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June 19, 2018

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

32 June 19, 2018

CELIA ZAVALA
ACTING EXECUTIVE OFFICER



BOARD OF SUPERVISORS

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The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL TO EXECUTE CONTRACTS FOR TRAUMA PREVENTION INITIATIVE: STREET
OUTREACH AND COMMUNITY VIOLENCE INTERVENTION SERVICES IN SOUTH LOS
ANGELES EFFECTIVE UPON BOARD APPROVAL THROUGH MARCH 31, 2022 OR JULY 1,
2018 THROUGH JUNE 30, 2022
(SECOND SUPERVISORIAL DISTRICT) (3 VOTES)**

SUBJECT

Request approval to execute four (4) Trauma Prevention Initiative: Street Outreach and Community Violence Intervention Services contracts to support the Department of Public Health's implementation of the Trauma Prevention Initiative in South Los Angeles.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize and instruct the Director of the Department of Public Health (DPH), or her designee, to execute a contract, substantially similar to Exhibit I, with Southern California Crossroads and with Soledad Enrichment Action, Inc., selected under a competitive solicitation process for the provision of Trauma Prevention Initiative (TPI): Street Outreach and Community Violence Intervention (SOCVI) Services in the communities of Willowbrook and Westmont West Athens, respectively, effective upon Board approval through March 31, 2021, for a total maximum obligation of \$450,000 per contract, as detailed in Attachment A, 100 percent offset by Measure B funds.
2. Authorize and instruct the Director of DPH, or her designee, to execute a contract, substantially similar to Exhibit I, with Inner-City Visions and with Southern California Crossroads selected under a competitive solicitation process for the provision of TPI:SOCVI Services in the communities of Florence-Firestone and Unincorporated Compton, respectively, effective upon July 1, 2018 through June 30, 2021, for a total maximum obligation of \$450,000 per contract, as detailed in Attachment A,

100 percent offset by Measure B funds.

3. Delegate authority to the Director of DPH, or her designee, to execute amendments to the contracts referenced above that extend the term for one (1) year; adjust the term of the contracts six (6) months; allow the rollover of unspent contract funds; and/or provide an increase or decrease in funding up to 10 percent above or below the term's annual base maximum obligation, effective upon amendment execution, or at the beginning of the applicable contract term, and make corresponding service adjustments, as necessary, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office (CEO).

4. Delegate authority to the Director of DPH, or her designee, to execute change notices to the contracts that authorize modifications to or within budget categories, within each budget, and corresponding service adjustments, as necessary; changes to hours of operation and/or service locations; and/or corrections of errors in the contract's terms and conditions.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of Recommendations 1 and 2 will enable DPH to execute four (4) contracts with qualified agencies to support DPH's implementation of TPI:SOCVI Services in four (4) unincorporated communities in South Los Angeles with disproportionately high levels of violence. The four (4) unincorporated communities are: Willowbrook, Westmont West Athens, Florence-Firestone, and Unincorporated Compton.

TPI was established in December 2015 as a partnership between DPH and the County of Los Angeles (County) Department of Health Services' Emergency Medical Services, as well as many other County and community partners. The goal of TPI is to reduce trauma center hospital visits and deaths throughout the County, with an initial focus on reducing the high rates of violence in South Los Angeles. TPI is currently a strategic priority of the County Health Agency. It offers an opportunity to align resources across several health organizations and community partners in high needs neighborhoods.

The initial target communities of TPI were selected using a criteria-based assessment that considered crime rates and Emergency Department (ED) visits due to assault. Unincorporated communities in South Los Angeles identified through this data-driven process as being most in need were Westmont West Athens, Willowbrook, Florence-Firestone, and unincorporated Compton. ED visits for assault were among the highest in these communities; the regional ED visit rate was 132 per 100,000, as compared to 42 per 100,000 for the rest of the County.

Under the recommended contracts, the selected agencies will implement SOCVI Services strategies to reduce the disproportionately high incidence of violence-related trauma hospital visits, injuries, and deaths in (geographic) hot spot areas across the County, initially focused in South Los Angeles. The agencies will work in collaboration to advance the following goals: 1) decrease the number of visits and repeat visits to trauma centers for violence-related injuries; 2) increase access to health and social services to those at risk for violence; and 3) increase community mobilization, civic engagement, participation in community programs and events such as Parks After Dark, unity walks, and task forces that help to improve social cohesion.

SOCVI Services will be provided in the communities in two (2) phases to coordinate with DPH's phased approach to community engagement. During Phase I, the agencies in Recommendation 1 will provide services in the communities of Willowbrook and Westmont West Athens. During Phase II,

the agencies in Recommendation 2 will provide services in Florence-Firestone and Unincorporated Compton.

Approval of Recommendation 3 will allow DPH to execute amendments to extend the term of the contracts for one year, contingent upon the availability of funding and contractor performance; adjust the term of the contracts; rollover unspent funds; and/or increase or decrease funding up to 10 percent above or below the annual base maximum obligation, effective upon amendment execution, or at the beginning of the applicable contract term, and make corresponding service adjustments, as necessary. This recommended action will enable DPH to amend the contract to adjust the term for a period of up to six (6) months beyond the expiration date. Such amendments will only be executed if and when there is an unanticipated extension of the term of the applicable grant funding to allow additional time to complete services and utilize grant funding. This authority is being requested to enhance DPH's efforts to expeditiously maximize revenue, consistent with Board Policy 4.070: Full Utilization of Grant funds.

Recommendation 3 will also enable DPH to amend the contract to allow for the provision of additional units of funded services that are above the service level identified in the current contract and/or the inclusion of unreimbursed eligible costs, based on the availability of funds and funder approval. While the County is under no obligation to pay a contractor beyond what is identified in the original executed contract, the County may determine that the Contractor has provided evidence of eligible costs for qualifying contracted services and that it is in the County's best interest to increase the maximum contract obligation as a result of receipt of additional funds or a determination that funds should be reallocated. This recommendation has no impact on net County cost.

Approval of Recommendation 4 will allow DPH to execute change notices to the contracts that authorize modifications to or within budget categories within each budget, and corresponding service adjustments, as necessary; changes to hours of operation and/or service locations; and/or corrections of errors in the contract's terms and conditions.

Implementation of Strategic Plan Goals

The recommended actions support Strategy II.2, Support the Wellness of Our Communities; Objective II.2.1, Reduce Violence in Communities, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The total program cost for the four (4) recommended TPI:SOCVI Services contracts is \$1,800,000; 100 percent offset by Measure B Funds.

There is no net County cost associated with this action.

Funding for these contracts is included in DPH's Final Adopted Budget for fiscal year (FY) 2017-18 and will be included in future FYs, as necessary.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On May 2, 2017, your Board approved the annual allocation of Measure B funds to support TPI expansion in South Los Angeles communities that have a high level of violence.

Exhibit I is the contract template approved by County Counsel. Attachment A is a list of the recommended contracts. Attachment B is the contracting opportunity announcement on the County

website. Attachment C is the Community Business Enterprise Information Summary for the recommended contractors.

CONTRACTING PROCESS

On November 29, 2017, DPH released Request for Proposals (RFP) 2017-006 to solicit proposals from qualified organizations to implement TPI:SOCVI Services.

The contracting opportunity announcement was posted on the County of Los Angeles Online website and DPH's website (Attachment B), and a Notice of Intent to release the RFP was sent by electronic mail to over 500 agencies in the County affiliated with DPH, as well as an extensive DPH distribution list.

DPH received a total of seven (7) proposals: five (5) by the submission deadline and two (2) after the submission deadline. The five (5) proposals submitted by a total of four (4) agencies were reviewed by an evaluation committee that consisted of representatives from various programs within DPH and external panelists with subject matter expertise. The two (2) proposals received after the submission deadline were set aside unopened in the event the service needs were unmet. Once it was determined the service needs were met, these proposals were returned unopened to the two (2) agencies.

Proposals were grouped by community and evaluated in accordance with the Evaluation Methodology for Proposals – Policy 5.054 approved by your Board on March 31, 2009. As a result of the evaluation process, DPH is recommending four (4) contract awards. The successful proposers received the highest score(s) within each community.

On April 2, 2018, notifications of the RFP results were sent to the Proposers. A debriefing was offered to the non-selected Proposer. This Proposer requested and received a debriefing; then submitted a Notice of Intent to Request a Proposed Contractor Selection Review (PCSR). The transmittal form to request a PCSR was received by the deadline. Upon review, DPH determined that the assertion was unsubstantiated. Subsequently, the non-selected Proposer requested a County Independent Review (CIR). The CIR was conducted by the Internal Services Department which determined that the assertion has no merit. The CIR findings report was provided to the Proposer on May 29, 2018.

DPH is recommending that the Board approve the recommended four (4) contracts. DPH has obtained a Letter of Intent from each of the recommended Proposers.

Community Business Enterprise Program information as reported by the recommended Proposers is identified in Attachment C. Proposers were selected without regard to gender, race, creed, color or national origin for award of a contract.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will allow DPH to work with the agencies to implement TPI:SOCVI Services to reduce the disproportionately high incidence of violence-related trauma hospital visits, injuries, and deaths in four (4) South Los Angeles communities.

The Honorable Board of Supervisors

6/19/2018

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Respectfully submitted,

A handwritten signature in black ink that reads "Barbara Ferrer". The signature is written in a cursive, flowing style.

Barbara Ferrer, PhD, MPH, MEd

Director

BF:vv

#04253

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

Contract No. PH-_____



CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC HEALTH

AND

(CONTRACTOR)

FOR

**TRAUMA PREVENTION INITIATIVE: STREET OUTREACH AND
COMMUNITY VIOLENCE INTERVENTION SERVICES**

**DEPARTMENT OF PUBLIC HEALTH
TRAUMA PREVENTION INITIATIVE: STREET OUTREACH AND COMMUNITY
VIOLENCE INTERVENTION SERVICES CONTRACT**

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STANDARD EXHIBITS

- Exhibit A – Statement of Work
- Exhibit B – Scope(s) of Work
- Exhibit C – Budget(s)
- Exhibit D – Contractor’s EEO Certification
- Exhibit E – Contractor Acknowledgement and Confidentiality Agreement
- Exhibit F – Health Insurance Portability and Accountability Act (HIPAA)

UNIQUE EXHIBITS

- Exhibit G – Charitable Contributions Certification

Contract No. _____

**DEPARTMENT OF PUBLIC HEALTH
TRAUMA PREVENTION INITIATIVE: STREET OUTREACH AND COMMUNITY
VIOLENCE INTERVENTION SERVICES CONTRACT**

THIS CONTRACT "Contract" is made and entered into this _____
day of _____, 2018,

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, the term "Director" as used herein refers to the County's Director of
Department of Public Health ("DPH" or "Department"), or his duly authorized designee;
(hereafter jointly referred to as "Director"); and

WHEREAS, County is authorized by Government Code Section 31000 to
contract 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

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, and G 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 shall 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
- Exhibit B – Scope of Work
- Exhibit C – Budget(s)
- Exhibit D – Contractor’s EEO Certification
- Exhibit E – Contractor Acknowledgement and Confidentiality Agreement or
Contractor Acknowledgement, Confidentiality, and Copyright
Assignment Agreement
- Exhibit F – Health Insurance Portability and Accountability Act (HIPAA)

Unique Exhibits

- Exhibit G – Charitable Contributions Certification (SB 1262 - Nonprofit Integrity Act of 2004)

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 and the Scope of Work, Exhibit B.

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 shall provide services in the manner described in Exhibit

A (Statement of Work) and/or Exhibit B (Scope of Work), attached hereto and incorporated herein by reference.

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

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

4. TERM OF CONTRACT:

(Sample for Phase I Contractors)

The term of this Contract shall be effective May 1, 2018 and shall continue in full force and effect through March 31, 2021, unless sooner terminated or extended, in whole or in part, as provided in this Contract.

(Sample for Phase II Contractors)

The term of this Contract shall be effective July 1, 2018 and shall continue in full force and effect through June 30, 2021, unless sooner terminated or extended, in whole or in part, as provided in this Contract.

The Contractor shall notify the Division of Chronic Disease and Injury Prevention (CDIP) when this Contract is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to CDIP at the address herein provided in Paragraph 21, NOTICES.

5. MAXIMUM OBLIGATION OF COUNTY:

(Sample for Phase I Contractors)

A. Effective May 1, 2018 through June 30, 2018, the maximum obligation of County for all services provided hereunder shall not exceed Fifty Thousand Dollars (\$50,000), as set forth in Exhibit C-1, attached hereto and incorporated herein by reference.

B. Effective July 1, 2018 through June 30, 2019, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Fifty Thousand Dollars (\$150,000), as set forth in Exhibit C-2, attached hereto and incorporated herein by reference.

C. Effective July 1, 2019 through June 30, 2020 the maximum obligation of County for all services provided hereunder shall not exceed Hundred Fifty Thousand Dollars (\$150,000), as set forth in Exhibit C-3 attached hereto and incorporated herein by reference.

D. Effective July 1, 2020 through March 31, 2021 the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Thousand Dollars (\$100,000), as set forth in Exhibit C-4 attached hereto and incorporated herein by reference.

(Sample for Phase II Contractors)

A. Effective July 1, 2018 through June 30, 2019, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Fifty Thousand Dollars (\$150,000), as set forth in Exhibit C-1, attached hereto and incorporated herein by reference.

B. Effective July 1, 2019 through June 30, 2020, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Fifty Thousand Dollars (\$150,000), as set forth in Exhibit C-2, attached hereto and incorporated herein by reference.

C. Effective July 1, 2020 through June 30, 2021 the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Fifty Thousand Dollars (\$150,000), as set forth in Exhibit C-3 attached hereto and incorporated herein by reference.

(Continue here with appropriate numbering for both Phases)

D. The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by 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, shall not occur except with the County's express prior written approval.

E. The Contractor shall maintain a system of record keeping that will allow the contractor to determine when it has incurred seventy-five percent (75%) of the total contract sum under this Contract. Upon occurrence of this event, the Contractor shall send written notification to the Department at the address herein provided under Paragraph 21, NOTICES.

F. No Payment for Services Provided Following Expiration/

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

6. INVOICES AND PAYMENT:

A. The Contractor shall invoice the County only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit A and/or B elsewhere hereunder and in accordance with Exhibit C attached hereto and incorporated herein by reference.

B. The Contractor shall bill County monthly in arrears. All billings shall include a financial invoice and all required reports and/or data. All billings shall 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. Billings shall be submitted to County within thirty (30) calendar days after the close of each calendar month. Within a reasonable period of time following receipt of a complete and correct monthly billing, County shall make payment in accordance to the Budget(s) attached hereto and incorporated herein

by reference.

D. Billings shall be submitted directly to CDIP at the address herein provided under Paragraph 21, NOTICES.

E. For each term, or portion thereof, that this Contract is in effect, Contractor shall provide an annual cost report within thirty (30) calendar days following the close of the contract period. Such cost report shall 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 shall be for that Contract period which ends on the termination date. The report shall be submitted within thirty (30) calendar days after such termination date.

The primary objective of the annual cost report shall be to provide the County with actual expenditure data for the contract period that shall 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 billing received.

Failure to provide the annual cost report 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.

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

G. 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 or months 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 thirty (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 or months 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 shall reimburse all withheld payments on the next regular monthly claim for payment by Contractor.

(4) Subject to the provisions of the exhibit(s) of this Contract, 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.

H. Fiscal Viability: Contractor must be able to carry the costs of its

program without reimbursement under this Contract for at least sixty (60) days at any point during the term of this contract.

7. FUNDING/SERVICES ADJUSTMENTS AND REALLOCATIONS:

A. Upon Director's specific written approval, as authorized by the County's Board of Supervisors, County may: 1) increase or decrease funding up to ten percent (10%) above or below each term's annual base maximum obligation; 2) reallocate funds between budgets within this Contract where such funds can be more effectively used by Contractor up to ten percent (10%) of the term's annual base maximum obligation; and 3) make modifications to or within budget categories within each budget, as reflected in Exhibit C, up to an adjustment between all budget categories equal to ten percent (10%) of each term's annual base maximum obligation, and make corresponding service adjustments, as necessary. Such adjustments may be made based on the following: (a) if additional monies are available from federal, State, or County funding sources; (b) if a reduction of monies occurs from federal, State, or County funding sources; and/or (c) if County determines from reviewing Contractor's records of service delivery and billings to County that an underutilization of funds provided under this Contract will occur over its term.

All funding adjustments and reallocation as allowed under this Paragraph may be effective upon amendment execution or at the beginning of the applicable contract term, to the extent allowed by the funding source and as authorized by the County's Board of Supervisors. Adjustments and reallocations of funds in excess of the aforementioned amount shall require separate approval

by County's Board of Supervisors. Any change to the County maximum obligation or reallocation of funds between budgets in this Contract shall be effectuated by an amendment to this Contract pursuant to the ALTERATION OF TERMS/AMENDMENTS Paragraph of this Contract. Any modification to or within budget categories within each budget, as reflected in Exhibit C, shall be effectuated by a change notice that shall be incorporated into and become part of this Contract pursuant to the ALTERATION OF TERMS/AMENDMENTS Paragraph of this Contract.

B. County and Contractor shall review Contractor's expenditures and commitments to utilize any funds, which are specified in this Contract for the services hereunder and which are subject to time limitations as determined by Director, midway through each County fiscal year during the term of this Contract, midway through the applicable time limitation period for such funds if such period is less than a County fiscal year, and/or at any other time or times during each County fiscal year as determined by Director. At least fifteen (15) calendar days prior to each such review, Contractor shall provide Director with a current update of all of Contractor's expenditures and commitments of such funds during such fiscal year or other applicable time period.

8. ALTERATION OF TERMS/AMENDMENTS:

A. The body of this Contract and any Exhibit(s) attached hereto, fully expresses all understandings of the parties concerning all matters covered and shall constitute the total Contract. No addition to, or alteration of, the terms of this Contract, whether by written or verbal understanding of the parties, their

officers, employees or agents, shall be valid and effective unless made in the form of a written amendment to this Contract which is formally approved and executed by the parties in the same manner as this Contract.

B. 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. To implement such changes, an Amendment to the Contract shall be prepared by Director and executed by the Contractor and Director, as authorized by the County's Board of Supervisors.

C. Notwithstanding Paragraph 7.A., in instances where the County's Board of Supervisors has delegated authority to the Director to amend this Contract to permit extensions or adjustments of the contract term; the rollover of unspent Contract funds; and/or an internal reallocation of funds between budgets up to ten percent (10%) of each term's annual base maximum obligation and/or an increase or decrease in funding up to ten percent (10%) above or below each term's annual base maximum obligation, effective upon amendment execution or at the beginning of the applicable Contract term, and make corresponding service adjustments, as necessary, an Amendment shall be prepared by Director and executed by the Contractor and Director, as authorized by the County's Board of Supervisors, and shall be incorporated into and become part of this

Contract.

