



PROBATION DEPARTMENT

REQUEST FOR PROPOSALS TO PROVIDE TRANSCRIBING SERVICES

June 6, 2014

**Prepared By
County of Los Angeles**

RFP 6401403

**REQUEST FOR PROPOSALS (RFP)
TO PROVIDE TRANSCRIBING SERVICES**

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1.0 INTRODUCTION

1.1 Purpose

The County of Los Angeles Probation Department (COUNTY) is soliciting Proposals from qualified PROPOSERS to provide Transcribing Services to forty-three (43) work locations. State Law, Penal Code 1203(b) and Welfare and Institutions Codes 652 and 706, requires that COUNTY provide timely reports to the courts in all juvenile and adult criminal matters. COUNTY plans to award one (1) Contract. CONTRACTOR shall have the ability to provide the contracted services as set forth in this RFP. The Contract is authorized by the Los Angeles County Charter 44.7 and Los Angeles County Code Chapter 2.121 (Proposition A). The awarded Contract must provide all required services at less cost than COUNTY cost.

CONTRACTOR is expected to provide COUNTY with the most efficient and economical service through both the provision of experienced transcribing staff available for the term of the Contract and the use of state-of-the-art equipment to maintain the required level of transcribing services for the transcribing workload submitted to CONTRACTOR. CONTRACTOR will be expected to keep COUNTY advised of any new innovations, equipment, etc. in the field of transcribing. CONTRACTOR will be a company whose major business activity is presently the provision of transcribing services and who can demonstrate the capabilities to provide transcribing services at the service level requested by the COUNTY. All transcribing services must be performed in accordance with COUNTY standards and in a manner consistent with the long-range plans, goals and objectives of the COUNTY.

COUNTY projects that there will be approximately 6.7 million lines of court reports, letters and miscellaneous forms transcribed annually. However, the actual transcribing workload may be less than or greater than this volume due to fluctuating workload demands at the forty-three (43) work locations, changes that reflect the operational needs of COUNTY as determined by COUNTY, and/or unpredictable circumstances impacting the need for transcribing services.

1.2 Overview of Solicitation Document

This Request for Proposals (RFP) is composed of the following parts:

- **INTRODUCTION:** Specifies the PROPOSER'S minimum mandatory requirements, provides information regarding the requirements of the Contract and the solicitation process.
- **PROPOSAL SUBMISSION REQUIREMENTS:** Includes instructions to PROPOSERS in how to prepare and submit their Proposal.
- **SELECTION PROCESS AND EVALUATION CRITERIA:** Includes information on how the Proposals will be selected and evaluated.
- **APPENDICES:**
 - **A - SAMPLE CONTRACT:** Identifies the terms and conditions in the Contract.
 - **B - STATEMENT OF WORK:** Explains in detail the required services to be performed by the CONTRACTOR.
 - **C - TECHNICAL EXHIBITS:** Exhibits that accompany the Statement of Work.
 - **D - REQUIRED FORMS:** Forms that must be completed and included in the Proposal.
 - **E - TRANSMITTAL TO REQUEST A SOLICITATION REQUIREMENTS REVIEW:** Transmittal sent to the County of Los Angeles Probation Department requesting a Solicitation Requirements Review.
 - **F - COUNTY OF LOS ANGELES POLICY ON DOING BUSINESS WITH SMALL BUSINESS:** County Policy.
 - **G - JURY SERVICE ORDINANCE:** County Code.
 - **H - LISTING OF CONTRACTORS DEBARRED IN LOS ANGELES COUNTY:** CONTRACTORS who are not allowed to Contract with the COUNTY for a specific length of time.
 - **I - IRS NOTICE 1015:** Provides information on Federal Earned Income Credit.
 - **J - SAFELY SURRENDERED BABY LAW:** County program.

- **K - LIVING WAGE ORDINANCE:** County Code
- **L - DETERMINATION OF CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT:** County Code
- **M - GUIDELINES FOR ASSESSMENT OF PROPOSED LABOR LAW/PAYROLL VIOLATIONS:** Guidelines that will be used to determine whether the COUNTY will deduct evaluation points for labor law/payroll violations
- **N - INTENTIONALLY OMITTED**
- **O - DEFAULTED PROPERTY TAX REDUCTION PROGRAM:** County Code.
- **P - SEXUAL HARASSMENT POLICY:** County Code

1.3 Terms and Definitions

Throughout this RFP, references are made to certain persons, groups, or Departments/Agencies. For convenience, a description of specific definitions can be found in *Appendix A, Sample Contract, Paragraph 2.0 Definitions*.

1.4 Minimum Mandatory Requirements

Interested and qualified PROPOSERS that can demonstrate their ability to successfully provide the required services outlined in *Appendix B, Statement of Work*, of this RFP are invited to submit Proposal(s), provided they meet the following requirements:

- 1.4.1 PROPOSER must attend the Mandatory Proposers' Conference scheduled for **Wednesday, June 25, 2014, 10:00 a.m., PT.**
- 1.4.2 PROPOSER must submit a Proposal by **12:00 p.m. PT, Friday, July 25, 2014.**
- 1.4.3 PROPOSER must comply with the requirements of the County's Living Wage Program (Los Angeles County Code, Chapter 2.201). PROPOSER should carefully read the Living Wage Program and the pertinent Living Wage provisions (Reference Appendix K of this RFP) which are incorporated and made a part of this RFP. The Living Wage Program applies to both CONTRACTOR(S) and their SUBCONTRACTOR(S). Proposals that fail to comply with the requirements of the Living Wage Program will be considered non-responsive and excluded from further consideration.

1.4.4 PROPOSER must demonstrate a minimum of three (3) years experience within the last five (5) years providing transcribing/word-processing services and producing at least 200,000 pages annually.

1.4.5 PROPOSER must have an administrative business office located within or adjacent to the County of Los Angeles. The address to the administrative business office must be included in the Proposal.

