contractor outside the scope of this Contract, which the Contractor desires to use hereunder, and which the Contractor considers to be proprietary or confidential, must be specifically identified by the Contractor to the County's Project Manager as proprietary or confidential, and will be plainly and prominently marked by the Contractor as "Proprietary" or "Confidential" on each appropriate page of any document containing such material.

F. If directed to do so by County, Contractor will place the County name, its department names and/or its marks and logos on all items developed under this Contract. If also directed to do so by County, Contractor will affix the following notice to all items developed under this Contract: "© Copyright 20XX (or such other appropriate date of first publication), County of Los Angeles. All Rights Reserved." Contractor agrees that it will not use the County name, its department names, its program names, and/or its marks and logos on any materials, documents, advertising, or promotional pieces, whether associated with work performed under this Contract or for unrelated purposes, without first obtaining the express written consent of County.

For the purposes of this Contract, all such items will include, but not be limited to, written materials (e.g., curricula, text for vignettes, press releases, advertisements, text for public service announcements for any and all media types, pamphlets, brochures, fliers), software, audiovisual materials (e.g., films,

videotapes, websites), and pictorials (e.g., posters and similar promotional and educational materials using photographs, slides, drawings, or paintings).

14. PUBLICITY: Contractor agrees that all materials, public announcements, literature, audiovisuals, and printed materials utilized in association with this Contract, will have prior written approval from the Director or designee prior to its publication, printing, duplication, and implementation with this Contract. All such materials, public announcements, literature, audiovisuals, and printed material will include an acknowledgement that funding for such public announcements, literature, audiovisuals, and printed materials was made possible by the County of Los Angeles, Department of Public Health and other applicable funding sources.

For the purposes of this Contract, all such items will include, but not be limited to, written materials (e.g., curricula, text for vignettes, text for public service announcements for any and all media types, pamphlets, brochures, fliers), audiovisual materials (e.g., films, videotapes), and pictorials (e.g., posters and similar promotional and educational materials using photographs, slides, drawings, or paintings).

15. RECORD RETENTION AND AUDITS:

A. Service Records: Contractor will maintain all service records related to this contract for a minimum period of seven years following the expiration or prior termination of this Contract. Contractor will provide upon request by County, accurate and complete records of its activities and operations as they relate to the provision of services, hereunder. Records will be accessible as detailed in the subsequent sub-paragraph.

B. Financial Records: Contractor will prepare and maintain on a current basis, complete financial records in accordance with generally accepted accounting principles; written guidelines, standards, and procedures which may from time to time be promulgated by Director; and requirements set forth in the Los Angeles County Auditor-Controller's Contract Accounting and Administration Handbook. The handbook is available on the internet at <http://publichealth.lacounty.gov/cg/docs/AuditorControllerContractingandAdminHB.pdf>.

Federally funded Contractors will adhere to strict fiscal and accounting standards and must comply with Title 2 of the code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and related Office of Management and Budget Guidance.

Such records will clearly reflect the actual cost of the type of service for which payment is claimed and will include, but not be limited to:

- (1) Books of original entry which identifies all designated donations, grants, and other revenues, including County, federal, and State revenues and all costs by type of service.
- (2) A General Ledger.
- (3) A written cost allocation plan which will include reports, studies, statistical surveys, and all other information Contractor used to identify and allocate indirect costs among Contractor's various services. Indirect Costs will mean those costs incurred for a common or joint

objective which cannot be identified specifically with a particular project or program.

(4) Personnel records which show the percentage of time worked providing service claimed under this Contract. Such records will be corroborated by payroll timekeeping records, signed by the employee and approved by the employee's supervisor, which show time distribution by programs and the accounting for total work time on a daily basis. This requirement applies to all program personnel, including the person functioning as the executive director of the program, if such executive director provides services claimed under this Contract.

(5) Personnel records which account for the total work time of personnel identified as indirect costs in the approved contract budget. Such records will be corroborated by payroll timekeeping records signed by the employee and approved by the employee's supervisor. This requirement applies to all such personnel, including the executive director of the program, if such executive director provides services claimed under this Contract.

The entries in all of the aforementioned accounting and statistical records must be readily traceable to applicable source documentation (e.g., employee timecards, remittance advice, vendor invoices, appointment logs, client/patient ledgers). The client/patient eligibility determination and fees charged to, and collected from clients/patients must also be reflected therein. All financial records will be retained by

Contractor at a location within Los Angeles County during the term of this Contract and for a minimum period of seven (7) years following expiration or earlier termination of this Contract, or until federal, State and/or County audit findings are resolved, whichever is later. During such retention period, all such records will be made available during normal business hours within 10 calendar days, to authorized representatives of federal, State, or County governments for purposes of inspection and audit. In the event records are located outside Los Angeles County and Contractor is unable to move such records to Los Angeles County, the Contractor will permit such inspection or audit to take place at an agreed to outside location, and Contractor will pay County for all travel, per diem, and other costs incurred by County for any inspection and audit at such other location. Contractor will further agree to provide such records, when possible, immediately to County by facsimile/FAX, or through the Internet (i.e. electronic mail ["e-mail"]), upon Director's request. Director's request will include appropriate County facsimile/FAX number(s) and/or e-mail address(es) for Contractor to provide such records to County. In any event, Contractor will agree to make available the original documents of such FAX and e-mail records when requested by Director for review as described hereinabove.

C. Preservation of Records: If, following termination of this Contract, Contractor's facility is closed or if ownership of Contractor changes, within 48 hours thereafter, the Director is to be notified thereof by Contractor in writing and

arrangements are to be made by Contractor for preservation of the client/patient and financial records referred to hereinabove.

D. Audit Reports: In the event that an audit of any or all aspects of this Contract is conducted by any federal or State auditor, or by any auditor or accountant employed by Contractor or otherwise, Contractor will file a copy of each such audit report(s) with the Chief of the Public Health Contract Monitoring Division, and with County's Auditor-Controller (Auditor-Controller's Audit Branch) within 30 calendar days of Contractor's receipt thereof, unless otherwise provided for under this Contract, or under applicable federal or State regulations. To the extent permitted by law, County will maintain the confidentiality of such audit report(s).

E. Independent Audit: Contractor's financial records will be audited by an independent auditor in compliance with Title 2 of the Code of Federal Regulations (CFR) 200.501. The audit will be made by an independent auditor in accordance with Governmental Financial Auditing Standards developed by the Comptroller General of the United States, and any other applicable federal, State, or County statutes, policies, or guidelines. Contractor will complete and file such audit report(s) with the County's Public Health Contract Monitoring Division no later than the earlier of 30 days after receipt of the auditor's report(s) or nine months after the end of the audit period.

If the audit report(s) is not delivered by Contractor to County within the specified time, Director may withhold all payments to Contractor under all service

agreements between County and Contractor until such report(s) is/are delivered to County.

The independent auditor's work papers will be retained for a minimum of three years from the date of the report, unless the auditor is notified in writing by County to extend the retention period. Audit work papers will be made available for review by federal, State, or County representative upon request.

F. Federal Access to Records: If, and to the extent that, Section 1861 (v) (1) (I) of the Social Security Act [42 United States Code ("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 Contract, Contractor will maintain and make available, upon written request, to the Secretary of the United States Department of Health and Human Services or the Comptroller General of the United States, or to any of their duly authorized representatives, the contracts, books, documents, and records of Contractor which are necessary to verify the nature and extent of the cost 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 12 month period with a related organization (as that term is defined under federal law), Contractor agrees that each such subcontract will provide for such access to the subcontract, books, documents, and records of the Subcontractor.

G. Program and Audit/Compliance Review: In the event County representatives conduct a program review and/or an audit/compliance review of

Contractor, Contractor will fully cooperate with County's representatives.

Contractor will allow County representatives access to all records of services rendered and all financial records and reports pertaining to this Contract and will allow photocopies to be made of these documents utilizing Contractor's photocopier, for which County will reimburse Contractor its customary charge for record copying services, if requested. Director will provide Contractor with at least 10 working days prior written notice of any audit/compliance review, unless otherwise waived by Contractor.

County may conduct a statistical sample audit/compliance review of all claims paid by County during a specified period. The sample will be determined in accordance with generally accepted auditing standards. An exit conference will be held following the performance of such audit/compliance review at which time the result will be discussed with Contractor. Contractor will be provided with a copy of any written evaluation reports.

Contractor will have the opportunity to review County's findings on Contractor, and Contractor will have 30 calendar days after receipt of County's audit/compliance review results to provide documentation to County representatives to resolve the audit exceptions. If, at the end of the 30 calendar day period, there remains audit exceptions which have not been resolved to the satisfaction of County's representatives, then the exception rate found in the audit, or sample, will be applied to the total County payment made to Contractor for all claims paid during the audit/compliance review period to determine

Contractor's liability to County. County may withhold any claim for payment by Contractor for any month(s) for any deficiency(ies) not corrected.

H. Audit Settlements:

(1) If an audit conducted by federal, State, and/or County representatives finds that units of service, actual reimbursable net costs for any services and/or combinations thereof furnished hereunder are lower than units of service and/or reimbursement for stated actual net costs for any services for which payments were made to Contractor by County, then payment for the unsubstantiated units of service and/or unsubstantiated reimbursement of stated actual net costs for any services will be repaid by Contractor to County. For the purpose of this paragraph an "unsubstantiated unit of service" will mean a unit of service for which Contractor is unable to adduce proof of performance of that unit of service and "unsubstantiated reimbursement of stated actual net costs" will mean stated actual net costs for which Contractor is unable to adduce proof of performance and/or receipt of the actual net cost for any service.

(2) If an audit conducted by federal, State, and/or County representatives finds that actual allowable and documented costs for a unit of service provided hereunder are less than the County's payment for those units of service, the Contractor will repay County the difference immediately upon request, or County has the right to withhold and/or offset that repayment obligation against future payments.

(3) If within 30 calendar days of termination of the Contract period, such audit finds that the units of service, allowable costs of services and/or any combination thereof furnished hereunder are higher than the units of service, allowable costs of services and/or payments made by County, then the difference may be paid to Contractor, not to exceed the County maximum contract obligation.

(4) In no event will County be required to pay Contractor for units of services that are not supported by actual allowable and documented costs.

(5) In the event that Contractor's actual allowable and documented cost for a unit of service are less than the rate(s) set out in Exhibit B, Schedule of Rates, the Contractor will be reimbursed for its actual allowable and documented costs only.

I. Failure to Comply: Failure of Contractor to comply with the terms of this Paragraph will constitute a material breach of contract upon which Director may suspend or County may immediately terminate this Contract.

16. TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE OR RESTRICTIONS ON LOBBYING:

A. The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, will 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 will constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

B. Federal Certification and Disclosure Requirement: Because federal monies are to be used to pay for Contractor's services under this Contract, Contractor will comply with all certification and disclosure requirements prescribed by Section 319, Public Law 101-121 (Title 31, U.S.C., Section 1352) and any implementing regulations, and will ensure that each of its Subcontractors receiving funds provided under this Contract also fully comply with all such certification and disclosure requirements.

17A. CONTRACTOR'S EXCLUSION FROM PARTICIPATION IN A
FEDERALLY FUNDED PROGRAM:

Contractor hereby warrants that neither it nor any of its staff members is 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 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.

Contractor will 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.

Failure by Contractor to meet the requirements of this Paragraph will constitute a material breach of contract upon which County may immediately terminate or suspend this Contract.

17B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS (45 C.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 from securing federally funded contracts. By executing this Contract, Contractor certifies that neither it, nor any of its owners, officers, partners, directors or principals are currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Further, by executing this Contract, 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 will immediately notify County in writing, during the term of this Contract, should it or any of its Subcontractors or any principals of either being suspended, debarred, ineligible, or excluded from securing federally funded contracts. Failure of Contractor to comply with this provision will constitute a material breach of this Contract upon which the County may immediately terminate or suspend this Contract.

17C. WHISTLEBLOWER PROTECTIONS:

A. Per federal statute 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.

B. 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.

C. 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 inform their employees working on any federal award that they are subject to the whistleblower rights and remedies of the pilot program; inform their employees in writing of the employee whistleblower protections under statute 41 U.S.C. 4712 in the predominant native language of the workforce; and include such requirements in any agreement made with a Subcontractor or subgrantee.

17D. MOST FAVORED PUBLIC ENTITY: If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract 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 this Contract, then such lower prices will be immediately extended to the County.

17E. LIQUIDATED DAMAGES:

A. If, in the judgment of the Director, or designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, or designee, 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.

B. If the Director determines that there are deficiencies in the performance of this Contract that the Director deems are correctable by the

Contractor over a certain time span, the Director 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, and that the Contractor will be liable to the County for liquidated damages in said amount. Said amount will 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.

C. The action noted in sub-paragraph B above will 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 Contract.

D. This sub-paragraph will not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as

specified in sub-paragraph B above, and will not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

17F. DATA DESTRUCTION:

A. Contractor has the sole responsibility to certify that the data and information have been appropriately destroyed consistent with the National Institute of Standards and Technology (NIST) Special Publication SP 800-88 titled Guidelines for Media Sanitization (Available at: <http://csrc.nist.gov/publications/PubsDrafts.html#SP-800-88-Rev.%201>) for the County of Los Angeles' ("County") data and/or information, implied or expressed, maintained, processed, or stored by Contractor.

B. The data and/or information may be stored on purchased, leased, or rented electronic storage equipment (e.g., printers, hard drives) and electronic devices (e.g., servers, workstations) that are geographically located within the County, or external to the County's boundaries. The County must receive within 10 business days, a signed document from Contractor that certifies and validates the data and information were placed in one or more of the following stored states: unusable, unreadable, and indecipherable.

C. Contractor will certify that any County data stored on purchased, leased, or rented electronic storage equipment and electronic devices, including, but not limited to printers, hard drives, servers, and/or workstations are destroyed consistent with the current NIST Special Publication SP-800-88, *Guidelines for Media Sanitization*. Contractor will provide County with written certification, within 10 business days of removal of any electronic storage equipment and devices

that validates that any and all County data was destroyed and is unusable, unreadable, and/or undecipherable.

17G. COST OF LIVING ADJUSTMENTS (COLA): If requested by the Contractor, the Contract amount may, at the sole discretion of the County, be increased annually based on the most recent published percentage change in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Long Beach-Anaheim Area for the twelve 12-month period preceding the Contract anniversary date, which shall be the effective date for any Cost of Living Adjustment (COLA). However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Officer as of each July 1, for the prior twelve 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no COLA will be granted. Where the County decides to grant a COLA pursuant to this Paragraph for living wage contracts, it may, in its sole discretion, exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this Contract) from the base upon which a COLA is calculated, unless the Contractor can show that his/her labor cost will actually increase. Further, before any COLA increase shall take effect and become part of this Contract, it shall first require a written amendment to this Contract, that has been formally approved and executed by the parties.

18. CONSTRUCTION: To the extent there are any rights, duties, obligations, or responsibilities enumerated in the recitals or otherwise in this Contract, they will be

deemed a part of the operative provisions of this Contract and are fully binding upon the parties.

19. 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 will govern and prevail.

20. CONTRACTOR'S OFFICES: Contractor's office is located at _____ . Contractor's business telephone number is (____) _____, facsimile (FAX) number is (____) _____, and electronic Mail (e-mail) address is _____. Contractor will notify County, in writing, of any changes made to their business address, business telephone number, FAX number and/or e-mail address as listed herein, or any other business address, business telephone number, FAX number and/or e-mail address used in the provision of services herein, at least 10 calendar days prior to the effective date(s) thereof.

21. NOTICES: Notices hereunder will be in writing and may either be delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, attention to the parties at the addresses listed below. Director is authorized to execute all notices or demands which are required or permitted by County under this Contract. Addresses and parties to be notified may be changed by providing at least 10 working days' prior written notice to the other party.

A. Notices to County will be addressed as follows:

- (1) Department of Public Health
Program Name
Division
Address Line 1

Address Line 2

Attention: Project Director

- (2) Department of Public Health
Contracts and Grants Division
5555 Ferguson Drive, Suite 210
Commerce, California 90022

Attention: Division Chief

B. Notices to Contractor will be addressed as follows:

- (1) _____

Attention: _____

22. ADMINISTRATION OF CONTRACT:

A. County's Director of Public Health or authorized designee(s) (hereafter collectively "Director") will have the authority to administer this Contract on behalf of County. Contractor agrees to extend to Director the right to review and monitor Contractor's programs, policies, procedures, and financial and/or other records, and to inspect its facilities for contractual compliance at any reasonable time.

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

1) **County's Project Director:**

a) County's Project Director, or designee, has the authority to negotiate, recommend all changes to this Contract, and resolve disputes between the County and Contractor.

b) County's Project Director, or designee, is responsible for the administration of this Contract, including keeping and updating all records relating thereto, and for resolving disputes between County and Contractor.

2) **County's Project Manager:**

a) County's Project Manager will be identified in Attachment II – Service Request Form and is the County's chief contact related to individual Projects. County's Project Manager shall generally be the first person for Contractor to contact with any questions. A specific County employee shall be assigned as County's Project Manager for each particular Project. County's Project Manager shall be specified in, and specific to, each Attachment II – Service Request Form.

b) County's Project Manager for a particular Project shall be responsible for coordinating and monitoring Contractor's work, and for ensuring that Project objectives are met. County's Project Manager shall also be responsible for:

i. Monitoring and reporting of Contractor's performance and progress, of work requirements;

- ii. Ensuring Contractor's compliance with County's applicable Technical Standards;
- iii. Reviewing and approving project tasks, equipment, services, and other work;
- iv. Coordinating with Contractor's Project Manager or designated staff, on a regular basis, regarding the performance of Contractor;
- v. Providing direction to Contractor as they relate to County policies specific to individual Project;
Reviewing and approving Contractor invoices.
- vi. County's Project Manager is not authorized to make any changes in rates, or in the terms and conditions of this Contract.

C. Contractor Administration: Contractor's Project Manager is designated in Exhibit J. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Project Manager. Contractor's Project Manager shall be responsible for Contractor's day-to-day activities related to this Contract and shall coordinate with County's Project Manager on a regular basis with respect to specific Projects.

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

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

E. Approval of Contractor's Staff: County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the contractor's Project Manager.

F. Contractor's Staff Identification: 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 related to the badges.

G. Background and Security Investigations: Each of Contractor's staff and Subcontractors performing services under this Contract, who is in a designated sensitive position, as determined by County in County's sole discretion, will undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. 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 will not be limited to, criminal conviction information. The fees associated with the background investigation will be at the expense of the Contractor, regardless of whether the member of Contractor's staff passes or fails the background investigation.

If a member of Contractor's staff who is in a designated sensitive position does not obtain work clearance through the criminal history background review, they may not perform services under this Contract, or be placed and/or assigned within the Department of Public Health. During the term of the Contract, the Department may receive subsequent criminal information. If this subsequent information constitutes a job nexus, the Contractor will immediately remove staff from performing services under this Contract and replace such staff within 15 days of removal, or within an agreed upon time with the County. Pursuant to an agreement with the Federal Department of Justice, the County will not provide to Contractor, nor to Contractor's staff, any information obtained through the criminal history review.

Disqualification of any member of Contractor's staff pursuant to this section will not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

23. ASSIGNMENT AND DELEGATION/MERGERS OR ACQUISITIONS:

A. Contractor will notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If 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 to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers.

B. Contractor will not assign, exchange, transfer, or delegate its rights or duties under this Contract, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment, delegation, or otherwise transfer of its rights or duties, without such consent will be null and void. For purposes of this paragraph, County consent will require a written Amendment to the Contract, 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 Contract will be deductible, at County's sole discretion, against the claims, which the Contractor may have against the County.

C. Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any person or entity other than 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, will be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, County will be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

24. AUTHORIZATION WARRANTY: Contractor hereby represents and warrants that the person executing this Contract for Contractor is an authorized agent who has actual authority to bind Contractor to each and every term, condition, and obligation set forth in this Contract and that all requirements of Contractor have been fulfilled to provide such actual authority.

25. 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 reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by Contractor under this Contract will also be reduced correspondingly. County's notice to Contractor regarding said reduction in payment obligation will be provided within 30 calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, Contractor will continue to provide all of the services set forth in this Contract.

26. 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 Contract, without cause, upon the giving of 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 this Contract via a written amendment to this Contract.

27. COMPLAINTS: Contractor will develop, maintain, and operate procedures for receiving, investigating, and responding to complaints.

A. Within 30 business days after the Contract effective date, Contractor will provide the County with Contractor's policy for receiving, investigating, and responding to user complaints.

B. The policy will include, but not be limited to, when and how new clients, as well as current and recurring clients, are to be informed of the procedures to file a complaint.

C. The client and/or his/her authorized representative will receive a copy of the procedure.

D. The County will review Contractor's policy and provide Contractor with approval of said policy or with requested changes.

E. If the County requests changes in Contractor's policy, the Contractor will make such changes and resubmit the policy within 30 business days for County approval.

F. If, at any time, Contractor wishes to change its policy, Contractor will submit proposed changes to the County for approval before implementation.

G. The Contractor will preliminarily investigate all complaints and notify the County's Project Manager of the status of the investigation within 15 business days of receiving the complaint.

H. When complaints cannot be resolved informally, a system of follow-through will be instituted which adheres to formal plans for specific actions and strict time deadlines.

I. Copies of all written responses will be sent to the County's Project Manager within three business days of mailing to the complainant.

28. COMPLIANCE WITH APPLICABLE LAW:

A. In the performance of this Contract, Contractor will 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 Contract are hereby incorporated herein by reference.

B. Contractor will indemnify, defend, and hold harmless the 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, 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 will be conducted by Contractor and approved by County. Notwithstanding the preceding sentence, County will have the right to participate in any such defense at its sole costs 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 will be entitled to retain its own counsel, including without limitation, County Counsel, and will be entitled to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor will not have the right to enter into 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.

29. COMPLIANCE WITH CIVIL RIGHTS LAW: 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 will, 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 Contract or under any project, program, or activity supported by this Contract. Contractor will comply with Exhibit E – Contractor’s EEO Certification.

30. COMPLIANCE WITH THE COUNTY’S JURY SERVICE PROGRAM:

A. Jury Service Program: This Contract 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 H and incorporated herein by reference into and made a part of this Contract.

B. Written Employee Jury Service Policy:

(1) Unless the Contractor has demonstrated to the County’s satisfaction either that the Contractor is not a “Contractor” as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor will have and adhere to a written policy that provides that its Employees will receive from the Contractor, on an annual basis, no less than five (5) 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 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. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means forty (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 the Contractor uses any Subcontractor to perform services for the County under the Contract, the Subcontractor will also be subject to the provisions of this sub-paragraph. The provisions of this sub-paragraph will be inserted into any such subcontract agreement and a copy of the Jury Service Program will be attached to the Contract.

(3) If the Contractor is not required to comply with the Jury Service Program when the Contract commences, the Contractor will have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor will immediately notify

the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor will immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate, to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.

(4) Contractor's violation of this sub-paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, at its sole discretion, terminate the Contract and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

31. COMPLIANCE WITH COUNTY'S ZERO TOLERANCE POLICY ON HUMAN TRAFFICKING:

A. Contractor acknowledges that the County has established a Zero Tolerance Human Trafficking Policy prohibiting contractors from engaging in human trafficking.

B. If Contractor or a member of Contractor's staff is convicted of a human trafficking offense, the County will require that the Contractor or member of Contractor's staff be removed immediately from performing services under the Contract. County will not be under any obligation to disclose

confidential information regarding the offenses other than those required by law.

C. Disqualification of any member of Contractor's staff pursuant to this Paragraph will not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

32. COMPLIANCE WITH FAIR CHANCE EMPLOYMENT PRACTICES:

Contractor, and its subcontractors, must comply with fair chance employment hiring practices set forth in California Government Code Section 12952. 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.

33. COMPLIANCE WITH THE COUNTY'S POLICY OF EQUITY: 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/>). 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. Contractor, its employees and Subcontractors acknowledge and certify receipt and understanding of the CPOE. Failure of 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 Contractor to termination of contractual agreements as well as civil liability.

34. CONFLICT OF INTEREST:

A. No County employee whose position with the County enables such employee to influence the award of this Contract or any competing contract, and no spouse or economic dependent of such employee, will be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder will 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.

B. Contractor will comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. Contractor warrants that it is not now aware of any facts that create a conflict of interest. If Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it will immediately make full written disclosure of such facts to the County. Full written disclosure will 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 sub-paragraph will be a material breach of this Contract.

35. CONSIDERATION OF HIRING GAIN/GROW PARTICIPANTS:

A. Should Contractor require additional or replacement personnel after the effective date of this Contract, Contractor will 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 Contractor's minimum qualifications for the open position. For this purpose, consideration will mean that Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to Contractor. Contractor will report all job openings with job requirements to GAINGROW@DPSS.LACOUNTY.GOV, and the Department of Workforce Development, Aging and Community Services at BSERVICES@WDACS.LACOUNTY.GOV; and, DPSS will refer qualified GAIN/GROW job candidates.

B. In the event that both laid-off County employees, as defined in Paragraph CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST, and GAIN/GROW participants are available for hiring, County employees will be given first priority.

36. CONTRACTOR RESPONSIBILITY AND DEBARMENT:

A. 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 contract. It is the County's policy to conduct business only with responsible contractors.

B. 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 the Contract, 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 (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing contracts the Contractor may have with the County.

C. Non-Responsible Contractor: The County may debar a Contractor if the Board of Supervisors finds, at its discretion, that the Contractor 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 Contractor'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.

D. Contractor Hearing Board: If there is evidence that the Contractor may be subject to debarment, the Department 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.

E. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative will be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board will prepare a

tentative/proposed decision, which will contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department will be provided an opportunity to object to the tentative/proposed decision prior to its presentation to the Board of Supervisors.

F. 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 will be presented to the Board of Supervisors. The Board of Supervisors will have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

G. 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 interest of the County.

H. 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 will conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing will be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

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

J. Subcontractors of Contractor: These terms will also apply to Subcontractors of County Contractors.

37. CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW: Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. 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. Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. Information as to how to receive the poster can be found on the Internet at: <https://lacounty.gov/residents/family-services/child-safety/safe-surrender/>

38. CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM:

A. Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contracts 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.

B. As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting Contractor's duty under this Contract to comply with all applicable provisions of law, Contractor warrants that it is now in compliance and will during the term of this Contract 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 will 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).

39. COUNTY'S QUALITY ASSURANCE PLAN: County or its agent will monitor Contractor's performance under this Contract on not less than an annual basis.

Such monitoring will include assessing Contractor's compliance with all Contract terms and performance standards. Contractor deficiencies which County determines are significant, or continuing, and that may place performance of the Contract 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 County and Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.

40. SERVICE DELIVERY SITE - MAINTENANCE STANDARDS: Contractor assures that the locations where services are provided under provisions of this Contract are operated at all times in accordance with County community standards with regard to property maintenance and repair, graffiti abatement, refuse removal, fire safety, landscaping, and in full compliance with all applicable local laws, ordinances, and regulations relating to the property. County's periodic monitoring visits to Contractor's facilities will include a review of compliance with the provisions of this Paragraph.

41. RULES AND REGULATIONS: During the time that Contractor's personnel are at County Facilities such persons will 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 will 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.

42. DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS:

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

B. 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 will be repaid by Contractor by cash payment upon demand.

43. EMPLOYMENT ELIGIBILITY VERIFICATION:

A. Contractor warrants that it fully complies with all federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in federal and State statutes and regulations. Contractor will 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. Contractor will retain all such documentation for all covered employees for the period prescribed by law.

B. Contractor will indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against Contractor or the County or both in connection with any alleged violation of any federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

44. DATA ENCRYPTION:

Contractor and any Subcontractor(s) will comply with the encryption standards set forth below for electronically transmitted or stored personal information (PI), protected health information (PHI) and/or medical information (MI). PI is defined in California Civil Code Section 1798.29(g). PHI is defined in Health Insurance Portability Act of 1996 (HIPAA), and implementing regulations. MI is defined in California Civil Code Section 56.05(g).

A. 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: (1) Federal Information Processing Standard Publication (FIPS) 140-2; (2) National Institute of Standards and Technology (NIST) Special Publication 800-57 Recommendation for Key Management- Part 1: General (Revision 3); (3) NIST Special Publication 800-57. Recommendation for Key Management – Part 2: Best Practices for Key Management Organization; and (4) 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.

B. Transmitted Data: All transmitted (e.g., network) County PI, PHI and/or MI require encryption in accordance with: (1) NIST Special Publication 800-52 Guidelines for the Selection and Use of Transport Layer Security Implementations; and (2) 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.

C. Certification: The County must receive within 10 business days of its request, a certification from Contractor (for itself and any Subcontractors) that certifies and validates compliance with the encryption standards set forth above. In addition, Contractor will maintain a copy of any validation/attestation reports that its data encryption products(s) generate and such reports will be subject to audit in accordance with this Contract. Failure on the part of the Contractor to comply with any of the provisions of this Paragraph (Data Encryption) will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.

45. DEFAULT METHOD OF PAYMENT: DIRECT DEPOSIT OR ELECTRONIC FUNDS TRANSFER:

A. 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 will be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).

B. Contractor will 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.

C. Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit will supersede this requirement with respect to those payments.

D. At any time during this Contract, 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 Public Health, will decide whether to approve exemption requests.

46. COUNTERPARTS ELECTRONIC SIGNATURES AND

REPRESENTATIONS: This Contract may be executed in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same Contract. The facsimile, email or electronic signature of the Parties will be deemed to constitute original signatures, and facsimile or electronic copies hereof will be deemed to constitute duplicate originals. The County and Contractor hereby

agree to regard electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to the ALTERATIONS AND TERMS/AMENDMENTS Paragraph and received via communications facilities, (e.g., facsimile, email or electronic signature), as legally sufficient evidence that such legally binding signatures have been affixed to Amendments to this Contract.

47. FAIR LABOR STANDARDS: Contractor will comply with all applicable provisions of the Federal Fair Labor Standards Act and will 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 Contractor's employees for which the County may be found jointly or solely liable.

48. FISCAL DISCLOSURE: Contractor will prepare and submit to Director, within 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 will promptly notify Director in writing, detailing such changes.

49. 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 Contract, 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 will be considered a material breach by Contractor for which Director may suspend or County may immediately terminate this Contract.