D. Notwithstanding Paragraph 7.A., in instances where the County's Board of Supervisors has delegated authority to the Director to amend this Contract to permit modifications to or within budget categories within each budget, as reflected in Exhibit C, up to an adjustment between all budget categories equal to ten percent (10%) of each term's annual base maximum obligation, and corresponding adjustment of the scope of work tasks and/or activities and/or allow for changes to hours of operation, changes to service locations, and/or correction of errors in the Contract's terms and conditions, a written Change Notice shall be signed by the Director and Contractor, as authorized by the County's Board of Supervisors. The executed Change Notice shall be incorporated into and become part of this Contract.

9. CONFIDENTIALITY:

A. Contractor shall maintain the confidentiality of all records and information in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.

B. Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional

fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with this CONFIDENTIALITY Paragraph, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this CONFIDENTIALITY Paragraph shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole 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 shall be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

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

D. Contractor shall sign and adhere to the provisions of the "Contractor Acknowledgement and Confidentiality Agreement", Exhibit E.

(For the following Paragraphs)-----CHOOSE 1 OF 2-----

(THIS FIRST VERSION IS FOR CONTRACTORS THAT DO NOT HAVE UNIONIZED EMPLOYEES)

10. CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR

LAYOFF/OR 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 shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

(THIS VERSION IS FOR CONTRACTORS THAT ARE UNIONIZED)

OR:

COUNTY EMPLOYEES'S RIGHT OF FIRST REFUSAL AND CONTRACTOR'S OFFERS OF EMPLOYMENT: To the degree permitted by Contractor's Contracts with its collective bargaining units, Contractor shall give the right of first refusal for its employment openings at Contractor's facility to qualified County employees who are laid-off or who leave County employment in lieu of reduction under County's Civil Service Rule 19, and who are referred to Contractor by Director (including those on a County re-employment list). Such offers of employment shall be limited to vacancies in Contractor's staff needed to commence services under this Contract, as well as, to vacancies that occur during the Contract term. Such offers of employment shall be consistent with Contractor's current employment policies, and shall be made to any former or current County employee who has made application to Contractor, and is qualified for the available position. Employment offers shall be at least under the same conditions and rates of compensations which apply to other persons who are employed or may be employed by Contractor. Former County employees who have been impacted by County's Civil Service Rule 19, and who are employed by Contractor shall not be discharged during the term of the Contract except for cause, subject to Contractor's personnel policies and procedures, and Contract(s) with its collective

bargaining units. Contractor shall also give first consideration to laid-off or reduced County employees if vacancies occur at Contractor's other service sites during the Contract term.

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

12. 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 shall 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") also 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: A certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined

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

Renewal Certificates shall be provided to County not less than ten (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 Sub-Contractor insurance policies at any time.

Certificates shall 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 shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding Fifty Thousand 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), shall be construed as a waiver of any of the Required Insurance provisions.

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

County of Los Angeles – Department of Public Health
Contract Monitoring Unit
1000 S. Fremont Avenue, Unit 102
Building A-9 East, 5th Floor North
Alhambra, California 91803
Attention: Contract Monitoring Unit Manager

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Sub-Contractors which arises from or relates to this 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) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Provisions

herein.

C. Cancellation of or Changes in Insurance: Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

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

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

G. Waivers of Subrogation: To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' right of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall 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 shall pay full compensation for all costs incurred by County.

I. Sub-Contractor Insurance Coverage Requirements: Contractor shall include all Sub-Contractors as insureds under Contractor's own policies, or shall provide County with each Sub-Contractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Sub-Contractor complies with the Required Insurance provisions herein, and shall require that each Sub-Contractor name the County and Contractor as additional insureds on the Sub-Contractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Sub-Contractor request for modification of the Required Insurance.

J. Deductibles and Self-Insured Retentions (SIRs): Contractor's

policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects 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 shall 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 shall precede the effective date of this Contract. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

L. Application of Excess Liability Coverage: Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

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

N. Alternative Risk Financing Programs: The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to

satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

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.

13. INSURANCE COVERAGE REQUIREMENTS:

A. Commercial General Liability insurance (providing scope of coverage equivalent to Insurance Services Office ["ISO"] policy form "CG 00 01"), naming County and its Agents as an additional insured, with limits of not less than:

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

B. Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form "CA 00 01") with limits of not less than One Million Dollars (\$1,000,000) for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including "owned", "leased", "hired", and/or "non-owned" autos, as each may be applicable.

C. Workers' Compensation and Employers' Liability insurance or

qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than One Million Dollars (\$1,000,000) per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

D. Sexual Misconduct Liability: Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than Two Million Dollars (\$2,000,000) per claim and Two Million Dollars (\$2,000,000) aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

14. 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 there from, shall 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 the Contract, Contractor shall 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 (7) years thereafter, the Contractor shall maintain and provide security for all of the Contractor's working papers prepared under this Contract. County shall 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 shall 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 shall 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 shall 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 shall 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).

15. PUBLICITY: Contractor agrees that all materials, public announcements, literature, audiovisuals, and printed materials utilized in association with this Contract, shall have prior written approval from the Director or his/her designee prior to its publication, printing, duplication, and implementation with this Contract. All such materials, public announcements, literature, audiovisuals, and printed material shall 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 shall 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).

16. RECORD RETENTION AND AUDITS:

A. Service Records: Contractor shall maintain all service records related to this contract for a minimum period of seven (7) years following the expiration or prior termination of this Contract. Contractor shall provide upon request by County, accurate and complete records of its activities and operations as they relate to the provision of services, hereunder. Records shall be accessible as detailed in the subsequent sub-paragraph.

B. Financial Records: Contractor shall 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>.

Such records shall clearly reflect the actual cost of the type of service for

which payment is claimed and shall 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 shall include reports, studies, statistical surveys, and all other information Contractor used to identify and allocate indirect costs among Contractor's various services. Indirect Costs shall 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 shall 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 shall 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 shall 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 shall be made available during normal business hours within ten (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 shall permit such inspection or audit to take place at an agreed to outside location, and Contractor shall pay County for all travel, per diem, and other costs incurred by County for any inspection and audit at such other location. Contractor shall 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 shall 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 shall 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 forty-eight (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 shall file a copy of each such audit report(s) with the Chief of the County's Department of Public Health ("DPH") Contract Monitoring Division, and with County's Auditor-Controller (Auditor-Controller's Audit Branch) within thirty (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 shall maintain the confidentiality of such audit report(s).

E. Independent Audit: Contractor's financial records shall be audited by an independent auditor in compliance with 45 CFR (Code of Federal Regulations) Part 75. The audit shall 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 shall complete and file such audit report(s) with the County's DPH Contract Monitoring Division no later than the earlier of thirty (30) days after receipt of the auditor's report(s) or nine (9) 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 delivered to County.

The independent auditor's work papers shall be retained for a minimum of three (3) years from the date of the report, unless the auditor is notified in writing by County to extend the retention period. Audit work paper shall 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 shall 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 twelve (12) month period with a related organization (as that term is defined under federal law), Contractor agrees that each such subcontract shall provide for such access to the subcontract, books, documents, and records of the subcontractor.

G. Program and Audit/Compliance Review: In the event County representatives conduct a program review and/or an audit/compliance review of Contractor, Contractor shall fully cooperate with County's representatives. Contractor shall allow County representatives access to all records of services rendered and all financial records and reports pertaining to this Contract and shall allow photocopies to be made of these documents utilizing Contractor's photocopier, for which County shall reimburse Contractor its customary charge for record copying services, if requested. Director shall provide Contractor with at least ten (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 shall be determined in accordance with generally accepted auditing standards. An exit conference shall be held following the performance of such audit/compliance review at which time the result shall be discussed with Contractor. Contractor shall be provided with a copy of any written evaluation reports.

Contractor shall have the opportunity to review County's findings on

Contractor, and Contractor shall have thirty (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 thirty (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, shall 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 or months 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 shall be repaid by Contractor to County. For the purpose of this paragraph an "unsubstantiated unit of service" shall 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" shall mean a 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 shall 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 thirty (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 obligation.

(4) In no event shall 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 fee-for-service rate(s) set out in the budget(s), the Contractor shall be reimbursed for its actual allowable and documented costs only. 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 up to

the contract maximum obligation.

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

17. 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, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

18A. CONTRACTOR'S CHARITABLE ACTIVITIES COMPLIANCE: The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete the Charitable Contributions Certification, Exhibit G, the County seeks to ensure that all County contractors which receive or raise charitable contributions comply with California law in order to protect the County and its taxpayers. A Contractor which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either

contract termination or debarment proceedings or both. (County Code Chapter 2.202)

18B. LOCAL SMALL BUSINESS ENTERPRISE (LSBE) PREFERENCE

PROGRAM:

A. This Contract is subject to the provisions of the County's ordinance entitled LSBE Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.

B. The Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a LSBE.

C. The Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a LSBE.

D. If the Contractor has obtained certification as a LSBE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:

(1) Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;

(2) In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than ten percent (10%) of the amount of the contract; and

(3) Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the State and Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

18C. SOCIAL ENTERPRISE (SE) PREFERENCE PROGRAM:

A. This Contract is subject to the provisions of the County's ordinance entitled SE Preference Program, as codified in Chapter 2.205 of the Los Angeles County Code.

B. Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a SE.

C. Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a SE.

D. If Contractor has obtained County certification as a SE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this Contract to which it would not otherwise have been entitled, shall:

(1) Pay to the County any difference between the Contract amount and what the County's costs would have been if the Contract had been properly awarded;

(2) In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent (10%) of the amount of the Contract; and

(3) Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply to any entity that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

18D. DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PREFERENCE PROGRAM:

A. This Contract is subject to the provisions of the County's ordinance

entitled DVBE Preference Program, as codified in Chapter 2.211 of the Los Angeles County Code.

B. Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a DVBE.

C. Contractor shall not wilfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a DVBE.

D. If Contractor has obtained certification as a DVBE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:

(1) Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;

(2) In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent (10%) of the amount of the contract; and

(3) Be subject to the provisions of Chapter 2.202 of the Los

Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

Notwithstanding any other remedies in this contract, the above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the state and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

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 shall 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 shall 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 ten (10) calendar days prior to the effective date(s) thereof.

21. NOTICES: Notices hereunder shall 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 ten (10) working days prior written notice to the other party.

A. Notices to County shall be addressed as follows:

- (1) Department of Public Health
Division of Chronic Disease and Injury Prevention
3530 Wilshire Boulevard, Suite 800
Los Angeles, California 90010

Attention: Division Director

- (2) Department of Public Health
Contracts and Grants Division
1000 S. Fremont Avenue, Unit 101
Building A-9 East, 5th Floor North
Alhambra, California 91803

Attention: Division Chief

B. Notices to Contractor shall be addressed as follows:

- (1) _____

Attention: _____

22. ADMINISTRATION OF CONTRACT:

A. County's Director of Public Health or his/her authorized designee(s) (hereafter collectively "Director") shall 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. 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.

C. 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.

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

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 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 shall immediately remove staff from performing services under this Contract and replace such staff within fifteen (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 shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

23. ASSIGNMENT AND DELEGATION:

A. Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this sub-paragraph, County consent shall require a written Amendment to the Contract, which is formally approved and executed by the parties. Any payments by County to any approved delegatee or assignee on any claim under this Contract shall be deductible, at County's sole discretion, against the claims, which Contractor may have against County.

B. Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such transfer, exchange, assignment, or divestment is effected in such a way as to give

majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Contract, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Contract.

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, shall be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

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 the Contractor under this Contract shall also be reduced correspondingly. County's notice to Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, Contractor shall continue to provide all of the services set forth in 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 ten (10) calendar days written notice to Contractor. In the alternative to cancellation, Director may, consistent with federal, State, and/or County budget reductions, renegotiate the scope/description of work, maximum obligation, and budget of this Contract via a written amendment to this Contract.

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

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

B. The policy shall 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 shall receive a copy of the procedure.

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

E. If the County requests changes in the Contractor's policy, the Contractor shall make such changes and resubmit the plan within thirty (30) business days for County approval.

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

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

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

I. Copies of all written responses shall be sent to the County's Project Manager within three (3) business days of mailing to the complainant.

28. COMPLIANCE WITH APPLICABLE LAW:

A. In the performance of this Contract, Contractor shall comply with all applicable federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference. To the extent that there is any conflict between federal and State or local laws, the former shall prevail.

B. Contractor shall indemnify, defend and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph shall be conducted by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole 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 shall be entitled to retain its own counsel, including limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into 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: The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical

handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. The Contractor shall comply with Exhibit D – 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 available on the internet at <http://publichealth.lacounty.gov/cg/index.htm>.

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 shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee’s regular pay the fees received for jury service.

(2) For purposes of this sub-paragraph, “Contractor” means a

person, partnership, corporation or other entity which has a 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 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 shall also be subject to the provisions of this sub-paragraph. The provisions of this sub-paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the Contract.

(3) If the Contractor is not required to comply with the Jury Service Program when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall 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 shall 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 a contractor or member of Contractor's staff is convicted of a human trafficking offense, the County shall require that the Contractor or member of Contractor's staff be removed immediately from performing services under the 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 shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

32. 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, shall 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 shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

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

33. CONSIDERATION OF HIRING GAIN/GROW PARTICIPANTS:

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

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

34. 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 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 shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall 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 shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

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

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

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

35. CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW: The Contractor acknowledges that the

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

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

A. The 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 the Contractor's duty under this Contract to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall 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 shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to

Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

37. COUNTY'S QUALITY ASSURANCE PLAN: County or its agent will monitor the 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 the 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.

38. SERVICE DELIVERY SITE - MAINTENANCE STANDARDS: Contractor shall assure 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 shall include a review of compliance with the provisions of this Paragraph.

39. RULES AND REGULATIONS: During the time that Contractor's

personnel are at County Facilities such persons shall be subject to the rules and regulations of such County Facility. It is the responsibility of Contractor to acquaint persons who are to provide services hereunder with such rules and regulations. Contractor shall immediately and permanently withdraw any of its personnel from the provision of services hereunder upon receipt of oral or written notice from Director, that (1) such person has violated said rules or regulations, or (2) such person's actions, while on County premises, indicate that such person may do harm to County patients, staff, or other individuals.

40. DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS:

A. The Contractor shall 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 employees or agents of the Contractor. Such repairs shall be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

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

41. EMPLOYMENT ELIGIBILITY VERIFICATION:

A. The Contractor warrants that it fully complies with all federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work

hereunder, all verification and other documentation of employment eligibility status required by federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.

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

42. DATA ENCRYPTION:

Contractor and Subcontractors that electronically transmit or store personal information (PI), protected health information (PHI) and/or medical information (MI) shall comply with the encryption standards set forth below. 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(j).

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 ten (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 shall maintain a copy of any validation/attestation reports that its data encryption products(s) generate and such reports shall be subject to audit in accordance with the Contract. Failure on the part of the Contractor to comply with any of the provisions of this Paragraph 42 (Data Encryption) shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.

43. FACSIMILE REPRESENTATIONS: The County and the Contractor hereby agree to accept facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on time-sensitive Amendments prepared pursuant to the ALTERATION OF TERMS/AMENDMENTS Paragraph of this Contract, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Amendments to this Contract. The facsimile transmission of such documents must be followed by subsequent (non-facsimile) transmission of “original” versions of such documents within five working days.

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

45. FISCAL DISCLOSURE: Contractor shall prepare and submit to Director, within ten (10) calendar days following execution of this Contract a statement, executed by Contractor's duly constituted officers, containing the following information: (1) A detailed statement listing all sources of funding to Contractor including private contributions. The statement shall include the nature of the funding, services to be provided, total dollar amount, and period of time of such funding; and (2) If during the term of this Contract, the source(s) of Contractor's funding changes, Contractor shall

promptly notify Director in writing, detailing such changes.

46. 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 shall be considered a material breach by Contractor for which Director may suspend or County may immediately terminate this Contract.

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

48. 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 F.

49. INDEPENDENT CONTRACTOR STATUS:

A. This Contract is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent,

servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

B. The Contractor shall 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 shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.

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

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

50. LICENSES, PERMITS, REGISTRATIONS, ACCREDITATIONS, AND CERTIFICATES: Contractor shall 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 shall 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 shall provide a copy of each license, permit, registration, accreditation, and certificate upon request of County's Department of Public Health (DPH) - at any time during the term of this Contract.

51. NONDISCRIMINATION IN SERVICES:

A. Contractor shall 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 shall 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 Rehabilitation Act of 1973, Section 504, where federal funds are involved, and the Americans with Disabilities Act. Contractor shall 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 shall also include a provision whereby any such person, who is dissatisfied with Contractor's resolution of the matter, shall be referred by Contractor to the Director, for the purpose of presenting his or her complaint of alleged discrimination. Such procedures shall 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 shall be advised by Contractor of these procedures, as identified hereinabove, shall 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.

52. 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 shall 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 shall 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 shall include, but shall 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 shall 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 shall, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants shall 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 shall 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 shall 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 shall 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 shall 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 the Paragraph have been violated, the same shall constitute a material breach of 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 shall 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 the Paragraph, County shall 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.

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

54. 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 shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

55. NOTICE OF DISPUTES: The Contractor shall bring to the attention of the County's Project Manager and/or County's Project Director any dispute between the County and the 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 shall resolve it.

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

57. NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW: The Contractor shall notify and provide to its employees, and shall require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is available on the Internet at www.babysafela.org for printing purposes.

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

59. PROHIBITION AGAINST PERFORMANCE OF SERVICES WHILE UNDER THE INFLUENCE: Contractor shall 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.

60. PUBLIC RECORDS ACT:

A. Any documents submitted by the 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 Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

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", the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

61. PURCHASES:

A. Purchase Practices: Contractor shall fully comply with all federal, State, and County laws, ordinances, rules, regulations, manuals, guidelines, and

directives, in acquiring all furniture, fixtures, equipment, materials, and supplies. Such items shall be acquired at the lowest possible price or cost if funding is provided for such purposes hereunder.

B. Proprietary Interest of County: In accordance with all applicable federal, State, and County laws, ordinances, rules, regulations, manuals, guidelines, and directives, County shall retain all proprietary interest, except for use during the term of this Contract, in all furniture, fixtures, equipment, materials, and supplies, purchased or obtained by Contractor using any contract funds designated for such purpose. Upon the expiration or earlier termination of this Contract, the discontinuance of the business of Contractor, the failure of Contractor to comply with any of the provisions of this Contract, the bankruptcy of Contractor or its giving an assignment for the benefit of creditors, or the failure of Contractor to satisfy any judgment against it within thirty (30) calendar days of filing, County shall have the right to take immediate possession of all such furniture, removable fixtures, equipment, materials, and supplies, without any claim for reimbursement whatsoever on the part of Contractor. Contractor, in conjunction with County, shall attach identifying labels on all such property indicating the proprietary interest of County.