1.5 County Rights & Responsibilities

The COUNTY has the right to amend the RFP by written addendum. The COUNTY is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available to each person or organization which COUNTY records indicate has received this RFP. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Proposal not being considered, as determined in the sole discretion of the COUNTY. The COUNTY is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

1.6 Contract Term

1.6.1 The term of this Contract shall be for a twelve (12) month period commencing _____ through _____, unless terminated or extended, in whole or in part, as provided in this Contract. Contingent upon available funding, this Contract may be extended by the Chief Probation Officer and the authorized official of the CONTRACTOR, by mutual written agreement, for up to four (4) additional twelve (12) month periods for a maximum total Contract term of five (5) years.

1.6.2 Contingent upon available funding, the term of the Contract may also be extended beyond the stated expiration date on a month-to-month basis, for a period of time not to exceed six (6) months, upon the written request of the Chief Probation Officer and the written concurrence of the CONTRACTOR. All terms of the Contract in effect at the time of extending the term shall remain in effect for the duration of the extension.

1.7 Contract Rates

1.7.1 All proposals submitted in response to this RFP must contain a proposed fixed rate per line produced. CONTRACTOR'S rates shall remain firm and fixed for the term of the Contract.

1.7.1.1 A line is defined as any printed characters extending across or partway across a page, as produced by the CONTRACTOR. Lines that are part of a form are not counted for payment.

1.7.1.2 Proposals submitted in response to this RFP shall contain a quantifiable methodology for annually adjusting the per line fee for each succeeding year of the Contract, subject to the County Board of Supervisors' policy and the Probation Department's policy.

1.7.1.3 The use of any courier service cost will be factored into the CONTRACTOR'S fees. At all times the COUNTY will be informed of the company being contracted to provide courier services for the CONTRACTOR.

1.7.2 All proposals must also contain an hourly rate to develop and modify software templates for new court report forms and existing templates as directed by the Probation Department.

1.8 Days of Operation

CONTRACTOR shall be required to provide transcribing services from Monday to Friday. CONTRACTOR shall not be required to provide transcribing services on weekends and COUNTY recognized holidays.

1.9 Contact with County Personnel

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

Yvonne Humphrey, Contract Analyst
County of Los Angeles Probation Department
Contracts & Grants Management Division
9150 East Imperial Highway, Room C-01
Downey, CA 90242
E-mail address: Yvonne.Humphrey@Probation.LACounty.gov
Fax #: (562) 658-4771

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

1.10 Final Contract Award by the Board of Supervisors

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

1.11 Mandatory Requirement to Register on County's WebVen

Prior to a Contract award, all potential CONTRACTORS must register in the County's WebVen. The WebVen contains the Vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the COUNTY'S home page at http://lacounty.info/doing_business/main_db.htm.

1.12 County Option to Reject Proposals

The COUNTY may, at its sole discretion, reject any or all Proposals submitted in response to this RFP. The COUNTY shall not be liable for any costs incurred by the PROPOSER in connection with the preparation and submission of any Proposal. The COUNTY reserves the right to waive inconsequential disparities in a submitted Proposal.

1.13 Protest Policy Review Process

1.13.1 Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any prospective PROPOSER may request a review of the requirements under a solicitation for a Board-approved services Contract, as described in *Sub-paragraph 1.13.3*, below. Additionally, any actual PROPOSER may request a review of a disqualification or of a proposed Contract award under such a solicitation, as described respectively in the Paragraphs below. It is the responsibility of the PROPOSER challenging the decision of a COUNTY Department to demonstrate that the Department committed a sufficiently material error in the solicitation process to justify invalidation of a proposed Contract award.

1.13.2 Throughout the review process, the COUNTY has no obligation to delay or otherwise postpone an award of Contract based on a PROPOSER protest. In all cases, the COUNTY reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

1.13.3 Grounds for Review

Unless state or federal statutes or regulations otherwise provide, the grounds for review of a solicitation for a Board-approved services Contract provided for under Board Policy No. 5.055 are limited to the following:

- Review of Solicitation Requirements (Reference Sub-paragraph 2.4 in the Proposal Submission Requirements)

- Review of a Disqualified Proposal (Reference Sub-paragraph 3.3 in the Selection Process and Evaluation Criteria)
- Review of Proposed Contractor Selection (Reference Sub-paragraph 3.7 in the Selection Process and Evaluation Criteria)

1.14 Notice to Proposers Regarding the Public Records Act

- 1.14.1 Responses to this solicitation shall become the exclusive property of the COUNTY. Absent extraordinary circumstances, the recommended PROPOSER'S Proposal will become a matter of public record when (1) Contract negotiations are complete; (2) the County of Los Angeles Probation Department receives a letter from the recommended PROPOSER'S authorized officer that the negotiated Contract is the firm offer of the recommended PROPOSER; and (3) the County of Los Angeles Probation Department releases a copy of the recommended PROPOSER'S Proposal in response to a Notice of Intent to Request a Proposed Contractor Selection Review under Board Policy No. 5.055.

Notwithstanding the above, absent extraordinary circumstances, all Proposals will become a matter of public record when the Department's PROPOSER recommendation appears on the Board agenda.

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

- 1.14.2 The COUNTY shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. **A blanket statement of confidentiality or the marking of each page of the Proposal as confidential shall not be deemed sufficient notice of exception. The PROPOSERS must specifically label only those provisions of their respective Proposal which are "Trade Secrets," "Confidential," or "Proprietary" in nature.**

1.15 Indemnification and Insurance

CONTRACTOR shall be required to comply with the indemnification provisions contained in *Appendix A, Sample Contract, Paragraph 8.23*. The CONTRACTOR shall procure, maintain, and provide to the COUNTY proof of insurance coverage for all the programs of insurance along with associated amounts specified in *Appendix A, Sample Contract, Paragraphs 8.24 and 8.25*.