50. GOVERNING LAW, JURISDICTION, AND VENUE: This Contract will be governed by, and construed in accordance with, the laws of the State of California. Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder will be exclusively in the County of Los Angeles.

51. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA): The parties acknowledge the existence of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its implementing regulations. The County and Contractor therefore agree to the terms of Exhibit G.

52. INDEPENDENT CONTRACTOR STATUS:

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

B. Contractor will be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County will 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 Contractor.

C. Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of Contractor and not employees of the County. Contractor will 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 Contract.

D. Contractor will adhere to the provisions stated in the CONFIDENTIALITY Paragraph of this Contract.

53. LICENSES, PERMITS, REGISTRATIONS, ACCREDITATIONS, AND CERTIFICATES: Contractor will obtain and maintain during the term of this Contract, all appropriate licenses, permits, registrations, accreditations, and certificates required by federal, State, and local law for the operation of its business and for the provision of services hereunder. Contractor will ensure that all of its officers, employees, and agents who perform services hereunder obtain and maintain in effect during the term of this Contract, all licenses, permits, registrations, accreditations, and certificates required by federal, State, and local law which are applicable to their performance hereunder.

Contractor will provide a copy of each license, permit, registration, accreditation, and certificate upon request of Public Health at any time during the term of this Contract.

54. NONDISCRIMINATION IN SERVICES:

A. Contractor will not discriminate in the provision of services hereunder because of race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital status, political affiliation, or condition of physical or mental disability, in accordance with requirements of federal and State laws, or in any manner on the basis of the client's/patient's sexual orientation. For the purpose of this Paragraph, discrimination in the provision of services may include, but is not limited to, the following: denying any person any service or benefit or the availability of the facility; providing any service or benefit to any person which is not equivalent, or is provided in a non-equivalent manner, or at a non-equivalent time, from that provided to others; subjecting any person to segregation or separate treatment in any manner related to the receipt of any service; restricting any person in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit; and treating any person differently from others in determining admission, enrollment quota, eligibility, membership, or any other requirements or conditions which persons must meet in order to be provided any service or benefit. Contractor will take affirmative action to ensure that intended beneficiaries of this Contract are provided services without regard to race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital status, political affiliation, condition of physical or mental disability, or sexual orientation.

B. Facility Access for handicapped must comply with the Americans with Disabilities Act and the Rehabilitation Act of 1973, Section 504, where federal funds are involved. Contractor will further establish and maintain written procedures under which any person applying for or receiving services hereunder, may seek resolution from Contractor of a complaint with respect to any alleged discrimination in the provision of services by Contractor's personnel. Such procedures will also include a provision whereby any such person, who is dissatisfied with Contractor's resolution of the matter, will be referred by Contractor to the Director, for the purpose of presenting his or her complaint of alleged discrimination. Such procedures will also indicate that if such person is not satisfied with County's resolution or decision with respect to the complaint of alleged discrimination, he or she may appeal the matter to the State Department of Health Services' Affirmative Action Division. At the time any person applies for services under this Contract, he or she will be advised by Contractor of these procedures, as identified hereinabove, will be posted by Contractor in a conspicuous place, available and open to the public, in each of Contractor's facilities where services are provided hereunder.

55. NONDISCRIMINATION IN EMPLOYMENT:

A. Contractor certifies and agrees, pursuant to the Americans with Disabilities Act, the Rehabilitation Act of 1973, and all other federal and State laws, as they now exist or may hereafter be amended, that it will not discriminate against any employee or applicant for employment because of, race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital

status, political affiliation or condition of physical or mental disability, or sexual orientation. Contractor will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital status, political affiliation, condition of physical or mental disability, or sexual orientation in accordance with requirements of federal and State laws. Such action will include, but will not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other form of compensation, and selection for training, including apprenticeship. Contractor will post in conspicuous places in each of Contractor's facilities providing services hereunder, positions available and open to employees and applicants for employment, and notices setting forth the provision of this Paragraph.

B. Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital status, political affiliation, condition of physical or mental disability, or sexual orientation, in accordance with requirements of federal and State laws.

C. Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract of understanding, a notice advising the labor union or workers' representative of Contractor's commitments under this Paragraph.

D. Contractor certifies and agrees that it will deal with its Subcontractors, bidders, or vendors without regard to race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital status, political affiliation, condition of physical or mental disability, or sexual orientation, in accordance with requirements of federal and State laws.

E. Contractor will allow federal, State, and County representatives, duly authorized by Director, access to its employment records during regular business hours in order to verify compliance with the anti-discrimination provision of this Paragraph. Contractor will provide such other information and records as such representatives may require in order to verify compliance with the anti-discrimination provisions of this Paragraph.

F. If County finds that any provisions of this Paragraph have been violated, the same will constitute a material breach of this Contract upon which Director may suspend, or County may determine to terminate, this Contract. While County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Department of Fair Employment and Housing or the Federal Equal Employment Opportunity Commission that Contractor has violated federal or State anti-discrimination laws will constitute a finding by County that Contractor has violated the anti-discrimination provisions of this Contract.

G. The parties agree that in the event Contractor violates any of the anti-discrimination provisions of this Paragraph, County will be entitled, at its

option, to the sum of five hundred dollars (\$500) pursuant to California Civil Code Section 1671 as liquidated damages in lieu of canceling, terminating, or suspending this Contract.

56. NON-EXCLUSIVITY: Nothing herein is intended nor will be construed as creating any exclusive arrangement with the Contractor. This Contract will not restrict the County from acquiring similar, equal, or like goods and/or services from other entities or sources.

57. NOTICE OF DELAYS: Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party will, within one business day, give notice thereof, including all relevant information with respect thereto, to the other party.

58. NOTICE OF DISPUTES: Contractor will bring to the attention of the County's Project Manager and/or County's Project Director any dispute between the County and Contractor regarding the performance of services as stated in this Contract. If the County's Project Manager or County's Project Director is not able to resolve the dispute, the Director will resolve it.

59. NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT: Contractor will notify its employees, and will 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 will be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

60. NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW: Contractor will notify and provide to its employees, and will 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 available on the Internet at <https://lacounty.gov/residents/family-services/child-safety/safe-surrender/> for printing purposes.

61. PROHIBITION AGAINST INDUCEMENT OR PERSUASION: Contractor and the County agree that during the term of this Contract and for a period of one year thereafter, neither party will 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.

62. PROHIBITION AGAINST PERFORMANCE OF SERVICES WHILE UNDER THE INFLUENCE: Contractor will ensure that no employee or physician performs services while under the influence of any alcoholic beverage, medication, narcotic, or other substance that might impair his/her physical or mental performance.

63. PUBLIC RECORDS ACT:

A. Any documents submitted by Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to the RECORD RETENTION AND AUDITS Paragraph of this Contract; as well as those documents which were required to be submitted in response to the solicitation process for this Contract, become the exclusive property of the County. All such documents become a

matter of public record and will 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 will 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.

B. 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 a proposal marked “trade secret,” “confidential,” or “proprietary,” 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.

64. PURCHASES:

A. Purchase Practices: Contractor will 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 will 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 will 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 30 calendar days of filing, County will 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, will attach identifying labels on all such property indicating the proprietary interest of County.

C. Inventory Records, Controls, and Reports: Contractor will 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 will 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 will 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 will 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 will: (1) provide access to and render all necessary assistance for physical removal by Director or 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 will be in accordance with all applicable federal, State, and County laws, ordinances, rules, regulations, manuals, guidelines, and directives.

65. REAL PROPERTY AND BUSINESS OWNERSHIP DISCLOSURE:

A. Real Property Disclosure: If Contractor is renting, leasing, or subleasing, or is planning to rent, lease, or sublease, any real property where persons are to receive services hereunder, Contractor will prepare and submit to Director within 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; 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 sub-paragraph (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 will 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 will also indicate the names(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 will only charge the program for costs of ownership. Costs of ownership will 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 will be appended to such affidavit and made a part thereof.

B. Business Ownership Disclosure: Contractor will 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 will notify Director in writing of such changes within 30 calendar days prior to the effective date thereof.

66. REPORTS: Contractor will make reports as required by County concerning Contractor's activities and operations as they relate to this Contract and the provision of services hereunder. However, in no event may County require such reports unless Director has provided Contractor with at least 30 calendar days' prior written notification thereof. Director's notification will provide Contractor with a written explanation of the procedures for reporting the information required.

67. RECYCLED CONTENT BOND PAPER: Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at County landfills, Contractor agrees to use recycled-content bond paper to the maximum extent possible in connection with services to be performed by Contractor under this Contract.

68. SOLICITATION OF BIDS OR PROPOSALS: Contractor acknowledges that County, prior to expiration or early termination of this Contract, may exercise its right to invite bids or request proposals for the continued provision of the services delivered or contemplated under this Contract. County and its Public Health will make the determination to re-solicit bids or request proposals in accordance with applicable County policies.

Contractor acknowledges that County may enter into a contract for the future provision of services, based upon the bids or proposals received, with a provider or providers other than Contractor. Further, Contractor acknowledges that it obtains no

greater right to be selected through any future invitation for bids or request for proposals by virtue of its present status as Contractor.

69. STAFFING AND TRAINING/STAFF DEVELOPMENT: Contractor will operate continuously throughout the term of this Contract with at least the minimum number of staff required by County. Such personnel will be qualified in accordance with standards established by County. In addition, Contractor will comply with any additional staffing requirements which may be included in the Exhibits attached hereto.

During the term of this Contract, Contractor will have available and will 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 will 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 will, prior to filling said vacancy, notify County's Director. Contractor will provide the above set forth required information to County's Director regarding any candidate prior to any appointment. Contractor will institute and maintain appropriate supervision of all persons providing services pursuant to this Contract.

Contractor will institute and maintain a training/staff development program pertaining to those services described in the Exhibit(s) attached hereto. Appropriate training/staff development will be provided for treatment, administrative, and support personnel. Participation of treatment and support personnel in training/staff development should include in-service activities. Such activities will be planned and scheduled in advance, and will be conducted on a continuing basis. Contractor will

develop and institute a plan for an annual evaluation of such training/staff development program.

70. SUBCONTRACTING:

A. For purposes of this Contract, subcontracts must be approved in advance in writing by Director or authorized designee(s). Contractor's request to Director for approval of a subcontract will include:

(1) Identification of the proposed Subcontractor, (who will be licensed as appropriate for provision of subcontract services), and an explanation of why and how the proposed Subcontractor was selected, including the degree of competition involved.

(2) A detailed description of the services to be provided by the subcontract.

(3) The proposed subcontract amount and manner of compensation, if any, together with Contractor's cost or price analysis thereof.

(4) A copy of the proposed subcontract. (Any later modification of such subcontract will take the form of a formally written subcontract amendment which also must be approved in writing by the Director in the same manner as described above, before such amendment is effective.)

(5) Any other information and/or certification(s) requested by Director.

B. Director will review Contractor's request to subcontract and will determine, in his/her sole discretion, whether or not to consent to such a request on a case-by-case basis.

C. Subcontracts will be made in the name of Contractor and will not bind nor purport to bind County. The making of subcontracts hereunder will not relieve Contractor of any requirement under this Contract, including, but not limited to, the duty to properly supervise and coordinate the work of Subcontractors. Further, Director's approval of any subcontract will also not be construed to limit in any way, any of County's rights or remedies contained in this Contract.

D. In the event that Director consents to any subcontracting, Contractor will be solely liable and responsible for any and all payments or other compensation to all Subcontractors, and their officers, employees, and agents.

E. In the event that Director consents to any subcontracting, such consent will be provisional, and will not waive the County's right to later withdraw that consent when such action is deemed by County to be in its best interest. County will not be liable or responsible in any way to Contractor, or any Subcontractor, for any liability, damages, costs, or expenses, arising from or related to County's exercising of such a right.

F. The County's consent to subcontract will not waive the County's right to prior and continuing approval of any and all personnel, including Subcontractor employees, providing services under this Contract. The Contractor is responsible to notify its Subcontractors of this County right.

G. Subcontracts will contain the following provision: "This contract is a subcontract under the terms of a prime contract with the County of Los Angeles and will be subject to all of the provisions of such prime contract." Further, Contractor will also reflect as Subcontractor requirements in the subcontract form all of the requirements of the INDEMNIFICATION, GENERAL PROVISIONS FOR ALL INSURANCE COVERAGES, INSURANCE COVERAGE REQUIREMENTS, COMPLIANCE WITH APPLICABLE LAW, CONFLICT OF TERMS and ALTERATION OF TERMS Paragraphs and all of the provisions of this Contract.

H. Contractor will deliver to Director a fully executed copy of each subcontract entered into by Contractor, as it pertains to the provision of services under this Contract, on or immediately after the effective date of the subcontract, but in no event, later than the date and any services are to be performed under the subcontract.

I. Contractor will obtain certificates of insurance which establish that the Subcontractor maintains all the programs of insurance required by the County from each approved Subcontractor.

J. Director is hereby authorized to act for and on behalf of County pursuant to this Paragraph, including but not limited to, consenting to any subcontracting.

K. Contractor will indemnify, defend, 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.

L. Contractor will remain fully responsible for all performances required of it under this Contract, including those that Contractor has determined to subcontract, notwithstanding the County's approval of Contractor's proposed subcontract.

71. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM:

Contractor's failure to maintain compliance with the requirements set forth in Paragraph, CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM, herein, will constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, Contractor's failure to cure such default within 90 calendar days of written notice will be grounds upon which the County may terminate this Contract pursuant to Paragraph 73, TERMINATION FOR DEFAULT, herein, and pursue debarment of Contractor, pursuant to County Code Chapter 2.202.

72. TERMINATION FOR CONVENIENCE: The performance of services under this Contract may be terminated, with or without cause, in whole or in part, from time to time when such action is deemed by County to be in its best interest. Termination of services hereunder will be effected by delivery to Contractor of a 30 calendar day advance Notice of Termination specifying the extent to which performance of services under this Contract is terminated and the date upon which such termination becomes effective.

After receipt of a Notice of Termination and except as otherwise directed by County, Contractor will:

A. Stop services under this Contract on the date and to the extent specified in such Notice of Termination; and

B. Complete performance of such part of the services as will not have been terminated by such Notice of Termination.

Further, after receipt of a Notice of Termination, Contractor will submit to County, in the form and with the certifications as may be prescribed by County, its termination claim and invoice. Such claim and invoice will be submitted promptly, but not later than 60 calendar days from the effective date of termination. Upon failure of Contractor to submit its termination claim and invoice within the time allowed, County may determine on the basis of information available to County, the amount, if any, due to Contractor in respect to the termination, and such determination will be final. After such determination is made, County will pay Contractor the amount so determined.

Contractor, for a period of seven years after final settlement under this Contract, in accordance with Paragraph, RECORD RETENTION AND AUDITS, will retain and make available all its books, documents, records, or other evidence, bearing on the costs and expenses of Contractor under this Contract in respect to the termination of services hereunder. All such books, records, documents, or other evidence will be retained by Contractor at a location in Los Angeles County and will be made available within 10 calendar days of prior written notice during County's normal business hours to representatives of County for purposes of inspection or audit.

73. TERMINATION FOR DEFAULT: County may, by written notice of default to Contractor, terminate this Contract immediately in any one of the following circumstances:

A. If, as determined in the sole judgment of County, Contractor fails to perform any services within the times specified in this Contract or any extension thereof as County may authorize in writing; or

B. If, as determined in the sole judgment of County, Contractor fails to perform and/or comply with any of the other provisions of this Contract, or so fails to make progress as to endanger performance of this Contract in accordance with its terms, and in either of these two circumstances, does not cure such failure within a period of five calendar days (or such longer period as County may authorize in writing) after receipt of notice from County specifying such failure.

C. In the event that County terminates this Contract as provided hereinabove, County may procure, upon such terms and in such manner as County may deem appropriate, services similar to those so terminated, and Contractor will be liable to County for any reasonable excess costs incurred by County for such similar services.

D. If, after the County has given notice of termination under the provisions of this paragraph, it is determined by the County that Contractor was not in default under the provisions of this paragraph, the rights and obligations of the parties will be the same as if the notice of termination had been issued pursuant to Paragraph, TERMINATION FOR CONVENIENCE.

E. The rights and remedies of County provided in this Paragraph will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

74. TERMINATION FOR IMPROPER CONSIDERATION: The County may, by written notice to Contractor, immediately terminate the Contractor's right to proceed under this Contract if it is found that consideration, in any form, was offered or given by Contractor, either directly or through an intermediary, to any County officer, employee, or agent, with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract, or making of any determinations with respect to Contractor's performance pursuant to this Contract. In the event of such termination, the County will be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

Contractor must immediately report any attempt by a County officer, employee, or agent, to solicit such improper gratuity or consideration. The report must be made to the Los Angeles County Fraud Hotline at (800) 544-6861 or <http://fraud.lacounty.gov>.

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

75. TERMINATION FOR INSOLVENCY: County may terminate this Contract immediately for default in the event of the occurrence of any of the following:

A. Insolvency of Contractor. Contractor will be deemed to be insolvent if it has ceased to pay its debts at least 60 calendar days in the ordinary course of business or cannot pay its debts as they become due, whether Contractor has

committed an act of bankruptcy or not, and whether Contractor is insolvent within the meaning of the Federal Bankruptcy Law or not;

B. The filing of a voluntary or involuntary petition under the federal Bankruptcy Law;

C. The appointment of a Receiver or Trustee for Contractor;

D. The execution by Contractor of an assignment for the benefit of creditors.

In the event that County terminates this Contract as provided hereinabove, County may procure, upon such terms and in such manner as County may deem appropriate, services similar to those so terminated, and Contractor will be liable to County for any reasonable excess costs incurred by County, as determined by County, for such similar services. The rights and remedies of County provided in this Paragraph will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

76. TERMINATION FOR NON-APPROPRIATION OF FUNDS:

Notwithstanding any other provision of this Contract, the County will not be obligated for Contractor's performance hereunder, or by any provision of this Contract during any of the County's future fiscal years, unless and until the County's Board of Supervisors appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract will terminate as of June 30th, of the last fiscal year for which funds were appropriated. The County will notify Contractor in writing of any such non-allocation of funds at the earliest possible date.

77. NO INTENT TO CREATE A THIRD PARTY BENEFICIARY CONTRACT:

Notwithstanding any other provision of this Contract, the parties do not in any way intend that any person will acquire any rights as a third party beneficiary under this Contract.

78. TIME OFF FOR VOTING: Contractor will notify its employees, and will 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, Contractor and any Subcontractor(s) will 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.

79. UNLAWFUL SOLICITATION: Contractor will 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 will take positive and affirmative steps in its performance hereunder to ensure that there is no violation of such provisions by its employees. Contractor will utilize the attorney referral services of all those bar associations within Los Angeles County that have such a service.

80. VALIDITY: If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the

application of such provision to other persons or circumstances will not be affected thereby.

81. WAIVER: No waiver by the County of any breach of any provision of this Contract will 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 Contract will not be construed as a waiver thereof. The rights and remedies set forth in this subparagraph will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

82. WARRANTY AGAINST CONTINGENT FEES:

A. Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Contractor for the purpose of securing business.

B. For breach of this warranty, the County will have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

83. WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM:

Contractor acknowledges that 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 Contract will maintain compliance, with Los Angeles County Code Chapter 2.206.

84. 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, WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM, herein, will constitute default under this Contract. Without limiting the rights and remedies available to County under any other provision of this Contract, failure of Contractor to cure such default within 10 days of notice will be grounds upon which County may terminate this Contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

85. COVID-19 VACCINATIONS OF COUNTY CONTRACTOR PERSONNEL:

A. At Contractor's sole cost, Contractor will comply with Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel) of County Code Title 2 - Administration, Division 4. All employees of Contractor and persons working on its behalf, including but not limited to, Subcontractors of any tier (collectively, "Contractor Personnel"), must be fully vaccinated against the novel coronavirus 2019 ("COVID-19") prior to (1) interacting in person with County employees,

interns, volunteers, and commissioners ("County workforce members"), (2) working on County owned or controlled property while performing services under this Contract, and/or (3) coming into contact with the public while performing services under this Contract (collectively, "In-Person Services").

B. Contractor Personnel are considered "fully vaccinated" against COVID-19 two (2) weeks or more after they have received (1) the second dose in a 2-dose COVID-19 vaccine series (e.g. Pfizer-BioNTech or Moderna), (2) a single-dose COVID-19 vaccine (e.g. Johnson and Johnson [J&J]/Janssen), or (3) the final dose of any COVID-19 vaccine authorized by the World Health Organization ("WHO").

C. Prior to assigning Contractor Personnel to perform In-Person Services, Contractor will obtain proof that such Contractor Personnel have been fully vaccinated by confirming Contractor Personnel is vaccinated through any of the following documentation: (1) official COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services, CDC or WHO Yellow Card), which includes the name of the person vaccinated, type of vaccine provided, and date of the last dose administered ("Vaccination Record Card"); (2) copy (including a photographic copy) of a Vaccination Record Card; (3) Documentation of vaccination from a licensed medical provider; (4) a digital record that includes a quick response ("QR") code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates, and vaccine type, and the QR code confirms the vaccine record as an official record of the State of California; or (5) documentation of vaccination

from Contractors who follow the California Department of Public Health (CDPH) vaccination records guidelines and standards. Contractor will also provide written notice to County before the start of work under this Contract that its Contractor Personnel are in compliance with the requirements of this section. Contractor will retain such proof of vaccination for the document retention period set forth in this Contract, and must provide such records to the County for audit purposes, when required by County.

D. Contractor will evaluate any medical or sincerely held religious exemption request of its Contractor Personnel, as required by law. If Contractor has determined that Contractor Personnel is exempt pursuant to a medical or sincerely held religious reason, the Contractor must also maintain records of the Contractor Personnel's testing results. The Contractor must provide such records to the County for audit purposes, when required by County. The unvaccinated exempt Contractor Personnel must meet the following requirements prior to (1) interacting in person with County workforce members, (2) working on County owned or controlled property while performing services under this Contract, and/or (3) coming into contact with the public while performing services under this Contract:

1. Test for COVID-19 with either a polymerase chain reaction (PCR) or antigen test has an Emergency Use Authorization (EUA) by the U.S. Food and Drug Administration (FDA) or is operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services. Testing must occur at least weekly, or

more frequently as required by County or other applicable law, regulation or order.

2. Wear a mask that is consistent with Center for Disease Control and Prevention (CDC) recommendations at all times while on County controlled or owned property, and while engaging with members of the public and County workforce members.

3. Engage in proper physical distancing, as determined by the applicable County department that the Contract is with.

E. In addition to complying with the requirements of this section, Contractor will also comply with all other applicable local, departmental, State, and federal laws, regulations and requirements for COVID-19. A completed Exhibit K (COVID-19 Vaccination Certification of Compliance) is a required part of any agreement with the County.

SAMPLE

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Contract to be subscribed by its Director of Public Health, and

Contractor has caused this Contract 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 _____

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL
DAWYN HARRISON
Acting County Counsel

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Public Health

By _____
Contracts and Grants Division Management

#06381:st

Revised 08-2817 – Approved by Counsel

STATEMENT OF WORK
COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES

1.0 DESCRIPTION OF SERVICES

- 1.1 Contractor and Contractor's personnel providing services under the Contract acknowledge they are to be used on a temporary or time-limited basis. Contractor's assigned personnel are subject to Contractor's benefits, discipline, termination, and all other personnel provisions, as applicable. Additionally, the Department of Public Health (Public Health) may remove the use of any of Contractor's assigned as-needed temporary personnel immediately, when it is determined by the Director of Public Health, or designee, that it would be in the best interest of Public Health and/or the County of Los Angeles (County) to do so.
- 1.2 The purpose of this As-Needed Temporary Personnel Services is to utilize ongoing temporary staff positions needed to support Public Health's capacity to address public health issues, priorities, and emergencies, including, but not limited to, assistance with the following: providing general clerical and administrative support for public health services and programming; providing epidemiological support with data analysis and report generation; managing grant funding and contracts/agreements; technical and fiscal management of projects; coordinating efforts to support partner and stakeholder engagement; executing programmatic duties and responsibilities; and leading efforts around communication and messaging on public health efforts. Various federal, state and local funding will be utilized as available to provide seamless, coordinated public health services that reduce health inequities and promote optimal well-being to the residents of Los Angeles County.

2.0 DEFINITIONS:

- 2.1 **Emergency:** Unforeseeable workload requirements related to patient care or the health and welfare of the citizens of Los Angeles County. Examples of an emergency include, but are not limited to, fire, flood, or other causes involving significant danger to life or property, public health or safety. An emergency can only be declared by the Director of Public Health or designee or the Board of Supervisors.
- 2.2 **Regular Work Schedule:** Agreed upon staff work schedule between Contractor and Public Health. The workday may be 8 hours but no longer than 10 hour per day in a 40-hour work week without the payment of overtime.
- 2.3 **Workday:** A workday is a consecutive 24-hour period beginning at the same time each calendar day, but it may begin at any time of day. The beginning

STATEMENT OF WORK
COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES

of an employee's workday need not coincide with the beginning of that employee's shift, and an employer may establish different workdays for different shifts. However, once a workday is established it may be changed only if the change is intended to be permanent and the change is not designed to evade overtime obligations. Daily overtime is due based on the hours worked in any given workday; and the averaging of hours over two or more workdays is not allowed. The County is a 24-hour, 7 day a week operation.

- 2.4 **Workweek:** Any seven consecutive days, starting with the same calendar day each week beginning at any hour on any day, so long as it is fixed and regularly occurring. "Workweek" is a fixed and regularly recurring period of 168 hours, seven consecutive 24-hour periods. An employer may establish different workweeks for different employees, but once an employee's workweek is established, it remains fixed regardless of his or her working schedule. An employee's workweek may be changed only if the change is intended to be permanent and is not designed to evade the employer's overtime obligation.

3.0 COMPENSATION

- 3.1 County agrees to compensate Contractor as described in the Contract, Paragraph 2, INVOICES AND PAYMENTS.
- 3.2 Contractor will provide personnel as specified in Attachment II, Service Request Form at the specified rates according to Exhibit B, Schedule of Rates. Contractor will not add or replace specified personnel without the prior written permission of the County Project Director or designee.
- 3.3 The rate as specified in Exhibit B, Schedule of Rate includes the following items:
- 3.3.1 Compensation Rate: The straight hourly rate per job classification.
- 3.3.2 Employee Benefits:
- 3.3.2.1 Contractor staff who work a 40 hour or higher range per Workweek will receive the benefit rate of 28% of total hourly cost.

General Benefits

At a minimum, the benefit package employees must

STATEMENT OF WORK
COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES

include:

- Federal Insurance Contribution Act (FICA)
- Health Insurance (Basic Health and Dental must be 100% covered by the Contractor/Employer. Contractor's employees may be required to pay a co-payment for medical and dental benefits but may **not** be asked to cover a share of annual policy premium costs). Basic Health and Dental must be 100% covered within 30 days of an employee's start date and will continue until the last day assigned under the Contract.
- Unemployment Insurance
- Workers Compensation

Vacation/Holiday/Sick Leave: Will include 13 County-observed Holidays, 10 vacation days (accrued monthly), and 12 sick days (accrued monthly) per year. Sick leave earned during a pay period can be used the following pay period. **All accrued vacation and sick leave must be used per project period and cannot rollover.**

- 3.3.2.2 Contractor staff who work up to 25 hours per Workweek will receive the benefit rate of 13% of total hourly cost.

General Benefits

At a minimum, the benefit package must include:

- FICA
- Unemployment Insurance
- Workers Compensation

Vacation/Holiday/Sick Leave: Not applicable.

- 3.3.3 Indirect Cost: Indirect costs is 10% of total direct costs and are defined as the administrative costs incurred for common or joint activities that cannot be identified specifically with a particular project or program (2 CFR 200.56 or 45 CFR 75.414).

- 3.4 **Overtime:** Time spent that exceeds the number of hours in a Regular Work Schedule and worked in the Workweek in the performance of work ordered,

STATEMENT OF WORK
COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES

approved, or permitted via written authorization of the Director or designee, at least one day in advance.

- 3.5 **Travel:** Some positions may be required to travel to different locations throughout the project period. If applicable, Contractor staff will be compensated as follow:
- 3.5.1 Mileage: County will reimburse at County's reimbursement rate, currently 58.5 cents per mile.
- 3.5.2 Parking: County will reimburse parking if cost is incurred while providing service to County. Contractor will submit documentation to Public Health with invoice.
- 3.6 **Emergency Rate:** Some positions may be hired as Emergency. These positions will be noted in the Attachment II, Service Request Form and be compensated as specified in Exhibit B, Schedule of Rates.

4.0 QUALITY ASSURANCE PLAN

- 4.1 The County will evaluate the Contractor's performance under the Contract using the quality assurance procedures as defined in Contract, Paragraph 39, COUNTY'S QUALITY ASSURANCE PLAN.
- 4.2 The County will evaluate the Contractor's personnel performance using the measures defined in Attachment II, Service Request Form.

5.0 RESPONSIBILITIES

5.1 COUNTY

The County will administer the Contract according to Contract, Paragraph 22, ADMINISTRATION OF CONTRACT.

5.2 CONTRACTOR

5.2.1 The Contractor will administer the Contract according to the Contract, Paragraph 22, ADMINISTRATION OF CONTRACT

5.2.2 Pursuant to Contract, Paragraph 22, ADMINISTRATION OF CONTRACT, Subparagraph G, BACKGROUND AND SECURITY INVESTIGATIONS, Contractor will ensure that staff performing services under this Contract will undergo and pass a background and security investigation to the satisfaction of the County prior to

STATEMENT OF WORK
COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES

hire and as a condition of continuing to perform services under this Contract.

6.0 SPECIFIC DESCRIPTION OF SERVICES – TEMPORARY PERSONNEL

- 6.1 Public Health will request services from the Contractor via Attachment II, Service Request Form, which will specify the project period, staff title, the number of staff required, the specific duty statement(s), if applicable, additional insurance requirement, notation of the rate the staff will be hired under and/or any additional requirements. Contractor must be recruited and hired to start work the staff listed on Attachment II, Service Request Form within 30 days of signing the Service Request Form.
- 6.2 Contractor will ensure that staff performing the requested services have the minimum qualifications as specified in Attachment I, Temporary Positions List.
- 6.3 Temporary personnel must be Health Insurance Portability and Accountability Act of 1996 (HIPAA) certified in compliance with County's Public Health policy, prior to start of services.
- 6.4 In addition to the terms and conditions specified in Contract, Paragraph 22, ADMINISTRATION OF CONTRACT, Subparagraph E, APPROVAL OF CONTRACTOR'S STAFF, Contractor must provide County with appropriate documentation (e.g., copies of all required certificates, insurance, background/medical clearances, etc.) for the assigned temporary personnel which clearly demonstrates that the minimum requirements specified in the Contract have been satisfied prior to beginning and continuing services under the resultant Contract. Such documentation must include, if applicable, any of the specified desirable qualifications.