C. Inventory Records, Controls, and Reports: Contractor shall maintain accurate and complete inventory records and controls for all furniture, fixtures, equipment, materials, and supplies, purchased or obtained using any contract funds designated for such purpose. Annually, Contractor shall provide Director with an accurate and complete inventory report of all furniture, fixtures,

equipment, materials, and supplies, purchased or obtained using any County funds designated for such purpose.

D. Protection of Property in Contractor's Custody: Contractor shall maintain vigilance and take all reasonable precautions, to protect all furniture, fixtures, equipment, materials, and supplies, purchased or obtained using any contract funds designated for such purpose, against any damage or loss by fire, burglary, theft, disappearance, vandalism, or misuse. Contractor shall contact Director, for instructions for disposition of any such property which is worn out or unusable.

E. Disposition of Property in Contractor's Custody: Upon the termination of the funding of any program covered by this Contract, or upon the expiration or earlier termination of this Contract, or at any other time that County may request, Contractor shall: (1) provide access to and render all necessary assistance for physical removal by Director or his authorized representatives of any or all furniture, fixtures, equipment, materials, and supplies, purchased or obtained using any County funds designated for such purpose, in the same condition as such property was received by Contractor, reasonable wear and tear expected; or (2) at Director's option, deliver any or all items of such property to a location designated by Director. Any disposition, settlement, or adjustment connected with such property shall be in accordance with all applicable federal, State, and County laws, ordinances, rules, regulations, manuals, guidelines, and directives.

62. 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 shall prepare and submit to Director within ten (10) calendar days following execution of this Contract, an affidavit sworn to and executed by Contractor's duly constituted officers, containing the following information:

(1) The location by street address and city of any such real property.

(2) The fair market value of any such real property as such value is reflected on the most recently issued County Tax Collector's tax bill.

(3) A detailed description of all existing and pending rental agreements, leases, and subleases with respect to any such real property, such description to include: the term (duration) of such rental agreement, lease or sublease; the amount of monetary consideration to be paid to the lessor or sublessor over the term of the rental agreement, lease or sublease; the type and dollar value of any other consideration to be paid to the lessor or sublessor over the term of the rental agreement, lease, or sublease; the full names and addresses of all parties who stand in the position of lessor or sublessor; 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 shall also include the full names of all Contractor's officers, members of its advisory boards, members of its staff and consultants, who have any family relationship, by marriage or blood, to an officer, director, or stockholder of the corporation, or to any partner of the partnership. In preparing the latter listing, Contractor shall also indicate the 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 shall only charge the program for costs of ownership. Costs of ownership shall include depreciation, interest, and applicable taxes.

True and correct copies of all written rental agreements, leases, and subleases with respect to any such real property shall be appended to

such affidavit and made a part thereof.

B. Business Ownership Disclosure: Contractor shall prepare and submit to Director, upon request, a detailed statement, executed by Contractor's duly constituted officers, indicating whether Contractor totally or partially owns any other business organization that will be providing services, supplies, materials, or equipment to Contractor or in any manner does business with Contractor under this Contract. If during the term of this Contract the Contractor's ownership of other businesses dealing with Contractor under this Contract changes, Contractor shall notify Director in writing of such changes within thirty (30) calendar days prior to the effective date thereof.

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

64. 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.

65. SOLICITATION OF BIDS OR PROPOSALS: Contractor acknowledges that County, prior to expiration or earlier 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 Department of Public Health (DPH) shall 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.

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

During the term of this Contract, Contractor shall have available and shall provide upon request to authorized representatives of County, a list of persons by name, title, professional degree, salary, and experience who are providing services hereunder. Contractor also shall indicate on such list which persons are appropriately qualified to perform services hereunder. If an executive director, program director, or supervisory position becomes vacant during the term of this Contract, Contractor shall, prior to filling said vacancy, notify County's Director. Contractor shall provide the above set forth required information to County's Director regarding any candidate prior to any appointment. Contractor shall institute and maintain appropriate supervision of all persons providing services pursuant to this Contract.

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

67. SUBCONTRACTING:

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

(1) Identification of the proposed subcontractor, (who shall 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 shall 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 shall review Contractor's request to subcontract and shall determine, in his/her sole discretion, whether or not to consent to such a request on a case-by-case basis.

C. Subcontracts shall be made in the name of Contractor and shall not bind nor purport to bind County. The making of subcontracts hereunder shall 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 shall 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 shall 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 shall be provisional, and shall 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 shall 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 shall 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 shall contain the following provision: "This contract is a subcontract under the terms of a prime contract with the County of Los Angeles and shall be subject to all of the provisions of such prime contract." Further, Contractor shall 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.

Contractor shall 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.

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

I. 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.

J. The Contractor shall 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 the Contractor employees.

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

68. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM: Failure of the Contractor to maintain compliance with the requirements set forth in Paragraph 36, CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM, herein, shall constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Contract pursuant to, Paragraph 70, TERMINATION FOR DEFAULT, herein, and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

69. 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 shall be effected by delivery to Contractor of a thirty (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 shall:

- 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 shall not have been terminated by such Notice of Termination.

Further, after receipt of a Notice of Termination, Contractor shall 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 shall be submitted promptly, but not later than sixty (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 shall be final. After such determination is made, County shall pay Contractor the amount so determined.

Contractor for a period of seven (7) years after final settlement under this Contract, in accordance with Paragraph 16, RECORD RETENTION AND AUDITS, shall 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 shall be retained by Contractor at a location in Los Angeles County and shall be made available within ten (10) calendar days of prior written notice during County's normal business hours to representatives of County for purposes of inspection or audit.

70. 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 (2) circumstances, does not cure such failure within a period of five (5) calendar days (or such longer period as County may authorize in writing) after receipt of notice from County specifying such failure.

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 shall be liable to County for any reasonable excess costs incurred by County for such similar services.

If, after the County has given notice of termination under the provisions of this

paragraph, it is determined by the County that the Contractor was not in default under the provisions of this paragraph, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Paragraph 69, TERMINATION FOR CONVENIENCE.

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

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

Contractor shall immediately report any attempt by a County officer, employee, or agent, to solicit such improper gratuity or consideration. The report shall be made either to the County manager charged with the supervision of the employee or agent, or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

(Among other items, such improper gratuities and considerations may take the form of cash, discounts, services, the provision of travel or entertainment, or other

tangible gifts.)

72. 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 shall be deemed to be insolvent if it has ceased to pay its debts at least sixty (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 shall be liable to those so terminated, and Contractor shall 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 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

73. TERMINATION FOR NON-APPROPRIATION OF FUNDS:

Notwithstanding any other provision of this Contract, the County shall not be obligated for the 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 shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

74. 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 shall acquire any rights as a third party beneficiary under this Contract.

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

76. UNLAWFUL SOLICITATION: Contractor shall require all of its employees performing services hereunder to acknowledge in writing understanding of and agreement to comply with the provisions of Article 9 of Chapter 4 of Division 3 (commencing with Section 6150) of the Business and Professions Code of the State of California (i.e., State Bar Act provisions regarding unlawful solicitation as a runner or capper for attorneys) and shall take positive and affirmative steps in its performance

hereunder to ensure that there is no violation of such provisions by its employees. Contractor shall utilize the attorney referral services of all those bar associations within Los Angeles County that have such a service.

77. 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 shall not be affected thereby.

78. WAIVER: No waiver by the County of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this sub-paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

79. WARRANTY AGAINST CONTINGENT FEES:

A. The 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 the Contractor for the purpose of securing business.

B. For breach of this warranty, the County shall 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.

80. 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.

81. 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 80, WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM, herein, shall 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 ten (10) days of notice shall be grounds upon which County may terminate this Contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

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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 _____
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL
MARY C. WICKHAM
County Counsel

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Public Health

By _____
Patricia Gibson, Chief
Contracts and Grants Division

STATEMENT OF WORK

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STATEMENT OF WORK

1.0 SERVICES TO BE PROVIDED

Trauma Prevention Initiative (TPI) was established in December 2015 as a partnership between the Department of Public Health (DPH), the County Department of Health Services' Emergency Medical Services, and several other County and community partners. TPI is funded through Measure B dollars, which are collected through a county parcel tax and provide funding for the county's hospital trauma system. The goal of this initiative is to reduce trauma visits and deaths due to assault throughout Los Angeles County (LAC), with an initial focus on reducing the high rates of violence in South Los Angeles. TPI is currently a strategic priority of the LAC Health Agency. It offers an opportunity to align resources across several health organizations and community partners in high needs neighborhoods. The Initiative will build a foundation for a comprehensive approach to violence prevention and intervention by coordinating strategies across the lifespan, leveraging resources of existing programs, and developing innovative programs, policies, and partnerships.

Contractors will implement the TPI: Street Outreach and Community Violence Intervention (SOCVI) Services in four (4) unincorporated communities in South Los Angeles with disproportionately high levels of violence. TPI is focusing on unincorporated communities in order to build capacity within LAC to sustain community violence intervention strategies. Identified communities fall into different political boundaries, including: i) Supervisorial Districts governed by the Board of Supervisors, and ii) Service Planning Areas (SPAs) specified by DPH. The identified communities are located in Supervisorial District 2, SPA 6, and neighboring communities in SPA 8.

Contractors work in collaboration with DPH to advance the following goals:

- Decrease the number of visits and repeat visits to trauma centers for violence-related injuries
- Increase access to health and social services to those at risk for violence
- Increase community mobilization, civic engagement, participation in community programs and events such as Parks After Dark, unity walks, task forces that help to improve social cohesion.

SOCVI Services include the following strategies:

- Prevention (i.e., safe passages, tutoring, informal mentoring),
- Community Mobilization (i.e., community events, task forces, unity walks);
- Service Advocacy and Access (i.e., connecting kids to school, work source centers, mental health, health services, domestic violence, park programming); and
- Crisis Intervention (i.e., rumor control, promoting peace, mediating conflicts)

2.0 CORE DELIVERABLES

All selected **SOCVI Contractors** are required to complete the following ten (10) core deliverables, which align with the Cardenas Model (required activities for each deliverable can be found in Appendix B Scope of Work):

Complete core deliverables, including but not limited to:

1. **Safety Plan:** Create a Safety Plan for the community that includes a description of how it plans to implement each of the components of the Cardenas Model, including the other objectives listed below. The Safety Plan must be developed in coordination with DPH and will be updated quarterly, and must also include:
 - a. Description of the current state of violence in the community, including crime trends, number of gangs, current gang tensions and peace agreements, relationships among neighborhoods in the community, and community relationships with local law enforcement;
 - b. Description of existing community groups and coalitions that focus on violence prevention or intervention in the community;
 - c. Description of how it will coordinate with adjacent GRYD zones;
 - d. List of various community based organizations, faith communities, community leaders, parks, schools, and county departments in the community, and whether Proposer has relationships with these types of organizations;
 - e. Description of how it will coordinate with community stakeholders to develop and implement the Safety Plan; and
 - f. Description of how it has cultural competency to outreach and engage priority populations including:
 - I. Gang involved community members, primarily African-American or Latino (men and women)
 - II. Victims of violence (men and women)
 - III. Youth and young adults (age 10-24)
 - IV. Community members whose first language is not English.
2. **Crisis Intervention:** Engage with gang members and influencers, victims of violence, and other community stakeholders to encourage non-violence and implement crisis intervention. Crisis Intervention activities will include: rumor control, mediating conflicts, establishing and maintaining peace agreements, responding to violent incidents, and providing intervention during funerals and vigils. Develop an incident response protocol and tracking system in collaboration with DPH.
3. **Safe Passages:** Identify priority locations for safe passages, at local parks, schools, and/or libraries, and coordinate with community partners to develop, implement, and/or maintain safe passages and safe routes to schools. Safe Passages includes: providing staff coverage on site during commute hours, engaging youth and parents to discuss concerns or connect with services, identifying potential “safe haven” sites along route where community members can seek safe shelter, and working with gang

neighborhoods to keep the designated area off limits for gang recruitment and intimidation.

4. **Youth Development:** Engage at-risk youth and young adults age 10-24 in the community, including youth who are gang-affiliated or impacted by trauma, to provide tutoring and informal mentoring, and encourage participation in leadership, civic engagement and community building events. Must provide a minimum of 240 youth development client engagements per year.
5. **Informal Case Management:** Provide general case management to at risk youth and adults.:
 - a. Develop and maintain a referral network in each community, to be approved by DPH;
 - b. Provide a minimum of 480 referrals and linkages per year to service providers that will assist in meeting identified needs of clients including connections to health, mental health, social services, education, and employment; and
 - c. Use an intake and assessment process to identify individual client and/or family needs, ensure linkage to services, document referrals and track progress.
6. **Community Building Events:** Participate in or implement a minimum of two (2) family-oriented community events that promote peace and well-being, including:
 - a. A program at PAD parks in the selected community each summer; and
 - b. One additional community building activity annually such as festivals, art events, unity walks, or bike rides.
7. **Client Engagement:** Provide a minimum of 2,500 client engagements per year in activities detailed in items 2-6 above. 480 of these activities must include informal case management referrals and linkage to services. The following activities count towards this requirement:
 - a. Crisis Intervention
 - b. Safe Passages
 - c. Youth Development: 240 (minimum)
 - d. Informal Case Management referrals and linkage to services: 480 (minimum)
 - e. Community Building Events
8. **Participate in Community Action Planning:** Participate in community engagement activities facilitated by DPH in the selected community, including community summit planning meetings, community summits, and community meetings focused on developing an action plan to prevent violence.
9. **Administration and Staffing:** Designate the following staff positions:

- a. One (1) half-time Project Lead who will be responsible for project oversight, coordinating with DPH, and preparing required administrative reports, invoices, and documents.
 - b. A minimum of one (1) full-time Community Intervention Worker, certified as a community intervention trainer from entities such as or equivalent to Los Angeles Violence Intervention Training Academy (LAVITA), Professional Community Intervention Training Institute (PCITI), or a Youth and Gang Violence Intervention Specialist Training Program, who will be responsible for developing Safety Plans, and training and supervising staff in the field, in addition to implementing the objectives above. Contractor shall provide each full-time Community Intervention Worker with a minimum annual salary of \$35,000, as well as health insurance and life insurance coverage; and
 - c. A minimum of two (2) part-time Ambassadors (Community Intervention Workers In-Training) who will assist the Community Intervention Worker(s) with implementing the objectives above. Contractor shall provide each part-time Ambassador, at minimum, with an hourly wage that complies with the County living wage ordinance (\$11.84 per hour).
10. **Evaluation:** Work with DPH's evaluation team to develop an evaluation plan, develop data collection tools, and collect, document and report project specific data on a monthly basis. Data to be collected will include progress implementing the above objectives in the contracted community, and individual and community outcome measures that will be identified by DPH. Evaluation data to be collected and reported include, but are not limited to:
 - a. Number and type of incidents, response provided, and outcome
 - b. Number and demographics of informal case management and youth development clients engaged, service provided, and outcome.
 - c. Number of parks and schools that were provided with safe passages services, type of services provided, and incidents that occurred.
 - d. Client and partner satisfaction.
 - e. Number of community members engaged during community building events.
 - f. Number and type of organizations engaged in the community, nature of relationship, and collaboration.
 - g. Narrative information about changing trends and characteristics of violence in the community.
 - h. Narrative information about successes and challenges of project implementation.
11. **Monthly Intervention Advisory Council Meetings:** Participate in monthly Intervention Advisory Council (IAC) meetings with SOCVI contractors, DPH TPI staff, law enforcement command officers (captain, lieutenant,

and/or sergeant) and other partners to discuss hot spots, crime trends, gang related incidents, peace marches, funerals, vigils, community meetings, and any other information relevant to reducing levels of violence in the community. The IAC meetings will also act as a guiding body around TPI's ongoing strategy to transform communities. If there is a crisis situation, the IAC meetings shall be used as a communication conduit to ensure that DPH, Sheriff's Department, contractors, and other necessary partners, are kept informed of events. If an incident occurs that raises any concerns, the IAC meetings will assist the agency in investigating whether the incident could have been handled better and in preparing a corrective action report.

3.0 QUALITY CONTROL

The Contractor shall establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service throughout the term of the Contract. The Plan shall be submitted to the County Contract Manager for review. The plan shall include, but may not be limited to the following:

- 3.1 Method of monitoring to ensure that Contract requirements are being met;
- 3.2 A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County upon request.

4.0 QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance under this Contract using the quality assurance procedures as defined in this Contract, Paragraph 37, County's Quality Assurance Plan.

4.1 County Monitoring

Contract Monitoring visits will occur at least once each fiscal year (July 1 through June 30) to determine the completion of activities outlined in Exhibit B, Scope of Work. Documentation is required to substantiate the provision of services and reimbursements. Unsubstantiated and/or incomplete activities will be discussed and included as an area of deficiency in the Contract Discrepancy Report (CDR) as applicable. All areas of deficiency and/or technical assistance needs will require a written Plan of Corrective Action (POCA) where the Contractor must identify the steps to be taken to ensure the deficiencies do not reoccur. A POCA follow-up visit will occur in the next fiscal year.

4.2 County Observations

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Contract at any time during service hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

4.3 Monthly Meetings

Contractor is required to attend regular meetings with DPH staff as required and/or requested by DPH.

5.0 DEFINITIONS

1. Board of Supervisors (BOS): The governing body of the County serving as both the executive and legislative head of the County.
2. Cardenas Community Intervention Model (Cardenas Model): A prescribed, two-pronged evidence-based intervention approach that was developed specifically to provide specialized, street-based mediation and mitigation efforts to stop or prevent violence between gangs, and the concurrent redirection of individual gang members and their families in ways that bring progress to themselves and their communities.
3. Community Planning Committee (CPC): A group of community members and leaders formed and maintained throughout the DPH TPI to provide guidance and feedback on the development and implementation of the Initiative in each of the four TPI communities.
4. Community Action Plan (also referred to as the Strategic Plan): The plan describes what the community wants to achieve, what activities are required during a specified time period, and what resources (money, people and materials) are needed to be successful. The community action plan is the framework for implementing the activities that are decided by the community itself.
5. Community Action Planning: A process that develops the capacity of the community to take appropriate action for their own development, and is the framework for the implementation of actions decided by the community as reflected in the Community Action Plan (also referred to as the Strategic Plan).
6. Community Building Events: A field of practices directed toward the creation or enhancement of community among individuals within a regional area (such as a community) or with a common interest. A wide variety of practices can be utilized for community building, ranging from simple events like potlucks and small book clubs, to larger-scale efforts such as festivals and building construction projects that involve local community members rather than outside contractors.
7. Community Mobilization: A process through which action is stimulated by a community itself, or by others, that is planned, carried out, and evaluated by

a community's individuals, groups, and organizations on a participatory and sustained basis to improve the health, hygiene and education levels so as to enhance the overall standard of living in the community.