1.16 SPARTA Program

A COUNTY program, known as 'SPARTA' (Service Providers, Artisan and Tradesman Activities) may be able to assist potential CONTRACTORS in obtaining affordable liability insurance. The SPARTA Program is administered by the COUNTY'S insurance broker, Merriwether & Williams. For additional information, PROPOSERS may call Merriwether & Williams toll free at (800) 420-0555 or can access their website directly at www.2sparta.com.

1.17 Injury and Illness Prevention Program (IIPP)

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

1.18 Background and Security Investigations

Background and security investigations of CONTRACTOR'S staff are required as a condition of beginning and continuing work under resulting Contract. The cost of background checks is the responsibility of the CONTRACTOR. CONTRACTOR shall be responsible for the ongoing implementation and monitoring of Sub-paragraphs 1.18.1 through 1.18.6. On at least a quarterly basis, CONTRACTOR shall report, in writing, monitoring results to the COUNTY, indicating compliance or problem areas. The elements of monitoring report shall receive prior written approval from COUNTY.

1.18.1 CONTRACTOR shall submit the names of CONTRACTOR'S or Subcontractor's employees to the COUNTY Program Manager prior to the employee starting work on this Contract. The COUNTY will schedule appointments to conduct background investigation/record checks based on fingerprints of CONTRACTOR'S or Subcontractor's employees, and shall conduct background investigations of CONTRACTOR'S or Subcontractor's employees at any time. **The CONTRACTOR'S or Subcontractor's employees shall not begin work on this Contract before receiving written notification of clearance from COUNTY.**

1.18.2 No personnel employed by the CONTRACTOR or Subcontractor for this service having access to Probation information or records shall have a criminal conviction record or pending criminal trial unless such information has been fully disclosed to COUNTY and employment of the employee for this service is approved in writing by the COUNTY.

1.18.3 COUNTY reserves the right to preclude CONTRACTOR or Subcontractor from employment or continued employment of any individual performing services under this Contract.

- 1.18.4 No CONTRACTOR or Subcontractor staff providing services under this Contract shall be on active probation or parole.
- 1.18.5 CONTRACTOR or Subcontractor staff performing services under this Contract shall be under a continuing obligation to disclose any prior or subsequent criminal conviction record or any pending criminal trial to the COUNTY.
- 1.18.6 Because COUNTY is charged by the State for checking the criminal records of CONTRACTOR'S or Subcontractor's employees; COUNTY will bill CONTRACTOR to recover expenses. The current amount is \$32.00 per record check, which is subject to change by the State.

1.19 Confidentiality and Independent Contractor Status

CONTRACTOR shall be required to comply with the Confidentiality provision contained in *Paragraph 7.5 in Appendix A, Sample Contract* and the Independent Contractor Status provision contained in *Paragraph 8.22 in Appendix A, Sample Contract*.

CONTRACTOR shall ensure that it obtains and submits to the COUNTY, a signed "*Contractor Employee Acknowledgement and Confidentiality Agreement*" as specified in *Appendix A, Sample Contract, Exhibit G2*, for each employee performing services under the Contract before execution of the Contract.

CONTRACTOR shall also ensure that it obtains and submits to the COUNTY, a signed "*Contractor Non-Employee Acknowledgement and Confidentiality Agreement*" as specified in *Appendix A, Sample Contract, Exhibit G3*, for each non-employee performing services under the Contract before execution of the Contract.

CONTRACTOR shall ensure that by the first day of employment, all persons working on this Contract have signed an acknowledgement that meets the standards of the County of Los Angeles Probation Department for CONTRACTOR employees having access to Confidential Criminal Offender Record Information (CORI). CONTRACTOR shall retain the original CORI form and forward a copy to COUNTY Contract Manager within five (5) business days of start of employment. (*Appendix C, Technical Exhibit 3*)

1.20 Conflict of Interest

No COUNTY employee whose position in the COUNTY enables him/her to influence the selection of a CONTRACTOR for this RFP, or any competing RFP, nor any spouse of economic dependent of such employees, shall be employed in any capacity by a PROPOSER or have any other direct or indirect financial interest in the selection of a CONTRACTOR. PROPOSER shall certify that

he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in *Appendix D - Required Forms Exhibit 5, Certification of No Conflict of Interest*.

1.21 Determination of Proposer Responsibility

1.21.1 Responsible Proposer

A responsible PROPOSER is a PROPOSER 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 PROPOSERS.

1.21.2 Chapter 2.202 of the County Code

PROPOSERS are hereby notified that, in accordance with Chapter 2.202 of the County Code, the COUNTY may determine whether the PROPOSER is responsible based on a review of the PROPOSER'S performance on any Contracts, including but not limited to COUNTY Contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the PROPOSER against public entities. Labor law violations which are the fault of the Subcontractor and of which the PROPOSER had no knowledge shall not be the basis of a determination that the PROPOSER is not responsible.

1.21.3 Non-responsible Proposer

The COUNTY may declare a PROPOSER to be non-responsible for purposes of this Contract if the Board of Supervisors, in its discretion, finds that the PROPOSER 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 PROPOSER'S quality, fitness or capacity to perform a Contract with the COUNTY, any other public entity, or a nonprofit corporation created by the COUNTY, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the COUNTY or any other public entity.

1.21.4 Intention to Recommend to the Board of Supervisors

If there is evidence that the apparent highest ranked PROPOSER may not be responsible, the Department shall notify the PROPOSER in writing of the evidence relating to the PROPOSER'S responsibility, and its intention to recommend to the Board of Supervisors that the

PROPOSER be found not responsible. The Department shall provide the PROPOSER and/or the PROPOSER'S representative with an opportunity to present evidence as to why the PROPOSER should be found to be responsible and to rebut evidence, which is the basis for the Department's recommendation.

1.21.5 Recommendation to the Board of Supervisors

If the PROPOSER presents evidence in rebuttal to the Department, the Department shall evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of the PROPOSER shall reside with the Board of Supervisors.