7.0 HOURS/DAYS OF WORK

- 7.1 Work shift for all temporary personnel:
 - 7.1.1 All staff work schedules require the prior written authorization of the County Program Director, or designee.
 - 7.1.2 Any temporary services personnel that test positive for or exhibit symptoms or signs of an infectious disease shall not report to a County worksite and/or will be directed to leave a County worksite. Contractor must ensure that temporary services personnel

STATEMENT OF WORK
COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES

that test positive for an infectious disease do not report to a worksite that could expose clients or other staff.

8.0 WORK LOCATION

Services described herein will be provided from staff's home or, when safe and appropriate, at a County facility, a remote location, or a location as specified in Attachment II, Service Request Form.

ATTACHMENT I
COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES
TEMPORARY POSITIONS LIST

Contractor will ensure that staff performing the requested services have the minimum qualifications as specified below:

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
ADMINISTRATIVE ANALYST	The Administrative Analyst (AA) will assist with administrative efforts by supervising a unit of analysts responsible for performing a full range of difficult to complex analytical assignments and by making recommendations on highly complex issues which directly impact programs and administrative operations and may be of a confidential or sensitive nature. The AA will work to ensure programmatic, technical, and grant requirements are on track and objectives are met.	<ul style="list-style-type: none"> • Option I: A Bachelor's degree from an accredited college or university -AND- three years of experience performing analytical assignments, two years of which must have involved the independent performance of work assignments which require the use of sound professional judgment, initiative and creativity in identifying and selecting research and analytical methods and techniques to address and resolve complex, controversial, and/or sensitive problems related to administrative functions such as human resources, budget, finance, contracts and other closely-related administrative functional areas. -OR- • Option II: Five years of experience performing analytical assignments, two years of which must have involved the independent performance of work assignments which require the use of sound professional judgment, initiative and creativity in identifying and selecting research and analytical methods and techniques to address and resolve complex, controversial, and/or sensitive problems related to administrative functions such as human resources, budget, finance, contracts and other closely-related administrative functional areas; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
ADMINISTRATIVE ASSISTANT	The Administrative Assistant will provide administrative support by analyzing and making recommendations to maximize efficiency within the organization in areas related to budget, systems and procedures, program, facilities planning, general management, and personnel.	<ul style="list-style-type: none"> • Two years of experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, program, budget, or personnel; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
APPLICATION DEVELOPER	<p>The Application Developer (AD) will independently analyze, code, test, and debug program logic for a complete system or for a component or a module of a complex system to create new business applications and interfaces. The Application Developer will elicit and document requirements using industry standard methodologies and/or analysis tools. AD maintains/modifies existing business applications according to program specifications.</p>	<ul style="list-style-type: none"> • Bachelor's degree in Computer Science, Information Systems, or a closely related field and two years of recent experience coding, testing, and debugging application programs -OR- Three (3) years of recent experience coding, testing, and debugging application programs; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
APPLICATION DEVELOPER SUPERVISOR	<p>The Application Developer Supervisor (ADS) will provide analysis and computing support for microbiology-related research, including next-generation sequencing (NGS) data analysis. The ADS will assist with the following: analytical method development; construction and curation of computation tools and databases; and data mining interpretation and analysis.</p>	<ul style="list-style-type: none"> • Ph.D. in genetics, microbiology, bioinformatics, computational biology, or a related field or equivalent education/experience; • Experience with the following: sequencing analysis, processing and managing raw data generated from NGS techniques; NGS data generated on Illumina sequencing instruments, including the Nanopore and MiSeq platforms; using open source genomic analysis tools; using open source tools for the annotation and interpretation of genomic variants; utilizing public databases; developing tools and pipelines for NGS data analysis; working with large-scale NGS data in high performance cluster computing environments; using at least one of the following scripting languages: bash, Python, or Perl; conducting statistical analyses using R/Bioconductor; Unix/Linux system administration experience; and biostatistics and bioinformatics; Understanding of NGS workflow; knowledge of bioinformatics, basic statistics, microbial genetics, and molecular biology; • Ability to conduct the following: select and perform the most appropriate experimental design, analytical workflow, and analytic technique for different NGS data types; analyses that may include identifying SNPs, indels, phylogenetic analysis; read, interpret, and apply scientific literature and communicate with investigators on analysis outputs; and catalogue, regulate, and maintain integrity of data; • Must have published research articles that demonstrate knowledge and application of genomic analyses; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
AREA ADMINISTRATOR	The Area Administrator directs the administration of public health programs and facilities	<ul style="list-style-type: none"> • Bachelor's Degree from an accredited college or university in a discipline related to the core business function of the department -AND- Two years of highly responsible and complex administrative or staff experience. -OR- • Master's degree from an accredited college or university in a discipline related to the core business function of the department may be substituted for one year of the required experience. • valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
ASSISTANT HEALTH ANALYST	The Assistant Health Analyst (AHA) will provide grant and contract management support for the funds allocated for response efforts. The AHA will oversee all aspects of grant implementation, help set deadlines, and monitor and summarize work progress. The AHA will work closely with Logistics, Contracts and Grants Division, Liaison Section, and Vaccine Administration Operations to ensure programmatic, technical, and grant requirements are on track and objectives are met.	<ul style="list-style-type: none"> • Three years of experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, program, procedure, budget, or personnel -OR- One year of responsible administrative or staff experience assisting in research and analysis of, and making recommendations regarding the use and deployment of resources and the implementation and refinement of operations and programs; and • valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
CLINICAL LABORATORY SCIENTIST	The Clinical Laboratory Scientist I (CLSI) performs a variety of standardized clinical laboratory tests within a specialized area (such as biochemistry, hematology, microbiology, or immunohematology) or across specialty lines using manual or instrumented methodology. CLS I is accountable for the validity and reliability of all test results obtained. The CLS I will instruct licensed trainees, newly hired laboratory scientists, laboratory assistants, phlebotomists, and other medical personnel in training in all aspects of their work.	<ul style="list-style-type: none"> • One year of experience as a clinical laboratory scientist in an approved laboratory; and • Clinical Laboratory Scientist's license issued by the State of California Department of Health Services.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
COMMUNITY WORKER	The Community Worker (CW) will provide administrative and data entry support for Public Health's response efforts and projects. The CW may complete on-site support for testing at different sites, including homeless shelters and encampments. The CW will work closely with a multi-disciplinary team to complete the testing and outbreak investigations at sites in the field and complete follow-up work in the office, as well as provide prevention information in the community.	<ul style="list-style-type: none"> • Six months of full-time experience working with the public or with community groups performing duties such as interviewing clients or patients concerning health or social service matters, answering questions, and providing information about health, mental health, and social services to clients or patients; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
CONTRACT PROGRAM ANALYST	The Contract Program Analyst (CPA) will provide contract grant management for the portion of funds allocated to the unit assigned. The CPA will help monitor and coordinate the work assigned to ensure the hiring and training of staff is on time, within budget, and within scope. The CPA will audit and evaluate the services provided by newly hired staff for compliance with grant guidelines.	<ul style="list-style-type: none"> • Option I: Two years of experience in an administrative or staff capacity assisting in the planning, developing, monitoring, evaluating, or auditing of health or social service contracts or programs. - OR - • Option II: A bachelor's degree from an accredited four-year college and three years' experience providing direct health or social program services, one year of which must have been in program planning and evaluation, program development, research and analysis, or other administrative functions; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
CONTRACT PROGRAM MONITOR	The Contract Program Monitor (CPM) will monitor, audit, and evaluate a private agency's performance in providing the appropriate kind and level of service specified in the contract agreement.	<ul style="list-style-type: none"> • Option I: Four years' experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, programs, facility planning, budget, or personnel, one year of which must have been in a responsible staff capacity in the administrative staff organization of a department or a central administrative staff organization. -OR- Option II: Three years of experience at the supervisor level involving fleet management and/or maintenance; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
DATA SCIENTIST	The Data Scientist will work under general supervision to develop and apply methods to identify, collect, process, organize, and analyze structured and unstructured data using statistical prediction, inference, and optimization; effectively communicates results to County, departmental, and divisional decision makers to support data-driven program design and management.	<ul style="list-style-type: none"> • Option I: A Bachelor's degree from an accredited college in a field of applied research such as Data Science, Machine Learning, Mathematics, Statistics, Business Analytics, Psychology, or Public Health that included 12 semester or 18 quarter units of coursework in data science, predictive analytics, quantitative research methods, or statistical analysis -AND- Four (4) years of experience applying machine learning, predictive analytics, data management, and hypothesis-driven data analysis to produce actionable recommendations to support data-driven program, policy, and operational decision-making. -OR- • Option II: A Master's or Doctoral degree from an accredited college or university in a field of applied research such Data Science, Machine Learning, Mathematics, Statistics, Business Analytics, Psychology, or Public Health may substitute for up to two (2) years of experience. • A valid California Class C Driver License or the ability to utilize alternative method of transportation when needed to carry out job-related essential functions
DATA SCIENTIST SUPERVISOR	The Data Scientist Supervisor provides administrative and technical supervision to the section responsible for conducting data science projects and other advanced research and analytics for a County department or division; works with senior IT management to build and maintain data infrastructure necessary to support data science; serves as technical resource for departmental managers on the uses of data science to strengthen programs and policy initiatives; and defines overall data analytics vision and strategy.	<ul style="list-style-type: none"> • Option I: A Bachelor's degree from an accredited college or university in a field of applied research such as Data Science, Machine Learning, Mathematics, Statistics, Business Analytics, Psychology, or Public Health that included 12 semester or 18 quarter units of coursework in data science, predictive analytics, research methods or statistical analysis -AND- Eight (8) years of experience, including four (4) years supervising a team of data science professionals and serving as subject matter expert, and coordinating and overseeing complex data science projects to support program, policy, and operational decision-making. -OR- • Option II: A Master's or Doctoral degree from an accredited college or university in a field of applied research such Data Science, Machine Learning, Mathematics, Statistics, Business Analytics, Psychology, or Public Health may substitute for up to two (2) years of experience. • A valid California Class C Driver License or the ability to utilize alternative method of transportation when needed to carry out job-related essential functions

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
DENTAL HYGIENIST	The Dental Hygienist (DH) performs intra-oral examinations for indications of needed dental work, administers dental prophylaxes and fluoride treatments, and provides instruction in proper nutrition and oral hygiene. The DA will schedule their own patient load at each assigned dental clinics. The Dental Hygienist will on occasion work as an instructor and coordinator for dental hygiene students, teaching oral hygiene and plaque control measures.	<ul style="list-style-type: none"> • Option I: A California license to practice as a dental hygienist -AND- A Radiation Safety License issued by the Dental Board of California -OR- • Option II: A certificate of compliance from an approved Board course in radiation safety. Graduation from an approved dental hygienist school, accredited by the American Dental Association, after the year 1980 complies with the Radiation Safety Requirement.
DISASTER SERVICE ANALYST	The Disaster Services Analyst (DSA) will conduct investigations, analyses, and special studies of the more difficult and complex problems, plans, and programs involved in the County's response to an emergency.	<ul style="list-style-type: none"> • Four years of experience in a responsible administrative or staff capacity dealing with the investigation and solving problems of organization, management, or coordination of governmental disaster or emergency services; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
DRIVER	The Driver will operate a county vehicle to pick up and deliver County mail and supplies for Public Health's needs. The Driver's daily work will involve the pick-up, sorting, and delivery of heavy containers of mail, packages, and other items of value for Public Health.	<ul style="list-style-type: none"> • Six months of experience involving the handling of and accounting for mail, money or valuable property, or documents; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
ENVIRONMENTAL SPECIALIST	The Environmental Specialist (ES) will enforce environmental health and consumer protection laws by making inspections, conducting investigations, and taking appropriate enforcement action. The ES will plan and implement the more complex as well as routine investigations and inspections of food serving establishments, food markets, school cafeterias, school buildings, mobile home parks, recreational facilities, public assembly areas, and dwellings in order to detect unhealthy conditions; ES also conduct investigations of potential consumer fraud relating to misrepresentation of food.	<ul style="list-style-type: none"> • Certificate as a Registered Environmental Health Specialist issued by the California State Department of Health Services. • A valid California Class C Driver License is required to carry out job-related essential functions.
EPIDEMIOLOGIST	The Epidemiologist will assist with administrative efforts and plan, design, implement, evaluate, and manage health-related surveillance systems, epidemiologic studies, and field investigations.	<ul style="list-style-type: none"> • Option I: A master's degree from an accredited college or university with specialization in epidemiology or its equivalent and three years of experience assisting in the design, conduct, and evaluation of epidemiologic studies and field investigations; -OR- • Option II: A doctoral degree from an accredited college or university with specialization in epidemiology or its equivalent -AND- one-year work experience as an epidemiologist; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
EPIDEMIOLOGY ANALYST	The Epidemiology Analyst will assist with administrative efforts and participate in the planning, design, and implementation of health-related surveillance systems or epidemiologic studies, including outbreak investigation and analysis of epidemiology surveys.	<ul style="list-style-type: none"> • A master's degree from an accredited college with specialization in epidemiology, biostatistics, or its equivalent; • Proficiency in SAS; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
FIELD SAFETY ASSISTANT	The Field Safety Assistant will assist in planning, conducting, coordinating, evaluating, and maintaining a comprehensive occupational, environmental, and automotive safety program.	<ul style="list-style-type: none"> • Graduation from an accredited college with a specialization in safety, safety engineering, environmental health and safety, industrial hygiene, physics, biology, chemistry, or a closely related field. One year of responsible safety program experience will be accepted for each year of college training up to a maximum of two years of the required education; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
FIELD SAFETY INSPECTOR	The Field Safety Inspector (FSI) will assist with administrative efforts and be responsible for the development and administration of Public Health's safety and accident prevention programs. This includes developing safety programs that support the unique safety needs of Public Health programs and ensuring compliance with State and federal standards. The FSI performs a full range of duties in support of safety and accident prevention.	<ul style="list-style-type: none"> • Option I: Two years of experience assisting in planning, conducting, coordinating, evaluating and maintaining a comprehensive occupational, environmental, and automotive safety program in a large department -OR- • Option II: Graduation from an accredited college with a specialization in safety, safety engineering, environmental health and safety, industrial hygiene, physics, biology, chemistry, or a closely related field -and- one year of experience with responsible safety program experience will be accepted - OR - • Option III: A master's degree from an accredited college in safety, safety engineering, environmental health and safety, industrial hygiene, physics, biology, chemistry, or a closely related field may be substituted for the required experience; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
GEOGRAPHIC INFORMATION SYSTEMS ANALYST	The Geographic Information Systems Analyst (GIS Analyst) will assist with administrative efforts and perform a variety of professional duties in support of departmental GIS databases and capabilities; generate custom and standard maps, spatial analyses, and other GIS products to meet customer requirements; utilize GIS tools and utilities to convert data to GIS formats; and perform data quality checking and correction.	<ul style="list-style-type: none"> • A bachelor's degree from an accredited college or university with a major in GIS, GIS Science, geography, or a closely related field that required equivalent coursework in GIS -AND- at least six months of experience in the uses and operations of GIS -OR- A master's degree or higher from an accredited college or university in GIS, GIS Science, geography, or a closely related field that required equivalent coursework in GIS; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
GRAPHIC ARTIST	The Graphic Artist (GA) will perform journey-level commercial artwork. The GA will report to a Head Graphic Artist or higher-level supervisor and are responsible for creating and producing creative and quality graphic designs artwork for the more complex or difficult assignments, under technical supervision, or independently creating and producing a wide variety of artwork.	<ul style="list-style-type: none"> • Three years commercial art experience in the preparation and production of manual and graphic art presentations. One year's training in commercial art including coursework in graphic art procedures, layout and lettering, artwork preparation, graphic design, illustration, spot illustration, advertising design, typography, commercial design, drawing logic and color theory may be substituted for each year of the required experience to a maximum of two years.
HEAD, MEDIA SERVICES	The Head, Media Services will assist with administrative efforts. The Head Media Services will be responsible for working with a web design consultant on the creation of a web platform and other multi-media programs, primarily for public relations and information purposes. The Head, Media Services will utilize their in-depth knowledge of multi-media production and direction, supervision, the development of an effective online presence, and other media products to achieve project goals.	<ul style="list-style-type: none"> • A master's degree from an accredited college or university in instructional communications technology, television and film production, or a closely related field -AND- one year of experience writing, producing, and directing training or informational programs using electronic media such as videotape units -OR- A bachelor's degree from an accredited college or university in communications or a related field and three years of experience writing, producing, and directing training or informational programs using electronic media such as videotape units -OR- One year of experience performing specialized video production duties involving either: 1) writing, producing, and directing and editing video programs, using sophisticated electronic video production equipment; or 2) creating animated and other computerized graphics, utilizing sophisticated software programs; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
HEALTH ANALYST	The Health Analyst (HA) will assist with administrative efforts and be responsible for the development, implementation, and oversight of various response components, including agreements and contracts with multiple entities, management of public health programs and/or projects, and grant administration. The HA will work closely with Logistics, Contracts and Grants Division, Finance, Vaccine Administration Branch (VAB) Operations, Provider Outreach, or other Public Health program to ensure programmatic, technical, organizational and grant requirements are on track and objectives are met.	<ul style="list-style-type: none"> • Four years of experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, program, procedure, budget, or personnel -OR- one year of highly responsible administrative or staff experience assisting in research and analysis of, and making recommendations regarding the use and deployment of resources and the implementation and refinement of operations and programs; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
HEALTH EDUCATOR	The Health Educator will assist with administrative efforts by planning, implementing, directing, coordinating, and evaluating Public Health education programs within an assigned service planning area.	<ul style="list-style-type: none"> • California Law requires a master's degree from a program of study accredited by the Council on Education for Public Health with specialization in public health education, community health education, or equivalent; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
HEALTH EDUCATOR ASSISTANT	The Health Education Assistant (HEA) will assist with administrative efforts and conduct various health-oriented education activities designed to educate individuals on the necessary steps for the preservation of their own health and safety. Such activities include conducting related surveys and investigations to determine health education problems or needs, writing and disseminating flyers, and conducting health education for clients and the public. The HEA may also operate in a fast-paced Call Center and utilize excellent customer service skills to professionally respond to calls from healthcare providers and the public inquiring about vaccinations and other services.	<ul style="list-style-type: none"> • Two years of paid or unpaid experience in the coordination, planning, or implementation of a health-related program -OR- Graduation from an accredited college with a major in a health-related field • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
INFECTION PREVENTIONIST	The Infection Preventionist is responsible for the implementation and review of infection prevention program, serves as a resource person regarding infection prevention issues for healthcare and residential facilities, collaborates with other healthcare professionals and implements infection prevention education programs.	<ul style="list-style-type: none"> • A Master's degree from an accredited college or university with a specialization in epidemiology or its equivalent -OR- A Doctoral degree from an accredited college or university with a specialization in epidemiology or its equivalent -OR- A Bachelor's degree in nursing or closely related health field from an accredited program; • Two years of experience within the last five years as an infection preventionist in a healthcare setting. • A valid Class C California Driver's License, proof of vehicle insurance, and reliable transportation for travel to a variety of sites throughout Los Angeles County.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
JUNIOR ADMINISTRATIVE ANALYST	The Junior Administrative Analyst (JAS) will assist with administrative efforts by independently performing a full range of difficult and complex analytical assignments, including making recommendations on complex issues, which directly impact departmental programs and administrative operations and may be of a confidential or sensitive nature. The JAS will provide grant and contract management support for the funds allocated for Public Health related efforts. The JAS will oversee all aspects of grant scope, help set deadlines, and monitor and summarize work progress. The JAS will work to ensure programmatic, technical, and grant requirements are on track and objectives are met.	<ul style="list-style-type: none"> • Option I: A bachelor's degree from an accredited college or university -AND- *three years of experience performing analytical assignments, two years of which must have been primarily researching, analyzing, and synthesizing data, as well as making recommendations for resolving administrative or operational problems within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely related administrative field. *A master's degree or higher in business administration, public administration, law, or closely related field may be substituted for one year of the required experience. -OR- Option II: Five years of experience performing analytical assignments, two years of which must have been primarily researching, analyzing, and synthesizing data, as well as making recommendations for resolving administrative or operational problems within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely related administrative field; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
JUNIOR ADMINISTRATIVE ASSISTANT	The Junior Administrative Assistant will provide administrative support by analyzing and making recommendations to maximize efficiency within the organization in areas related to budget, systems and procedures, program, facilities planning, general management, and personnel.	<ul style="list-style-type: none"> • Two years of experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, program, budget, or personnel; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
JUNIOR APPLICATION DEVELOPER	The Junior Application Developer (JAD) will use established procedures to analyze, design, evaluate, develop, code, test and maintain application systems and program logic for a complete small system or a component or module of a larger system. The JAD will debug simple to moderately complex programs in one or more languages, working from program specifications and applying basic structured program design concepts.	<ul style="list-style-type: none"> • Bachelor's degree in Computer Science, Information Systems, or a closely related field -OR- Two (2) years of recent, paid, full-time experience coding, testing, and debugging one or more application systems • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
JUNIOR ENVIRONMENTAL SPECIALIST	The Junior Environmental Specialist, as a trainee, learns techniques for conducting environmental health inspections and investigations.	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Bachelor's degree from an accredited college, university, or educational institution approved by the California State Department of Public Health or an educational institution of collegiate grade approved by the American Council on Education -AND- A letter from the California State Department of Public Health verifying eligibility to work as an Environmental Health Specialist Trainee. • <input checked="" type="checkbox"/> valid California Class C Driver License is required to carry out job-related essential functions.
JUNIOR OFFICE CLERK	The Junior Office Clerk (JOC) will perform specialized clerical duties.	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> One year of office clerical experience -OR- A certificate or Associate of Arts degree in clerical procedures or office administration from an accredited college or university. • <input checked="" type="checkbox"/> valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
JUNIOR PROGRAM ANALYST	The Junior Program Analyst (JPA) will assist with administrative efforts by participating in planning, implementing, administering, and evaluating various public health programs. The JPA will help prepare and facilitate meetings between Public Health and external entities and create a tracking system to capture compliance with grant requirements and evaluate public health program activities. The JPA will prepare reports and develop talking points and presentations for leadership to communicate program progress, modifications, or improvements based on program evaluations.	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> bachelor's degree from an accredited college or university in either public health administration, epidemiology, public health statistics, public health microbiology or communicable disease control -AND- two years of experience performing assignments in mental health or public health program analysis. A master's degree from an accredited college or university in either public health administration, epidemiology, public health statistics, public health microbiology or communicable disease control may substitute for one year of the required experience. • <input checked="" type="checkbox"/> valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
JUNIOR RESEARCH ANALYST	The Junior Research Analyst will assist in conducting research projects involving designs, field studies and surveys related to the detection.	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> master's degree in a field of the behavioral or social sciences -OR- a bachelor's degree in a field of the behavioral or social sciences and any combination of relevant education and/or experience totaling two years. • <input checked="" type="checkbox"/> valid Class C California Driver's License, proof of vehicle insurance, and reliable transportation for travel to a variety of sites throughout Los Angeles County.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
JUNIOR SYSTEMS ANALYST	The Junior Systems Analyst (JSA) will assist higher level analyst in analysis, conduct of studies, design, and implementation of data systems which can be processed by computers, under close supervision. The JSA will also assist in the work on systems which require the translation of existing work methods and actions directly into computer media and involve the selection and adaptation of system features that have been tested and used in directly comparable situations.	<ul style="list-style-type: none"> • Bachelor of Science degree in data processing, computer science, information technology or a closely related field. • A valid California Class C Driver License is required for appointment to some positions in this class.
JUNIOR TECHNOLOGY SPECIALIST	The Junior Technology Specialist (JTS) will act as a consultant, technical expert, specialist in a particular area of application development, systems architect, database administration, operating systems, or a project manager in a departmental Information Technology organization. The JTS will also coordinate projects and activities among agency staff, outside vendors/contractors, and County managers.	<ul style="list-style-type: none"> • Seven years of experience, within the last three years, performing progressively responsible information technology functions, two (2) years of which must include planning, designing, implementing, and administering server-based, scalable databases. • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
JUNIOR TECHNOLOGY TECHNICAL SUPPORT	The Junior Technology Technical Support (JTTS) will use established procedures, provide a full range of technical support services in information technology including installation, configuration, testing, troubleshooting and repair of hardware, software, networking, and applications in a centralized IT organization. The JTTS will support duties, including hardware and software installation and repair, following established procedures. The JTTS will also be responsible for installing, servicing, and moving computers, printers, servers, networking devices, storage devices and related equipment.	<ul style="list-style-type: none"> • One (1) year of experience installing, configuring, testing, troubleshooting, and repairing client computing devices or software, in a centralized Information Technology organization • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
JUNIOR WAREHOUSE WORKER	The Junior Warehouse Worker will assist with administrative support efforts by conducting the following functions: (1) operating a store or warehouse, or section of a large storage facility; (2) maintaining property records for a department; (3) receiving and packing a variety of items, and arranging the details of shipments via common carrier or the postal service; or (4) assisting a higher level warehouse worker by acting as a full-time lead person over a crew of helpers; and performing a combination of responsible supply-clerical duties.	<ul style="list-style-type: none"> • Six months of experience in receiving, storing, issuing, shipping, or inventorying supplies, equipment, or property; or in the maintenance of records related to these activities; or in specialized office clerical work in connection with procurement activities; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
LABORATORY ASSISTANT	The Laboratory Assistant (LA) will assist laboratory personnel in the performance of standard laboratory tests on human and other specimens or assigns, trains, and reviews the work of a group of lower-level laboratory positions.	<ul style="list-style-type: none"> • Six months' experience in laboratory work in a public health, medical or biological laboratory -OR- completion of a course in laboratory science such as general chemistry or bacteriology.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
MEDICAL TECHNOLOGIST, LAB INFORMATION SYSTEMS	The Medical Technologist, Lab Information Systems will be responsible for managing an information system serving a full-scale public health laboratory, including planning, organizing, directing, and controlling the work of the Laboratory Information System.	<ul style="list-style-type: none"> • Two years of experience performing a variety of standardized clinical laboratory tests within a specialized area or across specialty lines using manual or instrumented methodology, in a Clinical Laboratory Improvement Amendments (CLIA) - certified laboratory • Licensed or certified by the California Department of Public Health as a Clinical Laboratory Scientist, Limited Clinical Laboratory Scientist, Clinical Microbiologist Scientist, or Public Health Microbiologist; • Working knowledge and experience using Sunquest laboratory information system; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
NETWORK ADMINISTRATOR	The Network Administrator (NA) will be responsible for the daily operation and administration of network and server operating system environments. Under general supervision, The NA will perform network monitoring and/or network administration duties within established standards and guidelines using independent judgment. The NA will report to a senior supervisory network related position. The NA will be responsible for installing, servicing, and moving servers and networking devices.	<ul style="list-style-type: none"> • Bachelor's degree in Computer Science, Information Systems, or a closely related field and two (2) years of recent, full-time, paid experience in LAN design, configuration, or administration. -OR- Three years of recent, full-time, paid experience in LAN design, configuration, or administration. • A valid California Class C Driver License or the ability to use an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
OFFICE ACCOUNTANT	The Office Accountant (OA) will assist with administrative efforts and work with Public Health's Budget Unit to perform the following: set up encumbrances; track and monitor expenditures using electronic spreadsheets; process bills/invoices; and communicate with program offices and vendors to resolve expenditure related issues. The OA will also handle monthly management reports and perform monthly account reconciliation between the Electronic Countywide Accounting and Purchasing Systems (eCAPS) and the subsidiary ledgers.	<ul style="list-style-type: none"> • Graduation from an accredited college or university with an associate degree or higher, including 21 semester or 32 quarter units of accounting; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
OFFICE ACCOUNTING OFFICER	The Office Accounting Officer will assist with administrative efforts and be responsible for the following: supervise accounting staff; review and analyze grant expenditures summaries; and prepare grant expenditures reports, including the Grant Full Year Estimate Report.	<ul style="list-style-type: none"> • Completion of 21 semester units or 32 quarter units of accounting courses in an accredited college, including a course in cost accounting, governmental accounting, or auditing -AND- two years of professional accounting or auditing experience performing a full range of professional accounting and auditing work in the preparation, analysis, review, maintenance, reconciliation and control of financial records and fiscal revenue and expenditures forecasting or assisting in conducting management, performance, financial, and compliance audits and other studies of a large department and contract providers; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
OFFICE ACCOUNTING TECHNICIAN	The Office Accounting Technician will assist with administrative efforts and be responsible for performing a wide range of accounting work, including the following: preparing grant summaries; processing and reconciling contract payments; and maintaining fiscal records.	<ul style="list-style-type: none"> • Completion of 12 semester or 18 quarter units of accounting including a course in advanced accounting, cost accounting, governmental accounting, auditing, or accounting information systems in an accredited college or university. Lower Division accounting classes may be taken at a two-year community college if the units are transferable to a four-year college or university - AND- one year of technical accounting experience under general supervision, performing paraprofessional accounting work in preparing, processing, reconciling, and maintaining fiscal records requiring a substantive knowledge of general accounting procedures -OR- two years of accounting clerical experience; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
OFFICE ADMINISTRATIVE AID	The Office Administrative Aid (OAA) will provide administrative support for Public Health programs by assisting with management, logistics, data entry, basic analyses, activity tracking and monitoring, and other activities, as needed. The OAA will perform routine technical administrative duties on a wide variety of consultative and analytical assignments, such as budget, personnel, organization, program, procedures, systems, and facilities planning.	<ul style="list-style-type: none"> • A bachelor's degree from an accredited college or university; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
OFFICE ASSISTANT	The Office Assistant will conduct administrative support functions and perform assignments which are heavily oriented toward coordination, clerical supervision, procurement, procedures, report preparation, records maintenance, and intradepartmental service.	<ul style="list-style-type: none"> • One year of experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, procedure, program, budget, or personnel -OR- One year of experience in a highly responsible secretarial capacity -OR- One year of experience in a responsible supervisory clerical capacity; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
OFFICE CLERK SUPERVISOR, TYPING	The Office Clerk Supervisor, Typing (OCST) will supervise and/or train a large number of employees performing general and specialized office clerical work or a smaller number performing more diversified and difficult duties. The OCST will also provide training methods, techniques, record-keeping systems, and business correspondence.	<ul style="list-style-type: none"> • Three years of office clerical experience, one year of which must have been in a specialized or supervisory capacity. • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
OFFICE CLERK, TYPING	The Office Clerk, Typing (OCT) will do skilled typing and perform specialized clerical work.	<ul style="list-style-type: none"> • One year's office clerical experience involving typewriting outside the County service -OR- A certificate or Associate of Arts degree in clerical procedures or office administration from an accredited college. • Typewriting skill: Ability to type at the rate of 40 net words per minute.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
OFFICE PROCUREMENT ASSISTANT	The Office Procurement Assistant will assist with administrative efforts and perform a full range of functions, including the procurement of a variety of complex and technical supply and equipment items. This involves researching vendor catalogs, making arrangements for comparative testing, evaluating competitive products, and participating in the development of tentative specifications for a variety of non-standard items in order to ensure clarity and comprehensiveness and to reflect the special needs of the operating units.	<ul style="list-style-type: none"> • One year of experience in procurement, storekeeping, or related work experience performing a full range of functions, including the procurement of a variety of complex and technical supply and equipment items which involve research of vendor catalogs, making arrangements for comparative testing and evaluation of competitive products, and substantial participation in the development of tentative specifications for a variety of non-standard items in order to ensure clarity and comprehensiveness and to reflect the special needs of the operating units or experience performing a full-range of duties in the operation of a warehouse, including: operating a store or warehouse, or section of a large storage facility; maintaining property records for a department; receiving and packing a variety of items, and arranging the details of shipments via common carrier or the postal service; and/or assisting a higher level warehouse worker by acting as a full-time lead person over a crew of helpers; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
OPERATING SYSTEMS ANALYST	The Operating Systems Analyst (OSA) will support complex operating systems and associated software and hardware on midrange servers or mainframes hosting critical applications in a high-availability environment under supervision. The OSA will maintain complex systems, including configuring and implementing releases, upgrades, or changes to operating systems, servers, and related software.	<ul style="list-style-type: none"> • Option 1: Bachelor's degree in Computer Science, Information Systems, or a closely related field and two (2) years of recent, full-time, paid experience at the level of Application Developer II, one year of which must include configuring and maintaining complex systems, including configuring and implementing releases, upgrades, or changes to operating systems, servers, and related software -OR- Option 2: Two (2) years of recent, full-time, paid experience configuring and maintaining complex systems, including configuring, coordinating, and implementing releases, upgrades, or changes to operating systems, servers, and related software, one year of which must be in a midrange or mainframe environment with formal change management, problem resolution procedures, and back-up and recovery plans. • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
PREDICTIVE DATA ANALYST	The Predictive Data Analyst under immediate supervision, assists in maintaining and analyzing County, departmental, or divisional data assets; utilizes classical and machine learning techniques, including predictive and prescriptive analytics, to support data-driven program design and management; and produces dashboards, reports, and other advanced data visualization products to help program managers monitor outputs and outcomes.	<p>Option I: A Bachelor's degree from an accredited college or university in a field of applied research such as Data Science, Machine Learning, Mathematics, Statistics, Business Analytics, Psychology, or Public Health that included 12 semester or 18 quarter units of coursework in data science, predictive analytics, quantitative research methods, or statistical analysis -AND- Two (2) years of experience in the application of techniques of machine learning, predictive analytics, data management, and hypothesis-driven data analysis to complex experimental designs leading to actionable findings and recommendations -OR- A Master's or Doctoral degree from an accredited college or university in a field of applied research such as Data Science, Machine Learning, Mathematics, Statistics, Business Analytics, Psychology, or Public Health.</p> <p>Option II: Four (4) years of experience with responsibility for planning, designing, conducting, and evaluating research projects involving the application of techniques of machine learning, predictive analytics, data management, and/or hypothesis-driven data analysis to complex experimental designs leading to actionable findings and recommendations.</p> <p>A valid California Class C Driver License or the ability to utilize alternative method of transportation when needed to carry out job-related essential functions</p>
PRINCIPAL INFORMATION SYSTEMS ANALYST	The Principal Information Systems Analyst will direct the development, implementation, and management of custom and commercial off-the-shelf projects and applications for the programs within the Department of Public Health.	<ul style="list-style-type: none"> • Bachelor's Degree in Computer Science, Information Systems, or a closely related field; and • Minimum of four (4) years in the last ten (10) years of full-time work experience performing project management, business analysis, system analysis and design for large and complex IT systems.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
PRINCIPAL NETWORK SYSTEMS ANALYST	The Principal Network Systems Analyst (PNSA) will provide technical leadership for the comprehensive support of complex network and server operating system environments. Incumbents perform a wide-range of network-related duties, including the design, implementation, and maintenance of complex networks. The PNSA will function as a lead for complex network systems administration projects and may supervise lower-level Network Systems Administrators and other technical staff.	<ul style="list-style-type: none"> • Bachelor's degree in Computer Science, Information Systems, or a closely related field, and four (4) years of progressively responsible, full-time, paid experience in a centralized Information Technology organization planning, designing, installing and maintaining complex network infrastructure with a high-availability environment -OR- Five (5) years of progressively responsible, full-time paid experience planning, designing, installing and maintaining complex network infrastructure in a centralized IT organization with a high-availability environment. • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions
PRINCIPAL OPERATING SYSTEMS ANALYST	The Principal Operating Systems Analyst will provide technical leadership or supervision of work involving complex operating systems and associated software, hardware, and servers, including midrange or mainframes hosting critical applications in a high-availability environment. These environments require formal change management and problem resolution procedures and comprehensive back-up and recovery solutions.	<ul style="list-style-type: none"> • Option I: Bachelor's degree in Computer Science, Information Systems, or a closely related field, and four (4) years of progressively responsible, full-time, paid experience in a centralized Information Technology organization, configuring, analyzing, and maintaining complex systems, including configuring, planning, coordinating, and implementing releases, upgrades, or changes to operating systems, servers, and related software, two (2) years of which must be in a complex server environment with formal change management, problem resolution procedures, and back-up and recovery plans. -OR- • Option II: Five (5) years of recent full-time paid experience configuring, analyzing, and maintaining complex systems, including configuring, planning, coordinating, and implementing releases, upgrades, or changes to operating systems, servers, and related software, two (2) years of which must be in a complex server environment with formal change management, problem resolution procedures, and back-up and recovery plans; • Software support experience. • Strong Technical skills including knowledge of software development processes; • Ability to understand application functions and technical documentation required; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
PROGRAM ANALYST	The Program Analyst will plan, implement, administer, and evaluate various programs and services.	<ul style="list-style-type: none"> • A bachelor's degree from an accredited college or university in either public health administration, epidemiology, public health statistics, public health microbiology or communicable disease control -and- four years of experience in the analysis of mental health or public health programs. A master's degree from an accredited college or university in either public health administration, epidemiology, public health statistics, public health microbiology or communicable disease control may be substituted for one year of the required experience; and • Valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
PUBLIC HEALTH INVESTIGATOR	The Public Health Investigator (PHI) will enforce laws, ordinances, and regulations for the control among the residents of a Service Planning Area (SPA). The PHI will focus efforts on those activities that help Public Health manage cases/outbreaks in settings that include, but are not limited to, worksites and places of worship.	<ul style="list-style-type: none"> • One year of experience conducting investigations related to the control of communicable and/or non-communicable diseases; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
PUBLIC INFORMATION OFFICER	The Public Information Officer (PIO) will assist with administrative efforts and be responsible for developing, organizing, and coordinating a comprehensive public information program for Public Health. The PIO will use his/her strong public relations experience and skills to help gain public support and acceptance for the vaccine in response to the pandemic.	<ul style="list-style-type: none"> • A Bachelor's degree from an accredited college or university -AND- five years of public relations experience, including the writing and placing of news and feature articles for the various communication media. *One additional year of the required experience will be accepted for each year of college required • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
PUBLIC INFORMATION SPECIALIST	The Public Information Specialist will initiate, plan, develop, maintain, evaluate, implement, and coordinate department-wide public information programs, services, and activities, disseminating information to the public through various media channels.	<ul style="list-style-type: none"> • A Bachelor's degree from an accredited college or university with a major in Communications, Journalism, Public Administration, Public Relations, English or a closely related field -AND- Five years of experience in a staff capacity in public relations administering public information program or professional experience as a journalist within a media organization. One additional year of the required experience will be accepted for each year of college. • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
RADIATION PROTECTION SPECIALIST	The Radiation Protection Specialist conducts inspections, investigations, and tests to detect and control radiation hazards arising from the use of X-ray equipment, and ensures compliance with State, Federal, and County laws and regulations	<ul style="list-style-type: none"> • Option 1: Possession of a valid certificate in diagnostic or therapeutic radiologic technology or nuclear medicine technology issued by the California State Department of Health Services or the American Registry of Radiologic Technologists - or- Possession of a health physics technology certificate from an accredited two-year program -AND- Five years of experience in a medical radiology department, hospital, or public health agency operating or surveying the use of radiological equipment, providing advice on safe practices in radiation to ensure compliance with rules and regulations governing radiation use. -OR- • Option 2: A Bachelor's degree from an accredited college or university with a major in radiologic health, radiologic science, radiologic technology, health physics, physics, engineering, mathematics, physical science, or a closely related field -AND- Two years of professional experience in health physics or a closely related field. • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job related essential functions.
RESEARCH ANALYST	The Research Analyst will assist in planning and conducting research projects involving designs, field studies and surveys.	<ul style="list-style-type: none"> • A master's degree in a field of the behavioral or social sciences and one year's post master's research experience -or- • A bachelor's degree in a field of the behavioral or social sciences and any combination of relevant education and/or experience totaling three years; and • A valid Class C California Driver's License, proof of vehicle insurance, and reliable transportation for travel to a variety of sites throughout Los Angeles County.
RESEARCH ANALYST SUPERVISOR	The Research Analyst Supervisor will assist with administrative efforts and be responsible for planning, developing, and implementing research projects designed to evaluate and improve the effectiveness of services and contribute to program policy decisions.	<ul style="list-style-type: none"> • A Ph.D. or other doctoral degree from an accredited college or university with specialization in the field of the behavioral or social sciences - AND - two years of post-doctorate research experience including responsibility for the design, evaluation, and implementation of research projects in a behavioral or social science field - OR - a bachelor's degree in a field of the behavioral or social sciences and any combination of relevant education with experiences totaling six years; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
RESEARCH ANALYST SUPERVISOR, BEHAVIOR SCI	The Research Analyst Supervisor, Behavioral Sciences has principal responsibility for planning, developing and implementing research projects designed to evaluate and improve the effectiveness of department services, and to contribute to program policy decisions.	<ul style="list-style-type: none"> • A Ph.D. or other doctoral degree from an accredited college or university with specialization in a field of the behavioral or social sciences - AND - Two years' post doctorate research experience including responsibility for the design, evaluation and implementation of research projects in a behavioral or social science field - OR - a Bachelor's degree in a field of the behavioral or social sciences and any combination of relevant education with experiences totaling six (6) years.
SENIOR ADMINISTRATIVE ANALYST	The Senior Administrative Analyst (SAA) will assist with Public Health efforts by overseeing a division composed of multiple units responsible for providing administrative services, which directly impact the management of major departmental programs and administrative operations. The SAA will work to ensure programmatic, technical, and grant requirements are on track and objectives are met.	<ul style="list-style-type: none"> • Option I: Two years of supervisory experience over a unit of analysts performing assignments within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely-related administrative fields - AND - two additional years of experience involving the independent performance of work assignments which require the use of sound professional judgment, initiative and creativity in identifying and selecting research and analytical methods and techniques to address and resolve complex, controversial, and/or sensitive problems related to administrative functions such as human resources, budget, finance, contracts and other closely-related sensitive and confidential administrative functional areas. -OR- • Option II: Two years of supervisory experience - AND - four years of experience involving the independent performance of work assignments which require the use of sound professional judgment, initiative and creativity in identifying and selecting research and analytical methods and techniques to address and resolve complex, controversial, and/or sensitive problems related to administrative functions such as human resources, budget, finance, contracts and other closely-related, sensitive and confidential administrative functional areas; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
SENIOR ADMINISTRATIVE ASSISTANT	The Senior Administrative Assistant will provide administrative support by independently defining, analyzing, and making recommendations to maximize efficiency within the organization in areas related to budget, systems and procedures, program, facilities planning, management, and personnel.	<ul style="list-style-type: none"> • Three years' experience in a staff capacity analyzing and making recommendations to maximize efficiency in the following areas: organization, systems and procedures, programs, facility planning, budget, and personnel, one year of which must have been in a responsible staff capacity in the administrative staff organization of a department or a central administrative staff organization; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
SENIOR APPLICATION DEVELOPER	The Senior Application Developer (SAD) will perform highly specialized and complex information systems analysis and programming tasks and acts as technical expert for development or maintenance of one or more major systems. This position may also function as a lead for application development projects and may supervise lower-level application development personnel.	<ul style="list-style-type: none"> • Bachelors degree from an accredited college or university with a bachelor's degree in Computer Science, Information Systems, or a closely related field and three (3) years of recent, full-time, paid experience coding, testing, and debugging applications programs -OR- Four (4) years of recent, full-time, paid experience in an information technology organization, coding, testing, and debugging application programs. • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions
SENIOR COMMUNITY WORKER	The Senior Community Worker will supervise, mentor, and provide programmatic support to a team of Community Workers.	<ul style="list-style-type: none"> • Option I: Bachelor's Degree from an accredited college or university -AND- two years of experience developing, implementing, and evaluating a health-focused program with one year at a supervisory level -OR- • Option II: Three years of experience supervising community workers and groups or similar experience at a public or private community-based organization, clinic, hospital, or health system • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
SENIOR DATA SCIENTIST	The Senior Data Scientist under general supervision, leads the development and application of methods to identify, collect, process, organize, and analyze structured and unstructured data using advanced statistical prediction, inference, and optimization; effectively communicates results to County, departmental, and divisional decision makers and provides ongoing support to strengthen data-driven program design and management.	<ul style="list-style-type: none"> • A Bachelor's degree from an accredited college or university in a field of applied research such as Data Science, Machine Learning, Mathematics, Statistics, Business Analytics, Psychology, or Public Health that included 12 semester or 18 quarter units of coursework in data science, predictive analytics, quantitative research methods, or statistical analysis -AND- Six (6) years of experience, including two (2) years in a lead capacity, applying and overseeing the application of machine learning, predictive analytics, data management, and hypothesis-driven data analysis to make actionable recommendations to support program, policy, and operational decision-making. -OR- • A Master's or Doctoral degree from an accredited college or university in a field of applied research such as Data Science, Machine Learning, Mathematics, Statistics, Business Analytics, Psychology, or Public Health may substitute for up to two (2) years of experience. • A valid California Class C Driver License or the ability to utilize alternative method of transportation when needed to carry out job-related essential functions