8. Community Resilience: A measure of the sustained ability of a community to utilize available resources to respond to, withstand, and recover from adverse situations.
9. Credibility: Also known as “Street Cred” or “License to Operate”, refers to community intervention workers having the necessary relationships and rapport that have been built over time within a specific community to be able to communicate with multiple gang neighborhoods, community members, and leaders, to address issues, refer to services, and respond to incidents in the field.
10. Crisis Intervention: Refers to the methods used to offer immediate, short-term help to individuals who experience an event that produces emotional, mental, physical, and behavioral distress or problems. In terms of this RFP, crisis intervention includes the following activities: responding to violent incidents on the street, rumor control, promoting peace, mediating conflicts, and maintaining positive relations with and between gangs and gang members.
11. Criteria-Based Assessment: The criteria-based assessment is a method of comparing several measures of assault-related injuries, crime, and existing infrastructure in a group of communities to determine in which communities TPI activities should be targeted.
12. Client Engagement: The means by which the Proposer creates or builds upon relationships with individuals in the community, who may or may not be gang affiliated, in order to conduct crisis intervention (i.e., rumor control, promoting peace, mediating conflicts), prevention (i.e., safe passages, tutoring, informal mentoring), community mobilization (i.e., community events, task forces, unity walks), and service advocacy (i.e., connecting youth and young adults to school, work source centers, mental health, health services, and park programming, including PAD and SNL).
13. Cultural Competency: The ability to interact effectively with people of different cultures. Cultural competence means to be respectful and responsive to the health beliefs and practices – and cultural and linguistic needs – of diverse population groups.

14. Evaluation: A systematic assessment, using a variety of qualitative and quantitative methods, to answer questions about the impact of a specific policy, program, or project on a community or defined population.
15. Gang Reduction and Youth Development (GRYD) Zone: GRYD is initiative of the City of Los Angeles' Mayor's Office which includes comprehensive prevention and intervention services in communities throughout the city, which are called GRYD Zones.
16. Hardcore Street Outreach: An approach to community violence intervention that focuses on crisis intervention, including responding to violent incidents in the field, and engaging both sides of a conflict among gang members and/or neighborhoods to determine the causes of the conflict and construct a nonviolent and equitable solution.
17. Health Disparity: The difference in health status across two or more groups that is often linked with social, economic, and/or environmental disadvantage.
18. Hospital Based Violence Intervention: An approach that combines brief in-hospital intervention with intensive community-based case management and provides targeted services to high-risk populations to reduce risk factors for re-injury and retaliation while cultivating protective factors.
19. Individual Resilience: Involves behaviors, thoughts, and actions that promote personal wellbeing and mental health. People can develop the ability to withstand, adapt to, and recover from stress and adversity—and maintain or return to a state of mental health wellbeing by using effective coping strategies.
20. Informal Case Management: Informal case management is a collaborative process of assessment, planning, facilitation, care coordination, evaluation, and advocacy for services to meet an individual's and family's multiple health needs.
21. Intervention: The action or process of intervening.
22. Measure B: A local tax measure that authorized the County to levy a special annual tax of three cents per square foot, on structural improvements located within LAC to provide funding for the Countywide System of Trauma Centers, Emergency Medical Services and Bioterrorism Response.

23. Paraprofessional: A person to whom a particular aspect of a professional task is delegated but who is not licensed to practice as a fully qualified professional.
24. Parks After Dark (PAD): A County Department of Parks and Recreation program that began in 2010 as a gang violence prevention strategy and evolved into a key county strategy to promote health, safety, equity, and community well-being that has been adopted into the strategic plans of several county departments and initiatives. PAD provides extended summer evening hours at parks, providing access to free recreation, entertainment, health and social services, and takes place at 21 parks throughout the County, including 7 parks in South Los Angeles.
25. Participatory Planning: A planning process that intentionally and thoughtfully involves community stakeholders of the target community.
26. Peer-to-Peer Violence Prevention Learning Academy: The Learning Academy that will bring together paraprofessionals including Community Violence Intervention Workers, Community Health Workers, and Promotoras, to provide cross-training regarding topics such as conflict resolution, trauma, and mental health first aid, among others. The goal of the academy is to create paraprofessional peer networks in TPI communities to provide system navigation for high risk and hard to reach populations.
27. Premature Mortality: Deaths that occur before a person reaches an expected age (e.g. age 75).
28. Prevention: The action of stopping something from happening or arising.
29. Protective Factors: Conditions or attributes (skills, strengths, resources, supports or coping strategies) in individuals, families, communities or the larger society that help people deal more effectively with stressful events and mitigate or eliminate risk in families and communities.
30. Risk Factors: Any attribute, characteristic or exposure of an individual that increases the likelihood of developing a disease or injury.
31. Safe Passage: Protection offered to someone who is in danger or who is travelling through a dangerous place. In the context of this RFP, Safe passages refers to youth and community members travelling safely between home, school, and parks.
32. Safety Plan: A personalized plan that can help a person avoid dangerous situations and know the best way to react if they are in danger. In the context

of this RFP, a Safety Plan is a written document that describes Proposer's plans to implement each of their deliverables, in response to the specific circumstances of the selected community, including how Proposer will work with specific populations, collaborate with existing partners and services, and address violence trends.

33. Service Planning Area (SPA): Administrative boundaries within LAC that enable DPH to develop and provide more relevant public health and clinical services targeted to the specific health needs of the residents in these geographic areas.
34. Social Cohesion: The degree to which those in a social system identify with it and feel bound to support it, especially its norms, beliefs, and values.
35. Social Determinants of Health: Conditions in which people are born, grow, live, work and age, such as living next to a freeway or not having access to fruits and vegetables, which impact one's health. These circumstances are shaped by the distribution of money, power and resources at global, national, and local levels.
36. Strategic Plan (also referred to as the Community Action Plan): The plan describes what the community wants to achieve, what activities are required during a specified time period, and what resources (money, people and materials) are needed to be successful. The community action plan is the framework for implementing the activities that are decided by the community itself.
37. Street Outreach and Community Violence Intervention Services: Intervention services, inclusive of Safe Passage, designed to provide specialized, street-based mediation and mitigation efforts to stop or prevent violence between gang members and gang neighborhoods, and the concurrent redirection of individual gang members and their families in ways that bring progress to themselves and their communities.
38. Summer Night Lights (SNL): The Summer Night Lights program is a prevention strategy of GRYD. SNL provides youth and family programming at 32 parks throughout the City of Los Angeles during the summer.
39. Supervisory District (SD): LAC is divided into five (5) Supervisory districts. The governmental powers of the County of Los Angeles are exercised through a Board of Supervisors. Provisions of the Los Angeles County Charter call for a five-member Board of Supervisors, each of whom represents one of five districts in the County.

40. Systemic Change: Change that pervades all parts of a system, taking into account the interrelationships and interdependencies among those parts.
41. Trauma Prevention Initiative Advisory Committee: An interdepartmental and/or interagency group formed by DPH-Injury and Violence Prevention Program and maintained throughout the initiative to guide the Initiative's progress, develop policy and systems change to support community.
42. Unincorporated Community: The population residing in communities and areas outside the jurisdictional boundaries of incorporated cities in Los Angeles County. County government provides basic municipal services such as law enforcement, zoning, building permits, libraries, parks, recreational programs, street maintenance, and traffic signals and stop signs to unincorporated communities.
43. Vicarious Trauma: The emotional residue of exposure to someone else's trauma stories, witness of violence, pain, fear, and terror. Also, known as "secondary trauma", symptoms are often similar to those of first-hand trauma post-traumatic stress disorder; hypervigilance, flashbacks, nightmares, avoidance, etc.
44. Youth Development: A process that prepares a young person to meet the challenges of adolescence and adulthood and achieve his or her full potential.

6.0 RESPONSIBILITIES

The County's and the Contractor's responsibilities are as follows:

COUNTY

6.1 Personnel

The County will administer the Contract according to the Contract, Paragraph 6.0, Administration of Contract - County. Specific duties will include:

- 6.1.1 Monitoring the Contractor's performance in the daily operation of this Contract.
- 6.1.2 Providing direction to the Contractor in areas relating to policy, information and procedural requirements.
- 6.1.3 Preparing Amendments in accordance with the Contract, Paragraph 8. Standard Terms and Conditions, Sub-paragraph 8.1 Amendments.

CONTRACTOR

6.2 Personnel

- 6.2.1 One (1) half-time Project Lead who will be responsible for project oversight, coordinating with DPH, and preparing required administrative reports, invoices, and documents.
- 6.2.2 A minimum of one (1) full-time Community Intervention Worker, certified as a community intervention trainer from entities such as or equivalent to Los Angeles Violence Intervention Training Academy (LAVITA), Professional Community Intervention Training Institute (PCITI), or a Youth and Gang Violence Intervention Specialist Training Program, who will be responsible for developing Safety Plans, and training and supervising staff in the field, in addition to implementing the core deliverables above. Contractor shall provide each full-time Community Intervention Worker with a minimum of \$35,000, as well as health insurance and life insurance coverage; and
- 6.2.3 A minimum of two (2) part-time Ambassadors (Community Intervention Workers In-Training) who will assist the Community Intervention Worker with implementing the core deliverables. Contractor shall provide each part-time Ambassador, at minimum, with an hourly wage that complies with the County living wage ordinance (\$11.84 per hour).
- 6.2.4 Contractor shall be required to background check their employees as set forth in sub-paragraph 22D – Background and Security Investigations, of the Contract.
- 6.2.5 Contractor shall keep in its files, and provide a copy to DPH, documents demonstrating that each staff person meets those qualifications. DPH requires that certain criteria must be part of the hiring process to confirm that staff have the proper qualifications. Specifically, Contractor must confirm in writing that:
- a. It has visited the worker's neighborhood and confirmed, through interviews, that the worker has the proper reputation and relationships to be effective at reducing violence in the area in which he or she is working;
 - b. It has determined, through interviews with appropriate contacts, that the worker is not engaged in criminal activity;
 - c. Contractor can explain why it trusts this worker to handle such an important responsibility.
- 6.2.6 It is also understood that all employees of contractor have committed to obey all laws and renounce any affiliation with any and all criminal gang activity. If an employee of Contractor violates

the standards of ethical conduct, including by being arrested, charged with a crime, or interfering with law enforcement work, DPH shall be notified immediately, within 4 hours. An investigation will then be conducted jointly by DPH and its Advisors and Contractor to determine the consequences, which can range from a verbal or written reprimand to termination. All employees of Contractor must, prior to working for Contractor, sign a written acknowledgement of these rules, so that they have a full understanding of the Standards of Behavior and the consequences of failing to comply with them.

6.2.7 Employees of Contractor that work within the school setting must be held to impeccable behavioral standards. Those funded partners who operate within a school setting will be held to a higher standard of behavior and strict accountability will be insured with consequences for violation of stated standards.

6.3 Materials and Equipment

The purchase of all materials/equipment to provide the needed services is the responsibility of the Contractor. Contractor shall use materials and equipment that are safe for the environment and safe for use by the employee.

6.4 Contractor's Office

Contractor shall maintain an office staffed by at least one employee who can respond to inquiries and complaints which may be received about the Contractor's performance of the Contract. When the office is closed, an answering service shall be provided to receive calls. The Contractor shall answer calls received by the answering service within twenty-four (24) hours of receipt of the call.

Contractor shall be required to provide telephone and e-mail responses to the County's Contract Manager or Program Analyst or designee Monday through Friday 8:00 a.m. to 5:00 p.m. Pacific Time.

7.0 GREEN INITIATIVES

7.1 Contractor shall use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits.

7.2 Contractor shall notify County's Contract Manager of Contractor's new green initiatives prior to the contract commencement.

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase I (Term 1) Communities: Westmont West Athens and Willowbrook
Date of Board approval – June 30, 2018

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
<p>1. Safety Plan – Community specific safety plan which includes implementation of Cardenas Intervention Model – in collaboration with the Department of Public Health (DPH)</p>	<p>1.1 Compile local data via meetings with neighborhood groups, coalitions, and community stakeholders.</p> <p>1.2 Develop and submit a Safety Plan to DPH for approval. At a minimum, the Plan shall include the following: Description of current state of violence in project community; description of community groups, coalitions focused on violence prevention; description of how Contractor will collaborate with nearby Gang Reduction and Youth Development zones; a list of community organizations, institutions, leaders, county departments and Contractor’s relationship with them; and a description of Contractor’s cultural competency and ability to outreach and engage priority populations including gang involved, victims of violence, youth and young adults, non-English speaking community members.</p>	<p>By May 15, 2018</p> <p>Draft by May 15, 2018; Final Plan by June 31, 2018</p>	<p>1.1 Community Safety Plan</p> <p>1.2 Submit draft copy for review</p>
<p>2. Monthly Intervention Advisory Council Meetings – Participate in monthly Intervention Advisory Council (IAC) meetings with Street Outreach and Community Violence Intervention Services contractors, DPH Trauma Prevention Initiative (TPI) staff, law enforcement and other partners to discuss Safety Plan and implementation progress.</p>	<p>2.1 Attend meetings, report back on Safety Plan community issues, and implementation progress, and challenges that require assistance of DPH, Sheriff’s Department, or other partners.</p> <p>2.2 Prepare Incident Corrective Action report, as necessary, in collaboration with DPH.</p>	<p>Monthly through June 30, 2018</p> <p>As Needed</p>	<p>2.1 Meeting Notes and Attendance Records</p> <p>2.2 Copies of Incident Corrective Action Reports, as needed</p>
<p>3. Crisis Intervention and Non-Violence Activities</p>	<p>3.1 Develop and submit a protocol to DPH for approval outlining Contractor’s engagement with gang members and influencers, victims of violence, and</p>	<p>Draft by May 15th, 2018 Final Protocol by May 31, 2018</p>	<p>3.1 Incident and Response Protocol</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Exhibit B-1A

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase I (Term 1) Communities: Westmont West Athens and Willowbrook
Date of Board approval – June 30, 2018

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
	<p>other community stakeholders. At a minimum, the protocol shall address, but is not limited to, rumor control, mediating conflicts, establishing and maintaining peace agreements, responding to violent incidents, and providing intervention during funerals and vigils.</p> <p>3.2 Conduct crisis intervention, including rumor control, mediating conflicts, establishing peace agreements, responding to violent incidents, and providing intervention during funerals and vigils.</p>	<p align="center">Ongoing through June 30, 2018</p>	<p>3.2 Incident and Response logs, Documented peace agreements</p>
<p>4. Safe Passages</p>	<p>4.1 Develop and submit a Safe Passages Plan to DPH for approval outlining Contractor's plan to coordinate with local parks, schools, libraries, and other community partners to develop, implement, and/or maintain safe passages and safe routes to school, activities, and community resources. Include documentation of priority safe passages locations, safe haven sites and outreach activities, and location agreement to conduct safe passages.</p> <p>4.2 Conduct safe passages in identified parks and schools or other identified sites.</p>	<p>Draft by May 15, 2018 Final by May 31, 2018</p> <p align="center">Ongoing through June 30, 2018</p>	<p>4.1 Safe passages Plan; documentation of park and school agreement for safe passages.</p> <p>4.2 Safe passages project records</p>
<p>5. Youth Development</p>	<p>5.1 Develop and submit a Youth Development Plan to DPH for approval outlining Contractor's plan to engage at-risk youth and young adults age 10-24 in the community, including youth who are gang-affiliated and/or impacted by trauma. Activities may include, but are not limited to, tutoring, informal mentoring, encouraging participation in leadership and community building events.</p> <p>5.2 Engage 125 youth in Proposer's Youth Development activities as identified in the Plan.</p>	<p>Draft by May 15, 2018 Final Plan by May 30, 2018</p> <p align="center">Ongoing through June 30, 2018</p> <p align="center">By June 30, 2018</p>	<p>5.1 Copy of youth development program plan</p> <p>5.2 Project records, including number and outcomes of youth served</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Exhibit B-1A

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase I (Term 1) Communities: Westmont West Athens and Willowbrook
Date of Board approval – June 30, 2018

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
<p>6. Informal Case Management - Provide general case management to youth and adults</p>	<p>6.1 Develop and submit an Informal Case Management Plan to DPH for approval outlining Contractor's planned approach to developing and maintaining a community referral network. At a minimum, the plan should address the following: Use an intake and assessment process to identify individual client and/or family needs, ensuring client(s) linkage to services using a linked-referral process; documentation of referrals; and how the Contractor's will document and track the referent's progress.</p> <p>6.2 Develop and submit copies of intake, referral and tracking forms to DPH for approval.</p> <p>6.3 Provide a minimum of 240 referrals and linkages to service providers that will assist in meeting identified needs of referents, including, but not limited to: Health, mental health, social services, education, and employment.</p> <p>6.4 Submit completed intake, assessment form, documented referrals and progress reports to DPH quarterly.</p>	<p>Draft by May 1, 2018 Final Plan by May 31, 2018</p> <p>By May 31, 2018</p> <p>By June 30, 2018</p>	<p>6.1 Copy of case management plan, Referral network, intake and assessment forms, project records, including number and outcomes of youth served</p> <p>6.2 Copies of all forms</p> <p>6.3 Referral Summary Form</p> <p>6.4 Intake and Assessment Forms</p>
<p>7. Community Building Events – Participate in a minimum of two (2) family-oriented community events that promote peace and well-being</p>	<p>7.1 Contractor will participate in Parks After Dark and, if applicable, Summer Nights Lights each summer, in the selected program community.</p> <p>7.2 Contractor will develop and submit plans to provide one additional community building activity to DPH for approval. The plan may include, but is not limited to festivals, art events, unit walks, or bike rides.</p>	<p>By June 30, 2018</p> <p>By May 15, 2018</p>	<p>7.1 Project records, flyers from community events, participation logs, number of contacts made, etc.</p> <p>7.2 Community Activity Plan</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Exhibit B-1A

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase I (Term 1) Communities: Westmont West Athens and Willowbrook
Date of Board approval – June 30, 2018

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
8. Client Engagement – Provide a minimum of 2,500 client engagements per program year	7.3 Contractor will provide documentation of participation during each of the two events. 8.1 Contractor will engage and document a minimum of 1,250 client encounters, of which a minimum of 240 individuals will be referred to informal case management and a minimum of 120 youths will be linked to Youth Development activities. 8.2 Contractor will provide year-end narrative and documentation of client encounters as per protocols and/or plans submitted to and approved by DPH.	By June 30, 2018 By June 30, 2018	7.3 Participants Sign-In Sheet; event photos; project report 8.1 Contact Documentation Sheets 8.2 Year-End Report
9. Participation in Community Action Planning	9.1 Contractor must participate in community engagement activities in the program community, facilitated by DPH inclusive of, but not limited to: a. Community summit planning meetings b. Community summits c. Community meetings focused on developing an action plan to prevent violence d. Community action events e. TPI Advisory Committee Meetings	Date of Board approval – June 30, 2018	9.1 Attendance records
10. Participation in Program Evaluation Activities	10.1 Develop an evaluation plan in collaboration with DPH and submit for approval. At a minimum, the plan must include data collection instruments, which tracks individual and programmatic data goals and outcomes.	By May 15, 2018	10.1 Evaluation Plan, data collection instruments
11. Staffing	11.1 Recruit and hire project staff to include: a. One (1) half-time Project Lead to provide project oversight, coordinating with DPH, and preparing required administrative reports, invoices, and documents. b. At least one (1) full-time Community Intervention Worker, who will be responsible for developing and updating the Community Safety Plan.	By May 31, 2018	11.1 Employment Documents