1.21.6 Subcontractors of Proposers

These terms shall also apply to proposed Subcontractors of PROPOSERS on COUNTY Contracts.

1.22 Proposer Debarment

1.22.1 Chapter 2.202 of the County Code

The PROPOSER is hereby notified that, in accordance with Chapter 2.202 of the County Code, the COUNTY may debar the PROPOSER from bidding or proposing on, or being awarded, and/or performing work on other COUNTY Contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and the COUNTY may terminate any or all of the PROPOSER'S existing Contracts with COUNTY, if the Board of Supervisors finds, in its discretion, that the PROPOSER 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 PROPOSER'S quality, fitness or capacity to perform a Contract with the COUNTY, any other public entity, or a nonprofit corporation created by the COUNTY, or engaged in a pattern or practice which negatively reflects on same;
- (3) committed an act or offense which indicates a lack of business integrity or business honesty; or
- (4) made or submitted a false claim against the COUNTY or any other public entity.

1.22.2 Notice to Proposer

If there is evidence that the apparent highest ranked PROPOSER may be subject to debarment, the Department shall notify the PROPOSER in writing of the evidence, which is the basis for the proposed debarment, and shall advise the PROPOSER of the scheduled date for a debarment hearing before the Contractor Hearing Board.

1.22.3 Contractor Hearing Board

The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The PROPOSER and/or PROPOSER'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 PROPOSER should be debarred, and, if so, the appropriate length of time of the debarment. The PROPOSER and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

1.22.4 Presentation to Board of Supervisors

After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.

1.22.5 Debarment Period

If a PROPOSER has been debarred for a period longer than five (5) years, that PROPOSER 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 PROPOSER has adequately demonstrated one or more of the following:

- (1) elimination of the grounds for which the debarment was imposed;
- (2) a bona fide change in ownership or management;
- (3) material evidence discovered after debarment was imposed; or

- (4) any other reason that is in the best interests of the COUNTY.

1.22.6 Debarment Hearing

The Contractor Hearing Board will consider requests for review of a debarment determination only where:

- (1) the PROPOSER has been debarred for a period longer than five (5) years;
- (2) the debarment has been in effect for at least five (5) years; and
- (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation.

Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

1.22.7 Recommendation to the Board of Supervisors

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

1.22.8 Subcontractors of Proposers

These terms shall also apply to proposed Subcontractors of PROPOSERS on COUNTY Contracts.

1.22.9 Debarment List

Appendix H, Listing of Contractors Debarred in Los Angeles County, is a listing of CONTRACTORS that are currently on the Debarment List for Los Angeles County.

1.23 Proposer's Adherence to County's Child Support Compliance Program

PROPOSERS shall:

- 1) fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and
- 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any Contract that may be awarded pursuant to this solicitation.

Failure to comply may be cause for termination of a Contract or initiation of debarment proceedings against the non-compliant CONTRACTOR (County Code Chapter 2.202).

1.24 Gratuities

1.24.1 Attempt to Secure Favorable Treatment

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

1.24.2 Proposer Notification to County

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

1.24.3 Form of Improper Consideration

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

1.25 Notice to Proposers Regarding the County Lobbyist Ordinance

The Board of Supervisors of the County of Los Angeles has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in County Code Chapter 2.160. In effect, each person, corporation or other entity that seeks a County permit, license, franchise or Contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each PROPOSER to review the ordinance independently as the text of said ordinance is not contained within this RFP. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by Los Angeles County Code Section 2.160.010, retained by the PROPOSER is in full compliance with Chapter 2.160 of the Los Angeles County Code and each such County Lobbyist is **not** on the Executive Office's List of Terminated Registered Lobbyists by completing and submitting the *Familiarity with the County Lobbyist Ordinance Certification*, as set forth in *Appendix D, Required Forms- Exhibit 6*, as part of their Proposal.

1.26 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. Reference Appendix I.*

1.27 Consideration of GAIN/GROW Participants for Employment

As a threshold requirement for consideration for Contract award, PROPOSERS shall demonstrate a proven record of hiring participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunity for Work (GROW) Programs or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for that opening. Additionally, PROPOSERS shall attest to a willingness to provide employed GAIN/GROW participants access to the PROPOSERS' employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. PROPOSERS who are unable to meet this requirement shall not be considered for Contract award. PROPOSERS shall complete and return the form, *Attestation of Willingness to Consider GAIN/GROW Participants*, as set forth in *Appendix D, Required Forms - Exhibit 9*, along with their Proposal.

1.28 County's Quality Assurance Plan

After Contract award, the COUNTY or its agent will evaluate the CONTRACTOR'S performance under the Contract on a periodic basis. Such evaluation will include assessing CONTRACTOR'S compliance with all terms in the Contract and performance standards identified in the Statement of Work. CONTRACTOR'S deficiencies which the COUNTY determines are severe or continuing and that may jeopardize performance of the Contract will be reported to the County's Board of Supervisors. The report will include improvement/corrective action measures taken by the COUNTY and CONTRACTOR. If improvement does not occur consistent with the corrective action measures, the COUNTY may terminate the Contract in whole or in part, or impose other penalties as specified in the Contract.

1.29 Recycled Bond Paper

PROPOSER shall be required to comply with the COUNTY'S policy on recycled bond paper as specified in *Appendix A, Sample Contract, Paragraph 8.39*.

1.30 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 set forth in *Appendix J* of this solicitation document and is also available on the Internet at www.babysafela.org for printing purposes.

1.31 County Policy on Doing Business with Small Business

1.31.1 The COUNTY has multiple programs that address small businesses. The Board of Supervisors encourages small business participation in the COUNTY'S contracting process by constantly streamlining and simplifying our selection process and expanding opportunities for small businesses to compete for our business.