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
SENIOR ENVIRONMENTAL SPECIALIST	The Senior Environmental Specialist (SES) will direct the environmental health program activities in a health district; or has immediate responsibility for a specialized County-wide environmental health program. The SES will direct a staff who are performing a variety of environmental health activities directed toward the identification, solution, and prevention of environmental health problems. The SES will take appropriate enforcement action in accordance with State and local regulations governing retail food vending, multiple housing, sewage, etc.	<ul style="list-style-type: none"> • Bachelor's degree from an accredited college, university, or educational institution or an educational institution of collegiate grade approved by the American Council on Education -AND- A letter from the California State Department of Public Health verifying eligibility to work as an Environmental Health Specialist Trainee. -AND- Four years of experience conducting environmental health inspections and investigations. • Certificate as a Registered Environmental Health Specialist issued by the California State Department of Health Services. Chief Environmental Health Specialists engaged in dairy and milk products inspection also must be Registered Dairy Inspectors by the California State Department of Food and Agriculture. • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
SENIOR HEALTH EDUCATOR	The Senior Health Educator (SHE) will assist with administrative efforts and coordinate with a Public Health team to help prepare and facilitate related training. The SHE will develop talking points, presentations, and prepare materials; conduct trainings; and prepare reports.	<ul style="list-style-type: none"> • A master's degree with specialization in public health education or community health education in a program of study accredited by the American Public Health Association or equivalent, as required under California Law -AND- two years of public health education experience; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
SENIOR INFORMATION SYSTEMS ANALYST	<p>The Senior Information Systems Analyst (SISA) will perform specialized information systems analysis and will provide expertise in one or more areas of systems analysis. The SISA may act as a team leader, coordinator, lead a project team, or provide expertise in information systems analysis, including definition of user requirements, feasibility studies, design, program specifications, testing, and implementation. The SISA will also assist project managers in the development of project plans and system integration test plans for new systems or complex enhancements to existing systems. The SISA will monitor application systems functionality and participate in development of management procedures and quality standards.</p>	<ul style="list-style-type: none"> • Option I: Bachelor's degree in Computer Science, Information Systems, or a closely related field and two (2) years of recent, full-time, paid experience in information systems analysis and design in a centralized information technology organization -OR- • Option II: Three (3) years of recent, full-time, paid experience in information systems analysis and design in a centralized information technology organization. • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
SENIOR IT AID	<p>The Senior IT Aid (SITA) will provide assistance to professional information technology (IT) staff engaged in the implementation of departmental systems, hardware and software or may serve as initial contact point for the reporting of customer related information system calls. The SITA will assist professional information technology personnel in the planning, adapting, testing, installing, and documenting of computer systems. The position will provide guidance to departmental users regarding routine IT related issues.</p>	<ul style="list-style-type: none"> • One (1) year of experience providing assistance to professional information technology staff and providing routine customer related information systems related tasks with Two (2) years of highly specialized or supervisory clerical experience involved with information technology including the use or installation of desktop software. • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
SENIOR IT TECHNICAL SUPPORT ANALYST	The Senior IT Technical Support Analyst (SITTSA) will provide comprehensive/complex technical support services, including installation, configuration, testing, troubleshooting and repair of hardware, software, networking, and applications. The ITTSA may also lead other IT support staff.	<ul style="list-style-type: none"> • Three years of experience installing, configuring, testing, troubleshooting, and repairing client computing devices or software in a centralized IT organization; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
SENIOR MARKETING ANALYST	The Senior Marketing Analyst (SMA) is responsible for the solicitation, negotiation, and implementation of a departments marketing program. The SMA will perform assignments which require full competence over a wide range of marketing transactions.	<ul style="list-style-type: none"> • Option1: Two years' experience in a public agency assisting in the negotiation and implementation of marketing programs -OR- • Option 2: Three years' experience in private sector marketing implementing marketing projects. A Master's degree from an accredited college with specialization in Marketing may be substituted for six months of the required public or private sector experience. • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
SENIOR NETWORK SYSTEMS ADMINISTRATOR	The Senior Network Systems Administrator (SOASA) will provide comprehensive support of complex network and server operating system environments. Under direction, The Senior Network System Administrator will perform a wide-range of network-related duties, including the design, implementation, and maintenance of complex networks and may be responsible for installing, servicing, and moving servers and networking devices.	<ul style="list-style-type: none"> • Bachelor's degree in Computer Science, Information Systems, or a closely related field and three (3) years of recent full-time, paid experience in LAN design, configuration, and administration. -OR- • Four years of recent, progressively responsible experience in LAN design, configuration, and administration. • A valid California Class C Driver License or the ability to use an alternative method of transportation when needed to carry out job-related essential functions.
SENIOR OFFICE CLERK	The Senior Office Clerk (SOC) will perform highly specialized clerical duties. The Senior Office Clerk may also lead a small section or unit with responsibility for assigning and coordinating work performed.	<ul style="list-style-type: none"> • Three years of office clerical experience, one year of which must have been in a specialized capacity. • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
SENIOR OFFICE CLERK, TYPIST	The Senior Office Clerk, Typist (SOCT) will perform skilled typing work and provide highly specialized clerical duties requiring a highly specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with only general direction.	<ul style="list-style-type: none"> • Three years office clerical experience involving typewriting, one year of which must have been in a specialized or supervisory capacity. • Typewriting skill: Ability to type at the rate of 40 net words per minute.
SENIOR OPERATING SYSTEMS ANALYST	The Senior Operating Systems Analyst (SOSA) will under direction, support complex operating systems and associated software and hardware on midrange servers or mainframes hosting critical applications in a high-availability environment. The position is responsible for reporting to an information technology supervisor or manager. The SOSA will also perform the more difficult assignments of configuring, analyzing, and maintaining complex systems, including configuring, planning, coordinating, and implementing releases, upgrades, or changes to operating systems, servers, and related software.	<ul style="list-style-type: none"> • Option I: Bachelor's degree in Computer Science, Information Systems, or a closely related field, and two (2) years of recent, full-time, paid experience in a centralized Information Technology organization configuring, analyzing, and maintaining complex systems, including configuring, planning, coordinating and implementing releases, upgrades, or changes to operating systems, servers and related software, one year of which must be in a midrange or mainframe environment with formal change management, problem resolution procedures, and back-up and recovery plans -OR- • Option II: Three (3) years of recent, full-time, paid experience configuring, analyzing, and maintaining complex systems, including configuring, planning, coordinating and implementing releases, upgrades, or changes to operating systems, servers and related software, two years of which must be in a midrange or mainframe environment with formal change management, problem resolution procedures, and back-up and recovery plans. • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
SENIOR PROGRAM ANALYST	The Senior Program Analyst will provide administrative support and supervise a team of analysts and other technical and support personnel providing technical and consultative services to the management of a program or oversees a small Countywide health program.	<ul style="list-style-type: none"> • A bachelor's degree from an accredited college or university in either public health administration, epidemiology, public health statistics, public health microbiology or communicable disease control -AND- five (5) years of experience in the analysis of mental health or public health programs. A master's degree from an accredited college or university in either public health administration, epidemiology, public health statistics, public health microbiology or communicable disease control may be substituted for one year of the required experience. • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
SENIOR RESEARCH ANALYST	The Senior Research Analyst will plan, conduct, interpret and evaluate research and evaluation projects involving complex experimental designs.	<ul style="list-style-type: none"> • Ph.D. or other doctoral degree from an accredited college or university with specialization in a field of the behavioral or social sciences -and- one year's post-doctoral research experience including responsibility for the design, evaluation, and implementation of research projects in a behavioral or social science field -OR- A bachelor's degree in a field of the behavioral or social sciences and any combination of additional relevant education and/or experience totaling five years; and • Valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
SENIOR SYSTEMS ANALYST	The Senior Systems Analyst (SSA) will define and analyze requirements and business functions, design functional systems specifications and tests and coordinates the implementation of new application systems and/or revisions to existing systems, under general supervision. The SSA will also develop technical and user documentation, provide user training, and implement programs for a complete system or a component or module of a large complex system.	<ul style="list-style-type: none"> • Bachelor's degree in Computer Science, Information Systems, or a closely related field and (1) year of recent, full-time, paid experience in information systems analysis and design in a centralized information technology organization. One (1) year of recent experience in information systems analysis and design in a centralized information technology organization. Two (2) years of recent, full-time, paid experience in information systems analysis and design in a centralized information technology organization • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
SENIOR SYSTEMS SUPERVISOR	The Senior Systems Supervisor (SSS) will supervise a small staff of Information Systems Analysts engaged in the analysis, design, and implementation of manual and electronic information and work processing systems. The Senior Systems Supervisor will coordinate the systems programs in a county department and provide supervision of other analysts or of operations involving key punch, data control, or computer terminals.	<ul style="list-style-type: none"> • Three years of experience in systems analysis and design, network administration or systems support; one year of which must have been in a highly responsible capacity with Two (2) years of recent, full-time, paid experience in information systems analysis and design in a centralized information technology organization. • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
SENIOR TECHNOLOGY TECHNICAL SUPPORT	<p>The Senior Technology Technical Support (STTS) will supervise and provide work direction a small staff of Information Technology Technical Support Analysts who provide desktop and technical support to departmental IT users including problem analysis and resolution on hardware and software trouble calls; and performs related duties as assigned. The STTS will also provide advanced complex problem analysis and resolution of hardware, software and network problems and issues.</p>	<ul style="list-style-type: none"> • Four (4) years of experience installing, configuring, testing, troubleshooting, and repairing client computing devices or software in a help desk/desktop support role with a minimum of two (2) years as a senior or lead working in an enterprise corporate environment. • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
SENIOR WAREHOUSE WORKER	<p>The Senior Warehouse Worker will assist with administrative support efforts by conducting the following functions: operating a store or warehouse and being responsible for both procurement and warehousing operations in a department, serving as the highest level of technical review of these operations. Warehouse Worker positions will supervise staff performing a variety of material handling tasks using manual and powered equipment and ensure the observance of appropriate safety procedures and practices in the use of such equipment.</p>	<ul style="list-style-type: none"> • One year of storekeeping, procurement or related experience that includes the following: (1) operating a store or warehouse, or section of a large storage facility, typically involving responsibility for the supervision of a staff comprised of five or fewer warehouse worker positions, the determination of items to be stocked, and the levels to be maintained; (2) supervising the maintenance of property records for a large department; (3) assisting a higher level warehouse worker; (4) supervising a large number of subordinates involving limited storekeeping responsibilities; or (5) acting with an unusual degree of responsibility for procurement and related supply functions and reporting to someone other than a higher level warehouse worker or supply officer; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
SPANISH MEDIA TRANSLATOR	The Spanish Media Translator is primarily responsible for translation of documents that relay information (including press releases, talking points for media interviews and speeches, social media post, etc) needed to facilitate primarily Spanish/non-English monolingual or limited English proficiency individuals access to and understanding of public health information.	<ul style="list-style-type: none"> • Three years of experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, programs, facility planning, budget, or personnel, one year of which must have been in a responsible staff capacity in the administrative staff organization of a department or a central administrative staff organization; Five years of experience as a translator preferably in the health care industry and fluent in medical terminology; Successful completion of a Healthcare Translation Training Program, which includes a section covering Medical Terminology or Certification from the American Translators Association (ATA) for language(s) certified by ATA. <p>A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.</p>
SUPERVISING ENVIRONMENTAL SPECIALIST	The Environmental Specialist Supervisor performs specialized environmental health inspections and investigations of complex environmental health problems; or provides lead supervision to field staff who are enforcing environmental health and consumer protection laws by making inspections, initiating investigations and taking appropriate enforcement action.	<p>Two years' experience as a Registered Environmental Health Specialist for a health department.</p> <ul style="list-style-type: none"> • Certificate as a Registered Environmental Health Specialist issued by the California State Department of Health Services. Environmental Health Specialists II engaged in dairy and milk products inspection also must be Registered Dairy Inspectors by the Department of Food and Agriculture, State of California. • A valid California Class C Driver License is required to carry out job-related essential functions.
SUPERVISING EPIDEMIOLOGIST	The Supervising Epidemiologist will provide administrative assistance and supervise and direct the work of Epidemiologists and professional support staff in the provision of planning, designing, implementing, and evaluating multiple health-related surveillance systems, epidemiologic studies, and field investigations.	<ul style="list-style-type: none"> • Master's degree from an accredited college or university with specialization in epidemiology, biostatistics, or its equivalent -AND- five years of experience designing, conducting, and evaluating epidemiologic studies, building and assessing communicable disease surveillance systems, and /or conducting field investigations -OR- A doctoral degree from an accredited college or university with specialization in epidemiology, biostatistics or its equivalent -and- two years of experience designing, conducting, and evaluating epidemiologic studies building and assessing communicable disease surveillance systems, and/or conducting field investigations; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
SUPERVISING PUBLIC HEALTH INVESTIGATOR	The Supervising Public Health Investigator (SPHI) supervises Public Health investigation activities related to outbreak investigations to prevent disease, disability, and premature death caused by a particular illness. The SPHI, as the Outbreak Investigator Supervisor, will work closely with the Outbreak Investigator Manager, Outbreak Investigators, and support staff to assign, coordinate, and monitor outbreaks within non-clinical settings and within an assigned region.	<ul style="list-style-type: none"> • One year of experience enforcing laws, ordinances, and regulations for the control of communicable and/or non-communicable diseases; locating, counseling, and referring offenders and disease carriers; and conducting other health related investigations; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
SYSTEMS ANALYST	The Systems Analyst (SA) will under close supervision, using established procedures, define and analyze requirements and business functions, define functional system specifications, and test and coordinate the implementation of new application systems and/or revisions to existing systems. The SA will perform systems analysis and design within a limited framework using basic systems design techniques and analysis tools.	<ul style="list-style-type: none"> • Bachelor's degree in Computer Science, Information Systems, or a closely related field. One (1) year of recent experience in information systems analysis and design in a centralized information technology organization. • A valid California Class C Driver License is required for appointment to some positions in this class.
TECHNOLOGY AID	The Technology Aid (TA) provides assistance to professional information technology (IT) staff by performing routine information systems and providing basic support services related tasks in a centralized information technology organization. The TA performs routine tasks such as executing predefined test plans, tracking issues, compiling, and organizing documentation and applying scripted solutions to common user or systems related problems.	<ul style="list-style-type: none"> • Two (2) years of highly specialized or supervisory clerical experience involved with information technology including the use or installation of desktop software- OR- Two (2) years of responsible secretarial experience in an information systems environment. • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
TECHNOLOGY SECURITY SPECIALIST	The Technology Security Specialist (TSS) will act as lead technical consultant, systems architect, or project manager for a departmental information technology (IT) security program. The Technology Security Specialist, under the general direction of a Departmental Information Security Officer II, will provide consultative, systems architecture, and project-management expertise in the development, implementation, and monitoring of a departmental IT security program including related policies and procedures. TSS will also carry out highly complex and -specialized assignments in one or more areas of IT security-related areas including application, network, physical/environmental, server, and workstation security; and security incident response, awareness training, identity and access management, and risk assessment.	<ul style="list-style-type: none"> • Graduation from an accredited college or university with a bachelor's degree in Computer Science, Information Systems, or a closely related discipline -AND- four (4) years of recent, full-time, highly responsible paid experience managing the security of multiple platforms, operating systems, software, and network protocols for a large IT organization. • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
TECHNOLOGY SPECIALIST	The Technology Specialist will, under managerial review, act as a consultant, technical expert, system architect, or senior project manager for Information Systems and may manage a very large and complex database environment.	<ul style="list-style-type: none"> • Bachelor's degree in Computer Science, Information Systems, or a closely related field with four (6) years of experience performing progressively responsible information technology functions, one (1) year of which must include planning, designing, implementing, and administering of server-based, scalable databases • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
TECHNOLOGY SUPERVISOR	The Technology Supervisor (TS) will supervise the activities of an Information Technology section within a departmental centralized information technology organization responsible for providing complex information technology services, including planning, design, coordination, development, implementation, maintenance, and support of automated information and telecommunication systems.	<ul style="list-style-type: none"> • Graduation from an accredited college or university with a bachelor's degree in Computer Science, Information Systems, or a closely related field and four (4) years of recent, full-time, paid experience in design, development, implementation, operation, and maintenance of information systems, one (1) year of which must have been in a lead or supervisory capacity. -OR- Five (5) years of recent, full-time paid experience in design, development, implementation, operation, and maintenance of information systems, two (2) years of which must have been in a lead or supervisory capacity. • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
TECHNOLOGY TECHNICAL SUPPORT	The Technology Technical Support (TTS) will provide a full range of technical information technology support services, including installation, configuration, testing, troubleshooting and repair of hardware, software, networks, and applications in a centralized IT organization.	<ul style="list-style-type: none"> • Two (2) years of experience installing, configuring, testing, troubleshooting, and repairing client computing devices or software, in a centralized Information Technology organization. • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
VIDEO PRODUCTION SPECIALIST	The Video Production Specialist (VPS) will provide expert support for Public Health trainings by producing web-based and virtual trainings, which can be live or recorded. The VPS will ensure the web-based, recorded, and live trainings run smoothly by providing technical assistance to hosts, panelists, and training attendees.	<ul style="list-style-type: none"> • Master's degree from an accredited college in instructional communications technology or similar field -OR- a bachelor's degree from an accredited college in communications or a related field and one year's experience within the last three years, writing, producing, and directing training or informational programs using broadcast level video technology used within the last three years. -OR- completion of three years (90 semester units or the equivalent) in an accredited college; 18 units must be in communications or a related field and two years' experience within the last three years, writing, producing, and directing training or informational programs using broadcast level video technology used within the last three years. One additional year of the required experience may be substituted for each year of college (30 semester units or equivalent) on a year-for-year basis; and • A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

TEMPORARY PERSONNEL TITLE	DESCRIPTION	MINIMUM QUALIFICATIONS
WAREHOUSE WORKER	<p>The Warehouse Worker II will assist with administrative support efforts by conducting the following functions: (1) operating a store or warehouse, or section of a large storage facility, typically involving responsibility for the supervision of a staff comprised of five or fewer warehouse worker positions, the determination of items to be stocked, and the levels to be maintained; (2) supervising the maintenance of property records for a large department; (3) assisting a higher level warehouse worker; (4) supervising a large number of subordinates involving limited storekeeping responsibilities; or (5) acting with an unusually high degree of responsibility for procurement and related supply functions and reporting to someone other than a higher level warehouse worker or supply officer.</p>	<ul style="list-style-type: none"> • One year of storekeeping, procurement or related experience that includes the following: (1) operating a store or warehouse, or section of a large storage facility, typically involving responsibility for the supervision of a staff comprised of five or fewer warehouse worker positions, the determination of items to be stocked, and the levels to be maintained; (2) supervising the maintenance of property records for a large department; (3) assisting a higher level warehouse worker; (4) supervising a large number of subordinates involving limited storekeeping responsibilities; or (5) acting with an unusual degree of responsibility for procurement and related supply functions and reporting to someone other than a higher level warehouse worker or supply officer; and • A valid Class C California Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

ATTACHMENT II

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH

AS-NEEDED TEMPORARY PERSONNEL SERVICES

SERVICE REQUEST FORM

Date of Request:					
Anticipated Start Date:					
Contractor Name:					
Contract Number:					
Contractor's Project Manager:					
Project Title:					
Project Period:					
Reporting Location(s):					
Requesting Program Office:					
County's Project Manager:					
County's Project Manager Email:					
Funding Source:					
Staff Title	No. Needed	Staff Rate (Please select one per row)			
		Up to 25	40+	Emergency	
				Up to 25	40+
Duty Statement					

If additional insurance(s) is required, please check from the options below.