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Exhibit B-1A

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase I (Term 1) Communities: Westmont West Athens and Willowbrook
Date of Board approval – June 30, 2018

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
	<p>c. A minimum of two (2) part-time Ambassadors (Community Intervention Workers In-Training) who will assist the Community Intervention Worker in implementation of the above objectives.</p> <p>d. Any additional staff to support implementation of the program's activities.</p> <p>11.2 Provide written criteria to determine desired qualifications of Community Intervention Workers and Ambassadors. Contractor shall keep in its files, and provide a copy to DPH, documents demonstrating that each staff person meets those qualifications.</p> <p>11.3 Provide a list of all proposed staff with LiveScan clearance documentation to DPH for approval prior to program implementation.</p> <p>11.4 Provide training to all supervising and field staff, including those provided by DPH.</p> <p>11.5 Provide notice and staff documentation to DPH of any staff changes prior to the implementation of said change(s).</p>	<p align="center">By May 31, 2018</p> <p align="center">By May 15, 2018</p> <p align="center">Ongoing through June 30, 2018</p> <p align="center">Ongoing through June 30, 2018</p> <p align="center">Ongoing through June 30, 2018</p>	<p>11.2 Copies of desired qualifications for Community Intervention Workers and Ambassadors; and documentation that staff meets qualifications.</p> <p>11.3 Copies of LiveScans</p> <p>11.4 Participants Sign-In Sheets</p> <p>11.5 Written Notice to DPH</p>
12. Administration	<p>12.1 Communicate with DPH program staff through regular in-person meetings and phone calls, including monthly TPI Implementation meetings.</p> <p>12.2 Participate in at least one capacity building training opportunity annually, hosted by DPH or TPI partner agencies, as available.</p>	<p align="center">Ongoing through June 30, 2018</p> <p align="center">Ongoing through June 30, 2018, as available</p>	<p>12.1 Meeting and project records</p> <p>12.2 Training records</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase I (Term 1) Communities: Westmont West Athens and Willowbrook
Date of Board approval – June 30, 2018

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
	12.3 Submit monthly fiscal and programmatic documentation. 12.4 Submit year-end program reports to DPH, including updates on progress meeting each deliverable, successes and challenges, population served, type of services provided, and client and community outcomes.	Monthly through June 30, 2018 June 30, 2018	12.3 Copies of reports and fiscal documentation 12.4 Copy of year-end reports

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase I (Term 2) Communities: Westmont West Athens and Willowbrook
July 1, 2018 – June 30, 2019

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
<p>1. Safety Plan – Community specific safety plan which includes implementation of Cardenas Intervention Model – in collaboration with the Department of Public Health (DPH)</p>	<p>1.1 Compile local data via meetings with neighborhood groups, coalitions, and community stakeholders.</p> <p>1.2 Develop and submit an Updated Safety Plan to DPH for approval. At a minimum, the Plan shall include the following: Description of current state of violence in project community; description of community groups, coalitions focused on violence prevention; description of how Contractor will collaborate with nearby Gang Reduction and Youth Development zones; a list of community organizations, institutions, leaders, county departments and Contractor’s relationship with them; and a Description of Contractor’s cultural competency and ability to outreach and engage priority populations including gang involved, victims of violence, youth and young adults, non-English speaking community members.</p>	<p>By July 15, 2018</p> <p>Draft by July 15, 2018; Final Plan by July 31, 2018</p>	<p>1.1 Community Safety Plan</p> <p>1.2 Submit draft copy for review; Submit approved Final Plan</p>
<p>2. Monthly Intervention Advisory Council Meetings – Participate in monthly Intervention Advisory Council (IAC) meetings with SOCVIS contractors, DPH TPI staff, law enforcement and other partners to discuss Safety Plan and implementation progress.</p>	<p>2.1 Attend meetings, report back on Safety Plan community issues, and implementation progress, and challenges that require assistance of DPH, Sheriff’s Department, or other partners.</p> <p>2.2 Prepare Incident Corrective Action report, as necessary, in collaboration with DPH.</p>	<p>Monthly through June 30, 2019</p> <p>As Needed</p>	<p>2.1 Meeting Notes and Attendance Records.</p> <p>2.2 Copies of Incident Corrective Action Reports, as needed</p>
<p>3. Crisis Intervention and Non-Violence Activities</p>	<p>3.1 Develop and submit an updated protocol to DPH for approval outlining Contractor’s engagement with gang members and</p>	<p>Draft by July 15, 2018 Final Updated Protocol by July 31, 2018</p>	<p>3.1 Incident and Response Protocol</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase I (Term 2) Communities: Westmont West Athens and Willowbrook
July 1, 2018 – June 30, 2019

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
	<p>influencers, victims of violence, and other community stakeholders. At a minimum, the protocol shall address, but is not limited to, rumor control, mediating conflicts, establishing and maintaining peace agreements, responding to violent incidents, and providing intervention during funerals and vigils.</p> <p>3.2 Conduct crisis intervention, including rumor control, mediating conflicts, establishing peace agreements, responding to violent incidents, and providing intervention during funerals and vigils.</p>	<p align="center">Ongoing through June 30, 2019</p>	<p>3.2 Incident and Response logs, Documented peace agreements</p>
<p>4. Safe Passages</p>	<p>4.1 Develop and submit an updated Safe Passages Plan to DPH for approval outlining Contractor's plan to coordinate with local parks, schools, libraries, and other community partners to develop, implement, and/or maintain safe passages and safe routes to school, activities, and community resources. Include documentation of priority safe passages locations, safe haven sites, and outreach activities, and location agreement to conduct safe passages.</p> <p>4.2 Conduct safe passages in identified parks and schools or other identified sites.</p>	<p>Draft by July 15, Final by July 31, 2018</p> <p align="center">Ongoing through June 30, 2019</p> <p>Draft by Aug 15, 2018 Final Updated Plan by August 31, 2018</p>	<p>4.1 Safe Passages plan; documentation of park and school agreement for safe passages</p> <p>4.2 Safe passages Project records</p>
<p>5. Youth Development</p>	<p>5.1 Develop and submit an Updated Youth Development Plan to DPH for approval outlining Contractor's plan to engage at-risk youth and young adults age 10-24 in the community, including youth who are gang-affiliated and/or impacted by trauma. Activities may include, but are not limited to, tutoring,</p>	<p>Draft by Aug 15, 2018 Final Updated Plan by August 31, 2018</p>	<p>5.1 Copy of youth development program plan</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Exhibit B-1B

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase I (Term 2) Communities: Westmont West Athens and Willowbrook
July 1, 2018 – June 30, 2019

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
6. Informal Case Management - Provide general case management to youth and adults.	<p>5.2 Engage 250 youth in Proposer's Youth Development activities as identified in the Plan.</p> <p>6.1 Develop and submit an Informal Case Management Plan to DPH for approval outlining Contractor's planned approach to developing and maintaining a community referral network. At a minimum, the plan should address the following: Use an intake and assessment process to identify individual client and/or family needs, ensuring client(s) linkage to services using a linked-referral process; documentation of referrals; and how the Contractor's will document and track the referent's progress.</p>	<p>By June 30, 2019</p> <p>Draft by July 15, 2018 Final Updated Plan by July 31, 2018</p>	<p>5.2 Project records, including number and outcomes of youth served</p> <p>6.1 Copy of case management plan, Referral network, intake and assessment forms, project records, including number and outcomes of youth served</p>
	<p>6.2 Develop and submit copies of intake, referral and tracking forms to DPH for approval.</p> <p>6.3 Provide a minimum of 480 referrals and linkages to service providers that will assist in meeting identified needs of referents, including, but not limited to: Health, mental health, social services, education, and employment.</p>	<p>By July 31, 2018.</p> <p>By June 30, 2019</p>	<p>6.2 Copies of all forms</p> <p>6.3 Referral Summary Form</p>
	<p>6.4 Submit completed intake, assessment form, documented referrals and progress reports to DPH quarterly.</p>	<p>By Sept 31st, December 31st, 2018; and March 31, and June 30, 2019</p>	<p>6.4 Intake and Assessment Forms</p>
7. Community Building Events – Participate in a minimum of two (2) family-oriented community events that	<p>7.1 Contractor will participate in Parks After Dark, and, if applicable, Summer Nights Lights each summer, in the selected program community.</p>	<p>By August 31, 2018</p>	<p>7.1 Project records, flyers from community events, participation logs, number of contacts made, etc.</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Exhibit B-1B

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase I (Term 2) Communities: Westmont West Athens and Willowbrook
July 1, 2018 – June 30, 2019

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
promote peace and well-being	7.2 Contractor will develop and submit updated plans to provide one additional community building activity to DPH for approval. The plan may include, but is not limited to festivals, art events, unit walks, or bike rides.	By July 31, 2018	7.2 Community Activity Plan
8. Client Engagement – Provide a minimum of 2,500 client engagements per program year	7.3 Contractor will provide documentation of participation during each of the two events. 8.1 Contractor will engage and document a minimum of 2,500 client encounters, of which a minimum of 480 individuals will be referred to informal case management and a minimum of 250 youths will be linked to Youth Development activities.	By September 2018 and June 30, 2019 By June 30, 2019	7.3 Participants Sign-In Sheet; event photos; project report 8.1 Contact Documentation Sheet
9. Participation in Community Action Planning	8.2 Contractor will provide year-end narrative and documentation of client encounters as per protocols and/or plans submitted to and approved by DPH. 9.1 Contractor must participate in community engagement activities in the program community, facilitated by DPH inclusive of, but not limited to: a. Community summit planning meetings b. Community summits c. Community meetings focused on developing an action plan to prevent violence d. Community action events e. Trauma Prevention Initiative (TPI) Advisory Committee meetings	By June 30, 2019 July 1, 2018 – June 30, 2019	8.2 Year End Report 9.1 Attendance records

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Exhibit B-1B

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase I (Term 2) Communities: Westmont West Athens and Willowbrook
July 1, 2018 – June 30, 2019

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
10. Participation in Program Evaluation Activities	10.1 Develop an updated evaluation plan in collaboration with DPH and submit for approval. At a minimum, the plan must include data collection instruments, which tracks individual and programmatic data goals and outcomes.	By August 15, 2018	10.1 Evaluation Plan
11. Staffing	<p>11.1 Continue to maintain project staff to include:</p> <ul style="list-style-type: none"> a. One (1) half-time Project Lead to provide project oversight, coordinating with DPH, and preparing required administrative reports, invoices, and documents. b. At least one (1) full-time Community Intervention Worker, who will be responsible for developing and updating the Community Safety Plan. c. A minimum of two (2) part-time Ambassadors (Community Intervention Workers In-Training) who will assist the Community Intervention Worker in implementation of the above objectives. d. Any additional staff to support implementation of the program's activities. <p>11.2 As needed, provide written criteria to determine desired qualifications of Community Intervention Workers and Ambassadors. Contractor shall keep in its files, and provide a copy of DPH, documents demonstrating that each staff person meets those qualifications.</p> <p>11.3 Provide an updated list of all proposed staff with LiveScan clearance documentation to DPH for approval prior to program implementation.</p>	<p>Ongoing through June 30, 2019 and as needed</p> <p>Ongoing through June 30, 2019</p> <p>Ongoing through June 30, 2019</p>	<p>11.1 Employment Documents</p> <p>11.2 Copies of desired qualifications for Community Intervention Workers and Ambassadors; and documentation that staff meets qualifications.</p> <p>11.3 Copies of LiveScans</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Exhibit B-1B

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase I (Term 2) Communities: Westmont West Athens and Willowbrook
July 1, 2018 – June 30, 2019

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
	11.4 Provide training to all supervising and field staff, including those provided by DPH. 11.5 Provide notice and staff documentation to DPH of any staff changes prior to the implementation of said change(s).	Ongoing through June 30, 2019	11.4 Participants Sign-In Sheet 11.5 Written Notice to DPH
12. Administration	12.1 Communicate with DPH program staff through regular in-person meetings and phone calls, including monthly TPI Implementation meetings. 12.2 Participate in at least one capacity building training opportunity annually, hosted by DPH or TPI partner agencies, as available. 12.3 Submit monthly fiscal and programmatic documentation. 12.4 Submit mid-year and year-end program reports to DPH, including updates on progress meeting each deliverable, successes and challenges, population served, type of services provided, and client and community outcomes.	Ongoing through June 30, 2019 Ongoing through June 30, 2019; as available Monthly through June 30, 2019 December 30, 2018; June 30, 2019	12.1 Meeting and project records 12.2 Training records 12.3 Copies of reports and fiscal documentation 12.4 Copy of mid-year and year-end reports

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Trauma Prevention Initiative – Street Outreach and Community Violence Intervention
Phase I (Term 3) Communities: Westmont West Athens and Willowbrook
July 1, 2019 – June 30, 2020

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
<p>1. Safety Plan – Community specific safety plan which includes implementation of Cardenas Intervention Model – in collaboration with the Department of Public Health (DPH)</p>	<p>1.1 Compile local data via meetings with neighborhood groups, coalitions, and community stakeholders.</p> <p>1.2 Develop and submit an Updated Safety Plan to DPH for approval. At a minimum, the Plan shall include the following: Description of current state of violence in project community; description of community groups, coalitions focused on violence prevention; description of how Contractor will collaborate with nearby Gang Reduction and Youth Development zones; a list of community organizations, institutions, leaders, county departments and Contractor’s relationship with them; and a description of Contractor’s cultural competency and ability to outreach and engage priority populations including gang involved, victims of violence, youth and young adults, non-English speaking community members.</p>	<p>By July 31, 2019</p> <p>Draft by July 15, 2019; Final Plan by July 31, 2019</p>	<p>1.1 Community Safety Plan</p> <p>1.2 Submit draft copy for review; Submit approved Final Plan</p>
<p>2. Monthly Intervention Advisory Council Meetings – Participate in monthly Intervention Advisory Council (IAC) meetings with SOCVIS contractors, DPH TPI staff, law enforcement and other partners to discuss Safety Plan and implementation progress.</p>	<p>2.1 Attend meetings, report back on Safety Plan community issues, and implementation progress, and challenges that require assistance of DPH, Sheriff’s Department, or other partners.</p> <p>2.2 Prepare Incident Corrective Action report, as necessary, in collaboration with DPH.</p>	<p>Monthly through June 30, 2020</p> <p>As Needed</p>	<p>2.1 Meeting Notes and Attendance Records</p> <p>2.2 Copies of Incident Corrective Action Reports, as needed</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Exhibit B-1C

Trauma Prevention Initiative – Street Outreach and Community Violence Intervention
Phase I (Term 3) Communities: Westmont West Athens and Willowbrook
July 1, 2019 – June 30, 2020

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
3 Crisis Intervention and Non-Violence Activities	<p>3.1 Develop and submit an updated protocol to DPH for approval outlining Contractor's engagement with gang members and influencers, victims of violence, and other community stakeholders. At a minimum, the protocol shall address, but is not limited to, rumor control, mediating conflicts, establishing and maintaining peace agreements, responding to violent incidents, and providing intervention during funerals and vigils.</p> <p>3.2 Conduct crisis intervention, including rumor control, mediating conflicts, establishing peace agreements, responding to violent incidents, and providing intervention during funerals and vigils.</p>	<p>Draft by July 15, 2019 Final Updated Protocol by July 31, 2019</p>	<p>3.1 Incident and Response Protocol</p> <p>3.2 Incident and Response logs, Documented peace agreements</p>
4 Safe Passages	<p>4.1 Develop and submit an updated Safe Passages Plan to DPH for approval outlining Contractor's plan to coordinate with local parks, schools, libraries, and other community partners to develop, implement, and/or maintain safe passages and safe routes to school, activities, and community resources. Include documentation of priority safe passages locations, safe haven sites, and outreach activities, and location agreement to conduct safe passages.</p> <p>4.2 Conduct safe passages in identified parks and schools or other identified sites.</p>	<p>Draft by July 15, and December 15, 2019 Final by July 31, and December 31, 2019</p>	<p>4.1 Safe Passages plan; documentation of park and school agreement for safe passages</p> <p>4.2 Safe passages Project records</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Exhibit B-1C

Trauma Prevention Initiative – Street Outreach and Community Violence Intervention
Phase I (Term 3) Communities: Westmont West Athens and Willowbrook
July 1, 2019 – June 30, 2020

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
5 Youth Development	5.1 Develop and submit an Updated Youth Development Plan to DPH for approval outlining Contractor's plan to engage at-risk youth and young adults age 10-24 in the community, including youth who are gang-affiliated and/or impacted by trauma. Activities may include, but are not limited to, tutoring, informal mentoring, encouraging participation in leadership and community building events. 5.2 Engage 250 youth in Proposer's Youth Development activities as identified in the Plan.	Draft by Aug 15, 2019 Final Updated Plan by August 30, 2019 By June 30, 2020	5.1 Copy of youth development program plan 5.2 Project records, including number and outcomes of youth served
6 Informal Case Management - Provide general case management to youth and adults.	6.1 Develop and submit an Informal Case Management Plan to DPH for approval outlining Contractor's planned approach to developing and maintaining a community referral network. At a minimum, the plan should address the following: Use an intake and assessment process to identify individual client and/or family needs, ensuring client(s) linkage to services using a linked-referral process; documentation of referrals; and how the Contractor's will document and track the referent's progress. 6.2 Develop and submit copies of intake, referral and tracking forms to DPH for approval. 6.3 Provide a minimum of 480 referrals and linkages to service providers that will assist in meeting identified needs of referents, including, but not limited to: Health, mental health, social services, education, and employment.	Draft by July 15, 2019 Final Updated Plan by July 31, 2019 By July 31, 2019 By June 30, 2020	6.1 Copy of case management plan, Referral network, intake and assessment forms, project records, including number and outcomes of youth served 6.2 Copies of all forms 6.3 Referral Summary Form 6.4 Intake and Assessment forms

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Exhibit B-1C

Trauma Prevention Initiative – Street Outreach and Community Violence Intervention
Phase I (Term 3) Communities: Westmont West Athens and Willowbrook
July 1, 2019 – June 30, 2020