1.31.2 The Local Small Business Enterprise Preference Program requires the Company to complete a certification process. This program and how to obtain certification are further explained in *Paragraph 1.33*.

1.31.3 The Jury Service and Living Wage Programs, provide exceptions to the Programs if a company qualifies as a Small Business. It is important to note that each Program has a different definition for Small Business. You may qualify as a Small Business in one Program but not the other. Further explanations of these two Programs are provided in *Paragraph 1.32 – Jury Service Program* and *Paragraph 1.37 – Living Wage Program*.

- 1.31.4 The COUNTY also has a Policy on Doing Business with Small Business that is stated in Appendix F.

1.32 Jury Service Program

The prospective Contract is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (Los Angeles County Code, Chapter 2.203). Prospective CONTRACTORS should carefully read the *Jury Service Ordinance, Appendix G*, and the pertinent jury service provisions of the *Sample Contract, Appendix A, Paragraph 8.8*, both of which are incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both CONTRACTORS and their Subcontractors.

Proposals that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

- 1.32.1 The Jury Service Program requires CONTRACTORS and their Subcontractors to have and adhere to a written policy that provides that its employees shall receive from the CONTRACTOR, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the CONTRACTOR or that the CONTRACTOR deduct from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of a CONTRACTOR and "full-time" means 40 hours or more worked per week, or a lesser number of hours if:

- 1) the lesser number is a recognized industry standard as determined by the COUNTY, or
- 2) the CONTRACTOR has a long-standing practice that defines the lesser number of hours as full-time.

Therefore, the Jury Service Program applies to all of a CONTRACTOR'S full-time California employees, even those not working specifically on the COUNTY project. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program.

- 1.32.2 There are two ways in which a CONTRACTOR might not be subject to the Jury Service Program. The first is if the CONTRACTOR does not fall within the Jury Service Program's definition of "CONTRACTOR". The Jury Service Program defines "CONTRACTOR" to mean a person, partnership, corporation or other entity which has a Contract with the COUNTY or a subcontract with a COUNTY CONTRACTOR and has

received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more COUNTY Contracts or subcontracts. The second is if the CONTRACTOR meets one of the two exceptions to the Jury Service Program. The first exception concerns small businesses and applies to CONTRACTORS that have

- 1) ten or fewer employees; and,
- 2) annual gross revenues in the preceding twelve months which, if added to the annual amount of this Contract is less than \$500,000, and,
- 3) is not an “affiliate or subsidiary of a business dominant in its field of operation”.

The second exception applies to CONTRACTORS that possess a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. The CONTRACTOR is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.

- 1.32.3 If a CONTRACTOR does not fall within the Jury Service Program’s definition of “CONTRACTOR” or if it meets any of the exceptions to the Jury Service Program, then the CONTRACTOR must so indicate in the *Certification Form and Application for Exception, Exhibit 10 in Appendix D, Required Forms*, and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the CONTRACTOR’S application, the COUNTY will determine, in its sole discretion, whether the CONTRACTOR falls within the definition of CONTRACTOR or meets any of the exceptions to the Jury Service Program. The COUNTY’S decision will be final.

1.33 Local Small Business Enterprise (SBE) Preference Program

- 1.33.1 The COUNTY will give Local SBE preference during the solicitation process to businesses that meet the definition of a Local Small Business Enterprise (Local SBE), consistent with Chapter 2.204.030C.1 of the Los Angeles County Code. A Local SBE is defined as:
- 1) A business certified by the State of California as a small business and
 - 2) has had its principal office located in Los Angeles County for at least one year.

The business must be certified by Internal Services Department as meeting the requirements set forth in 1 and 2 above prior to requesting the Local SBE Preference in a solicitation.

1.33.2 To apply for certification as a Local SBE, businesses may register with Internal Services Department at <http://laosb.org>

1.33.3 Certified Local SBEs must request the SBE preference in their solicitation responses and may not request the preference unless the certification process has been completed and certification affirmed. Businesses must attach the Local SBE Certification Letter to the Required Form – Request for *Local SBE Preference Program Consideration and CBE Firm/Organization Information Form – Exhibit 7 in Appendix D – Required Forms* with their proposal. Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified Local SBE.

1.33.4 Information about the State's small business enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Small Business Certification and Resources Web site at <http://www.pd.dgs.ca.gov/smbus/default>.

1.34 Local Small Business Enterprise (SBE) Prompt Payment Program

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

1.35 Notification to County of Pending Acquisitions/Mergers by Proposing Company

The PROPOSER shall notify the COUNTY of any pending acquisitions/mergers of their company. This information shall be provided by the PROPOSER on *Required Forms - Exhibit 1, in Appendix D, Proposer's Organization Questionnaire/Affidavit*. Failure of the PROPOSER to provide this information may eliminate its Proposal from any further consideration.

1.36 Intentionally Omitted

1.37 Living Wage Program

The prospective Contract is subject to the requirements of the County's Living Wage Program (Los Angeles County Code Chapter 2.201). Prospective CONTRACTORS should carefully read the *Living Wage Ordinance, Appendix K*, and the pertinent living wage provisions of the *Sample Contract, Appendix A*,

Sub-paragraph 9.1, both of which are incorporated by reference into and made a part of this RFP. The Living Wage Program applies to both CONTRACTORS and their Subcontractors. Proposals that fail to comply with the requirements of the Living Wage Program may be considered non-responsive and excluded from further consideration.

1.37.1 Evaluation of CONTRACTOR'S History of Labor Law/Payroll Violations in evaluating proposals, the COUNTY will review a CONTRACTOR'S history of labor law/payroll violations (including but not limited to violations or pending claims pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination). To facilitate this process, CONTRACTORS must submit with their proposal a completed *Acknowledgement and Statement of Compliance form*, as set forth in *Appendix D – Required Forms Exhibit 15*, and disclose on that form:

- 1) any determination by a public entity within three (3) years of the date of the proposal that the Firm committed a labor law/payroll violation, and
- 2) any pending claim which involves an incident of labor law/payroll violation occurring within three years of the date of the proposal.