ADDITIONAL INSURANCE REQUIREMENT(S):

(Sexual Misconduct Liability Coverage should be required when the contract work involves care or supervision of children, seniors and other vulnerable persons. This may include services such as childcare, foster care, group homes, emergency shelters,

medical and/or mental health care service delivery, residential treatment, mentoring, schools, camp operations, school bus transport, and security services.)

- Sexual Misconduct Liability: Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$2 Million per claim and \$2 Million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who is alleged to have committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

(Professional Liability/Errors and Omissions coverage is required for medical and legal Contractors, as well as Contractors in non-traditional professions including, but not limited to accountants, appraisers, architects, billers, computer programmers, engineers, interpreters, staffing/temporary services agencies, and consultants. **Note: A minimum of \$3 Million aggregate limit is recommended for medical and legal service providers.**)

- Professional Liability/Errors and Omissions: Insurance covering Contractor's liability arising from or related to this Contract, 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 Contract's expiration, termination or cancellation.

(Crime Coverage is only required when the contracted services involve pick up, carry, guard or otherwise handle County money and securities [ex. Cash, checks, warrants, bonds, vouchers], or other highly valued County property [ex. Property to be auctioned.]

- Crime Coverage: A Fidelity Bond or Crime Insurance policy with limits of not less than \$ [insert Dept. estimate of the probable maximum loss exposure] per occurrence. Such coverage shall protect against all loss of money, securities, or other valuable property entrusted by County to Contractor, and apply to all of Contractor's directors, officers, agents and employees who regularly handle or have responsibility for such money, securities or property. The County and its Agents shall be named as an Additional Insured and Loss Payee as its interests may appear. This insurance shall include third party fidelity coverage, include coverage for loss due to theft, mysterious disappearance, and computer fraud/theft, and shall not contain a requirement for an arrest and/or conviction.

Contractor warrants that it possesses the competence, expertise, and personnel necessary to provide services consistent with the requirements of the Contract and consistent with the professional standard of care for these services.

Contractor must recruit and hire staff listed on this Services Request Form to start work within 30 days of signing below.

Contractor Signature

Title

Contractor Name

Date

SAMPLE

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES
HOURLY RATE**

EXHIBIT B

Temporary Personnel Title	Hourly Rate	Up to 25 hours per week			40+ hour per week		
		Employee Benefits (13%)	Indirect Cost (Rate + EB) * 10%	Total	Employee Benefits (28%)	Indirect Cost (Rate + EB) * 10%	Total
ADMINISTRATIVE ANALYST	\$43.84	\$5.70	\$4.95	\$54.49	\$12.28	\$5.61	\$61.73
ADMINISTRATIVE ASSISTANT	\$29.70	\$3.86	\$3.36	\$36.92	\$8.32	\$3.80	\$41.82
APPLICATION DEVELOPER	\$41.53	\$5.40	\$4.69	\$51.62	\$11.63	\$5.32	\$58.47
APPLICATION DEVELOPER SUPERVISOR	\$53.27	\$6.93	\$6.02	\$66.21	\$14.92	\$6.82	\$75.00
AREA ADMINISTRATOR,PUBLIC HEALTH	\$50.21	\$6.53	\$5.67	\$62.41	\$14.06	\$6.43	\$70.70
ASSISTANT HEALTH ANALYST	\$39.43	\$5.13	\$4.46	\$49.01	\$11.04	\$5.05	\$55.52
CLINICAL LABORATORY SCIENTIST	\$39.43	\$5.13	\$4.46	\$49.01	\$11.04	\$5.05	\$55.52
COMMUNITY WORKER	\$17.64	\$2.29	\$1.99	\$21.93	\$4.94	\$2.26	\$24.84
CONTRACT PROGRAM ANALYST	\$35.91	\$4.67	\$4.06	\$44.64	\$10.05	\$4.60	\$50.56
CONTRACT PROGRAM MONITOR	\$36.54	\$4.75	\$4.13	\$45.42	\$10.23	\$4.68	\$51.45
DATA SCIENTIST	\$50.96	\$6.63	\$5.76	\$63.35	\$14.27	\$6.52	\$71.76
DATA SCIENTIST SUPERVISOR	\$56.81	\$7.38	\$6.42	\$70.61	\$15.91	\$7.27	\$79.98
DENTAL HYGENIST	\$32.54	\$4.23	\$3.68	\$40.45	\$9.11	\$4.17	\$45.82
DISASTER SERVICE ANALYST	\$39.24	\$5.10	\$4.43	\$48.78	\$10.99	\$5.02	\$55.25
DRIVER	\$17.64	\$2.29	\$1.99	\$21.93	\$4.94	\$2.26	\$24.84
ENVIRONMENTAL SPECIALIST	\$33.35	\$4.34	\$3.77	\$41.45	\$9.34	\$4.27	\$46.96
EPIDEMIOLOGIST	\$43.20	\$5.62	\$4.88	\$53.70	\$12.10	\$5.53	\$60.83
EPIDEMIOLOGY ANALYST	\$31.59	\$4.11	\$3.57	\$39.27	\$8.85	\$4.04	\$44.48
FIELD SAFETY ASSITANT	\$28.98	\$3.77	\$3.27	\$36.02	\$8.11	\$3.71	\$40.80
FIELD SAFETY INSPECTOR	\$34.10	\$4.43	\$3.85	\$42.39	\$9.55	\$4.36	\$48.01
GEOGRAPHIC INFORMATION SYSTEMS ANALYST	\$41.53	\$5.40	\$4.69	\$51.62	\$11.63	\$5.32	\$58.47
GRAPHIC ARTIST	\$26.45	\$3.44	\$2.99	\$32.88	\$7.41	\$3.39	\$37.24
HEAD, MEDIA SERVICES	\$42.57	\$5.53	\$4.81	\$52.91	\$11.92	\$5.45	\$59.94
HEALTH ANALYST	\$43.95	\$5.71	\$4.97	\$54.63	\$12.31	\$5.63	\$61.88
HEALTH EDUCATOR	\$34.01	\$4.42	\$3.84	\$42.27	\$9.52	\$4.35	\$47.89
HEALTH EDUCATOR ASSISTANT	\$23.92	\$3.11	\$2.70	\$29.73	\$6.70	\$3.06	\$33.68
INFECTION PREVENTIONIST	\$50.22	\$6.53	\$5.67	\$62.42	\$14.06	\$6.43	\$70.71

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES
HOURLY RATE

EXHIBIT B

Temporary Personnel Title	Hourly Rate	Up to 25 hours per week			40+ hour per week		
		Employee Benefits (13%)	Indirect Cost (Rate + EB) * 10%	Total	Employee Benefits (28%)	Indirect Cost (Rate + EB) * 10%	Total
JUNIOR ADMINISTRATIVE ANALYST	\$40.42	\$5.25	\$4.57	\$50.24	\$11.32	\$5.17	\$56.91
JUNIOR ADMINISTRATIVE ASSISTANT	\$24.33	\$3.16	\$2.75	\$30.24	\$6.81	\$3.11	\$34.26
JUNIOR APPLICATION DEVELOPER	\$39.34	\$5.11	\$4.45	\$48.90	\$11.02	\$5.04	\$55.39
JUNIOR ENVIRONMENTAL SPECIALIST	\$25.81	\$3.35	\$2.92	\$32.08	\$7.23	\$3.30	\$36.33
JUNIOR OFFICE CLERK	\$17.64	\$2.29	\$1.99	\$21.93	\$4.94	\$2.26	\$24.84
JUNIOR PROGRAM ANALYST	\$39.43	\$5.13	\$4.46	\$49.01	\$11.04	\$5.05	\$55.52
JUNIOR RESEARCH ANALYST	\$28.55	\$3.71	\$3.23	\$35.49	\$7.99	\$3.65	\$40.20
JUNIOR SYSTEMS ANALYST	\$30.59	\$3.98	\$3.46	\$38.02	\$8.57	\$3.92	\$43.07
JUNIOR TECHNOLOGY SPECIALIST	\$63.16	\$8.21	\$7.14	\$78.51	\$17.68	\$8.08	\$88.93
JUNIOR TECHNOLOGY TECHNICAL SUPPORT	\$31.05	\$4.04	\$3.51	\$38.60	\$8.69	\$3.97	\$43.72
JUNIOR WAREHOUSE WORKER	\$20.62	\$2.68	\$2.33	\$25.63	\$5.77	\$2.64	\$29.03
LABORATORY ASSISTANT	\$17.35	\$2.26	\$1.96	\$21.57	\$4.86	\$2.22	\$24.43
MEDICAL TECHNOLOGIST, LAB INFORMATION SYSTEMS	\$46.98	\$6.11	\$5.31	\$58.40	\$13.15	\$6.01	\$66.15
NETWORK ADMINISTRATOR	\$40.72	\$5.29	\$4.60	\$50.61	\$11.40	\$5.21	\$57.33
OFFICE ACCOUNTANT	\$28.55	\$3.71	\$3.23	\$35.49	\$7.99	\$3.65	\$40.20
OFFICE ACCOUNTING OFFICER	\$37.17	\$4.83	\$4.20	\$46.20	\$10.41	\$4.76	\$52.34
OFFICE ACCOUNTING TECHNICIAN	\$23.97	\$3.12	\$2.71	\$29.79	\$6.71	\$3.07	\$33.75
OFFICE ADMINISTRATIVE AID	\$22.61	\$2.94	\$2.55	\$28.10	\$6.33	\$2.89	\$31.83
OFFICE ASSISTANT	\$23.63	\$3.07	\$2.67	\$29.37	\$6.62	\$3.02	\$33.27
OFFICE CLERK SUPERVISOR, TYPING	\$22.01	\$2.86	\$2.49	\$27.36	\$6.16	\$2.82	\$30.99
OFFICE CLERK, TYPING	\$18.07	\$2.35	\$2.04	\$22.46	\$5.06	\$2.31	\$25.44
OFFICE PROCUREMENT ASSISTANT	\$23.57	\$3.06	\$2.66	\$29.30	\$6.60	\$3.02	\$33.19
OPERATING SYSTEMS ANALYST	\$42.57	\$5.53	\$4.81	\$52.91	\$11.92	\$5.45	\$59.94
PREDICTIVE DATA ANALYST	\$42.57	\$5.53	\$4.81	\$52.91	\$11.92	\$5.45	\$59.94
PRINCIPAL INFORMATION SYSTEMS ANALYST	\$53.67	\$6.98	\$6.06	\$66.71	\$15.03	\$6.87	\$75.57
PRINCIPAL NETWORK SYSTEMS ANALYST	\$53.67	\$6.98	\$6.06	\$66.71	\$15.03	\$6.87	\$75.57
PRINCIPAL OPERATING SYSTEMS ANALYST	\$55.15	\$7.17	\$6.23	\$68.55	\$15.44	\$7.06	\$77.65

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES
HOURLY RATE**

EXHIBIT B

Temporary Personnel Title	Hourly Rate	Up to 25 hours per week			40+ hour per week		
		Employee Benefits (13%)	Indirect Cost (Rate + EB) * 10%	Total	Employee Benefits (28%)	Indirect Cost (Rate + EB) * 10%	Total
PROGRAM ANALYST	\$43.95	\$5.71	\$4.97	\$54.63	\$12.31	\$5.63	\$61.88
PUBLIC HEALTH INVESTIGATOR	\$31.91	\$4.15	\$3.61	\$39.66	\$8.93	\$4.08	\$44.93
PUBLIC INFORMATION OFFICER	\$38.19	\$4.96	\$4.32	\$47.47	\$10.69	\$4.89	\$53.77
PUBLIC INFORMATION SPECIALIST	\$39.15	\$5.09	\$4.42	\$48.66	\$10.96	\$5.01	\$55.12
RADIATION PROTECTION SPECIALIST	\$39.93	\$5.19	\$4.51	\$49.63	\$11.18	\$5.11	\$56.22
RESEARCH ANALYST	\$32.70	\$4.25	\$3.70	\$40.65	\$9.16	\$4.19	\$46.04
RESEARCH ANALYST SUPERVISOR	\$41.74	\$5.43	\$4.72	\$51.88	\$11.69	\$5.34	\$58.77
RESEARCH ANALYST SUPERVISOR, BEHAVIOR SCI	\$41.74	\$5.43	\$4.72	\$51.88	\$11.69	\$5.34	\$58.77
SENIOR ADMINISTRATIVE ANALYST	\$57.37	\$7.46	\$6.48	\$71.31	\$16.06	\$7.34	\$80.78
SENIOR ADMINISTRATIVE ASSISTANT	\$33.11	\$4.30	\$3.74	\$41.16	\$9.27	\$4.24	\$46.62
SENIOR ANALYST	\$39.24	\$5.10	\$4.43	\$48.78	\$10.99	\$5.02	\$55.25
SENIOR APPLICATION DEVELOPER	\$44.94	\$5.84	\$5.08	\$55.86	\$12.58	\$5.75	\$63.28
SENIOR COMMUNITY WORKER	\$21.38	\$2.78	\$2.42	\$26.58	\$5.99	\$2.74	\$30.10
SENIOR DATA SCIENTIST	\$53.81	\$6.99	\$6.08	\$66.88	\$15.07	\$6.89	\$75.76
SENIOR ENVIRONMENTAL SPECIALIST	\$41.74	\$5.43	\$4.72	\$51.88	\$11.69	\$5.34	\$58.77
SENIOR HEALTH EDUCATOR	\$33.02	\$4.29	\$3.73	\$41.04	\$9.25	\$4.23	\$46.49
SENIOR INFORMATION SYSTEMS ANALYST	\$47.80	\$6.21	\$5.40	\$59.42	\$13.38	\$6.12	\$67.30
SENIOR IT AID	\$26.78	\$3.48	\$3.03	\$33.29	\$7.50	\$3.43	\$37.71
SENIOR IT TECHNICAL SUPPORT ANALYST	\$38.57	\$5.01	\$4.36	\$47.94	\$10.80	\$4.94	\$54.31
SENIOR MARKETING ANALYST	\$41.53	\$5.40	\$4.69	\$51.62	\$11.63	\$5.32	\$58.47
SENIOR NETWORK SYSTEMS ADMINISTRATOR	\$45.39	\$5.90	\$5.13	\$56.42	\$12.71	\$5.81	\$63.91
SENIOR OFFICE CLERK	\$19.87	\$2.58	\$2.25	\$24.70	\$5.56	\$2.54	\$27.98
SENIOR OFFICE CLERK, TYPIST	\$20.37	\$2.65	\$2.30	\$25.32	\$5.70	\$2.61	\$28.68
SENIOR OPERATING SYSTEMS ANALYST	\$48.87	\$6.35	\$5.52	\$60.75	\$13.68	\$6.26	\$68.81
SENIOR PROGRAM ANALYST	\$53.27	\$6.93	\$6.02	\$66.21	\$14.92	\$6.82	\$75.00
SENIOR RESEARCH ANALYST	\$41.84	\$5.44	\$4.73	\$52.01	\$11.72	\$5.36	\$58.91
SENIOR SYSTEMS SUPERVISOR	\$47.80	\$6.21	\$5.40	\$59.42	\$13.38	\$6.12	\$67.30

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES
HOURLY RATE**

EXHIBIT B

Temporary Personnel Title	Hourly Rate	Up to 25 hours per week			40+ hour per week		
		Employee Benefits (13%)	Indirect Cost (Rate + EB) * 10%	Total	Employee Benefits (28%)	Indirect Cost (Rate + EB) * 10%	Total
SENIOR TECHNOLOGY TECHNICAL SUPPORT	\$42.99	\$5.59	\$4.86	\$53.44	\$12.04	\$5.50	\$60.53
SENIOR WAREHOUSE WORKER	\$24.21	\$3.15	\$2.74	\$30.09	\$6.78	\$3.10	\$34.09
SPANISH MEDIA TRANSLATOR	\$37.54	\$4.88	\$4.24	\$46.66	\$10.51	\$4.81	\$52.86
SUPERVISING ENVIRONMENTAL SPECIALIST	\$34.78	\$4.52	\$3.93	\$43.23	\$9.74	\$4.45	\$48.97
SUPERVISING EPIDEMIOLOGIST	\$48.16	\$6.26	\$5.44	\$59.86	\$13.48	\$6.16	\$67.81
SUPERVISING PUBLIC HEALTH INVESTIGATOR	\$35.29	\$4.59	\$3.99	\$43.87	\$9.88	\$4.52	\$49.69
SYSTEMS ANALYST	\$36.54	\$4.75	\$4.13	\$45.42	\$10.23	\$4.68	\$51.45
TECHNOLOGY AID	\$22.78	\$2.96	\$2.57	\$28.32	\$6.38	\$2.92	\$32.07
TECHNOLOGY SECURITY SPECIALIST	\$53.67	\$6.98	\$6.06	\$66.71	\$15.03	\$6.87	\$75.57
TECHNOLOGY SPECIALIST	\$72.69	\$9.45	\$8.21	\$90.35	\$20.35	\$9.30	\$102.35
TECHNOLOGY SUPERVISOR	\$55.15	\$7.17	\$6.23	\$68.55	\$15.44	\$7.06	\$77.65
TECHNOLOGY TECHNICAL SUPPORT	\$34.60	\$4.50	\$3.91	\$43.01	\$9.69	\$4.43	\$48.72
VIDEO PRODUCTION SPECIALIST	\$35.29	\$4.59	\$3.99	\$43.87	\$9.88	\$4.52	\$49.69
WAREHOUSE WORKER	\$22.95	\$2.98	\$2.59	\$28.53	\$6.43	\$2.94	\$32.31

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES
EMERGENCY RATE**

EXHIBIT B

Temporary Personnel Title	Emergency Rate	Up to 25 hours per week			40+ hour per week		
		Employee Benefits (13%)	Indirect Cost (Rate + EB) * 10%	Total	Employee Benefits (28%)	Indirect Cost (Rate + EB) * 10%	Total
ADMINISTRATIVE ANALYST	\$50.12	\$6.52	\$5.66	\$62.30	\$14.03	\$6.42	\$70.57
ADMINISTRATIVE ASSISTANT	\$33.96	\$4.41	\$3.84	\$42.21	\$9.51	\$4.35	\$47.81
APPLICATION DEVELOPER	\$51.63	\$6.71	\$5.83	\$64.18	\$14.46	\$6.61	\$72.70
APPLICATION DEVELOPER SUPERVISOR	\$69.92	\$9.09	\$7.90	\$86.91	\$19.58	\$8.95	\$98.45
AREA ADMINISTRATOR,PUBLIC HEALTH	\$57.41	\$7.46	\$6.49	\$71.35	\$16.07	\$7.35	\$80.83
ASSISTANT HEALTH ANALYST	\$45.08	\$5.86	\$5.09	\$56.04	\$12.62	\$5.77	\$63.47
CLINICAL LABORATORY SCIENTIST	\$45.08	\$5.86	\$5.09	\$56.04	\$12.62	\$5.77	\$63.47
COMMUNITY WORKER	\$21.44	\$2.79	\$2.42	\$26.65	\$6.00	\$2.74	\$30.19
CONTRACT PROGRAM ANALYST	\$41.06	\$5.34	\$4.64	\$51.03	\$11.50	\$5.26	\$57.81
CONTRACT PROGRAM MONITOR	\$41.77	\$5.43	\$4.72	\$51.92	\$11.70	\$5.35	\$58.81
DATA SCIENTIST	\$58.26	\$7.57	\$6.58	\$72.42	\$16.31	\$7.46	\$82.03
DATA SCIENTIST SUPERVISOR	\$74.55	\$9.69	\$8.42	\$92.67	\$20.87	\$9.54	\$104.97
DENTAL HYGENIST	\$37.20	\$4.84	\$4.20	\$46.23	\$10.41	\$4.76	\$52.37
DISASTER SERVICE ANALYST	\$44.86	\$5.83	\$5.07	\$55.76	\$12.56	\$5.74	\$63.17
DRIVER	\$20.13	\$2.62	\$2.27	\$25.02	\$5.64	\$2.58	\$28.34
ENVIRONMENTAL SPECIALIST	\$36.97	\$4.81	\$4.18	\$45.95	\$10.35	\$4.73	\$52.05
EPIDEMIOLOGIST	\$56.70	\$7.37	\$6.41	\$70.48	\$15.88	\$7.26	\$79.84
EPIDEMIOLOGY ANALYST	\$41.46	\$5.39	\$4.68	\$51.53	\$11.61	\$5.31	\$58.37
FIELD SAFETY ASSITANT	\$32.12	\$4.18	\$3.63	\$39.93	\$8.99	\$4.11	\$45.23
FIELD SAFETY INSPECTOR	\$37.80	\$4.91	\$4.27	\$46.98	\$10.58	\$4.84	\$53.22
GEOGRAPHIC INFORMATION SYSTEMS ANALYST	\$51.63	\$6.71	\$5.83	\$64.18	\$14.46	\$6.61	\$72.70
GRAPHIC ARTIST	\$30.24	\$3.93	\$3.42	\$37.59	\$8.47	\$3.87	\$42.58
HEAD, MEDIA SERVICES	\$48.66	\$6.33	\$5.50	\$60.49	\$13.63	\$6.23	\$68.52
HEALTH ANALYST	\$50.24	\$6.53	\$5.68	\$62.45	\$14.07	\$6.43	\$70.74
HEALTH EDUCATOR	\$36.59	\$4.76	\$4.13	\$45.48	\$10.25	\$4.68	\$51.52
HEALTH EDUCATOR ASSISTANT	\$27.34	\$3.55	\$3.09	\$33.98	\$7.65	\$3.50	\$38.49
INFECTION PREVENTIONIST	\$61.06	\$7.94	\$6.90	\$75.90	\$17.10	\$7.82	\$85.97

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES
EMERGENCY RATE**

EXHIBIT B

Temporary Personnel Title	Emergency Rate	Up to 25 hours per week			40+ hour per week		
		Employee Benefits (13%)	Indirect Cost (Rate + EB) * 10%	Total	Employee Benefits (28%)	Indirect Cost (Rate + EB) * 10%	Total
JUNIOR ADMINISTRATIVE ANALYST	\$46.21	\$6.01	\$5.22	\$57.44	\$12.94	\$5.91	\$65.06
JUNIOR ADMINISTRATIVE ASSISTANT	\$26.97	\$3.51	\$3.05	\$33.52	\$7.55	\$3.45	\$37.97
JUNIOR APPLICATION DEVELOPER	\$48.90	\$6.36	\$5.53	\$60.79	\$13.69	\$6.26	\$68.86
JUNIOR ENVIRONMENTAL SPECIALIST	\$26.96	\$3.50	\$3.05	\$33.51	\$7.55	\$3.45	\$37.96
JUNIOR OFFICE CLERK	\$20.44	\$2.66	\$2.31	\$25.41	\$5.72	\$2.62	\$28.78
JUNIOR PROGRAM ANALYST	\$45.08	\$5.86	\$5.09	\$56.04	\$12.62	\$5.77	\$63.47
JUNIOR RESEARCH ANALYST	\$31.65	\$4.11	\$3.58	\$39.34	\$8.86	\$4.05	\$44.56
JUNIOR SYSTEMS ANALYST	\$40.15	\$5.22	\$4.54	\$49.91	\$11.24	\$5.14	\$56.53
JUNIOR TECHNOLOGY SPECIALIST	\$82.90	\$10.78	\$9.37	\$103.04	\$23.21	\$10.61	\$116.72
JUNIOR TECHNOLOGY TECHNICAL SUPPORT	\$40.75	\$5.30	\$4.60	\$50.65	\$11.41	\$5.22	\$57.38
JUNIOR WAREHOUSE WORKER	\$23.54	\$3.06	\$2.66	\$29.26	\$6.59	\$3.01	\$33.14
LABORATORY ASSISTANT	\$19.79	\$2.57	\$2.24	\$24.59	\$5.54	\$2.53	\$27.86
MEDICAL TECHNOLOGIST, LAB INFORMATION SYSTEMS	\$61.67	\$8.02	\$6.97	\$76.65	\$17.27	\$7.89	\$86.83
NETWORK ADMINISTRATOR	\$53.45	\$6.95	\$6.04	\$66.43	\$14.96	\$6.84	\$75.25
OFFICE ACCOUNTANT	\$29.83	\$3.88	\$3.37	\$37.07	\$8.35	\$3.82	\$42.00
OFFICE ACCOUNTING OFFICER	\$42.49	\$5.52	\$4.80	\$52.82	\$11.90	\$5.44	\$59.83
OFFICE ACCOUNTING TECHNICIAN	\$27.40	\$3.56	\$3.10	\$34.06	\$7.67	\$3.51	\$38.58
OFFICE ADMINISTRATIVE AID	\$23.61	\$3.07	\$2.67	\$29.35	\$6.61	\$3.02	\$33.24
OFFICE ASSISTANT	\$27.00	\$3.51	\$3.05	\$33.56	\$7.56	\$3.46	\$38.02
OFFICE CLERK SUPERVISOR, TYPING	\$25.54	\$3.32	\$2.89	\$31.75	\$7.15	\$3.27	\$35.97
OFFICE CLERK, TYPING	\$20.94	\$2.72	\$2.37	\$26.03	\$5.86	\$2.68	\$29.49
OFFICE PROCUREMENT ASSISTANT	\$26.94	\$3.50	\$3.04	\$33.48	\$7.54	\$3.45	\$37.93
OPERATING SYSTEMS ANALYST	\$48.66	\$6.33	\$5.50	\$60.49	\$13.63	\$6.23	\$68.52
PREDICTIVE DATA ANALYST	\$55.87	\$7.26	\$6.31	\$69.45	\$15.64	\$7.15	\$78.67
PRINCIPAL INFORMATION SYSTEMS ANALYST	\$70.44	\$9.16	\$7.96	\$87.56	\$19.72	\$9.02	\$99.18
PRINCIPAL NETWORK SYSTEMS ANALYST	\$70.44	\$9.16	\$7.96	\$87.56	\$19.72	\$9.02	\$99.18
PRINCIPAL OPERATING SYSTEMS ANALYST	\$72.38	\$9.41	\$8.18	\$89.97	\$20.27	\$9.26	\$101.91