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
<p>7 Community Building Events – Participate in a minimum of two (2) family-oriented community events that promote peace and well-being</p>	<p>6.4 Submit completed intake, assessment form, documented referrals and progress reports to DPH quarterly.</p> <p>7.1 Contractor will participate in Parks After Dark, and, if applicable, Summer Nights Lights each summer, in the selected program community.</p> <p>7.2 Contractor will develop and submit updated plans to provide one additional community building activity to DPH for approval. The plan may include, but not is limited to festivals, art events, unit walks, or bike rides.</p> <p>7.3 Contractor will provide documentation of participation during each of the two events.</p>	<p>By Sept 31st, December 31st, 2019; and March 31, and June 30, 2020</p> <p>By August 31, 2019</p> <p>By July 31, 2019</p>	<p>7.1 Project records, flyers from community events, participation logs, number of contacts made, etc.</p> <p>7.2 Community Activity Plan</p> <p>7.3 Participants Sign-In Sheet; event photos; project report</p>
<p>8 Client Engagement – Provide a minimum of 2,500 client engagements per program year</p>	<p>8.1 Contractor will engage and document a minimum of 2,500 client encounters, of which a minimum of 480 individuals will be referred to informal case management and a minimum of 250 youths will be linked to Youth Development activities.</p> <p>8.2 Contractor will provide year-end narrative and documentation of client encounters as per protocols and/or plans submitted to and approved by DPH.</p>	<p>By June 30, 2020</p> <p>By June 30, 2020</p>	<p>8.1 Contact Documentation Sheet</p> <p>8.2 Year-End Report</p>
<p>9. Participation in Community Action Planning</p>	<p>9.1 Contractor must participate in community engagement activities in the program community, facilitated by DPH inclusive of, but not limited to: a. Community summit planning meetings b. Community summits</p>	<p>By July 1, 2019 – June 30, 2020</p>	<p>9.1 Attendance records</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Exhibit B-1C

Trauma Prevention Initiative – Street Outreach and Community Violence Intervention
Phase I (Term 3) Communities: Westmont West Athens and Willowbrook
July 1, 2019 – June 30, 2020

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
10. Participation in Program Evaluation Activities	<ul style="list-style-type: none"> c. Community meetings focused on developing an action plan to prevent violence d. Community action events e. Trauma Prevention Initiative (TPI) Advisory Committee Meetings 	By August 15, 2019	10.1 Evaluation Plan
11. Staffing	<p>11.1 Continue to maintain project staff to include:</p> <ul style="list-style-type: none"> a. One (1) half-time Project Lead to provide project oversight, coordinating with DPH, and preparing required administrative reports, invoices, and documents. b. At least one (1) full-time Community Intervention Worker, who will be responsible for developing and updating the Community Safety Plan. c. A minimum of two (2) part-time Ambassadors (Community Intervention Workers In-Training) who will assist the Community Intervention Worker in implementation of the above objectives. d. Any additional staff to support implementation of the program's activities. <p>11.2 As needed, provide written criteria to determine desired qualifications of Community Intervention Workers and Ambassadors. Contractor shall keep in its files, and provide a copy of DPH, documents demonstrating that each staff person meets those qualifications.</p>	<p>Ongoing through June 30, 2020 and as needed</p> <p>Ongoing through June 30, 2020 and as needed</p>	<p>11.1 Employment documents</p> <p>11.2 Copies of desired qualifications for Community Intervention Workers and Ambassadors; and documentation that staff meets qualifications.</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 SAMPLE SCOPE OF WORK
 AGENCY NAME**

Trauma Prevention Initiative – Street Outreach and Community Violence Intervention
 Phase I (Term 3) Communities: Westmont West Athens and Willowbrook
 July 1, 2019 – June 30, 2020

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
	11.3 Provide an updated list of all proposed staff with LiveScan clearance documentation to DPH for approval prior to program implementation. 11.4 Provide training to all supervising and field staff, including those provided by DPH. 11.5 Provide notice and staff documentation to DPH of any staff changes prior to the implementation of said change(s).	Ongoing through June 30, 2020 and as needed Ongoing through June 30, 2020 and as needed Ongoing through June 30, 2020 and as needed	11.3 Copies of LiveScans 11.4 Participants Sign-In Sheet 11.5 Written Notice to DPH
12. Administration	12.1 Communicate with DPH program staff through regular in-person meetings and phone calls, including monthly TPI Implementation meetings. 12.2 Participate in at least one capacity building training opportunity annually, hosted by DPH or TPI partner agencies, as available. 12.3 Submit monthly fiscal and programmatic documentation. 12.4 Submit mid-year and year-end program reports to DPH, including updates on progress meeting each deliverable, successes and challenges, population served, type of services provided, and client and community outcomes.	Ongoing through June 30, 2020 Ongoing through June 30, 2020; as available Monthly through June 30, 2020 December 30, 2019; June 30, 2020	12.1 Meeting and project records 12.2 Training records 12.3 Copies of reports and fiscal documentation 12.4 Copy of mid-year and year-end reports

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase I (Term 4) Communities: Westmont West Athens and Willowbrook
July 1, 2020 – March 31, 2021

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
<p>1. Safety Plan – Community specific safety plan which includes implementation of Cardenas Intervention Model – in collaboration with the Department of Public Health (DPH)</p>	<p>1.1 Compile local data via meetings with neighborhood groups, coalitions, and community stakeholders.</p> <p>1.2 Develop and submit an Updated Safety Plan to DPH for approval. At a minimum, the Plan shall include the following: Description of current state of violence in project community; description of community groups, coalitions focused on violence prevention; description of how Contractor will collaborate with nearby Gang Reduction and Youth Development zones; a list of community organizations, institutions, leaders, county departments and Contractor’s relationship with them; and a description of Contractor’s cultural competency and ability to outreach and engage priority populations including gang involved, victims of violence, youth and young adults, non-English speaking community members.</p>	<p>By July 15, 2020</p> <p>Draft by July 15, 2020; Final Plan by July 31, 2020</p>	<p>1.1 Community Safety Plan</p> <p>1.2 Submit draft copy for review</p>
<p>2. Monthly Intervention Advisory Council Meetings – Participate in monthly Intervention Advisory Council (IAC) meetings with SOCVIS contractors, DPH TPI staff, law enforcement and other partners to discuss Safety Plan and implementation progress.</p>	<p>2.1 Attend meetings, report back on Safety Plan community issues, and implementation progress, and challenges that require assistance of DPH, Sheriff’s Department, or other partners.</p> <p>2.2 Prepare Incident Corrective Action report, as necessary, in collaboration with DPH.</p>	<p>Monthly through March 31, 2021</p> <p>As Needed</p>	<p>2.1 Meeting Notes and Attendance Records</p> <p>2.2 Copies of Incident Corrective Action Reports, as needed</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Exhibit B-1D

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase I (Term 4) Communities: Westmont West Athens and Willowbrook
July 1, 2020 – March 31, 2021

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
3. Crisis Intervention and Non-Violence Activities	<p>3.1 Develop and submit an updated protocol to DPH for approval outlining Contractor's engagement with gang members and influencers, victims of violence, and other community stakeholders. At a minimum, the protocol shall address, but is not limited to, rumor control, mediating conflicts, establishing and maintaining peace agreements, responding to violent incidents, and providing intervention during funerals and vigils.</p> <p>3.2 Conduct crisis intervention, including rumor control, mediating conflicts, establishing peace agreements, responding to violent incidents, and providing intervention during funerals and vigils.</p>	<p>Draft by July 15, 2020 Final Updated Protocol by July 31, 2020</p> <p>Ongoing through March 31, 2021</p>	<p>3.1 Incident and Response Protocol</p> <p>3.2 Incident and Response logs, Documented peace agreements</p>
4. Safe Passages	<p>4.1 Develop and submit an updated Safe Passages Plan to DPH for approval outlining Contractor's plan to coordinate with local parks, schools, libraries, and other community partners to develop, implement, and/or maintain safe passages and safe routes to school, activities, and community resources. Include documentation of priority safe passages locations, safe haven sites and outreach activities, and location agreement to conduct safe passages.</p> <p>4.2 Conduct safe passages in identified parks and schools and other identified sites.</p>	<p>Draft by July 15, 2020 Final by July 31, 2020</p> <p>Ongoing through March 31, 2021</p>	<p>4.1 Safe passages Plan; documentation of park and school agreement for safe passages</p> <p>4.2 Safe passages Project records</p>
5. Youth Development	<p>5.1 Develop and submit an Updated Youth Development Plan to DPH for approval outlining Contractor's plan to engage at-risk youth and young adults age 10-24 in the community, including youth who are gang-affiliated and/or impacted by trauma. Activities may include, but are not limited to, tutoring, informal mentoring,</p>	<p>Draft by August 15, 2020 Final Updated Plan by August 31, 2020</p>	<p>5.1 Copy of youth development program plan</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Exhibit B-1D

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase I (Term 4) Communities: Westmont West Athens and Willowbrook
July 1, 2020 – March 31, 2021

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
6. Informal Case Management - Provide general case management to youth and adults.	<p>5.2 Engage 125 youth in Proposer's Youth Development activities as identified in the Plan.</p> <p>6.1 Develop and submit an Informal Case Management Plan to DPH for approval outlining Contractor's planned approach to developing and maintaining a community referral network. At a minimum, the plan should address the following: Use an intake and assessment process to identify individual client and/or family needs, ensuring client(s) linkage to services using a linked-referral process; documentation of referrals; and how the Contractor's will document and track the referent's progress.</p> <p>6.2 Develop and submit copies of intake, referral and tracking forms to DPH for approval.</p> <p>6.3 Provide a minimum of 240 referrals and linkages to service providers that will assist in meeting identified needs of referents, including but not limited to: Health, mental health, social services, education, and employment.</p> <p>6.4 Submit completed intake, assessment form, documented referrals and progress reports to DPH quarterly.</p>	<p>By March 31, 2021</p> <p>Draft by August 15, 2020 Final Updated Plan by August 31, 2020</p>	<p>5.2 Project records, including number and outcomes of youth served</p> <p>6.1 Copy of case management plan, Referral network, intake and assessment forms</p>
7. Community Building Events – Participate in a minimum of two (2) family-oriented community events	<p>7.1 Contractor will participate in Parks After Dark, and if applicable, Summer Nights Lights each summer, in the selected program community.</p>	<p>By August 31, 2020</p> <p>By March 31, 2021</p>	<p>7.1 Project records, flyers from community events, participation logs, number of contacts made, etc.</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Exhibit B-1D

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase I (Term 4) Communities: Westmont West Athens and Willowbrook
July 1, 2020 – March 31, 2021

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
that promote peace and well-being	7.2 Contractor will develop and submit plans to provide one community building activity to DPH for approval. The plan may include, but is not limited to festivals, art events, unit walks, or bike rides. 7.3 Contractor will provide documentation of participation during each of the two events.	By March 31, 2021	7.2 Community Activity Plan 7.3 Participants Sign-In Sheets; event photos; project report
8. Client Engagement – Provide a minimum of 2,500 client engagements per program year	8.1 Contractor will engage, provide a year-end narrative, and document a minimum of 1,250 client encounters, of which a minimum of 240 individuals will be referred to informal case management and a minimum of 120 youths will be linked to Youth Development activities. 8.2 Contractor will provide documentation of participants encounters as per protocols and/or plans submitted to and approved by DPH.	By March 31, 2021	8.1 Year-End Report 8.2 Attendance records
9. Participation in Community Action Planning	9.1 Contractor must participate in community engagement activities in the program community, facilitated by DPH inclusive of, but not limited to: a. Community summit planning meetings b. Community summits c. Community meetings focused on developing an action plan to prevent violence d. Community action events e. Trauma Prevention Initiative (TPI) Advisory Committee Meetings	July 1, 2020-March 31, 2021	9.1 Attendance records
10. Participation in Program Evaluation Activities	10.1 Develop an updated evaluation plan in collaboration with DPH and submit for approval. At a minimum, the plan must include data collection instruments, which tracks individual and programmatic data goals and outcomes.	By August 15, 2020	10.1 Evaluation Plan

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Exhibit B-1D

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase I (Term 4) Communities: Westmont West Athens and Willowbrook
July 1, 2020 – March 31, 2021

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
11. Staffing	<p>11.1 Continue to maintain project staff to include:</p> <ul style="list-style-type: none"> a. One (1) half-time Project Lead to provide project oversight, coordinating with DPH, and preparing required administrative reports, invoices, and documents. b. At least one (1) full-time Community Intervention Worker, who will be responsible for developing and updating the Community Safety Plan. c. A minimum of two (2) part-time Ambassadors (Community Intervention Workers In-Training) who will assist the Community Intervention Worker in implementation of the above objectives. d. Any additional staff to support implementation of the program's activities. <p>11.2 As needed, provide written criteria to determine desired qualifications of Community Intervention Workers and Ambassadors. Contractor shall keep in its files, and provide a copy to DPH, documents demonstrating that each staff person meets those qualifications.</p> <p>11.3 Provide an updated list of all proposed staff with LiveScan clearance documentation to DPH for approval prior to program implementation.</p> <p>11.4 Provide training to all supervising and field staff, including those provided by DPH.</p> <p>11.5 Provide notice and staff documentation to DPH of any staff changes prior to the implementation of said change(s).</p>	<p>Ongoing through March 31, 2021 and as needed</p> <p>Ongoing through March 31, 2021 and as needed</p> <p>Ongoing through March 31, 2021 and as needed</p> <p>Ongoing through March 31, 2021 and as needed</p>	<p>11.1 Employment documents</p> <p>11.2 Copies of desired qualifications for Community Intervention Workers and Ambassadors; and documentation that staff meets qualifications.</p> <p>11.3 Copies of LiveScans</p> <p>11.4 Participants Sign-In Sheets</p> <p>11.5 Written Notice to DPH</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase I (Term 4) Communities: Westmont West Athens and Willowbrook
July 1, 2020 – March 31, 2021

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
12 Administration	12.1 Communicate with DPH program staff through regular in-person meetings and phone calls, including monthly TPI Implementation meetings. 12.2 Participate in at least one capacity building training opportunity annually, hosted by DPH or TPI partner agencies, as available. 12.3 Submit monthly fiscal and programmatic documentation. 12.4 Submit year-end program reports to DPH, including updates on progress meeting each deliverable, successes and challenges, population served, type of services provided, and client and community outcomes.	Ongoing through March 31, 2021 Ongoing through March 31, 2021; as available Monthly through March 31, 2021 March 31, 2021	12.1 Meeting and project records 12.2 Training records 12.3 Copies of reports and fiscal documentation 12.4 Copy of year-end reports

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase II (Term 1) Communities: Florence/Firestone and Unincorporated Compton
July 1, 2018 – June 30, 2019

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
<p>1. Safety Plan – Community specific safety plan which includes implementation of Cardenas Intervention Model – in collaboration with the Department of Public Health (DPH)</p>	<p>1.1 Compile local data via meetings with neighborhood groups, coalitions, and community stakeholder.</p> <p>1.2 Develop and submit a Safety Plan to DPH for approval. At a minimum, the Plan shall include the following: Description of current state of violence in project community; description of community groups, coalitions focused on violence prevention; description of how Contractor will collaborate with nearby Gang Reduction and Youth Development zones; a list of community organizations, institutions, leaders, county departments and Contractor's relationship with them; and a description of Contractor's cultural competency and ability to outreach and engage priority populations including gang involved, victims of violence, youth and young adults, non-English speaking community members.</p>	<p>By July 31, 2018</p> <p>Draft by July 15, 2018, Final Plan by July 31, 2018</p>	<p>1.1 Community Safety Plan</p> <p>1.2 Submit draft copy for review; Submit approved Final Plan</p>
<p>2. Monthly Intervention Advisory Council Meetings – Participate in monthly Intervention Advisory Council (IAC) meetings with SOCVIS contractors, DPH TPI staff, law enforcement and other partners to discuss Safety Plan and implementation progress.</p>	<p>2.1 Attend meetings, report back on Safety Plan community issues, and implementation progress, and challenges that require assistance of DPH, Sheriff's Department, or other partners.</p> <p>2.2 Prepare Incident Corrective Action report, as necessary, in collaboration with DPH.</p>	<p>Monthly through June 30, 2019</p> <p>As needed</p>	<p>2.1 Meeting Notes and Attendance Records.</p> <p>2.2 Copies of Incident Corrective Action Reports, as needed</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase II (Term 1) Communities: Florence/Firestone and Unincorporated Compton
July 1, 2018 – June 30, 2019

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
3. Crisis Intervention and Non-Violence Activities	<p>3.1 Develop and submit a protocol to DPH for approval outlining Contractor's engagement with gang members and influencers, victims of violence, and other community stakeholders. At a minimum, the protocol shall address, but is not limited to, rumor control, mediating conflicts, establishing and maintaining peace agreements, responding to violent incidents, and providing intervention during funerals and vigils.</p> <p>3.2 Conduct crisis intervention, including rumor control, mediating conflicts, establishing peace agreements, responding to violent incidents, and providing intervention during funerals and vigils.</p>	<p>Draft by July 15, 2018 Final Updated Protocol by July 31, 2018</p> <p>Ongoing through June 30, 2019</p>	<p>3.1 Incident and Response Protocol</p> <p>3.2 Incident and Response logs, Documented peace agreements</p>
4. Safe Passages	<p>4.1 Develop and submit a Safe Passages Plan to DPH for approval outlining Contractor's plan to coordinate with local parks, schools, libraries, and other community partners to develop, implement, and/or maintain safe passages and safe routes to school, activities, and community resources. Include documentation of priority safe passages locations, safe haven sites and outreach, and location agreement to conduct safe passages.</p> <p>4.2 Conduct safe passages in identified parks and schools or other identified sites.</p>	<p>Draft by July 15, 2018, Final by July 31, 2018</p> <p>Ongoing through June 30, 2019</p>	<p>4.1 Safe passages Plan; documentation of park and school agreement for safe passages</p> <p>4.2 Safe passages Project records</p>
5. Youth Development	<p>5.1 Develop and submit a Youth Development Plan to DPH for approval outlining Contractor's plan to engage at-risk youth and young adults age 10-24 in the community, including youth who are gang-affiliated and/or impacted by trauma.</p>	<p>Draft by Aug 15, 2018 Final Updated Plan by August 30, 2018</p>	<p>5.1 Copy of youth development program plan</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Exhibit B-2A

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase II (Term 1) Communities: Florence/Firestone and Unincorporated Compton
July 1, 2018 – June 30, 2019