Applying established criteria, the COUNTY may deduct from 1 to 20 percent of the maximum number of available evaluation points for labor law/payroll violations, with substantially increased deductions for a CONTRACTOR'S failure to disclose reportable violations (See *Appendix M, "Guidelines for Assessment of Proposer Labor Law/Payroll Violations"*). "Pending claims" (i.e., claims that do not have a final disposition) will not result in point deductions; however, such claims may be reported to the Board of Supervisors before a Contract is awarded.

1.37.2 If a PROPOSER believes that it does not fall within the Living Wage Program's definition of Employer or that it meets any of the exceptions to the Living Wage Program, then the PROPOSER must complete and submit to the COUNTY, no later than Monday, July 7, 2014, 12:00 p.m., PT, *Application for Exemption*, as set forth in *Appendix D – Required Forms Exhibit 18*, and include in its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the PROPOSER'S application, the COUNTY will determine, in its sole discretion, whether the PROPOSER falls within the definition of Employer or meets any of the exceptions to the Living Wage Program. The COUNTY'S decision will be final.

Note that the collective bargaining agreement exception applies if it is demonstrated to the COUNTY that the agreement is bona fide and that

the agreement expressly provides that it supersedes all of the provisions of the Living Wage Program, of (if not all) those specific provisions that are superseded. The CONTRACTOR is subject to any provision of the Living Wage Program not expressly superseded by the collective bargaining agreement.

- 1.37.3 The Living Wage Program requires CONTRACTORS and their Subcontractors to pay their full-time employees providing services to the COUNTY no less than a living wage. The COUNTY has established the Living Wage as \$11.84 per hour without health benefits, and \$9.64 per hour with health benefits. In order to qualify for paying the lower hourly Living Wage rate, the CONTRACTOR must pay at least \$2.20 per hour toward the provision of a bona fide health care benefit plan for each employee and any dependents. Each PROPOSER must complete the *Contractor Living Wage Declaration, Exhibit 17*, as set forth in *Appendix D – Required Forms*, and submit it with the proposal.
- 1.37.4 The PROPOSER must submit with its proposal a staffing plan using the *Model Contractor Staffing Plan*, as set forth in *Appendix D – Required Forms Exhibit 19*, using full-time employees for the Contract. The PROPOSER will be required to assign and use full-time employees to provide services under the Contract, unless the PROPOSER demonstrates to the satisfaction of the COUNTY the need to use non-full-time employees based on staffing efficiency or the COUNTY requirements of an individual job. If a PROPOSER desires to assign and use non-full-time employees to provide services under the Contract, the PROPOSER must submit to the COUNTY, along with its proposal, a written request detailing the PROPOSER'S request and justification, and providing all necessary documentation to substantiate the request. Based on the COUNTY'S review of the PROPOSER'S request and supporting documentation, the COUNTY shall determine, in its sole discretion, whether the PROPOSER may use non-full-time employees to provide services under the Contract. The COUNTY'S decision will be final.
- 1.37.5 If the Contract involves the provision of services which were previously provided under a Contract that was or will be terminated prior to its expiration, then the CONTRACTOR is required to provide employment for the predecessor CONTRACTOR'S employees. The CONTRACTOR must offer employment to all such retention employees who are qualified for such jobs and who were employed by the predecessor CONTRACTOR for at least six (6) months prior to the new Contract. However, the CONTRACTOR is not required to hire a retention employee who has been convicted of a crime related to the job or the employee's job performance or who fails to meet any other COUNTY requirement for employees of the CONTRACTOR. The CONTRACTOR may not terminate a retention employee for the first 90 days of

employment under the Contract, except for cause. Thereafter, the CONTRACTOR may retain a retention employee on the same terms and conditions as the CONTRACTOR'S other employees.

- 1.37.6 Throughout the term of the Contract, the CONTRACTOR and its Subcontractor(s) will be required to submit periodic monitoring reports for each employee providing services under the Contract, certifying under penalty of perjury, the hours worked, wages paid and amounts paid towards each employee's health benefits.
- At any time during the term of the Contract, the COUNTY may conduct an audit of the CONTRACTOR'S records as well as field visits with the CONTRACTOR'S employees to ascertain compliance with the Living Wage Program.
 - The CONTRACTOR will be required to place specified Living Wage posters at the CONTRACTOR'S place of business and locations where the CONTRACTOR'S employees are working. The CONTRACTOR will also be required to distribute County-provided notices to each of its employees providing services to the COUNTY at least once per year.
- 1.37.7 The CONTRACTOR will have to demonstrate a history of business stability, integrity in employee relations and financial ability to pay the Living Wage.
- 1.37.8 Violations of the provisions of the Living Wage Program will subject the CONTRACTOR to withholding of monies owed the CONTRACTOR under the Contract, liquidated damages, possible termination and/or debarment from future COUNTY Contracts in accordance with Los Angeles County Code, Chapter 2.202, *Determinations of Contractor Non-Responsibility and Contractor Debarment, Appendix L*.
- 1.37.9 CONTRACTORS that submit false information may be barred from participating in the prospective Contract and future COUNTY Contracts in accordance with Los Angeles County Code, Chapter 2.202, *Determinations of Contractor Non-Responsibility and Contractor Debarment, Appendix L*.

1.38 Intentionally Omitted

1.39 Intentionally Omitted

1.40 Defaulted Property Tax Reduction Program

The prospective Contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") (Los

Angeles County Code, Chapter 2.206). Prospective CONTRACTORS should carefully read the *Defaulted Tax Program Ordinance, Appendix O*, and the pertinent provisions of the *Sample Contract, Appendix A, Paragraphs 8.51 and 8.52*, both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both CONTRACTORS and their Subcontractors.