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES
EMERGENCY RATE**

EXHIBIT B

Temporary Personnel Title	Emergency Rate	Up to 25 hours per week			40+ hour per week		
		Employee Benefits (13%)	Indirect Cost (Rate + EB) * 10%	Total	Employee Benefits (28%)	Indirect Cost (Rate + EB) * 10%	Total
PROGRAM ANALYST	\$50.24	\$6.53	\$5.68	\$62.45	\$14.07	\$6.43	\$70.74
PUBLIC HEALTH INVESTIGATOR	\$35.37	\$4.60	\$4.00	\$43.96	\$9.90	\$4.53	\$49.80
PUBLIC INFORMATION OFFICER	\$43.66	\$5.68	\$4.93	\$54.27	\$12.23	\$5.59	\$61.48
PUBLIC INFORMATION SPECIALIST	\$44.75	\$5.82	\$5.06	\$55.63	\$12.53	\$5.73	\$63.01
RADIATION PROTECTION SPECIALIST	\$41.71	\$5.42	\$4.71	\$51.85	\$11.68	\$5.34	\$58.73
RESEARCH ANALYST	\$36.25	\$4.71	\$4.10	\$45.06	\$10.15	\$4.64	\$51.04
RESEARCH ANALYST SUPERVISOR	\$47.71	\$6.20	\$5.39	\$59.31	\$13.36	\$6.11	\$67.18
RESEARCH ANALYST SUPERVISOR, BEHAVIOR SCI	\$47.71	\$6.20	\$5.39	\$59.31	\$13.36	\$6.11	\$67.18
SENIOR ADMINISTRATIVE ANALYST	\$65.58	\$8.53	\$7.41	\$81.52	\$18.36	\$8.39	\$92.34
SENIOR ADMINISTRATIVE ASSISTANT	\$37.85	\$4.92	\$4.28	\$47.04	\$10.60	\$4.84	\$53.29
SENIOR ANALYST	\$51.50	\$6.70	\$5.82	\$64.02	\$14.42	\$6.59	\$72.52
SENIOR APPLICATION DEVELOPER	\$58.98	\$7.67	\$6.67	\$73.32	\$16.52	\$7.55	\$83.05
SENIOR COMMUNITY WORKER	\$26.03	\$3.38	\$2.94	\$32.35	\$7.29	\$3.33	\$36.64
SENIOR DATA SCIENTIST	\$70.62	\$9.18	\$7.98	\$87.78	\$19.77	\$9.04	\$99.43
SENIOR ENVIRONMENTAL SPECIALIST	\$47.71	\$6.20	\$5.39	\$59.31	\$13.36	\$6.11	\$67.18
SENIOR HEALTH EDUCATOR	\$37.75	\$4.91	\$4.27	\$46.93	\$10.57	\$4.83	\$53.16
SENIOR INFORMATION SYSTEMS ANALYST	\$62.74	\$8.16	\$7.09	\$77.98	\$17.57	\$8.03	\$88.33
SENIOR IT AID	\$35.15	\$4.57	\$3.97	\$43.69	\$9.84	\$4.50	\$49.49
SENIOR IT TECHNICAL SUPPORT ANALYST	\$50.62	\$6.58	\$5.72	\$62.92	\$14.17	\$6.48	\$71.28
SENIOR MARKETING ANALYST	\$47.48	\$6.17	\$5.37	\$59.02	\$13.29	\$6.08	\$66.85
SENIOR NETWORK SYSTEMS ADMINISTRATOR	\$59.57	\$7.74	\$6.73	\$74.04	\$16.68	\$7.62	\$83.87
SENIOR OFFICE CLERK	\$23.04	\$3.00	\$2.60	\$28.64	\$6.45	\$2.95	\$32.45
SENIOR OFFICE CLERK, TYPIST	\$23.62	\$3.07	\$2.67	\$29.36	\$6.61	\$3.02	\$33.25
SENIOR OPERATING SYSTEMS ANALYST	\$64.14	\$8.34	\$7.25	\$79.73	\$17.96	\$8.21	\$90.31
SENIOR PROGRAM ANALYST	\$60.90	\$7.92	\$6.88	\$75.70	\$17.05	\$7.80	\$85.75
SENIOR RESEARCH ANALYST	\$45.01	\$5.85	\$5.09	\$55.95	\$12.60	\$5.76	\$63.37
SENIOR SYSTEMS SUPERVISOR	\$62.74	\$8.16	\$7.09	\$77.98	\$17.57	\$8.03	\$88.33

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES
EMERGENCY RATE**

EXHIBIT B

Temporary Personnel Title	Emergency Rate	Up to 25 hours per week			40+ hour per week		
		Employee Benefits (13%)	Indirect Cost (Rate + EB) * 10%	Total	Employee Benefits (28%)	Indirect Cost (Rate + EB) * 10%	Total
SENIOR TECHNOLOGY TECHNICAL SUPPORT	\$56.42	\$7.34	\$6.38	\$70.13	\$15.80	\$7.22	\$79.44
SENIOR WAREHOUSE WORKER	\$27.67	\$3.60	\$3.13	\$34.40	\$7.75	\$3.54	\$38.96
SPANISH MEDIA TRANSLATOR	\$42.91	\$5.58	\$4.85	\$53.34	\$12.02	\$5.49	\$60.42
SUPERVISING ENVIRONMENTAL SPECIALIST	\$39.76	\$5.17	\$4.49	\$49.42	\$11.13	\$5.09	\$55.98
SUPERVISING EPIDEMIOLOGIST	\$66.73	\$8.67	\$7.54	\$82.94	\$18.68	\$8.54	\$93.95
SUPERVISING PUBLIC HEALTH INVESTIGATOR	\$40.35	\$5.25	\$4.56	\$50.16	\$11.30	\$5.16	\$56.81
SYSTEMS ANALYST	\$41.77	\$5.43	\$4.72	\$51.92	\$11.70	\$5.35	\$58.81
TECHNOLOGY AID	\$29.87	\$3.88	\$3.38	\$37.13	\$8.36	\$3.82	\$42.06
TECHNOLOGY SECURITY SPECIALIST	\$70.44	\$9.16	\$7.96	\$87.56	\$19.72	\$9.02	\$99.18
TECHNOLOGY SPECIALIST	\$95.41	\$12.40	\$10.78	\$118.59	\$26.71	\$12.21	\$134.33
TECHNOLOGY SUPERVISOR	\$72.38	\$9.41	\$8.18	\$89.97	\$20.27	\$9.26	\$101.91
TECHNOLOGY TECHNICAL SUPPORT	\$45.42	\$5.90	\$5.13	\$56.46	\$12.72	\$5.81	\$63.95
VIDEO PRODUCTION SPECIALIST	\$40.35	\$5.25	\$4.56	\$50.16	\$11.30	\$5.16	\$56.81
WAREHOUSE WORKER	\$26.22	\$3.41	\$2.96	\$32.59	\$7.34	\$3.36	\$36.92

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES
OVERTIME HOURLY RATE**

EXHIBIT B

Temporary Personnel Title	Overtime Hourly Rate	Up to 25 hours per week			40+ hour per week		
		Employee Benefits (13%)	Indirect Cost (Rate + EB) * 10%	Total	Employee Benefits (28%)	Indirect Cost (Rate + EB) * 10%	Total
ADMINISTRATIVE ANALYST	\$65.76	\$8.55	\$7.43	\$81.74	\$18.41	\$8.42	\$92.59
ADMINISTRATIVE ASSISTANT	\$44.55	\$5.79	\$5.03	\$55.38	\$12.47	\$5.70	\$62.73
APPLICATION DEVELOPER	\$62.30	\$8.10	\$7.04	\$77.43	\$17.44	\$7.97	\$87.71
APPLICATION DEVELOPER SUPERVISOR	\$79.91	\$10.39	\$9.03	\$99.32	\$22.37	\$10.23	\$112.51
AREA ADMINISTRATOR,PUBLIC HEALTH	\$75.32	\$9.79	\$8.51	\$93.62	\$21.09	\$9.64	\$106.04
ASSISTANT HEALTH ANALYST	\$59.15	\$7.69	\$6.68	\$73.52	\$16.56	\$7.57	\$83.28
CLINICAL LABORATORY SCIENTIST	\$59.15	\$7.69	\$6.68	\$73.52	\$16.56	\$7.57	\$83.28
COMMUNITY WORKER	\$26.46	\$3.44	\$2.99	\$32.89	\$7.41	\$3.39	\$37.26
CONTRACT PROGRAM ANALYST	\$53.87	\$7.00	\$6.09	\$66.95	\$15.08	\$6.89	\$75.84
CONTRACT PROGRAM MONITOR	\$54.81	\$7.13	\$6.19	\$68.13	\$15.35	\$7.02	\$77.17
DATA SCIENTIST	\$76.45	\$9.94	\$8.64	\$95.02	\$21.40	\$9.79	\$107.64
DATA SCIENTIST SUPERVISOR	\$85.21	\$11.08	\$9.63	\$105.91	\$23.86	\$10.91	\$119.97
DENTAL HYGENIST	\$48.81	\$6.35	\$5.52	\$60.67	\$13.67	\$6.25	\$68.72
DISASTER SERVICE ANALYST	\$58.86	\$7.65	\$6.65	\$73.16	\$16.48	\$7.53	\$82.87
DRIVER	\$26.46	\$3.44	\$2.99	\$32.89	\$7.41	\$3.39	\$37.26
ENVIRONMENTAL SPECIALIST	\$50.03	\$6.50	\$5.65	\$62.18	\$14.01	\$6.40	\$70.44
EPIDEMIOLOGIST	\$64.80	\$8.42	\$7.32	\$80.55	\$18.14	\$8.29	\$91.24
EPIDEMIOLOGY ANALYST	\$47.39	\$6.16	\$5.35	\$58.90	\$13.27	\$6.07	\$66.72
FIELD SAFETY ASSITANT	\$43.47	\$5.65	\$4.91	\$54.03	\$12.17	\$5.56	\$61.21
FIELD SAFETY INSPECTOR	\$51.15	\$6.65	\$5.78	\$63.58	\$14.32	\$6.55	\$72.02
GEOGRAPHIC INFORMATION SYSTEMS ANALYST	\$62.30	\$8.10	\$7.04	\$77.43	\$17.44	\$7.97	\$87.71
GRAPHIC ARTIST	\$39.68	\$5.16	\$4.48	\$49.32	\$11.11	\$5.08	\$55.86
HEAD, MEDIA SERVICES	\$63.86	\$8.30	\$7.22	\$79.37	\$17.88	\$8.17	\$89.91
HEALTH ANALYST	\$65.93	\$8.57	\$7.45	\$81.94	\$18.46	\$8.44	\$92.82
HEALTH EDUCATOR	\$51.02	\$6.63	\$5.76	\$63.41	\$14.28	\$6.53	\$71.83
HEALTH EDUCATOR ASSISTANT	\$35.88	\$4.66	\$4.05	\$44.60	\$10.05	\$4.59	\$50.52
INFECTION PREVENTIONIST	\$75.33	\$9.79	\$8.51	\$93.63	\$21.09	\$9.64	\$106.06
JUNIOR ADMINISTRATIVE ANALYST	\$60.63	\$7.88	\$6.85	\$75.36	\$16.98	\$7.76	\$85.37
JUNIOR ADMINISTRATIVE ASSISTANT	\$36.50	\$4.74	\$4.12	\$45.36	\$10.22	\$4.67	\$51.38
JUNIOR APPLICATION DEVELOPER	\$59.01	\$7.67	\$6.67	\$73.35	\$16.52	\$7.55	\$83.09
JUNIOR ENVIRONMENTAL SPECIALIST	\$38.71	\$5.03	\$4.37	\$48.11	\$10.84	\$4.95	\$54.50

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES
OVERTIME HOURLY RATE**

EXHIBIT B

Temporary Personnel Title	Overtime Hourly Rate	Up to 25 hours per week			40+ hour per week		
		Employee Benefits (13%)	Indirect Cost (Rate + EB) * 10%	Total	Employee Benefits (28%)	Indirect Cost (Rate + EB) * 10%	Total
JUNIOR OFFICE CLERK	\$26.46	\$3.44	\$2.99	\$32.89	\$7.41	\$3.39	\$37.26
JUNIOR PROGRAM ANALYST	\$59.15	\$7.69	\$6.68	\$73.52	\$16.56	\$7.57	\$83.28
JUNIOR RESEARCH ANALYST	\$42.83	\$5.57	\$4.84	\$53.23	\$11.99	\$5.48	\$60.30
JUNIOR SYSTEMS ANALYST	\$45.89	\$5.97	\$5.19	\$57.04	\$12.85	\$5.87	\$64.61
JUNIOR TECHNOLOGY SPECIALIST	\$94.74	\$12.32	\$10.71	\$117.76	\$26.53	\$12.13	\$133.39
JUNIOR TECHNOLOGY TECHNICAL SUPPORT	\$46.58	\$6.05	\$5.26	\$57.89	\$13.04	\$5.96	\$65.58
JUNIOR WAREHOUSE WORKER	\$30.93	\$4.02	\$3.50	\$38.45	\$8.66	\$3.96	\$43.55
LABORATORY ASSISTANT	\$26.03	\$3.38	\$2.94	\$32.35	\$7.29	\$3.33	\$36.64
MEDICAL TECHNOLOGIST, LAB INFORMATION SYSTEMS	\$70.47	\$9.16	\$7.96	\$87.59	\$19.73	\$9.02	\$99.22
NETWORK ADMINISTRATOR	\$61.08	\$7.94	\$6.90	\$75.92	\$17.10	\$7.82	\$86.00
OFFICE ACCOUNTANT	\$42.83	\$5.57	\$4.84	\$53.23	\$11.99	\$5.48	\$60.30
OFFICE ACCOUNTING OFFICER	\$55.76	\$7.25	\$6.30	\$69.30	\$15.61	\$7.14	\$78.50
OFFICE ACCOUNTING TECHNICIAN	\$35.96	\$4.67	\$4.06	\$44.69	\$10.07	\$4.60	\$50.62
OFFICE ADMINISTRATIVE AID	\$33.92	\$4.41	\$3.83	\$42.16	\$9.50	\$4.34	\$47.75
OFFICE ASSISTANT	\$35.45	\$4.61	\$4.01	\$44.06	\$9.92	\$4.54	\$49.91
OFFICE CLERK SUPERVISOR, TYPING	\$33.02	\$4.29	\$3.73	\$41.04	\$9.24	\$4.23	\$46.49
OFFICE CLERK, TYPING	\$27.11	\$3.52	\$3.06	\$33.69	\$7.59	\$3.47	\$38.16
OFFICE PROCUREMENT ASSISTANT	\$35.36	\$4.60	\$4.00	\$43.95	\$9.90	\$4.53	\$49.78
OPERATING SYSTEMS ANALYST	\$63.86	\$8.30	\$7.22	\$79.37	\$17.88	\$8.17	\$89.91
PREDICTIVE DATA ANALYST	\$63.85	\$8.30	\$7.22	\$79.37	\$17.88	\$8.17	\$89.90
PRINCIPAL INFORMATION SYSTEMS ANALYST	\$80.51	\$10.47	\$9.10	\$100.07	\$22.54	\$10.30	\$113.35
PRINCIPAL NETWORK SYSTEMS ANALYST	\$80.51	\$10.47	\$9.10	\$100.07	\$22.54	\$10.30	\$113.35
PRINCIPAL OPERATING SYSTEMS ANALYST	\$82.73	\$10.75	\$9.35	\$102.83	\$23.16	\$10.59	\$116.48
PROGRAM ANALYST	\$65.93	\$8.57	\$7.45	\$81.94	\$18.46	\$8.44	\$92.82
PUBLIC HEALTH INVESTIGATOR	\$47.87	\$6.22	\$5.41	\$59.50	\$13.40	\$6.13	\$67.39
PUBLIC INFORMATION OFFICER	\$57.29	\$7.45	\$6.47	\$71.21	\$16.04	\$7.33	\$80.66
PUBLIC INFORMATION SPECIALIST	\$58.73	\$7.63	\$6.64	\$73.00	\$16.44	\$7.52	\$82.68
RADIATION PROTECTION SPECIALIST	\$59.89	\$7.79	\$6.77	\$74.44	\$16.77	\$7.67	\$84.33
RESEARCH ANALYST	\$49.05	\$6.38	\$5.54	\$60.97	\$13.73	\$6.28	\$69.06
RESEARCH ANALYST SUPERVISOR	\$62.61	\$8.14	\$7.07	\$77.82	\$17.53	\$8.01	\$88.15
RESEARCH ANALYST SUPERVISOR, BEHAVIOR SCI	\$62.61	\$8.14	\$7.07	\$77.82	\$17.53	\$8.01	\$88.15

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES
OVERTIME HOURLY RATE**

EXHIBIT B

Temporary Personnel Title	Overtime Hourly Rate	Up to 25 hours per week			40+ hour per week		
		Employee Benefits (13%)	Indirect Cost (Rate + EB) * 10%	Total	Employee Benefits (28%)	Indirect Cost (Rate + EB) * 10%	Total
SENIOR ADMINISTRATIVE ANALYST	\$86.06	\$11.19	\$9.72	\$106.97	\$24.10	\$11.02	\$121.17
SENIOR ADMINISTRATIVE ASSISTANT	\$49.67	\$6.46	\$5.61	\$61.73	\$13.91	\$6.36	\$69.93
SENIOR ANALYST	\$58.86	\$7.65	\$6.65	\$73.16	\$16.48	\$7.53	\$82.87
SENIOR APPLICATION DEVELOPER	\$67.41	\$8.76	\$7.62	\$83.79	\$18.87	\$8.63	\$94.91
SENIOR COMMUNITY WORKER	\$32.07	\$4.17	\$3.62	\$39.86	\$8.98	\$4.10	\$45.15
SENIOR DATA SCIENTIST	\$80.71	\$10.49	\$9.12	\$100.32	\$22.60	\$10.33	\$113.64
SENIOR ENVIRONMENTAL SPECIALIST	\$62.61	\$8.14	\$7.07	\$77.82	\$17.53	\$8.01	\$88.15
SENIOR HEALTH EDUCATOR	\$49.53	\$6.44	\$5.60	\$61.57	\$13.87	\$6.34	\$69.74
SENIOR INFORMATION SYSTEMS ANALYST	\$71.70	\$9.32	\$8.10	\$89.12	\$20.08	\$9.18	\$100.95
SENIOR IT AID	\$40.17	\$5.22	\$4.54	\$49.93	\$11.25	\$5.14	\$56.56
SENIOR IT TECHNICAL SUPPORT ANALYST	\$57.86	\$7.52	\$6.54	\$71.91	\$16.20	\$7.41	\$81.46
SENIOR MARKETING ANALYST	\$62.30	\$8.10	\$7.04	\$77.43	\$17.44	\$7.97	\$87.71
SENIOR NETWORK SYSTEMS ADMINISTRATOR	\$68.09	\$8.85	\$7.69	\$84.63	\$19.06	\$8.71	\$95.86
SENIOR OFFICE CLERK	\$29.81	\$3.87	\$3.37	\$37.05	\$8.35	\$3.82	\$41.97
SENIOR OFFICE CLERK, TYPIST	\$30.56	\$3.97	\$3.45	\$37.98	\$8.56	\$3.91	\$43.02
SENIOR OPERATING SYSTEMS ANALYST	\$73.31	\$9.53	\$8.28	\$91.12	\$20.53	\$9.38	\$103.21
SENIOR PROGRAM ANALYST	\$79.91	\$10.39	\$9.03	\$99.32	\$22.37	\$10.23	\$112.51
SENIOR RESEARCH ANALYST	\$62.76	\$8.16	\$7.09	\$78.01	\$17.57	\$8.03	\$88.37
SENIOR SYSTEMS SUPERVISOR	\$71.70	\$9.32	\$8.10	\$89.12	\$20.08	\$9.18	\$100.95
SENIOR TECHNOLOGY TECHNICAL SUPPORT	\$64.49	\$8.38	\$7.29	\$80.15	\$18.06	\$8.25	\$90.79
SENIOR WAREHOUSE WORKER	\$36.32	\$4.72	\$4.10	\$45.14	\$10.17	\$4.65	\$51.13
SPANISH MEDIA TRANSLATOR	\$56.31	\$7.32	\$6.36	\$69.99	\$15.77	\$7.21	\$79.28
SUPERVISING ENVIRONMENTAL SPECIALIST	\$52.17	\$6.78	\$5.89	\$64.84	\$14.61	\$6.68	\$73.45
SUPERVISING EPIDEMIOLOGIST	\$72.24	\$9.39	\$8.16	\$89.79	\$20.23	\$9.25	\$101.71
SUPERVISING PUBLIC HEALTH INVESTIGATOR	\$52.94	\$6.88	\$5.98	\$65.80	\$14.82	\$6.78	\$74.53
SYSTEMS ANALYST	\$54.81	\$7.13	\$6.19	\$68.13	\$15.35	\$7.02	\$77.17
TECHNOLOGY AID	\$34.17	\$4.44	\$3.86	\$42.47	\$9.57	\$4.37	\$48.11
TECHNOLOGY SECURITY SPECIALIST	\$80.51	\$10.47	\$9.10	\$100.07	\$22.54	\$10.30	\$113.35
TECHNOLOGY SPECIALIST	\$109.04	\$14.17	\$12.32	\$135.53	\$30.53	\$13.96	\$153.52
TECHNOLOGY SUPERVISOR	\$82.73	\$10.75	\$9.35	\$102.83	\$23.16	\$10.59	\$116.48
TECHNOLOGY TECHNICAL SUPPORT	\$51.90	\$6.75	\$5.86	\$64.51	\$14.53	\$6.64	\$73.08

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES
OVERTIME HOURLY RATE**

Temporary Personnel Title	Overtime Hourly Rate	Up to 25 hours per week			40+ hour per week		
		Employee Benefits (13%)	Indirect Cost (Rate + EB) * 10%	Total	Employee Benefits (28%)	Indirect Cost (Rate + EB) * 10%	Total
VIDEO PRODUCTION SPECIALIST	\$52.94	\$6.88	\$5.98	\$65.80	\$14.82	\$6.78	\$74.53
WAREHOUSE WORKER	\$34.43	\$4.48	\$3.89	\$42.79	\$9.64	\$4.41	\$48.47

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES
OVERTIME EMERGENCY RATE**

EXHIBIT B

Temporary Personnel Title	Overtime Emergency Rate	Up to 25 hours per week			40+ hour per week		
		Employee Benefits (13%)	Indirect Cost (Rate + EB) * 10%	Total	Employee Benefits (28%)	Indirect Cost (Rate + EB) * 10%	Total
ADMINISTRATIVE ANALYST	\$75.18	\$9.77	\$8.50	\$93.45	\$21.05	\$9.62	\$105.86
ADMINISTRATIVE ASSISTANT	\$50.93	\$6.62	\$5.76	\$63.31	\$14.26	\$6.52	\$71.71
APPLICATION DEVELOPER	\$77.45	\$10.07	\$8.75	\$96.26	\$21.68	\$9.91	\$109.04
APPLICATION DEVELOPER SUPERVISOR	\$104.88	\$13.63	\$11.85	\$130.37	\$29.37	\$13.42	\$147.67
AREA ADMINISTRATOR,PUBLIC HEALTH	\$86.11	\$11.19	\$9.73	\$107.03	\$24.11	\$11.02	\$121.24
ASSISTANT HEALTH ANALYST	\$67.62	\$8.79	\$7.64	\$84.05	\$18.93	\$8.66	\$95.21
CLINICAL LABORATORY SCIENTIST	\$67.62	\$8.79	\$7.64	\$84.05	\$18.93	\$8.66	\$95.21
COMMUNITY WORKER	\$32.16	\$4.18	\$3.63	\$39.98	\$9.00	\$4.12	\$45.28
CONTRACT PROGRAM ANALYST	\$61.58	\$8.01	\$6.96	\$76.55	\$17.24	\$7.88	\$86.71
CONTRACT PROGRAM MONITOR	\$62.65	\$8.14	\$7.08	\$77.88	\$17.54	\$8.02	\$88.21
DATA SCIENTIST	\$87.39	\$11.36	\$9.88	\$108.63	\$24.47	\$11.19	\$123.05
DATA SCIENTIST SUPERVISOR	\$111.83	\$14.54	\$12.64	\$139.00	\$31.31	\$14.31	\$157.45
DENTAL HYGENIST	\$55.79	\$7.25	\$6.30	\$69.35	\$15.62	\$7.14	\$78.56
DISASTER SERVICE ANALYST	\$67.29	\$8.75	\$7.60	\$83.65	\$18.84	\$8.61	\$94.75
DRIVER	\$30.19	\$3.92	\$3.41	\$37.52	\$8.45	\$3.86	\$42.50
ENVIRONMENTAL SPECIALIST	\$55.45	\$7.21	\$6.27	\$68.93	\$15.53	\$7.10	\$78.08
EPIDEMIOLOGIST	\$85.06	\$11.06	\$9.61	\$105.72	\$23.82	\$10.89	\$119.76
EPIDEMIOLOGY ANALYST	\$62.19	\$8.08	\$7.03	\$77.30	\$17.41	\$7.96	\$87.56
FIELD SAFETY ASSITANT	\$48.19	\$6.26	\$5.45	\$59.90	\$13.49	\$6.17	\$67.85
FIELD SAFETY INSPECTOR	\$56.70	\$7.37	\$6.41	\$70.48	\$15.88	\$7.26	\$79.83
GEOGRAPHIC INFORMATION SYSTEMS ANALYST	\$77.45	\$10.07	\$8.75	\$96.26	\$21.68	\$9.91	\$109.04
GRAPHIC ARTIST	\$45.36	\$5.90	\$5.13	\$56.38	\$12.70	\$5.81	\$63.86
HEAD, MEDIA SERVICES	\$73.00	\$9.49	\$8.25	\$90.73	\$20.44	\$9.34	\$102.78
HEALTH ANALYST	\$75.37	\$9.80	\$8.52	\$93.68	\$21.10	\$9.65	\$106.12
HEALTH EDUCATOR	\$54.89	\$7.14	\$6.20	\$68.22	\$15.37	\$7.03	\$77.28
HEALTH EDUCATOR ASSISTANT	\$41.01	\$5.33	\$4.63	\$50.97	\$11.48	\$5.25	\$57.74
INFECTION PREVENTIONIST	\$91.59	\$11.91	\$10.35	\$113.85	\$25.65	\$11.72	\$128.96

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES
OVERTIME EMERGENCY RATE**

EXHIBIT B

Temporary Personnel Title	Overtime Emergency Rate	Up to 25 hours per week			40+ hour per week		
		Employee Benefits (13%)	Indirect Cost (Rate + EB) * 10%	Total	Employee Benefits (28%)	Indirect Cost (Rate + EB) * 10%	Total
JUNIOR ADMINISTRATIVE ANALYST	\$69.31	\$9.01	\$7.83	\$86.15	\$19.41	\$8.87	\$97.59
JUNIOR ADMINISTRATIVE ASSISTANT	\$40.45	\$5.26	\$4.57	\$50.28	\$11.33	\$5.18	\$56.95
JUNIOR APPLICATION DEVELOPER	\$73.36	\$9.54	\$8.29	\$91.18	\$20.54	\$9.39	\$103.29
JUNIOR ENVIRONMENTAL SPECIALIST	\$40.44	\$5.26	\$4.57	\$50.27	\$11.32	\$5.18	\$56.94
JUNIOR OFFICE CLERK	\$30.66	\$3.99	\$3.46	\$38.11	\$8.58	\$3.92	\$43.17
JUNIOR PROGRAM ANALYST	\$67.62	\$8.79	\$7.64	\$84.05	\$18.93	\$8.66	\$95.21
JUNIOR RESEARCH ANALYST	\$47.48	\$6.17	\$5.36	\$59.01	\$13.29	\$6.08	\$66.85
JUNIOR SYSTEMS ANALYST	\$60.23	\$7.83	\$6.81	\$74.86	\$16.86	\$7.71	\$84.80
JUNIOR TECHNOLOGY SPECIALIST	\$124.35	\$16.17	\$14.05	\$154.56	\$34.82	\$15.92	\$175.08
JUNIOR TECHNOLOGY TECHNICAL SUPPORT	\$61.12	\$7.95	\$6.91	\$75.98	\$17.11	\$7.82	\$86.06
JUNIOR WAREHOUSE WORKER	\$35.30	\$4.59	\$3.99	\$43.88	\$9.89	\$4.52	\$49.71
LABORATORY ASSISTANT	\$29.68	\$3.86	\$3.35	\$36.89	\$8.31	\$3.80	\$41.79
MEDICAL TECHNOLOGIST, LAB INFORMATION SYSTEMS	\$92.50	\$12.02	\$10.45	\$114.98	\$25.90	\$11.84	\$130.24
NETWORK ADMINISTRATOR	\$80.17	\$10.42	\$9.06	\$99.65	\$22.45	\$10.26	\$112.88
OFFICE ACCOUNTANT	\$44.74	\$5.82	\$5.06	\$55.61	\$12.53	\$5.73	\$62.99
OFFICE ACCOUNTING OFFICER	\$63.74	\$8.29	\$7.20	\$79.23	\$17.85	\$8.16	\$89.75
OFFICE ACCOUNTING TECHNICIAN	\$41.11	\$5.34	\$4.64	\$51.09	\$11.51	\$5.26	\$57.88
OFFICE ADMINISTRATIVE AID	\$35.41	\$4.60	\$4.00	\$44.02	\$9.92	\$4.53	\$49.86
OFFICE ASSISTANT	\$40.50	\$5.27	\$4.58	\$50.35	\$11.34	\$5.18	\$57.03
OFFICE CLERK SUPERVISOR, TYPING	\$38.32	\$4.98	\$4.33	\$47.63	\$10.73	\$4.90	\$53.95
OFFICE CLERK, TYPING	\$31.41	\$4.08	\$3.55	\$39.05	\$8.80	\$4.02	\$44.23
OFFICE PROCUREMENT ASSISTANT	\$40.40	\$5.25	\$4.57	\$50.22	\$11.31	\$5.17	\$56.89
OPERATING SYSTEMS ANALYST	\$73.00	\$9.49	\$8.25	\$90.73	\$20.44	\$9.34	\$102.78
PREDICTIVE DATA ANALYST	\$83.81	\$10.89	\$9.47	\$104.17	\$23.47	\$10.73	\$118.00
PRINCIPAL INFORMATION SYSTEMS ANALYST	\$105.67	\$13.74	\$11.94	\$131.34	\$29.59	\$13.53	\$148.78
PRINCIPAL NETWORK SYSTEMS ANALYST	\$105.67	\$13.74	\$11.94	\$131.34	\$29.59	\$13.53	\$148.78
PRINCIPAL OPERATING SYSTEMS ANALYST	\$108.57	\$14.11	\$12.27	\$134.95	\$30.40	\$13.90	\$152.86