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
6. Informal Case Management - Provide general case management to youth and adults	<p>5.2 Engage 250 youth in Proposer's Youth Development activities as identified in the Plan.</p> <p>6.1 Develop and submit an Informal Case Management Plan to DPH for approval outlining Contractor's planned approach to developing and maintaining a community referral network. At a minimum, the plan should address the following: Use an intake and assessment process to identify individual client and/or family needs, ensuring client(s) linkage to services using a linked-referral process; documentation of referrals; and how the Contractor's will document and track the referent's progress.</p>	<p>By June 30, 2019</p> <p>Draft by July 15, 2018 Final Updated Plan by July 31, 2018</p>	<p>5.2 Project records, including number and outcomes of youth served</p> <p>6.1 Copy of case management plan, Referral network, intake and assessment forms, project records, including number and outcomes of youth served</p>
	<p>6.2 Develop and submit copies of intake, referral and tracking forms to DPH for approval.</p>	<p>By July 31, 2018</p>	<p>6.2 Copies of all forms</p>
	<p>6.3 Provide a minimum of 480 referrals and linkages to service providers that will assist in meeting identified needs of referents, including, but not limited to: Health, mental health, social services, education, and employment.</p>	<p>By June 30, 2019</p>	<p>6.3 Referral Summary Form</p>
	<p>6.4 Submit completed intake, assessment form, documented referrals and progress reports to DPH quarterly.</p>	<p>By Sept 31st, December 31st, March 31, and June 30 2019</p>	<p>6.4 Intake and Assessment forms</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase II (Term 1) Communities: Florence/Firestone and Unincorporated Compton
July 1, 2018 – June 30, 2019

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
7. Community Building Events – Participate in a minimum of two (2) family-oriented community events that promote peace and well-being	7.1 Contractor will participate in Parks After Dark, and if applicable, Summer Nights Lights each summer, in the selected program community. 7.2 Contractor will develop and submit plans to provide one additional community building activity to DPH for approval. The plan may include, but is not limited to festivals, art events, unit walks, or bike rides.	By August 31, 2018 By July 31, 2018	7.1 Project records, flyers from community events, participation logs, number of contacts made, etc. 7.2 Community Activity Plan
8. Client Engagement – Provide a minimum of 2,500 client engagements per program year	7.3 Contractor will provide documentation of participation during each of the two events. 8.1 Contractor will engage and document a minimum of 2,500 client encounters, of which a minimum of 480 individuals will be referred to informal case management and a minimum of 250 youths will be linked to Youth Development activities. 8.2 Contractor will provide a year-end narrative and documentation of client encounters as per protocols and/or plans submitted to and approved by DPH.	By September 2018 and June 30, 2019 By June 30, 2019 By June 30, 2019	7.3 Participant Sign-In Sheets; event photos; project report 8.1 Contact Documentation Sheets 8.2 Year-End Report
9. Participation in Community Action Planning	9.1 Contractor must participate in community engagement activities in the program community, facilitated by DPH inclusive of, but not limited to: a. Community summit planning meetings b. Community summits c. Community meetings focused on developing an action plan to prevent violence d. Community action events	By July 1, 2018 – June 30, 2019	9.1 Attendance records

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase II (Term 1) Communities: Florence/Firestone and Unincorporated Compton
July 1, 2018 – June 30, 2019

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
10. Participation in Program Evaluation Activities	<p>e. Trauma Prevention Initiative (TPI) Advisory Committee meetings</p> <p>10.1 Develop an evaluation plan in collaboration with DPH and submit for approval. At a minimum, the plan must include data collection instruments, which tracks individual and programmatic data goals and outcomes.</p>	By August 15, 2018	10.1 Evaluation Plan
11. Staffing	<p>11.1 Recruit and hire project staff to include:</p> <ul style="list-style-type: none"> a. One (1) half-time Project Lead to provide project oversight, coordinating with DPH, and preparing required administrative reports, invoices, and documents. b. At least one (1) full-time Community Intervention Worker, who will be responsible for developing and updating the Community Safety Plan. c. A minimum of two (2) part-time Ambassadors (Community Intervention Workers In-Training) who will assist the Community Intervention Worker in implementation of the above objectives. d. Any additional staff to support implementation of the program's activities. <p>11.2 Provide written criteria to determine desired qualifications of Community Intervention Workers and Ambassadors. Contractor shall keep in its files, and provide a copy to DPH, documents demonstrating that each staff person meets those qualifications.</p>	<p align="center">By July 31, 2018</p> <p align="center">By July 31, 2018</p> <p align="center">By August 15, 2018</p>	<p>11.1 Employment documents</p> <p>11.2 Copies of desired qualifications for Community Intervention Workers and Ambassadors; and documentation that staff meets qualifications</p> <p>11.3 Copies of LiveScans</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase II (Term 1) Communities: Florence/Firestone and Unincorporated Compton
July 1, 2018 – June 30, 2019

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
	11.3 Provide a list of all proposed staff with LiveScan clearance documentation to DPH for approval prior to program implementation. 11.4 Provide training to all supervising and field staff, including those provided by DPH. 11.5 Provide notice and staff documentation to DPH of any staff changes prior to the implementation of said change(s).	Ongoing through June 30, 2019 Ongoing through June 30, 2019	11.4 Participants Sign-In Sheet 11.5 Written Notice to DPH
12. Administration	12.1 Communicate with DPH program staff through regular in-person meetings and phone calls, including monthly TPI Implementation meetings. 12.2 Participate in at least one capacity building training opportunity annually, hosted by DPH or TPI partner agencies, as available. 12.3 Submit monthly fiscal and programmatic documentation. 12.4 Submit mid-year and year-end program reports to DPH, including updates on progress meeting each deliverable, successes and challenges, population served, type of services provided, and client and community outcomes.	Ongoing through June 30, 2019 Ongoing through June 30, 2019; as available Monthly through June 30, 2019 December 30, 2018 June 30, 2019	12.1 Meeting and project records 12.2 Training records 12.3 Copies of reports and fiscal documentation 12.4 Copy of mid-year and year-end reports

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase II (Term 2) Communities: Florence/Firestone and Unincorporated Compton
July 1, 2019 – June 30, 2020

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
<p>1. Safety Plan – Community specific safety plan which includes implementation of Cardenas Intervention Model – in collaboration with the Department of Public Health (DPH)</p>	<p>1.1 Compile local data via meetings with neighborhood groups, coalitions, and community stakeholder.</p> <p>1.2 Develop and submit an updated Safety Plan to DPH for approval. At a minimum, the Plan shall include the following: Description of current state of violence in project community; description of community groups, coalitions focused on violence prevention; description of how Contractor will collaborate with nearby Gang Reduction and Youth Development zones; a list of community organizations, institutions, leaders, county departments and Contractor’s relationship with them; and a description of Contractor’s cultural competency and ability to outreach and engage priority populations including gang involved, victims of violence, youth and young adults, non-English speaking community members.</p>	<p>By July 15, 2019</p> <p>Draft by July 15, 2019 Final Plan by July 31, 2019</p>	<p>1.1 Community Safety Plan</p> <p>1.2 Submit draft copy for review</p>
<p>2. Monthly Intervention Advisory Council Meetings – Participate in monthly Intervention Advisory Council (IAC) meetings with SOCVIS contractors, DPH TPI staff, law enforcement and other partners to discuss Safety Plan and implementation progress.</p>	<p>2.1 Attend meetings, report back on Safety Plan community issues, and implementation progress, and challenges that require assistance of DPH, Sheriff’s Department, or other partners.</p> <p>2.2 Prepare Incident Corrective Action report, as necessary, in collaboration with DPH.</p>	<p>Monthly through June 30, 2020</p> <p>As needed</p>	<p>2.1 Meeting Notes and Attendance Records</p> <p>2.2 Copies of Incident Corrective Action Reports, as needed</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Exhibit B-2B

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase II (Term 2) Communities: Florence/Firestone and Unincorporated Compton
July 1, 2019 – June 30, 2020

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
3. Crisis Intervention and Non-Violence Activities	<p>3.1 Develop and submit an updated protocol to DPH for approval outlining Contractor's engagement with gang members and influencers, victims of violence, and other community stakeholders. At a minimum, the protocol shall address, but is not limited to, rumor control, mediating conflicts, establishing and maintaining peace agreements, responding to violent incidents, and providing intervention during funerals and vigils.</p> <p>3.2 Conduct crisis intervention, including rumor control, mediating conflicts, establishing peace agreements, responding to violent incidents, and providing intervention during funerals and vigils.</p>	<p>Draft by July 1, 2019 Final Updated Protocol by July 31, 2019</p> <p>Ongoing through June 30, 2020</p>	<p>3.1 Incident and Response Protocol</p> <p>3.2 Incident and Response logs, Documented peace agreements</p>
4. Safe Passages	<p>4.1 Develop and submit an Updated Safe Passages Plan to DPH for approval outlining Contractor's plan to coordinate with local parks, schools, libraries, and other community partners to develop, implement, and/or maintain safe passages and safe routes to school, activities, and community resources. Include documentation of priority safe passages locations, safe haven sites and outreach activities, and location agreement to conduct safe passages.</p> <p>4.2 Conduct safe passages in identified parks and schools or other identified sites.</p>	<p>Draft by July 15, 2019 Final by July 31, 2019</p> <p>Ongoing through June 30, 2020</p>	<p>4.1 Safe Passages plan; documentation of park and school agreement for safe passages</p> <p>4.2 Safe passages Project records</p>
5. Youth Development	<p>5.1 Develop and submit an Updated Youth Development Plan to DPH for approval outlining Contractor's plan to engage at-risk youth and young adults age 10-24 in the</p>	<p>Draft by August 15, 2019 Final Updated Plan by August 30, 2019</p>	<p>5.1 Copy of youth development program plan</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase II (Term 2) Communities: Florence/Firestone and Unincorporated Compton
July 1, 2019 – June 30, 2020

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
6. Informal Case Management - Provide general case management to youth and adults	<p>community, including youth who are gang-affiliated and/or impacted by trauma. Activities may include, but are not limited to, tutoring, informal mentoring, encouraging participation in leadership and community building events.</p> <p>5.2 Engage 250 youth in Proposer's Youth Development activities as identified in the Plan.</p>	By June 30, 2020	5.2 Project records, including number and outcomes of youth served
	<p>6.1 Develop and submit an Informal Case Management Plan to DPH for approval outlining Contractor's planned approach to developing and maintaining a community referral network. At a minimum, the plan should address the following: Use an intake and assessment process to identify individual client and/or family needs, ensuring client(s) linkage to services using a linked-referral process; documentation of referrals; and how the Contractor's will document and track the referent's progress.</p> <p>6.2 Develop and submit copies of intake, referral and tracking forms to DPH for approval.</p> <p>6.3 Provide a minimum of 480 referrals and linkages to service providers that will assist in meeting identified needs of referents, including, but not limited to: Health, mental health, social services, education, and employment.</p> <p>6.4 Submit completed intake, assessment form, documented referrals and progress reports to DPH quarterly.</p>	<p>Draft by July 15, 2019 Final Updated Plan by July 31, 2019</p> <p>By July 31, 2019</p> <p>By June 30, 2020</p> <p>By Sept 31st, December 31st, 2019 March 31, and June 30, 2020</p>	<p>6.1 Copy of case management plan, Referral network, intake and assessment forms, project records, including number and outcomes of youth served</p> <p>6.2 Copies of all forms</p> <p>6.3 Referral Summary Form</p> <p>6.4 Intake and Assessment forms</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase II (Term 2) Communities: Florence/Firestone and Unincorporated Compton
July 1, 2019 – June 30, 2020

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
7. Community Building Events – Participate in a minimum of two (2) family-oriented community events that promote peace and well-being	<p>7.1 Contractor will participate in Parks After Dark, and if applicable, Summer Nights Lights each summer, in the selected program community.</p> <p>7.2 Contractor will develop and submit updated plans to provide one additional community building activity to DPH for approval. The plan may include, but is not limited to festivals, art events, unit walks, or bike rides.</p>	<p>By August 31, 2019</p> <p>By July 31, 2019</p>	<p>7.1 Project records, flyers from community events, participation logs, number of contacts made, etc.</p> <p>7.2 Community Activity Plan</p>
8. Client Engagement – Provide a minimum of 2,500 client engagements per program year	<p>7.3 Contractor will provide documentation of participation during each of the two events.</p> <p>8.1 Contractor will engage and document a minimum of 2,500 client encounters, of which a minimum of 480 individuals will be referred to informal case management and a minimum of 250 youths will be linked to Youth Development activities.</p> <p>8.2 Contractor will provide a year-end narrative and documentation of client encounters as per protocols and/or plans submitted to and approved by DPH.</p>	<p>By September 2019 and June 30, 2020</p> <p>By June 30, 2020</p> <p>By June 30, 2020</p>	<p>7.3 Participant Sign-In Sheet; event photos, project report</p> <p>8.1 Contact Documentation Sheets</p> <p>8.2 Year-End Report</p>
9. Participation in Community Action Planning	<p>9.1 Contractor must participate in community engagement activities in the program community, facilitated by DPH inclusive of, but not limited to:</p> <ul style="list-style-type: none"> a. Community summit planning meetings b. Community summits c. Community meetings focused on developing an action plan to prevent violence d. Community action events 	<p>July 1, 2018 – June 30, 2020</p>	<p>9.1 Attendance records</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase II (Term 2) Communities: Florence/Firestone and Unincorporated Compton
July 1, 2019 – June 30, 2020

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
10. Participation in Program Evaluation Activities	<p>e. Trauma Prevention Initiative (TPI) Advisory Committee meetings</p> <p>10.1 Develop an updated evaluation plan in collaboration with DPH and submit for approval. At a minimum, the plan must include data collection instruments, which tracks individual and programmatic data goals and outcomes.</p>	By August 15, 2019	10.1 Evaluation Plan
11. Staffing	<p>11.1 Continue to maintain project staff to include:</p> <ul style="list-style-type: none"> a. One (1) half-time Project Lead to provide project oversight, coordinating with DPH, and preparing required administrative reports, invoices, and documents. b. At least one (1) full-time Community Intervention Worker, who will be responsible for developing and updating the Community Safety Plan. c. A minimum of two (2) part-time Ambassadors (Community Intervention Workers In-Training) who will assist the Community Intervention Worker in implementation of the above objectives. d. Any additional staff to support implementation of the program's activities. <p>11.2 As needed, provide written criteria to determine desired qualifications of Community Intervention Workers and Ambassadors. Contractor shall keep in its files, and provide a copy to DPH, documents demonstrating that each staff person meets those qualifications.</p> <p>11.3 Provide an updated list of all proposed staff with LiveScan clearance documentation to DPH for approval prior to program implementation.</p>	<p>Ongoing through June 30, 2020 and as needed</p> <p>Ongoing through June 30, 2020 and as needed</p> <p>Ongoing through June 30, 2020 and as needed</p>	<p>11.1 Employment documents</p> <p>11.2 Copies of desired qualifications for Community Intervention Workers and Ambassadors; and documentation that staff meets qualifications.</p> <p>11.3 Copies of LiveScans</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase II (Term 2) Communities: Florence/Firestone and Unincorporated Compton
July 1, 2019 – June 30, 2020

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
	11.4 Provide training to all supervising and field staff, including those provided by DPH. 11.5 Provide notice and staff documentation to DPH of any staff changes prior to the implementation of said change(s).	Ongoing through June 30, 2020 and as needed Ongoing through June 30, 2020 and as needed	11.4 Participants Sign-In Sheet 11.5 Written Notice to DPH
12. Administration	12.1 Communicate with DPH program staff through regular in-person meetings and phone calls, including monthly TPI Implementation meetings. 12.2 Participate in at least one capacity building training opportunity annually, hosted by DPH or TPI partner agencies, as available. 12.3 Submit monthly fiscal and programmatic documentation. 12.4 Submit mid-year and year-end program reports to DPH, including updates on progress meeting each deliverable, successes and challenges, population served, type of services provided, and client and community outcomes.	Ongoing through June 30, 2020 Ongoing through June 30, 2020; as available Monthly through June 30, 2020 December 30, 2019; June 30, 2020	12.1 Meeting and project records 12.2 Training records 12.3 Copies of reports and fiscal documentation 12.4 Copy of mid-year and year-end reports

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 SAMPLE SCOPE OF WORK
 AGENCY NAME**

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
 Phase II (Term 3) Communities: Florence/Firestone and Unincorporated Compton
 July 1, 2020 – June 30, 2021

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
1. Safety Plan – Community specific safety plan which includes implementation of Cardenas Intervention Model – In collaboration with the Department of Public Health (DPH)	1.1 Compile local data via meetings with neighborhood groups, coalitions, and community stakeholder. 1.2 Develop and submit an updated Safety Plan to DPH for approval. At a minimum, the Plan shall include the following: Description of current state of violence in project community; description of violence prevention; coalitions focused on violence prevention; description of how Contractor will collaborate with nearby Gang Reduction and Youth Development zones; a list of community organizations, institutions, leaders, county departments and Contractor’s relationship with them; and a description of Contractor’s cultural competency and ability to outreach and engage priority populations including gang involved, victims of violence, youth and young adults, non-English speaking community members.	By July 1, 2020 Draft by July 15, 2020 ; Final Plan by July 31, 2020	1.1 Community Safety Plan 1.2 Submit draft copy for review
2. Monthly Intervention Advisory Council Meetings – Participate in monthly Intervention Advisory Council (IAC) meetings with SOCVIS contractors, DPH TPI staff, law enforcement and other partners to discuss Safety Plan and implementation progress.	2.1 Attend meetings, report back on Safety Plan community issues, and implementation progress, and challenges that require assistance of DPH, Sheriff’s Department, or other partners. 2.2 Prepare Incident Corrective Action report, as necessary, in collaboration with DPH.	Monthly through June 30, 2021 As needed	2.1 Meeting Notes and Attendance Records 2.2 Copies of Incident Corrective Action Reports, as needed

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Exhibit B-2C

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase II (Term 3) Communities: Florence/Firestone and Unincorporated Compton
July 1, 2020 – June 30, 2021

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
3. Crisis Intervention and Non-Violence Activities	<p>3.1 Develop and submit an updated protocol to DPH for approval outlining Contractor's engagement with gang members and influencers, victims of violence, and other community stakeholders. At a minimum, the protocol shall address, but is not limited to, rumor control, mediating conflicts, establishing and maintaining peace agreements, responding to violent incidents, and providing intervention during funerals and vigils.</p> <p>3.2 Conduct crisis intervention, including rumor control, mediating conflicts, establishing peace agreements, responding to violent incidents, and providing intervention during funerals and vigils.</p>	<p>Draft by July 1, 2020 Final Updated Protocol by July 31, 2020</p> <p>Ongoing through June 30, 2021</p>	<p>3.1 Incident and Response Protocol</p> <p>3.2 Incident and Response logs, Documented peace agreements</p>
4. Safe Passages	<p>4.1 Develop and submit an Updated Safe Passages Plan to DPH for approval outlining Contractor's plan to coordinate with local parks, schools, libraries, and other community partners to develop, implement, and/or maintain safe passages and safe routes to school, activities, and community resources. Include documentation of priority safe passages locations, safe haven sites and outreach activities, and location agreement to conduct safe passages.</p> <p>4.2 Conduct safe passages in identified parks and schools or other identified sites.</p>	<p>Draft by July 15, 2020 Final by July 31, 2020</p> <p>Ongoing through June 30, 2021</p>	<p>4.1 Safe passages Plan; documentation of park and school agreement for safe passages</p> <p>4.2 Safe passages Project records</p>
5. Youth Development	<p>5.1 Develop and submit an Updated Youth Development Plan to DPH for approval outlining Contractor's plan to engage at-risk</p>	<p>Draft by August 15, 2020</p>	<p>5.1 Copy of youth development program plan</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase II (Term 3) Communities: Florence/Firestone and Unincorporated Compton
July 1, 2020 – June 30, 2021