PROPOSERS shall be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of any Contract that may be awarded pursuant to this solicitation or shall certify that they are exempt from the Defaulted Tax Program by completing *Certification of Compliance with the County's Defaulted Property Tax Reduction Program, Exhibit 22 in Appendix D, Required Forms*. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a Contract or initiation of debarment proceedings against the non-compliance CONTRACTOR (Los Angeles County Code, Chapter 2.202).

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

1.41 Disabled Veteran Business Enterprise Preference Program (DVBE)

1.41.1 The COUNTY will give preference during the solicitation process to businesses that meet the definition of a Disabled Veteran Business Enterprise, consistent with Chapter 2.211 of the Los Angeles County Code. A Disabled Veteran Business Enterprise vendor is defined as:

- 1) A business which is certified by the State of California as a Disabled Veteran Business Enterprise; or
- 2) A business which is certified by the Department of Veterans Affairs as a Service Disabled Veteran Owned Small Business (SDVOSB).

1.41.2 Certified Disabled Veteran Business Enterprise vendors must request the preference in their solicitation responses and may not request the preference unless the certification process has been completed and certification is affirmed.

1.41.3 In no case shall the Disabled Veteran Business Enterprise Preference Program price or scoring preference be combined with any other COUNTY preference program to exceed eight percent (8%) in response to any COUNTY solicitation.

1.41.4 Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified Disabled Veteran Business Enterprise.

1.41.5 To request the Disabled Veteran Business Enterprise Preference, Proposer must complete and submit the Request for Disabled Veteran Business Enterprise Consideration form in *Appendix D, Required Forms, Exhibit 23*, with supporting documentation with their proposal.

Information about the State's DVBE certification regulations is found in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at <http://www.pd.dgs.ca.gov/>.

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

1.42 Time Off for Voting

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

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2.0 PROPOSAL SUBMISSION REQUIREMENTS

This Section contains instructions to PROPOSERS in how to prepare and submit their Proposal.

2.1 County Responsibility

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

2.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a Proposal shall be sufficient cause for rejection of the Proposal. The evaluation and determination in this area shall be at the Chief Probation Officer’s sole judgment and his/her judgment shall be final.

2.3 RFP Timetable

The timetable for this RFP is as follows:

- Release of RFP:.....**Friday, June 6, 2014**
- Request for a Solicitation Requirements Review Due by:**Friday, June 20, 2014, 12:00 p.m., PT**
- Written Questions Due by:**Friday, June 20, 2014, 12:00 p.m., PT**
- Mandatory Proposers’ Conference**Wednesday, June 25, 2014, 10:00 a.m., PT**
- Submission of Application for Exemption to Living Wage Program.....**Monday, July 7, 2014, 12:00 p.m., PT**
- Proposals Due by:.....**Friday, July 25, 2014, 12:00 p.m., PT**

2.4 Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting *Appendix E – Request for Proposals (RFP) Transmittal to Request a Solicitation Requirements Review* to the Department conducting the solicitation as described in this Section. A request for a Solicitation Requirements Review may be denied, in the Department's sole discretion, if the request does not satisfy all of the following criteria:

1. The request for a Solicitation Requirements Review is made within ten (10) business days of the issuance of the solicitation document;
2. The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a Proposal;
3. The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
4. The request for a Solicitation Requirements Review asserts either that:
 - a. application of the minimum requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,
 - b. due to unclear instructions, the process may result in the COUNTY not receiving the best possible responses from prospective PROPOSERS.

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

All Requests for Review should be submitted to:

**Tasha Howard, Director
County of Los Angeles Probation Department
Contracts & Grants Management Division
9150 East Imperial Highway, Room B-82
Downey, CA 90242**

2.5 Proposers' Questions

The purpose of the Mandatory Proposers' Conference is to answer questions covering this RFP. Questions received prior to the Mandatory Proposers' Conference will be answered at the conference. PROPOSERS may submit written questions regarding this RFP by mail, fax, or e-mail to the Contract Analyst identified below. All questions must be received by **Friday, June 20, 2014, 12:00p.m., PT** at the address shown below.

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

Questions may address concerns that the application of minimum requirements, evaluation criteria and/or business requirements would unfairly disadvantage PROPOSERS or, due to unclear instructions, may result in the COUNTY not receiving the best possible responses from PROPOSERS.

Questions should be addressed to:

**Yvonne Humphrey, Contract Analyst
County of Los Angeles Probation Department
Contracts & Grants Management Division
9150 East Imperial Highway, Room C-01
Downey, CA 90242**

**E-mail address: Yvonne.Humphrey@Probation.LACounty.gov
Fax #: (562) 658-4771**

As of the issuance date of the RFP and continuing until the award of Contract, all COUNTY personnel are specifically directed against holding any unscheduled meetings, conferences or technical discussions with any potential CONTRACTOR.

2.6 Submission of Application for Exemption to Living Wage Program

If a PROPOSER believes that it does not fall within the Living Wage Program's definition of Employer or that it meets any of the exceptions to the Living Wage Program, then the PROPOSER must complete and submit to the COUNTY, by **Monday, July 7, 2014, 12:00 p.m., PT** the Application for Exemption, as set forth in *Appendix D – Required Forms Exhibit 18*, including all necessary documentation to support the claim. PROPOSER will be notified by the COUNTY'S Contract Manager of the COUNTY'S decision.

2.7 Mandatory Proposers' Conference

A **Mandatory Proposers' Conference** will be held to discuss the RFP and Living Wage Requirements. COUNTY staff will respond to questions from potential PROPOSERS. All potential PROPOSERS **must** attend this conference or their Proposals will be rejected (disqualified) without review and eliminated from further consideration.

The conference is scheduled as follows:

Date: Wednesday, June 25, 2014
Time: 10:00 a.m., PT
**Location: Rio Hondo Area Office
8240 South Broadway
Whittier, California 90606**

Those interested in attending must notify Yvonne Humphrey, Contract Analyst, at (562) 658-4321 by **Monday, June 23, 2014, 12:00 p.m., PT.**

Please note that minors are not allowed to enter the facility or attend the conference.