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES
OVERTIME EMERGENCY RATE**

EXHIBIT B

Temporary Personnel Title	Overtime Emergency Rate	Up to 25 hours per week			40+ hour per week		
		Employee Benefits (13%)	Indirect Cost (Rate + EB) * 10%	Total	Employee Benefits (28%)	Indirect Cost (Rate + EB) * 10%	Total
PROGRAM ANALYST	\$75.37	\$9.80	\$8.52	\$93.68	\$21.10	\$9.65	\$106.12
PUBLIC HEALTH INVESTIGATOR	\$53.05	\$6.90	\$5.99	\$65.94	\$14.85	\$6.79	\$74.69
PUBLIC INFORMATION OFFICER	\$65.49	\$8.51	\$7.40	\$81.41	\$18.34	\$8.38	\$92.21
PUBLIC INFORMATION SPECIALIST	\$67.13	\$8.73	\$7.59	\$83.44	\$18.80	\$8.59	\$94.52
RADIATION PROTECTION SPECIALIST	\$62.57	\$8.13	\$7.07	\$77.77	\$17.52	\$8.01	\$88.09
RESEARCH ANALYST	\$54.37	\$7.07	\$6.14	\$67.58	\$15.22	\$6.96	\$76.55
RESEARCH ANALYST SUPERVISOR	\$71.57	\$9.30	\$8.09	\$88.96	\$20.04	\$9.16	\$100.77
RESEARCH ANALYST SUPERVISOR, BEHAVIOR SCI	\$71.57	\$9.30	\$8.09	\$88.96	\$20.04	\$9.16	\$100.77
SENIOR ADMINISTRATIVE ANALYST	\$98.37	\$12.79	\$11.12	\$122.27	\$27.54	\$12.59	\$138.50
SENIOR ADMINISTRATIVE ASSISTANT	\$56.77	\$7.38	\$6.41	\$70.56	\$15.90	\$7.27	\$79.93
SENIOR ANALYST	\$77.26	\$10.04	\$8.73	\$96.03	\$21.63	\$9.89	\$108.78
SENIOR APPLICATION DEVELOPER	\$88.48	\$11.50	\$10.00	\$109.98	\$24.77	\$11.32	\$124.57
SENIOR COMMUNITY WORKER	\$39.04	\$5.07	\$4.41	\$48.52	\$10.93	\$5.00	\$54.96
SENIOR DATA SCIENTIST	\$105.93	\$13.77	\$11.97	\$131.67	\$29.66	\$13.56	\$149.14
SENIOR ENVIRONMENTAL SPECIALIST	\$71.57	\$9.30	\$8.09	\$88.96	\$20.04	\$9.16	\$100.77
SENIOR HEALTH EDUCATOR	\$56.63	\$7.36	\$6.40	\$70.39	\$15.86	\$7.25	\$79.73
SENIOR INFORMATION SYSTEMS ANALYST	\$94.11	\$12.23	\$10.63	\$116.97	\$26.35	\$12.05	\$132.50
SENIOR IT AID	\$52.72	\$6.85	\$5.96	\$65.53	\$14.76	\$6.75	\$74.23
SENIOR IT TECHNICAL SUPPORT ANALYST	\$75.93	\$9.87	\$8.58	\$94.38	\$21.26	\$9.72	\$106.91
SENIOR MARKETING ANALYST	\$71.22	\$9.26	\$8.05	\$88.52	\$19.94	\$9.12	\$100.28
SENIOR NETWORK SYSTEMS ADMINISTRATOR	\$89.35	\$11.62	\$10.10	\$111.07	\$25.02	\$11.44	\$125.81
SENIOR OFFICE CLERK	\$34.57	\$4.49	\$3.91	\$42.97	\$9.68	\$4.42	\$48.67
SENIOR OFFICE CLERK, TYPIST	\$35.43	\$4.61	\$4.00	\$44.03	\$9.92	\$4.53	\$49.88
SENIOR OPERATING SYSTEMS ANALYST	\$96.22	\$12.51	\$10.87	\$119.60	\$26.94	\$12.32	\$135.47
SENIOR PROGRAM ANALYST	\$91.36	\$11.88	\$10.32	\$113.55	\$25.58	\$11.69	\$128.63
SENIOR RESEARCH ANALYST	\$67.51	\$8.78	\$7.63	\$83.92	\$18.90	\$8.64	\$95.06
SENIOR SYSTEMS SUPERVISOR	\$94.11	\$12.23	\$10.63	\$116.97	\$26.35	\$12.05	\$132.50

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
AS-NEEDED TEMPORARY PERSONNEL SERVICES
OVERTIME EMERGENCY RATE**

EXHIBIT B

Temporary Personnel Title	Overtime Emergency Rate	Up to 25 hours per week			40+ hour per week		
		Employee Benefits (13%)	Indirect Cost (Rate + EB) * 10%	Total	Employee Benefits (28%)	Indirect Cost (Rate + EB) * 10%	Total
SENIOR TECHNOLOGY TECHNICAL SUPPORT	\$84.63	\$11.00	\$9.56	\$105.20	\$23.70	\$10.83	\$119.17
SENIOR WAREHOUSE WORKER	\$41.51	\$5.40	\$4.69	\$51.59	\$11.62	\$5.31	\$58.44
SPANISH MEDIA TRANSLATOR	\$64.37	\$8.37	\$7.27	\$80.01	\$18.02	\$8.24	\$90.64
SUPERVISING ENVIRONMENTAL SPECIALIST	\$59.64	\$7.75	\$6.74	\$74.13	\$16.70	\$7.63	\$83.97
SUPERVISING EPIDEMIOLOGIST	\$100.09	\$13.01	\$11.31	\$124.41	\$28.02	\$12.81	\$140.93
SUPERVISING PUBLIC HEALTH INVESTIGATOR	\$60.53	\$7.87	\$6.84	\$75.23	\$16.95	\$7.75	\$85.22
SYSTEMS ANALYST	\$62.65	\$8.14	\$7.08	\$77.88	\$17.54	\$8.02	\$88.21
TECHNOLOGY AID	\$44.81	\$5.82	\$5.06	\$55.69	\$12.55	\$5.74	\$63.09
TECHNOLOGY SECURITY SPECIALIST	\$105.67	\$13.74	\$11.94	\$131.34	\$29.59	\$13.53	\$148.78
TECHNOLOGY SPECIALIST	\$143.11	\$18.60	\$16.17	\$177.89	\$40.07	\$18.32	\$201.50
TECHNOLOGY SUPERVISOR	\$108.57	\$14.11	\$12.27	\$134.95	\$30.40	\$13.90	\$152.86
TECHNOLOGY TECHNICAL SUPPORT	\$68.13	\$8.86	\$7.70	\$84.69	\$19.08	\$8.72	\$95.93
VIDEO PRODUCTION SPECIALIST	\$60.53	\$7.87	\$6.84	\$75.23	\$16.95	\$7.75	\$85.22
WAREHOUSE WORKER	\$39.33	\$5.11	\$4.44	\$48.89	\$11.01	\$5.03	\$55.37

EXHIBIT C

AMERICAN RESCUE PLAN ACT REQUIREMENTS

The terms of this Exhibit shall apply to Contractor, and all of its subcontractors, agents, service providers, subrecipients (as defined in 2 CFR Section 200.93) at any tier, and any other entities or persons (excluding beneficiaries) receiving or being reimbursed under this Contract. Contractor shall include this Exhibit in all agreements executed for performance of the Contract. To the extent there are conflicts between this Exhibit and the Contract, this Exhibit shall prevail unless stated otherwise. Definitions can be found in the Contract or in 2 CFR Section 200.1 (Definitions) if not found in the Contract.

Contractors who receive funding under the American Rescue Plan ("ARP") Coronavirus State and Local Fiscal Recovery Fund ("ARP Funds" or "SLFRF") shall comply with all ARP applicable requirements of federal, State, and local laws, ordinances, executive orders, regulations, project and administrative requirements, policies and any other requirements and any other requirements including but not limited to current and subsequent Treasury rules, regulations, guidelines, and instructions, executive orders and other applicable laws (collectively "Treasury Laws and Regulations").

This Exhibit includes key provisions of the ARP Act set forth in 2 CFR Appendix II to Part 200 (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards), and in no means limits the Contractor's obligation to comply with all applicable requirements of federal, State, and local laws, ordinances, executive orders, regulations, program and administrative requirements, policies and any other requirements as they pertain to the performance of the Contract including Treasury Laws and Regulations.

1.0 Equal Employment Opportunity (41 CFR Part 60). During the performance of the Contract, Contractor agrees as follows:

- 1.1** Contractor shall comply with Executive Order 11246 of September 24, 1965, titled, Equal Employment Opportunity, later amended by Executive Order 11375 of October 13, 1967, and supplemented in the Department of Labor Guidelines (41 CFR Part 60), which require that during the performance of the Contract, Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated fairly during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause.

- 1.2 Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
 - 1.3 Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency of the Contractor's contracting officer, advising the labor union or worker's representative of the Contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 - 1.4 Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
 - 1.5 Contractor will furnish all information and reports required by the Executive Orders and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the County and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
 - 1.6 In the event that Contractor fails to comply with the non-discrimination clauses of the Contract or with any of such rules, regulations, or orders, the Contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in the Executive Orders and such other sanctions may be imposed and remedies invoked as provided in the Executive Orders or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
 - 1.7 Contractor will include the provisions of these paragraphs in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of the Executive Order No. 11246 of September 24, 1965, that such provisions shall be binding upon each subcontractor or vendor. Contractor will take such actions with respect to any subcontract or purchase order as the County may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, in the event that Contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the County, Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- 2.0 Davis-Bacon Act, as amended (40 U.S.C. 3141-3148).** As applicable, Contractor shall comply with the prevailing wage requirements of the Davis-Bacon Act as amended, and as supplemented by the Department of Labor Regulations (29 CFR Part 5).
- 3.0 Contract Work Hours, Accident Prevention, And Safety Standards Act (40 U.S.C. 3701-3708).** As applicable, Contractor shall comply with the contract work hours and safety standards act set forth in 40 U.S.C. 3701-3708.

Contractor shall also comply with all applicable federal, state, and local laws governing safety, health, and sanitation. Contractor shall provide all safeguard safety devices and

protective equipment and take any other needed actions, as its own responsibility, as reasonably necessary to protect the life and health of employees on the job, the safety of the public and personal and real property in connection with the performance of the Contract.

- 4.0 Rights To Inventions Made Under the CONTRACT (37 CFR Section 401).** As applicable, Contractor must comply with the requirements of 37 CFR Part 401, "rights to inventions made by nonprofit organizations and small business firms under government grants, contracts and cooperative agreements," and any implementing regulations issued by the County.
- 5.0 Clean Air Act (42 U.S.C. 7401-7671Q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387).** As applicable, Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act, as amended.
- 6.0 Debarment and Suspension (Executive Orders 12549 and 12689).** Contractor certifies that neither it nor any of its owners, officers, partners, directors, principals, or other Contractors is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Contractor shall include a contractual provision to this effect and of this substance in all of its subcontract agreements. Contractor shall immediately notify County in writing, during the term of the Contract, should it or any principals be suspended, debarred, ineligible, or excluded from securing federally funded contracts. Failure to comply with this provision shall constitute a material breach of this Contract upon which the County may immediately terminate or suspend the Contract. County may also pursue any additional, available remedies, including but not limited to, suspension and debarment.
- 7.0 Lobbying.**
- 7.1 Federal Lobbyist Requirements.** Contractor is prohibited from using Program Funds for the purpose of influencing or attempting to influence an officer or employee of any agency, a member of congress, officer or employee of congress, or an employee of a member of congress in connection with obtaining any federal contract, grant or any other award covered by the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractor must also disclose any lobbying with non-federal funds that takes place in connection with obtaining program funds. Should Contractor acting on behalf of the Contract fail to fully comply with the Federal Lobbyist Requirements, civil penalties may result.
- 7.2 County Lobbyist Requirements.** Contractor and each County lobbyist or County lobbyist firm, as defined in the Los Angeles County Code ("Code") Chapter 2.160, retained by Contractor, shall also fully comply with the requirements as set forth in said County Code.
- 7.3 Lobbying Certifications.** Contractor shall complete and submit Attachment 1, Certification Regarding Lobbying, to this Exhibit J. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. Section 1352. Any person who

fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

7.4 Failure to Comply. Failure on the Contractor's part to fully comply with said federal and County Lobbyist Requirements shall constitute a material breach of the Contract upon which the County may immediately terminate the Contract, and Contractor shall be liable for any and all damages incurred by the County and/or any federal agency as a result of such breach.

8.0 **Procurement of Recovered Materials (2 CFR Section 200.323)**. Contractor must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

9.0 **Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment (2 CFR Section 200.216)**. Contractor shall comply with 2 CFR Section 200.216 in regards to prohibition on certain telecommunications and video surveillance services or equipment.

10.0 **Domestic Preferences for Procurements (2 CFR Section 200.322)**. Contractor shall comply with 2 CFR Section 200.322 for work, services or products under the Contract.

11.0 **Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.)**. Contractor shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of or otherwise discriminating against a person on the basis of race, color, or national origin, as implemented by the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of the Contract. Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance.

EXHIBIT C
ATTACHMENT 1

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loan and cooperative agreements) and that all Contractors shall certify and disclose accordingly.

This Certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 31 USC § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature of Contractor's Authorized Official

Date

Name and Title of Contractor's Authorized Official

AMERICAN RESCUE PLAN ACT OF 2021

ADDITIONAL PROVISIONS

1.0 USE OF AMERICAN RESCUE PLAN (ARP) FUNDS

PROJECT FUNDS. Contractor shall be paid according to Exhibit B, Schedule of Rates, of this Contract to provide As Needed Temporary Personnel Services ("Services") pursuant to Exhibit A, Statement of Work and Exhibit B, Schedule of Rates, which are attached hereto and incorporated by reference, during the period that begins on March 3, 2021, and ends on December 31, 2026 ("Covered Period"), in accordance with the terms and conditions set forth in the Contract and Exhibit C, ARP Act Requirements, attached hereto and incorporated by reference. Project Funds for Services under the Contract must be incurred by December 31, 2024, and any payments under the Contract must be made by December 31, 2026.

1.1.1 Contractor shall invoice County only for the Services and other work specified in Exhibit A, Statement of Work and Attachment II, Service Request Form, in accordance with the ARP Act, Treasury regulations, guidelines, and instructions, and this Contract. Contractor's payments shall be as provided in Exhibit B, Schedule of Rates, and Contractor shall be paid only for work approved in writing by County. If County does not approve work in writing, no payment shall be due to Contractor for that work. Invoices must comply with any requirements imposed by Exhibit C, ARP Act Regulatory Requirements, including identification of any work using ARP Funds.

1.1.2 Contractor shall return Project Funds to County if County determines, in its sole discretion, any or all of the following occurs: Contractor has expended Project Funds not in accordance with this Contract and the ARP Act, including but not limited to, current and subsequent Treasury rules, regulations, guidelines, and instructions, executive orders and other applicable laws (collectively "Treasury Laws and Regulations").

1.1.3 Project Funds provided to Contractor are to be used to provide Services in response to the COVID-19 public health emergency or its negative economic impacts according to this Contract and incorporated Attachments and Exhibits and in accordance with Treasury Laws and Regulations.

1.2 EXPENDITURES. Project Funds expenditures made by Contractor in connection with this Contract shall be in strict compliance and conformity with Treasury Laws and Regulations. Project Funds expenditures incurred must be for activities responding to the COVID-19 public health emergency or its negative economic impacts.

1.3 ADMINISTRATION COSTS. Contractor agrees to refund any unused portion of the Project Funds, including any interest earned on the Project Funds, upon completion or termination of the Contract, less any administration costs. Such administrative costs shall be in conformance with applicable Treasury Laws and Regulations and related provisions of the Federal Uniform Guidance, including, but not limited to,

2 U.S. Code of Federal Regulations ("CFR") Section 200.414. Eligible indirect costs are based on:

1.3.1 The negotiated indirect cost rate ("NICRA") approved by its cognizant agency for the Fiscal Year application to this Contract; or,

1.3.2 If Contractor has never received a negotiated indirect cost rate from a Federal Agency, a de minimis rate of ten percent (10%) of Modified Total Direct Costs ("MTDC") as defined in 2 CFR Section 200.68.

1.4 SOURCE AND APPROPRIATION OF ARP FUNDS. County's obligation is payable only and solely from funds appropriated through Treasury, and for the purpose of the Contract. All ARP Funds appropriated by the Board and in the event the Board has not so appropriated, the Contract will automatically terminate for convenience per the Contract. County will endeavor to notify Contractor in writing within ten (10) days of receipt of the non-appropriation notice.

1.5 IMPROPER USE OF ARP FUNDS. Contractor shall only use Project Funds in accordance with the Contract and Contractor's improper use of Project Funds, as determined by CEO, or designee, shall constitute a material breach of contract upon which County, through its CEO, or designee, may cancel, terminate or suspend the Contract.

2.0 COMPLIANCE WITH LAWS

Contractor must comply with all applicable requirements of federal, State, and local laws, ordinances, executive orders, regulations, project and administrative requirements, policies and any other requirements as they pertain to the performance of the Contract and Treasury Laws and Regulations.

2.1 COUNTY LAWS. Contractor must comply with all applicable County laws and policies.

2.2 LAWS, REGULATIONS AND GUIDELINES. The Contract is subject to and incorporates the terms of the ARP Act; 2 CFR Part 25, Universal Identifier and System for Award Management; as well as, 2 CFR Part 170, Reporting Subaward and Executive Compensation Information; 2 CFR Part 200, General Provisions (Subpart B), Pre-Federal Award Requirements and Contents of Federal Awards (Subpart C), Post Federal; Award Requirements (Subpart D), Cost Principles (Subpart E), and Audit Requirements for Federal Awards (Subpart F); County Auditor-Controller Contract Accounting and Administration Handbook; and all amendments or successor laws, regulations, or guidelines thereto.

3.0 REPORTS AND AUDITS

3.1 In addition to paragraph 16 for the Contract titled "RECORD RETENTION AND AUDIT, the below paragraphs shall also apply to any Contract resulting from these Services.

3.2 Contractor must comply with new, amended, and revised laws, regulations and guidelines that apply to the performance of the Contract. Compliance with this Paragraph and any reporting or auditing requirements shall be at no additional cost

to County, unless authorized in writing. These requirements include, but are not limited to:

3.2.1 Contractor will keep and maintain all records and documents associated with the Services in order to support the requirements of the ARP Act to meet auditing standards of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, also known as the "Super Circular" or "Uniform Guidance," Subpart F – Audit Requirements. Catalog of Federal Domestic Assistance ("CFDA") number 21.027.

3.2.2 Compliance with the Single Audit Act (31 USC §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 CFR Section 200.303 regarding internal controls, Sections 200.330 through 200.332 regarding Contractor monitoring and management, Subpart F regarding audit requirements, and any administrative regulation or field memoranda implementing the Single Audit Act.

3.3 REPORTS. Contractor shall comply with all reporting requirements by the County, set forth in this Paragraph, Compliance and Reporting Guidance as issued and amended by Treasury, and Treasury Laws and Regulations. Contractor shall prepare and submit financial, project progress, monitoring, evaluation and any other reports as required by County. Contractor shall submit reports to County annually.

3.3.1 Contractor shall provide reports to County that shall: (i) identify the costs paid (and projected to be paid) for the Project Fund as of the date provided by County; (ii) demonstrate how Contractor expended the Project Funds consistent with the use requirements set forth in this Contract; (iii) identify the balance of Project Funds not expended; and, (iv) describe a plan for expenditure of unspent Project Funds on or before December 31, 2024.

3.3.2 At any time during the term of the Contract, County may, in its sole discretion, request that Contractor provide County with additional progress reports not otherwise identified in this Paragraph in the form specified by County, to ensure that Contractor is meeting the requirements of the Contract and in accordance with Treasury Laws and Regulations.

3.3.3 Contractor shall provide a certification, in a form provided by County, signed by the Contractor's authorized official, with each report required under this Paragraph that the statements contained in the report are true and that the expenditures described in the report comply with the uses permitted under the Contract.

3.3.4 Contractor shall maintain supporting documentation for the reports required by this Paragraph consistent with the requirements of the Contract.

1. A general ledger and subsidiary ledgers used to account for: (a) the receipt of Project Funds payments made; and, (b) the disbursements from such Project Funds payments to meet eligible expenses related to the public health emergency due to COVID-19;

2. Administrative costs incurred related to administration of the ARP Funds; and,
 3. Any other documents reasonably requested by County.
- 3.4** AUDITS. County will audit Contractor's use of Project Funds in accordance with County's policy and Treasury Laws and Regulations. County, or its designees, or the federal or State government each have the authority to audit, investigate, examine and make excerpts or transcripts from records, including all Contractor's invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by the Contract. Audits may also be conducted by federal, State, or local funding source agencies.
- 3.4.1 County, or its authorized representatives, shall, at all times during the term of this Agreement, and for a period of five (5) years thereafter, have access, for the purpose of audit or inspection, to any and all books, documents, papers, records, property, and premises of Contractor. Contractor's staff will cooperate fully with authorized auditors when they conduct audits and examinations of Contractor's use of Project Funds.
 - 3.4.2 A financial audit of Contractor's performance under the Contract shall be conducted at County's discretion. If indications of misappropriation or misapplication of the Project Funds of this Agreement cause County to require a special audit, the cost of the audit at the sole expense of Contractor.
- 3.5** Failure of Contractor to comply with the requirements of this Paragraph shall constitute a material breach of this Contract upon which County, through its CEO or designee, may cancel, terminate or suspend the Contract.
- 3.6** Upon an audit finding of misuse of funds, disallowed costs, or noncompliance with Treasury Laws and Regulations or the Contract, Contractor shall refund any misused Project Funds, disallowed costs, or Project Funds found to be out of compliance with Treasury Laws and Regulations or the Contract, including any interest earned.

4.0 MAINTENANCE OF RECORDS

- 4.1** MAINTENANCE OF RECORDS AND FINANCIAL DOCUMENTS. Contractor shall maintain records and financial documents in accordance with the laws, regulations and guidelines, and have sufficient evidence to demonstrate compliance with Treasury Laws and Regulations. Contractor shall ensure that its employees furnish such information and supporting documentation, which, in the judgment of County representatives, may be relevant to substantiate Contractor's use or expenditure of the Project Funds and Contractor's compliance with this Contract and Treasury Laws and Regulations. Contractor shall also comply, and shall ensure that its subcontractors comply, with the records retention and access requirements contained in Treasury Laws and Regulations. To the extent two applicable retention periods apply or overlap, Contractor shall maintain records in accordance with the longer period.

4.2 EXAMINATION OF RECORDS. In accordance with federal, State, or local law and pursuant to the Contract, at any time during normal business hours and as often as either County, its designees, or the federal or State government may deem necessary, Contractor must make available for examination all of its records and financial documents with respect to all matters covered by the Contract.

4.3 RECORDS RETENTION. Contractor shall maintain, and permit on-site inspections and access of such property, personnel, financial and other records and accounts as are considered necessary by County to assure proper accounting for the Project Funds allocated by County to Contractor during the term of the Contract and up to December 31, 2031 or for a period of seven (7) years after final payment is made using Project Funds, whichever date is later, in compliance with the Treasury Laws and Regulations on records retention, and any other applicable laws or regulations. To the extent two applicable retention periods apply or overlap, Contractor shall maintain records in accordance with the longer period.

5.0 PERMITS, LICENSES, APPROVALS AND LEGAL OBLIGATIONS

Contractor shall be responsible for obtaining any and all permits, licenses, and approvals required for performing any work under the Contract. Contractor shall be responsible for observing and complying with any applicable federal, State, or local laws, or rules or regulations affecting any such work. Contractor shall provide copies of permits, licenses, and approvals to County upon request.

6.0 INDEMNIFICATION

Contractor agrees to indemnify, defend (with counsel approved in writing by County), and hold County, its elected and appointed officials, officers, employees, representatives, and agents harmless from any claims, demands, costs, expenses, claims, suits or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the Contract. The provisions of this Paragraph shall survive the expiration or termination of the Contract.

7.0 TERMINATION.

7.1 TERMINATION FOR CONVENIENCE. County may terminate the Contract at any time upon ten (10) days' prior written notice to Contractor for any reason; provided, however, during this ten (10) day period Contractor shall use its reasonable efforts to conclude any Project Funds that are in process, complete any books and records relating to the services of Contractor relating to the Project Funds for the Contract. Contractor shall be entitled to any fees and reimbursement to which it was and is entitled to during such ten (10) day period.

7.2 TERMINATION FOR CAUSE.

In addition to Termination for Cause paragraph in the Master Agreement, the below paragraphs shall apply to any Contract resulting from this Services.

7.3 County may, by written notice to Contractor, terminate the whole or any part of the Contract, if, in the judgment of County: Contractor has materially breached the Contract; Contractor is not complying, or failed to comply, with the ARP Act, current, subsequent Treasury regulations, guidelines, and instructions, and any

other applicable laws and regulations; Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required under the Contract; or Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under the Contract, or of any obligations of the Contract and in any case fails to demonstrate convincing progress toward a cure within five (5) working days after receipt of written notice from County specifying such failure. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by Contractor under the Contract shall, at the option of County, become County's property, and Contractor may be entitled to receive just and equitable compensation for any work satisfactorily completed.

7.4 Termination of the Contract under this Paragraph shall not relieve the Parties of their reporting and auditing obligations and any other provisions set forth in the Contract and Treasury Laws and Regulations that survive the Contract termination.

8.0 ATTORNEY FEES

In any action or proceeding to enforce or interpret any provision of the Contract, each Party shall bear its own attorney's fees, costs, and expenses.

9.0 CONFLICT OF INTEREST/CONTRACTS PROHIBITED

9.1 Contractor, its agents and employees shall comply with all applicable federal, State, and local laws and regulations governing conflict of interest including, but not limited to, 2 CFR Part 200, Section 200.112 and 24 CFR Section 570.611. Contractor agrees to incorporate the language found in this Paragraph into any subcontract(s) using Project Funds and subject to compliance with conflict of interest federal, State, and local laws.

9.2 Contractor represents and warrants that no County employee whose position enables him/her to influence the award of the Contract, and no spouse or economic dependent of such employee, is or shall be employed in any capacity by Contractor, or shall have any direct or indirect financial interest in Contractor.

9.3 Contractor represents and warrants that it is aware of, and its authorized officers have read, the provisions of Los Angeles County Code Chapter 2.180 entitled "Contracting with Current or Former County Employees," and that execution of the Contract will not violate those provisions. Anyone who is a former employee of County at the time of execution of the Contract and who subsequently becomes affiliated with Contractor in any capacity shall not participate in the provision of services or performance provided under the Contract or share in the profits of Contractor earned for a period of one (1) year from the date he/she separated from County employment.

9.4 Contractor shall immediately notify County in writing any potential conflict of interest affecting the awarded funds in accordance with 2 CFR Section 200.112.

10.0 SUCCESSORS AND ASSIGNS

The Contract shall be binding on the Parties hereto and their respective successors and assigns; provided, however, that Contractor may not assign any of its rights or delegate any

of its duties hereunder to any party other than an affiliate of Contractor without the prior written consent of County.

11.0 SEVERABILITY

In the event that any provision herein contained is held to be invalid, void, or illegal by any court of competent jurisdiction, the same shall be deemed severable from the remainder of the Contract and shall in no way affect, impair or invalidate any other provision contained herein. If any such provision shall be deemed invalid due to its scope of breadth, such provision shall be deemed valid to the extent of the scope of breadth permitted by law.

12.0 INTERPRETATION

No provision of the Contract shall be interpreted for or against either Party because that Party or that Party's legal representative drafted such provision, but the Contract is to be construed as if both Parties drafted it hereto.

13.0 PROJECT INTEGRITY

Contractor shall maintain and implement practices to protect the integrity of the Services and the Project Funds, and Contractor shall immediately report any suspected or confirmed waste, fraud, or abuse of Project Funds under the Contract to County. Reportable activity includes but is not limited to: any material misrepresentation and/or falsification of applicant or eligibility information to secure benefits/awards under this As-Needed Temporary Personnel Services; any attempt to solicit or provide improper consideration, in any form, either directly or through an intermediary, to any County officer, public official, or agent to secure benefits, or favorable treatment or advantage in obtaining such benefits; any action designed to improperly influence any determination with respect to an award under the Contract, or information that anyone with decision making responsibility under the Contract has any financial interest in or receives any benefit from it. Such reports may also be made to County Fraud Hotline at (800) 544-6861 or online at <http://fraud.lacounty.gov>.

CONTRACTOR'S EEO CERTIFICATION

Contractor Name

Address

Internal Revenue Service Employer Identification Number

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"/> |

Authorized Official's Printed Name and Title

Authorized Official's Signature

Date

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR NAME _____ Contract No. _____

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract 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 contract.

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 my performance of work under the above-referenced contract. 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 as a condition of work to be provided by Contractor's Staff for the County.

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 contract 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, 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 contract. 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: _____

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT
(HIPAA)**

**BUSINESS ASSOCIATE AGREEMENT UNDER THE HEALTH INSURANCE
PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (“HIPAA”)**

County is a Covered Entity as defined by, and subject to the requirements and prohibitions of, the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (“HIPAA”), and regulations promulgated thereunder, including the Privacy, Security, Breach Notification, and Enforcement Rules at 45 Code of Federal Regulation (C.F.R.) Parts 160 and 164 (collectively, the “HIPAA Rules”).