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
6. Informal Case Management - Provide general case management to youth and adults.	youth and young adults age 10-24 in the community, including youth who are gang-affiliated and/or impacted by trauma. Activities may include, but are not limited to, tutoring, informal mentoring, encouraging participation in leadership and community building events. 5.1 Engage 250 youth in Proposer's Youth Development activities as identified in the Plan.	Final Updated Plan by August 30, 2020 By June 30, 2021	5.2 Project records, including number and outcomes of youth served
	6.1 Develop and submit an Informal Case Management Plan to DPH for approval outlining Contractor's planned approach to developing and maintaining a community referral network. At a minimum, the plan should address the following: Use an intake and assessment process to identify individual client and/or family needs, ensuring client(s) linkage to services using a linked-referral process; documentation of referrals; and how the Contractor's will document and track the referent's progress. 6.2 Develop and submit copies of intake, referral and tracking forms to DPH for approval. 6.3 Provide a minimum of 480 referrals and linkages to service providers that will assist in meeting identified needs of referents, including, but not limited to: Health, mental health, social services, education, and employment.	Draft by July 15, 2020 Final Updated Plan by July 31, 2020 By July 31, 2020 By June 30, 2021	6.1 Copy of case management plan, Referral network, Intake and assessment forms, project records, including number and outcomes of youth served 6.2 Copies of all forms 6.3 Referral Summary Form 6.4 Intake and Assessment forms

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Exhibit B-2C

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase II (Term 3) Communities: Florence/Firestone and Unincorporated Compton
July 1, 2020 – June 30, 2021

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
<p>7. Community Building Events – Participate in a minimum of two (2) family-oriented community events that promote peace and well-being</p>	<p>7.1 Contractor will participate in Parks After Dark, and if applicable, Summer Nights Lights each summer, in the selected program community. 7.2 Contractor will develop and submit updated plans to provide one additional community building activity to DPH for approval. The plan may include, but is not limited to festivals, art events, unit walks, or bike rides.</p>	<p>By Sept 31st, December 31st, 2020 March 31, June 30, 2021 By August 31, 2020 By July 31, 2020</p>	<p>7.1 Project records, flyers from community events, participation logs, number of contacts made, etc. 7.2 Community Activity Plan</p>
<p>8. Client Engagement – Provide a minimum of 2,500 client engagements per program year</p>	<p>7.3 Contractor will provide documentation of participation during each of the two events. 8.1 Contractor will engage and document a minimum of 2,500 client encounters, of which a minimum of 480 individuals will be referred to informal case management and a minimum of 250 youths will be linked to Youth Development activities. 8.2 Contractor will provide a year-end narrative and documentation of client encounters as per protocols and/or plans submitted to and approved by DPH.</p>	<p>By September, 2020 and June 30, 2021 By June 30, 2021 By July 31, 2021</p>	<p>7.3 Participant Sign-In Sheets; event photos, project report 8.1 Contact Documentation Sheets 8.2 Year-End Report</p>
<p>9. Participation in Community Action Planning</p>	<p>9.1 Contractor must participate in community engagement activities in the program community, facilitated by DPH inclusive of, but not limited to: a. Community summit planning meetings b. Community summits</p>	<p>By July 31, 2020 – June 30, 2021</p>	<p>9.1 Attendance records</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
SAMPLE SCOPE OF WORK
AGENCY NAME**

Exhibit B-2C

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
Phase II (Term 3) Communities: Florence/Firestone and Unincorporated Compton
July 1, 2020 – June 30, 2021

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
10. Participation in Program Evaluation Activities	<ul style="list-style-type: none"> c. Community meetings focused on developing an action plan to prevent violence d. Community action events e. Trauma Prevention Initiative (TPI) Advisory Committee meetings 	By August 15, 2020	10.1 Evaluation Plan
11. Staffing	<p>11.1 Continue to maintain project staff to include:</p> <ul style="list-style-type: none"> a. One (1) half-time Project Lead to provide project oversight, coordinating with DPH, and preparing required administrative reports, invoices, and documents. b. At least one (1) full-time Community Intervention Worker, who will be responsible for developing and updating the Community Safety Plan. c. A minimum of two (2) part-time Ambassadors (Community Intervention Workers In-Training) who will assist the Community Intervention Worker in implementation of the above objectives. d. Any additional staff to support implementation of the program's activities. <p>11.2 Provide written criteria to determine desired qualifications of Community Intervention Workers and Ambassadors. Contractor shall keep units files, and provide a copy to DPH,</p>	<p>Ongoing through June 30, 2020 and as needed</p> <p>Ongoing through June 30, 2020 and as needed</p>	<p>11.1 Employment documents</p> <p>11.2 Copies of desired qualifications for Community Intervention Workers and Ambassadors; and documentation that staff meets qualifications.</p>

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 SAMPLE SCOPE OF WORK
 AGENCY NAME**

Trauma Prevention Initiative: Street Outreach and Community Violence Intervention
 Phase II (Term 3) Communities: Florence/Firestone and Unincorporated Compton
 July 1, 2020 – June 30, 2021

DELIVERABLES	ACTIVITIES	COMPLETED BY	DOCUMENTATION/TRACKING MEASURES TO BE KEPT ON FILE
	<p>documents demonstrating that each staff person meets those qualifications.</p> <p>11.3 Provide an updated list of all proposed staff with LiveScan clearance documentation to DPH for approval prior to program implementation.</p> <p>11.4 Provide training to all supervising and field staff, including those provided by DPH.</p> <p>11.5 Provide notice and staff documentation to DPH of any staff changes prior to the implementation of said change(s).</p>	<p>Ongoing through June 30, 2020 and as needed</p> <p>Ongoing through June 30, 2020 and as needed</p> <p>Ongoing through June 30, 2020 and as needed</p>	<p>11.3 Copies of LiveScans</p> <p>11.4 Participant Sign-In Sheet</p> <p>11.5 Written Notice to DPH</p>
12. Administration	<p>12.1 Communicate with DPH program staff through regular in-person meetings and phone calls, including monthly TPI Implementation meetings.</p> <p>12.2 Participate in at least one capacity building training opportunity annually, hosted by DPH or TPI partner agencies, as available.</p> <p>12.3 Submit monthly fiscal and programmatic documentation.</p> <p>12.4 Submit mid-year and year-end program reports to DPH, including updates on progress meeting each deliverable, successes and challenges, population served, type of services provided, and client and community outcomes.</p>	<p>Ongoing through June 30, 2020</p> <p>Ongoing through June 30, 2020; as available</p> <p>Monthly through June 30, 2020</p> <p>December 30, 2020; June 30, 2021</p>	<p>12.1 Meeting and project records</p> <p>12.2 Training records</p> <p>12.3 Copies of reports and fiscal documentation</p> <p>12.4 Copy of mid-year and year-end reports</p>

**County of Los Angeles - Department of Public Health
 Division of Chronic Disease and Injury Prevention
 Trauma Prevention Initiative: Street Outreach and Community Violence Intervention**

Phase I: Selected Community

AGENCY NAEME

Term: Board approval through June 30, 2018

BUDGET SUMMARY (Schedule of Projected Costs)	
COST CATEGORY	AMOUNT
Salaries	\$ -
Employee Benefits	\$ -
Operating Expenses	\$ -
Program Supplies	\$ -
Travel & Mileage	\$ -
Other Costs	\$ -
Indirect Costs	\$ -
Total Program Budget	\$ -

**County of Los Angeles - Department of Public Health
 Division of Chronic Disease and Injury Prevention
 Trauma Prevention Initiative: Street Outreach and Community Violence Intervention**

Phase I: Selected Community

AGENCY NAEME

Term: July 1, 2018 through June 30, 2019

BUDGET SUMMARY (Schedule of Projected Costs)	
COST CATEGORY	AMOUNT
Salaries	\$ -
Employee Benefits	\$ -
Operating Expenses	\$ -
Program Supplies	\$ -
Travel & Mileage	\$ -
Other Costs	\$ -
Indirect Costs	\$ -
Total Program Budget	\$ -

**County of Los Angeles - Department of Public Health
Division of Chronic Disease and Injury Prevention
Trauma Prevention Initiative: Street Outreach and Community Violence Intervention**

Phase I: Selected Community

AGENCY NAEME

Term: July 1, 2019 through June 30, 2020

BUDGET SUMMARY (Schedule of Projected Costs)	
COST CATEGORY	AMOUNT
Salaries	\$ -
Employee Benefits	\$ -
Operating Expenses	\$ -
Program Supplies	\$ -
Travel & Mileage	\$ -
Other Costs	\$ -
Indirect Costs	\$ -
Total Program Budget	\$ -

**County of Los Angeles - Department of Public Health
 Division of Chronic Disease and Injury Prevention
 Trauma Prevention Initiative: Street Outreach and Community Violence Intervention**

Phase I: Selected Community

AGENCY NAEME

Term: July 1, 2020 through March 31, 2021

BUDGET SUMMARY (Schedule of Projected Costs)	
COST CATEGORY	AMOUNT
Salaries	\$ -
Employee Benefits	\$ -
Operating Expenses	\$ -
Program Supplies	\$ -
Travel & Mileage	\$ -
Other Costs	\$ -
Indirect Costs	\$ -
Total Program Budget	\$ -

**County of Los Angeles - Department of Public Health
Division of Chronic Disease and Injury Prevention
Trauma Prevention Initiative: Street Outreach and Community Violence Intervention**

Phase I: Selected Community

AGENCY NAEME

Term: July 1, 2018 through June 30, 2019

BUDGET SUMMARY (Schedule of Projected Costs)	
COST CATEGORY	AMOUNT
Salaries	\$ -
Employee Benefits	\$ -
Operating Expenses	\$ -
Program Supplies	\$ -
Travel & Mileage	\$ -
Other Costs	\$ -
Indirect Costs	\$ -
Total Program Budget	\$ -

**County of Los Angeles - Department of Public Health
 Division of Chronic Disease and Injury Prevention
 Trauma Prevention Initiative: Street Outreach and Community Violence Intervention**

Phase I: Selected Community

AGENCY NAEME

Term: July 1, 2019 through June 30, 2020

BUDGET SUMMARY (Schedule of Projected Costs)	
COST CATEGORY	AMOUNT
Salaries	\$ -
Employee Benefits	\$ -
Operating Expenses	\$ -
Program Supplies	\$ -
Travel & Mileage	\$ -
Other Costs	\$ -
Indirect Costs	\$ -
Total Program Budget	\$ -

**County of Los Angeles - Department of Public Health
Division of Chronic Disease and Injury Prevention
Trauma Prevention Initiative: Street Outreach and Community Violence Intervention**

Phase I: Selected Community

AGENCY NAEME

Term: July 1, 2020 through June 30, 2021

BUDGET SUMMARY (Schedule of Projected Costs)	
COST CATEGORY	AMOUNT
Salaries	\$ -
Employee Benefits	\$ -
Operating Expenses	\$ -
Program Supplies	\$ -
Travel & Mileage	\$ -
Other Costs	\$ -
Indirect Costs	\$ -
Total Program Budget	\$ -

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)
CONTRACTOR'S OBLIGATION AS OTHER THAN BUSINESS ASSOCIATE UNDER THE
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) OF 1996

It is the intention of the parties that Contractor will provide the County with de-identified data. Contractor expressly acknowledges and agrees that the provision of services under this Contract does not require or permit access by Contractor or any of its officers, employees, or agents to any patient medical records. Accordingly, Contractor shall instruct its officers, employees, and agents that they are not to pursue or gain access to patient medical records for any reason whatsoever.

Notwithstanding the foregoing, the parties acknowledge that, in the course of the provision of services hereunder, Contractor or its officers, employees, or agents may have inadvertent access to patient medical records. Contractor understands and agrees that neither it nor its officers, employees, and agents are to take advantage of such access for any purpose whatsoever. Additionally, in the event of such inadvertent access, Contractor and its employees shall maintain the confidentiality of any information obtained and shall notify the applicable DPH Program Director that such access has been gained immediately or upon the first reasonable opportunity to do so.

In the event of any access, whether inadvertent or intentional, Contractor shall indemnify, defend, and hold harmless County, its officers, employees, or agents from and against any and all liability, including but not limited to actions, claims, costs, demands, expenses, and fees (including attorney and expert witness fees) arising from or connected with Contractor's or its officers', employees', or agents' access to patient medical records. Contractor agrees to provide appropriate training to its employees regarding their obligation as described herein in this regard.

CHARITABLE CONTRIBUTIONS CERTIFICATION

Company Name

Address

Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" number (if applicable)

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

Check the Certification below that is applicable to your company.

- 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

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

Signature

Date

Name and Title of Signer (please print)

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 RECOMMENDED PROPOSERS
 FOR

TRAUMA PREVENTION INITIATIVE: STREET OUTREACH AND COMMUNITY VIOLENCE INTERVENTION SERVICES

PHASE I COMMUNITIES: WILLOWBROOK AND WESTMONT WEST ATHENS

Agency Name	SPA * to be Served	Community to be Served	Recommended Funding Effective May 1, 2018 - June 30, 2018	Recommended Funding July 1, 2018 - June 30, 2019	Recommended Funding July 1, 2019 - June 30, 2020	Recommended Funding July 1, 2020 - March 31, 2021	RECOMMENDED TOTAL FUNDING AMOUNT
Southern California Crossroads	6	Willowbrook	\$50,000	\$150,000	\$150,000	\$100,000	\$450,000
Soledad Enrichment Action, Inc.	6	Westmont West Athens	\$50,000	\$150,000	\$150,000	\$100,000	\$450,000
TOTAL PHASE I FUNDING:							\$900,000

PHASE II COMMUNITIES: FLORENCE-FIRESTONE AND UNINCORPORATED COMPTON

Agency Name	SPA * to be Served	Community to be Served	Recommended Funding July 1, 2018 - June 30, 2019	Recommended Funding July 1, 2019 - June 30, 2020	Recommended Funding July 1, 2020 - June 30, 2021	RECOMMENDED TOTAL FUNDING AMOUNT
Inner-City Visions	6	Florence-Firestone	\$150,000	\$150,000	\$150,000	\$450,000
Southern California Crossroads	6	Unincorporated Compton	\$150,000	\$150,000	\$150,000	\$450,000
TOTAL PHASE II FUNDING:						\$900,000

TOTAL CONTRACT MAXIMUM OBLIGATION (PHASE I & II COMMUNITIES):

\$1,800,000

* SPA = Service Planning Area

Attachment B

Award information has not been added at this time.

Bid Information

Bid Number : 2017-006

Bid Title : 2017-006 Request for Proposals (RFP) for Trauma Prevention Initiative: Street Outreach and Community Violence Intervention Services

Bid Type : Commodity

Department : Department of Public Health

Commodity : SERVICES - PARTNERING WORKSHOP FACILITATION

Open Date : 11/29/2017

Closing Date : 1/12/2018 4:00 PM

Notice of Intent to Award : [View Detail](#)

Bid Amount : N/A

Bid Download : [Available](#)

Bid Description : RFP for Trauma Prevention Initiative: Street Outreach and Community Violence Intervention Services

LOS ANGELES COUNTY REQUEST FOR PROPOSALS FOR TRAUMA PREVENTION INITIATIVE:
STREET OUTREACH AND COMMUNITY VIOLENCE INTERVENTION SERVICES

The Department of Public Health is issuing an RFP to solicit proposals for the Trauma Prevention Initiative: Street Outreach and Community Violence Intervention Services. Contractors will be funded to implement Street Outreach and Community Violence Intervention Services in one of the four (4) unincorporated communities (Willowbrook, Westmont West Athens, Florence- Firestone and Unincorporated Compton) located in South Los Angeles with disproportionately high levels of violence. Selected proposers will work in collaboration to advance the following goals: 1) decrease the number of visits and repeat visits to trauma centers for violence-related injuries; 2) increase access to health and social services to those at risk for violence; and 3) increase community mobilization, civic engagement, participation in community programs and events such as Parks After Dark, unity walks, task forces that help to improve social cohesion. Proposals are due FRIDAY, JANUARY 12, 2018 by 4:00 p.m. PT. Electronic copies of the RFP and Addendum(s) can be obtained via the following County of Los Angeles website: <http://publichealth.lacounty.gov/cg/index.htm> under the "Open Solicitations for Public Health" heading.

Contact Name : Jose Garcia

Contact Phone# : (000) 000-0000

Contact Email : js Garcia@ph.lacounty.gov

Last Changed On : 11/29/2017 11:23:45 AM

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COUNTY OF LOS ANGELES
 DEPARTMENT OF PUBLIC HEALTH
 TRAUMA PREVENTION INITIATIVE: STREET OUTREACH AND COMMUNITY
 VIOLENCE INTERVENTION SERVICES
 COMMUNITY BUSINESS ENTERPRISE (CBE) INFORMATION SUMMARY

FIRM / ORGANIZATION INFORMATION	Soledad Enrichment Action, Inc.	Inner City Visions	Southern California Crossroads	Southern California Crossroads
Total Number of Employees in Firm		7	19	19
Business Structure		Non-Profit	Non-Profit	Non-Profit
Owners/Partner/Associate Partners				
Black/African American				
Hispanic/Latin American		6		
Asian or Pacific Islander				
American Indian				
Filipino				
White		1		
Total		7		
Female (should be included in counts above and also reported here separately).		0		
Managers				
Black/African American	2			
Hispanic/Latin American	24			
Asian or Pacific Islander	2			
American Indian				
Filipino				
White				
Total	28			
Female (should be included in counts above and also reported here separately).	15			
Staff				
Black/African American	35			
Hispanic/Latin American	113			
Asian or Pacific Islander	5			
American Indian	2			
Filipino				
White	2			
Total	157			
Female (should be included in counts above and also reported here separately).	92			
Percentage of Ownership				
Black/African American				
Hispanic/Latin American		90%		
Asian or Pacific Islander				
American Indian				
Filipino				
White		1%		
Total				
Female (should be included in counts above and also reported here separately).				
Current Certification as Minority, Women, Disadvantaged, and Disabled Veteran Business Enterprise				
Minority				
Women				
Disadvantaged				
Disabled Veteran				
Other				
County Certification				
Local Small Business Enterprise				
Social Enterprise				
Disabled Veteran Business Enterprise				
Other Certifying Agency				

Figures are based on information received from Proposers in their proposals.