Contractor performs or provides functions, activities or services to County that require Contractor in order to provide such functions, activities or services to create, access, receive, maintain, and/or transmit information that includes or that may include Protected Health Information as defined by the HIPAA Rules. As such, Contractor is a Business Associate, as defined by the HIPAA Rules, and is therefore subject to those provisions of the HIPAA Rules that are applicable to Business Associates.

The HIPAA Rules require a written agreement (“Business Associate Agreement”) between County and Contractor in order to mandate certain protections for the privacy and security of Protected Health Information, and these HIPAA Rules prohibit the disclosure to or use of Protected Health Information by Contractor if such an agreement is not in place.

This Business Associate Agreement and its provisions are intended to protect the privacy and provide for the security of Protected Health Information disclosed to or used by Contractor in compliance with the HIPAA Rules.

Therefore, the parties agree as follows:

1. DEFINITIONS

1.1 "Breach" has the same meaning as the term "breach" at 45 C.F.R. § 164.402.

1.2 "Business Associate" has the same meaning as the term "business associate" at C.F.R § 160.103. For the convenience of the parties, a "business associate" is a person or entity, other than a member of the workforce of covered entity, who performs functions or activities on behalf of, or provides certain services to a covered entity that involve access by the business associate to Protected Health Information. A "business associate" also is a subcontractor that creates, receives, maintains or transmits Protected Health Information on behalf of another business associate. And in reference to the party to this Business Associate Agreement "Business Associate" shall mean Contractor.

1.3 "Covered Entity" has the same meaning as the term "covered entity" at 45 CFR § 160.103, and in reference to the party to this Business Associate Agreement, "Covered Entity" shall mean County.

1.4 "Data Aggregation" has the same meaning as the term "data aggregation" at 45 C.F.R. § 164.501.

1.5 "De-identification" refers to the de-identification standard at 45 C.F.R. 164.514.

1.6 "Designated Record Set" has the same meaning as the term "designated record set" at 45 C.F.R. § 164.501.

1.7 "Disclose" and "Disclosure" mean, with respect to Protected Health Information the release, transfer, provision of access to, or divulging in any other manner of Protected Health Information outside Business Associate's internal operations or to other than its workforce. (See 45 C.F.R. § 160.103.)

1.8 "Electronic Health Record" means an electronic record of health-related information on and individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff. (See 42 U.S.C. § 17921.)

1.9 "Electronic Media" has the same meaning as the term "electronic media" at 45 C.F.R. § 160.103. For the convenience of the parties, electronic media means (1) Electronic storage material on which data is or may be recorded electronically, including, for example, devices in computers (hard drives) and any removable/transportable digital memory medium, such as magnetic tape or disk, optical disk, or digital memory card; (2) Transmission media used to exchange information already in electronic storage media. Transmission media include, for example, the Internet, extranet or intranet, leased lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic storage media. Certain transmissions, including of paper, via facsimile, and of voice, via telephone, are not considered to be transmissions via electronic media if the information being exchanged did not exist in electronic form immediately before the transmission.

1.10 "Electronic Protected Health Information" has the same meaning as the term "electronic protected health information" at 45 C.F.R. § 160.103, limited to Protected Health Information created or received by Business Associate from or on behalf of Covered Entity. For the convenience of the parties, Electronic Protected Health Information means Protected Health Information that is (i) transmitted by electronic media; (ii) maintained in electronic media.

1.11 "Health Care Operations" has the meaning as the term "health care operations" at 45 C.F.R. § 164.501.

1.12 "Individual" has the same meaning as the term "individual" at 45 C.F.R. § 160.103. For the convenience of the parties, Individual means the person who is the subject of Protected Health Information and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R § 164.502 (g).

1.13 "Law Enforcement Official" has the same meaning as the term "law enforcement official" at 45 C.F.R. § 164.103.

1.14 "Minimum Necessary" refers to the minimum necessary standard at 45 C.F.R. § 164.502 (b).

1.15 "Protected Health Information" has the same meaning as the term "protected health information" at 45 C.F.R. § 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity. For the convenience of the parties, Protected Health Information includes information that (i) relates to the past, present or future physical or mental health or condition of an Individual; the provision of health care to an Individual, or the past, present or future payment for the provision of health care to an Individual; (ii) identifies the Individual (or for which there is a reasonable basis for believing that the information can be used to identify the Individual); and (iii) is created, maintained, or transmitted by Business Associate from or on behalf of Covered Entity, and includes Protected Health Information that is made accessible to Business Associate by Covered Entity. "Protected Health Information" includes Electronic Protected Health Information.

1.16 "Required By Law" has the same meaning as the term "required by law" at 45 C.F.R. § 164.103.

1.17 "Secretary" has the same meaning as the term "secretary" at 45 C.F.R. § 160.103.

1.18 "Security Incident" has the same meaning as the term "security incident" at 45 C.F.R. § 164.304.

1.19 "Services" means, unless otherwise specified, those functions, activities, or services in the applicable underlying Agreement, Contract, Master Agreement, Work Order, or Purchase Order or other service arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate.

1.20 "Subcontractor" has the same meaning as the term "subcontractor" at 45 C.F.R. § 160.103.

1.21 "Unsecured Protected Health Information" has the same meaning as the term "unsecured protected health information" at 45 C.F.R. § 164.402.

1.22 "Use" or "Uses" means, with respect to Protected Health Information, the sharing, employment, application, utilization, examination or analysis of such Information within Business Associate's internal operations. (See 45 C.F.R. § 164.103.)

1.23 Terms used, but not otherwise defined in this Business Associate Agreement, have the same meaning as those terms in the HIPAA Rules.

2. PERMITTED AND REQUIRED USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

2.1 Business Associate may only Use and/or Disclose Protected Health Information as necessary to perform Services, and/or as necessary to comply with the obligations of this Business Associate Agreement.

2.2 Business Associate may Use Protected Health Information for de-identification of the information if de-identification of the information is required to provide Services.

2.3 Business Associate may Use or Disclose Protected Health Information as Required by Law.

2.4 Business Associate shall make Uses and Disclosures and requests for Protected Health Information consistent with the applicable Covered Entity's Minimum Necessary policies and procedures.

2.5 Business Associate may Use Protected Health Information as necessary for the proper management and administration of its business or to carry out its legal responsibilities.

2.6 Business Associate may Disclose Protected Health Information as necessary for the proper management and administration of its business or to carry out its legal responsibilities, provided the Disclosure is Required by Law or Business Associate obtains reasonable assurances from the person to whom the Protected Health Information is disclosed (i.e. the recipient) that it will be held confidentially and Used or further Disclosed only as Required by Law or for the purposes for which it was disclosed to the recipient and the recipient notifies Business Associate of any instances of which it is aware in which the confidentiality of the Protected Health Information has been breached.

2.7 Business Associate may provide Data Aggregation services relating to Covered Entity's Health Care Operations if such Data Aggregation services are necessary in order to provide Services.

3. PROHIBITED USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

3.1 Business Associate shall not Use or Disclose Protected Health Information other than as permitted or required by this Business Associate Agreement or as Required by Law.

3.2 Business Associate shall not Use or Disclose Protected Health Information in a manner that would violate Subpart E of 45 C.F.R. Part 164 if done by Covered Entity, except for the specific Uses and Disclosures set forth in Sub-Paragraph 2.5 and 2.6 above.

3.3 Business Associate shall not Use or Disclose Protected Health Information for de-identification of the information except as set forth in Sub-Paragraph 2.2 above.

4. OBLIGATIONS TO SAFEGUARD PROTECTED HEALTH INFORMATION

4.1 Business Associate shall implement, use, and maintain appropriate safeguards to prevent the Use or Disclosure of Protected Health Information other than as provided for by this Business Associate Agreement.

4.2 Business Associate shall comply with Subpart C of 45 C.F.R. Part 164 with respect to Electronic Protected Health Information, to prevent the Use or Disclosure of such information other than as provided for by this Business Associate Agreement.

5. REPORTING NON-PERMITTED USES OR DISCLOSURES, SECURITY INCIDENTS, AND BREACHES OF UNSECURED PROTECTED HEALTH INFORMATION

5.1 Business Associate shall report to Covered Entity any Use or Disclosure of Protected Health Information not permitted by this Business Associate Agreement, any Security Incident, and/ or any Breach of Unsecured Protected Health Information as further described in Sub-Paragraph 5.1.1, 5.1.2 and 5.1.3 below.

5.1.1 Business Associate shall report to Covered Entity any Use or Disclosure of Protected Health Information by Business Associate, its

employees, representatives, agents or Subcontractors not provided for by this Agreement of which Business Associate becomes aware.

5.1.2 Business Associate shall report to Covered Entity any Security Incident of which Business Associate becomes aware.

5.1.3 Business Associate shall report to Covered Entity any Breach by Business Associate, its employees, representatives, agents, workforce members, or Subcontractors of Unsecured Protected Health Information that is known to Business Associate or, by exercising reasonable diligence, would have been known to Business Associate. Business Associate shall be deemed to have knowledge of a Breach of Unsecured Protected Health Information if the Breach is known, or by exercising reasonable diligence would have been known, to any person, other than the person committing the Breach, who is an employee, officer, or other agent of Business Associate, including a Subcontractor, as determined in accordance with the federal common law of agency.

5.2 Except as provided in Sub-Paragraph 5.3, for any reporting required by Sub-Paragraph 5.1, Business Associate shall provide, to the extent available, all information required by, and within the time frames specified in, Sub-Paragraphs 5.2.1 and 5.2.2.

5.2.1 Business Associate shall make an immediate telephonic report upon discovery of the non-permitted Use or Disclosure of Protected Health Information, Security Incident or Breach of Unsecured Protected Health Information to **(562) 940-3335** that minimally includes:

- (a) A brief description of what happened, including the date of the non-permitted Use or Disclosure, Security Incident, or Breach and

the date of Discovery of the non-permitted Use or Disclosure, Security Incident, or Breach, if known;

(b) The number of Individuals whose Protected Health Information is involved;

(c) A description of the specific type of Protected Health Information involved in the non-permitted Use or Disclosure, Security Incident, or Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code or other types of information were involved);

(d) The name and contact information for a person highly knowledgeable of the facts and circumstances of the non-permitted Use or Disclosure of PHI, Security Incident, or Breach.

5.2.2. Business Associate shall make a written report without unreasonable delay and in no event later than three (3) business days from the date of discovery by Business Associate of the non-permitted Use or Disclosure of Protected Health Information, Security Incident, or Breach of Unsecured Protected Health Information and to the **HIPAA Compliance Officer at: Hall of Records, County of Los Angeles, Chief Executive Office, Risk Management Branch-Office of Privacy, 320 W. Temple Street, 7th Floor, Los Angeles, California 90012, PRIVACY@ceo.lacounty.gov**, that includes, to the extent possible:

(a) A brief description of what happened, including the date of the non-permitted Use or Disclosure, Security Incident, or Breach and the date of Discovery of the non-permitted Use or Disclosure, Security Incident, or Breach, if known;

(b) The number of Individuals whose Protected Health Information is involved;

(c) A description of the specific type of Protected Health Information involved in the non-permitted Use or Disclosure, Security Incident, or Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code or other types of information were involved);

(d) The identification of each Individual whose Unsecured Protected Health Information has been, or is reasonably believed by Business Associate to have been, accessed, acquired, Used, or Disclosed;

(e) Any other information necessary to conduct an assessment of whether notification to the Individual(s) under 45 C.F.R. § 164.404 is required;

(f) Any steps Business Associate believes that the Individual(s) could take to protect him or herself from potential harm from the non-permitted Use or Disclosure, Security Incident, or Breach;

(g) A brief description of what Business Associate is doing to investigate, to mitigate harm to the Individual(s), and to protect against any further similar occurrences; and

(h) The name and contact information for a person highly knowledgeable of the facts and circumstances of the non-permitted Use or Disclosure of PHI, Security Incident, or Breach.

5.2.3 If Business Associate is not able to provide the information specified in Sub-paragraphs 5.2.1 or 5.2.2 at the time of the required report,

Business Associate shall provide such information promptly thereafter as such information becomes available.

5.3 Business Associate may delay the notification required by Sub-paragraph 5.1.3, if a law enforcement official states to Business Associate that notification would impede a criminal investigation or cause damage to national security.

5.3.1 If the law enforcement official's statement is in writing and specifies the time for which a delay is required, Business Associate shall delay its reporting and/or notification obligation(s) for the time period specified by the official.

5.3.2 If the statement is made orally, Business Associate shall document the statement, including the identity of the official making the statement, and delay its reporting and/or notification obligation(s) temporarily and no longer than 30 days from the date of the oral statement, unless a written statement as described in Sub-paragraph 5.3.1 is submitted during that time.

6. WRITTEN ASSURANCES OF SUBCONTRACTORS

6.1 In accordance with 45 C.F.R. § 164.502 (e)(1)(ii) and § 164.308 (b)(2), if applicable, Business Associate shall ensure that any Subcontractor that creates, receives, maintains, or transmits Protected Health Information on behalf of Business Associate is made aware of its status as a Business Associate with respect to such information and that Subcontractor agrees in writing to the same restrictions, conditions, and requirements that apply to Business Associate with respect to such information.

6.2 Business Associate shall take reasonable steps to cure any material breach or violation by Subcontractor of the agreement required by Sub-paragraph 6.1.

6.3 If the steps required by Sub-paragraph 6.2 do not cure the breach or end the violation, Contractor shall terminate, if feasible, any arrangement with Subcontractor by which Subcontractor creates, receives, maintains, or transmits Protected Health Information on behalf of Business Associate.

6.4 If neither cure nor termination as set forth in Sub-paragraphs 6.2 and 6.3 is feasible, Business Associate shall immediately notify County.

6.5 Without limiting the requirements of Sub-paragraph 6.1, the agreement required by Sub-paragraph 6.1 (Subcontractor Business Associate Agreement) shall require Subcontractor to contemporaneously notify Covered Entity in the event of a Breach of Unsecured Protected Health Information.

6.6 Without limiting the requirements of Sub-paragraph 6.1, agreement required by Sub-paragraph 6.1 (Subcontractor Business Associate Agreement) shall include a provision requiring Subcontractor to destroy, or in the alternative to return to Business Associate, any Protected Health Information created, received, maintained, or transmitted by Subcontractor on behalf of Business Associate so as to enable Business Associate to comply with the provisions of Sub-paragraph 18.4.

6.7 Business Associate shall provide to Covered Entity, at Covered Entity's request, a copy of any and all Subcontractor Business Associate Agreements required by Sub-paragraph 6.1.

6.8 Sub-paragraphs 6.1 and 6.7 are not intended by the parties to limit in any way the scope of Business Associate's obligations related to Subcontracts or Subcontracting in the applicable underlying Agreement, Contract, Master

Agreement, Work Order, Purchase Order, or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate.

7. ACCESS TO PROTECTED HEALTH INFORMATION

7.1 To the extent Covered Entity determines that Protected Health Information is maintained by Business Associate or its agents or Subcontractors in a Designated Record Set, Business Associate shall, within two (2) business days after receipt of a request from Covered Entity, make the Protected Health Information specified by Covered Entity available to the Individual(s) identified by Covered Entity as being entitled to access and shall provide such Individuals(s) or other person(s) designated by Covered Entity with a copy the specified Protected Health Information, in order for Covered Entity to meet the requirements of 45 C.F.R. § 164.524.

7.2 If any Individual requests access to Protected Health Information directly from Business Associate or its agents or Subcontractors, Business Associate shall notify Covered Entity in writing within two (2) days of the receipt of the request. Whether access shall be provided or denied shall be determined by Covered Entity.

7.3 To the extent that Business Associate maintains Protected Health Information that is subject to access as set forth above in one or more Designated Record Sets electronically and if the Individual requests an electronic copy of such information, Business Associate shall provide the Individual with access to the Protected Health Information in the electronic form and format requested by the Individual, if it is readily producible in such form and format; or, if not, in a readable electronic form and format as agreed to by Covered Entity and the Individual.

8. AMENDED OF PROTECTED HEALTH INFORMATION

8.1 To the extent Covered Entity determines that any Protected Health Information is maintained by Business Associate or its agents or Subcontractors in a Designated Record Set, Business Associate shall, within ten (10) business days after receipt of a written request from Covered Entity, make any amendments to such Protected Health Information that are requested by Covered Entity, in order for Covered Entity to meet the requirements of 45 C.F.R. § 164.526.

8.2 If any Individual requests an amendment to Protected Health Information directly from Business Associate or its agents or Subcontractors, Business Associate shall notify Covered Entity in writing within five (5) days of the receipt of the request. Whether an amendment shall be granted or denied shall be determined by Covered Entity.

9. ACCOUNTING OF DISCLOSURES OF PROTECTED HEALTH INFORMATION

9.1 Business Associate shall maintain an accounting of each Disclosure of Protected Health Information made by Business Associate or its employees, agents, representatives or Subcontractors, as is determined by Covered Entity to be necessary in order to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528.

9.1.1 Any accounting of disclosures provided by Business Associate under Sub-paragraph 9.1 shall include:

- (a) The date of the Disclosure;
- (b) The name, and address if known, of the entity or person who received the Protected Health Information;

(c) A brief description of the Protected Health Information Disclosed; and

(d) A brief statement of the purpose of the Disclosure.

9.1.2 For each Disclosure that could require an accounting under Sub-paragraph 9.1, Business Associate shall document the information specified in Sub-paragraph 9.1.1, and shall maintain the information for six (6) years from the date of the Disclosure.

9.2 Business Associate shall provide to Covered Entity, within ten (10) business days after receipt of a written request from Covered Entity, information collected in accordance with Sub-paragraph 9.1.1 to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528.

9.3 If any Individual requests an accounting of disclosures directly from Business Associate or its agents or Subcontractors, Business Associate shall notify Covered Entity in writing within five (5) days of the receipt of the request, and shall provide the requested accounting of disclosures to the Individual(s) within 30 days. The information provided in the accounting shall be in accordance with 45 C.F.R. § 164.528.

10. COMPLIANCE WITH APPLICABLE HIPAA RULES

10.1 To the extent Business Associate is to carry out one or more of Covered Entity's obligation(s) under Subpart E of 45 C.F.R. Part 164, Business Associate shall comply with the requirements of Subpart E that apply to Covered Entity's performance of such obligation(s).

10.2 Business Associate shall comply with all HIPAA Rules applicable to Business Associate in the performance of Services.

11. AVAILABILITY OF RECORDS

11.1 Business Associate shall make its internal practices, books, and records relating to the Use and Disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of Covered Entity available to the Secretary for purposes of determining Covered Entity's compliance with the Privacy and Security Regulations.

11.2 Unless prohibited by the Secretary, Business Associate shall immediately notify Covered Entity of any requests made by the Secretary and provide Covered Entity with copies of any documents produced in response to such request.

12. MITIGATION OF HARMFUL EFFECTS

Business Associate shall mitigate, to the extent practicable, any harmful effect of a Use or Disclosure of Protected Health Information by Business Associate in violation of the requirements of this Business Associate Agreement that is known to Business Associate.

13. BREACH NOTIFICATION TO INDIVIDUALS

13.1 Business Associate shall, to the extent Covered Entity determines that there has been a Breach of Unsecured Protected Health Information by Business Associate, its employees, representatives, agents or Subcontractors, provide breach notification to the Individual in a manner that permits Covered Entity to comply with its obligations under 45 C.F.R. § 164.404.

13.1.1 Business Associate shall notify, subject to the review and approval of Covered Entity, each Individual whose Unsecured Protected Health Information has been, or is reasonably believed to have been, accessed, acquired, Used, or Disclosed as a result of any such Breach.

13.1.2 The notification provided by Business Associate shall be written in plain language, shall be subject to review and approval by Covered Entity, and shall include, to the extent possible:

(a) A brief description of what happened, including the date of the Breach and the date of the Discovery of the Breach, if known;

(b) A description of the types of Unsecured Protected Health Information that were involved in the Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code, or other types of information were involved);

(c) Any steps the Individual should take to protect him or herself from potential harm resulting from the Breach;

(d) A brief description of what Business Associate is doing to investigate the Breach, to mitigate harm to Individual(s), and to protect against any further Breaches; and

(e) Contact procedures for Individual(s) to ask questions or learn additional information, which shall include a toll-free telephone number, an e-mail address, Web site, or postal address.

13.2 Covered Entity, in its sole discretion, may elect to provide the notification required by Sub-paragraph 13.1 and/or to establish the contact procedures described in Sub-paragraph 13.1.2.

13.3 Business Associate shall reimburse Covered Entity any and all costs incurred by Covered Entity, in complying with Subpart D of 45 C.F.R. Part 164, including but not limited to costs of notification, internet posting, or media publication, as a result of Business Associate's Breach of Unsecured Protected

Health Information; Covered Entity shall not be responsible for any costs incurred by Business Associate in providing the notification required by Sub-paragraph 13.1 or in establishing the contact procedures required by Sub-paragraph 13.1.2.

14. INDEMNIFICATION

14.1 Business Associate shall indemnify, defend, and hold harmless Covered Entity, its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, expenses (including attorney and expert witness fees), and penalties and/or fines (including regulatory penalties and/or fines), arising from or connected with Business Associate's acts and/or omissions arising from and/or relating to this Business Associate Agreement, including, but not limited to, compliance and/or enforcement actions and/or activities, whether formal or informal, by the Secretary or by the Attorney General of the State of California.

14.2 Sub-paragraph 14.1 is not intended by the parties to limit in any way the scope of Business Associate's obligations related to Insurance and/or Indemnification in the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order, or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate.

15. OBLIGATIONS OF A COVERED ENTITY

15.1 Covered Entity shall notify Business Associate of any current or future restrictions or limitations on the Use or Disclosure of Protected Health Information that would affect Business Associate's performance of the Services, and Business Associate shall thereafter restrict or limit its own Uses and Disclosures accordingly.

15.2 Covered Entity shall not request Business Associate to Use or Disclose Protected Health Information in any manner that would not be permissible under

Subpart E of 45 C.F.R. Part 164 if done by Covered Entity, except to the extent that Business Associate may Use or Disclose Protected Health Information as provided in Sub-paragraphs 2.3, 2.5, and 2.6.

16. TERM

16.1 Unless sooner terminated as set forth in Sub-paragraph 17, the term of this Business Associate Agreement shall be the same as the term of the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order, or other service arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate.

16.2 Notwithstanding Sub-paragraph 16.1, Business Associate's obligations under Sub-paragraphs 4.1, 4.2, 5.1, 5.2, 6.1, and 9.1, 10.1, 11.1, 11.2, and 18.1 to 18.4 shall survive the termination or expiration of this Business Associate Agreement.

17. TERMINATION FOR CAUSE

17.1 In addition to and notwithstanding the termination provisions set forth in the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order, or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate, if either party determines that the other party has violated a material term of this Business Associate Agreement, and the breaching party has not cured the breach or ended the violation within the time specified by the non-breaching party, which shall be reasonable given the nature of the breach and/or violation, the non-breaching party may terminate this Business Associate Agreement.

17.2 In addition to and notwithstanding the termination provisions set forth in the applicable underlying Agreement, Contract, Master Agreement, Work Order,

Purchase Order, or services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate, if either party determines that the other party has violated a material term of this Business Associate Agreement, and cure is not feasible, the non-breaching party may terminate this Business Associate Agreement immediately.

18. DEPOSITION OF PROTECTED HEALTH INFORMATION UPON
TERMINATION OR EXPIRATION

18.1 Except as provided in Sub-paragraph 18.3, upon termination for any reason or expiration of this Business Associate Agreement, Business Associate shall return or, if agreed to by Covered entity, shall destroy as provided for in sub-paragraph 18.2, all Protected Health Information received from Covered Entity, or created, maintained, or received by Business Associate on behalf of Covered Entity, that Business Associate, including any Subcontractor, still maintains in any form. Business Associate shall retain no copies of the Protected Health Information.

18.2 Destruction for purposes of sub-paragraph 18.2 and sub-paragraph 6.1.2 shall mean that media on which the Protected Health Information is stored or recorded has been destroyed and/or electronic media have been cleared, purged, or destroyed in accordance with the use of a technology or methodology specified by the Secretary in guidance for rendering Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals.

18.3 Notwithstanding Sub-paragraph 18.1, in the event return or destruction of Protected Health Information is not feasible or Business Associate determines that any such Protected Health Information is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities, Business Associate may retain that Protected Health

Information for which destruction or return is feasible or that Protected Health Information which is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities and shall return or destroy all other Protected Health Information.

18.3.1 Business Associate shall extend the protections of this Business Associate Agreement to such Protected Health Information, including continuing to use appropriate safeguards and continuing to comply with Subpart C of 45 C.F.R Part 164 with respect to Electronic Protected Health Information, to prevent the Use or Disclosure of such information other than as provided for in Sub-paragraphs 2.5 and 2.6 for so long as such Protected Health Information is retained, and Business Associate shall not Use or Disclose such Protected Health Information other than for the purposes for which such Protected Health Information was retained.

18.3.2 Business Associate shall return or, if agreed to by Covered entity, destroy the Protected Health Information retained by Business Associate when it is no longer needed by Business Associate for Business Associate's proper management and administration or to carry out its legal responsibilities.

18.4 Business Associate shall ensure that all Protected Health Information created, maintained, or received by Subcontractors is returned or, if agreed to by Covered entity, destroyed as provided for in Sub-paragraph 18.2.

19. AUDIT, INSPECTION, AND EXAMINATION

19.1 Covered Entity reserves the right to conduct a reasonable inspection of the facilities, systems, information systems, books, records, agreements, and policies and procedures relating to the Use or Disclosure of Protected Health

Information for the purpose determining whether Business Associate is in compliance with the terms of this Business Associate Agreement and any non-compliance may be a basis for termination of this Business Associate Agreement and the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate, as provided for in Paragraph 17.

19.2 Covered Entity and Business Associate shall mutually agree in advance upon the scope, timing, and location of any such inspection.

19.3 At Business Associate's request, and to the extent permitted by law, Covered Entity shall execute a nondisclosure agreement, upon terms and conditions mutually agreed to by the parties.

19.4 That Covered Entity inspects, fails to inspect, or has the right to inspect as provided for in Sub-paragraph 19.1 does not relieve Business Associate of its responsibility to comply with this Business Associate Agreement and/or the HIPAA Rules or impose on Covered Entity any responsibility for Business Associate's compliance with any applicable HIPAA Rules.

19.5 Covered Entity's failure to detect, its detection but failure to notify Business Associate, or its detection but failure to require remediation by Business Associate of an unsatisfactory practice by Business Associate, shall not constitute acceptance of such practice or a waiver of Covered Entity's enforcement rights under this Business Associate Agreement or the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate.

19.6 Sub-paragraph 19.1 is not intended by the parties to limit in any way the scope of Business Associate's obligations related to Inspection and/or Audit and/or similar review in the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order, or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate.

20. MISCELLANEOUS PROVISIONS

20.1 Disclaimer. Covered Entity makes no warranty or representation that compliance by Business Associate with the terms and conditions of this Business Associate Agreement will be adequate or satisfactory to meet the business needs or legal obligations of Business Associate.

20.2 HIPAA Requirements. The Parties agree that the provisions under HIPAA Rules that are required by law to be incorporated into this Amendment are hereby incorporated into this Agreement.

20.3 No Third Party Beneficiaries. Nothing in this Business Associate Agreement shall confer upon any person other than the parties and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.

20.4 Construction. In the event that a provision of this Business Associate Agreement is contrary to a provision of the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order, or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate, the provision of this Business Associate Agreement shall control. Otherwise, this Business Associate Agreement shall be construed under, and in accordance with, the terms of the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order or other services arrangement,

with or without payment, that gives rise to Contractor's status as a Business Associate.

20.5 Regulatory References. A reference in this Business Associate Agreement to a section in the HIPAA Rules means the section as in effect or as amended.

20.6 Interpretation. Any ambiguity in this Business Associate Agreement shall be resolved in favor of a meaning that permits the parties to comply with the HIPAA Rules.

20.7 Amendment. The parties agree to take such action as is necessary to amend this Business Associate Agreement from time to time as is necessary for Covered Entity or Business Associate to comply with the requirements of the HIPAA Rules and any other privacy laws governing Protected Health Information.

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
 - 8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
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- 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)

COUNTY'S ADMINISTRATION

CONTRACTOR'S NAME: _____

COUNTY'S PROJECT DIRECTOR:

Name: Karen Buehler
Title: Director, Contracts and Grants
Address: 5555 Ferguson Drive
2nd Floor, Suite 210
Commerce, CA 90022
Telephone: (323) 659-6266
E-Mail Address: kbuehler@ph.lacounty.gov

COUNTY'S PROJECT MANAGER:

Name: Will be designated for each project.
Title: _____
Address: _____

Phone: _____
E-mail: _____

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME: _____

CONTRACT NO.: _____

CONTRACTOR'S PROJECT MANAGER:

Name: _____

Title: _____

Address: _____

Telephone: _____

E-Mail Address: _____

CONTRACTOR'S AUTHORIZED OFFICIALS:

Name: _____

Title: _____

Address: _____

Phone: _____

E-mail: _____

Name: _____

Title: _____

Address: _____

Phone: _____

E-mail: _____

Notices to Contractor shall be sent to the following:

Name: _____

Title: _____

Address: _____

Phone: _____

E-mail: _____

Certification of Compliance

The purpose of this Certification of Compliance is to permit the County to oversee, monitor, confirm, and audit Contractor's compliance with Urgency Ordinance, County Code Title 2 – Administration, Division 4 – Miscellaneous – Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel) (the "Ordinance"). Contractor shall submit the information requested in this Certification of Compliance in accordance with Sections 2.212.060 and 2.212.090(A) of the Ordinance.

I, _____, on behalf of _____, (the "Subrecipient"), certify that on County Contract _____

____ All Contractor Personnel on this Contract are fully vaccinated as required by the Ordinance.

____ Most Contractor Personnel on this Contract are fully vaccinated as required by the Ordinance. The Contractor or its employer of record, has granted a valid medical or religious exemption to the below identified Contractor Personnel. Contractor will certify weekly that the following unvaccinated Contractor Personnel have tested negative within 72 hours of starting their work week under the County Contract, unless the contracting County department requires otherwise. The Contractor Personnel who have been granted a valid medical or religious exemption are [LIST ALL CONTRACTOR PERSONNEL]:

I have authority to bind the Contractor and have reviewed the requirements above and further certify that I will comply with said requirements.

Signature

Date

Title

Company/Contractor Name