2.8 Preparation of the Proposal

2.8.1 The Proposals must be typewritten or computer generated on 8 ½" x 11" white papers, with 1" margins, in a standard 12-point font, single sided, single space with each page numbered consecutively and the original, as well as each copy, must be bound in a secure manner and submitted in the prescribed format. Any Proposal that deviates from this format may be rejected without review at the COUNTY'S sole discretion. This requirement will ensure uniformity among all CONTRACTORS.

2.8.2 Each CONTRACTOR shall observe the following in preparation of a Proposal and shall agree to provide the COUNTY with any additional information necessary for an accurate determination of the prospective CONTRACTOR'S qualifications to perform the required services.

2.8.3 The response to this RFP must be made according to the specifications set down in this section, both for content and sequence. Failure to adhere to these specifications may be cause for rejection of the Proposal. No correction or resubmission shall be accepted after the Proposal deadline.

2.8.4 Any interpretation of, or change in the RFP, will be made in writing by addendum to each CONTRACTOR to whom specifications have been issued and should become a part of the RFP and any Contract awarded. The COUNTY will not be responsible for any other explanation or interpretation.

2.8.5 The Proposal must be comprehensive and straightforward.

2.9 Business Proposal Format

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

- Proposer's Organization Questionnaire/Affidavit and Required Support Documents for Corporations and Limited Liability Companies
- **Table of Contents**
- **Section A:** Executive Summary

- **Section B:** Proposer's Qualifications
- **Section C:** Proposer's Approach to Provide Required Services
- **Section D:** Proposer's Quality Control Plan
- **Section E:** Terms and Conditions in Sample Contract, and Requirements of the Statement of Work (SOW): Acceptance of/or Exceptions
- **Section F:** Additional Data
- **Section G:** Business Proposal Required Forms
- **Section H:** Living Wage Compliance
- **Last Page of Business Proposal**

2.9.1 Proposer's Organization Questionnaire/Affidavit and Required Support Documentation

The PROPOSER shall complete, sign and date the *Proposer's Organization Questionnaire/Affidavit - Exhibit 1 as set forth in Appendix D, Required Forms*. **The person signing the form must be authorized to sign on behalf of the PROPOSER and to bind the applicant in a Contract.**

Taking into account the structure of the PROPOSER'S organization, PROPOSER shall determine which of the below referenced supporting documents the COUNTY requires. If the PROPOSER'S organization does not fit into one of these categories, upon receipt of the Proposal or at some later time, the COUNTY may, in its discretion, request additional documentation regarding the PROPOSER'S business organization and authority of individuals to sign Contracts.

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

Required Support Documents:

Corporations or Limited Liability Company (LLC):

The PROPOSER must submit the following documentation with the Proposal:

- 1) A copy of a “Certificate of Good Standing” with the state of incorporation/organization.
- 2) A conformed copy of the most recent “Statement of Information” as filed with the California Secretary of State listing corporate officers or members and managers.

Limited Partnership:

The PROPOSER must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

2.9.2 Table of Contents

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

2.9.3 Section A: Executive Summary

The Executive Summary shall condense and highlight the contents of the PROPOSER’S Business Proposal to provide the County of Los Angeles Probation Department with a broad understanding of the PROPOSER’S approach, qualifications, experience, and staffing.

2.9.4 Section B: Proposer’s Qualifications

PROPOSER’S Qualifications must demonstrate that the PROPOSER’S organization has the experience and financial capability to perform the required services. The PROPOSER’S compliance with the qualifying minimum mandatory requirements of the RFP will be determined from the information provided. Failure to provide sufficient verifiable information regarding the PROPOSER’S compliance with the minimum mandatory requirements may result in disqualification. In addition, the receipt of a “not met” or zero score in any evaluation factor may result in disqualification. The following sections **must** be included:

A. Section B.1: Proposer’s Background and Experience

- **Section B.1.1.** The PROPOSER’S Background and Experience must demonstrate that the organization is adequately staffed, certified and trained, to perform the required services or demonstrate the capability for recruiting such staff.

- **Section B.1.2.** Include your firm's organizational chart detailing actual staff, by classification and assignment. This chart will include the Project Director and others who will be assigned to work on any part of this project. For each person on this chart, give his/her complete name, current position, years with the firm, and relevant education, experience and professional licenses.
 - **Section B.1.2.1.** In addition to the above, include a resume for the Project Director, demonstrating that the Project Director has provided the required or similar services for a minimum of three (3) years within the last five (5) years and is a current employee of the agency. The resume must include dates for the positions listed.

- **Section B.1.3.** Provide information regarding company's corporate size and structure, including the names, addresses, and telephone numbers of all persons authorized to represent and bind the company.
 - **Section B.1.3.1.** Provide a summary of relevant background information including the number of years experience the PROPOSER has had in providing the required, equivalent or related service, and demonstrated capacity to perform the required services.
 - **Section B.1.3.2.** A statement as to whether the PROPOSER is a corporation, a partnership, a joint venture, etc. State whether firm is local, national or international. Give location of the main office and the location of local offices in Southern California. Describe the range of activities performed by the local office.
 - **Section B.1.3.3.** Number of years the PROPOSER has been in business under the present business name, as well as related prior business names.
 - **Section B.1.3.4.** A statement indicating whether or not PROPOSER totally or partially owns any other business organization(s) that will be providing services, supplies, material or equipment, or in any manner does business with CONTRACTOR.
 - **Section B.1.3.5.** A statement indicating whether or not the PROPOSER has any plans for changes in corporate ownership during the term of the Contract. PROPOSERS shall be specific as to the changes anticipated; including

acquisitions and sales, parties involved and anticipated timelines. Also, state how changes may affect performance of specifications required by COUNTY.

B. Section B.2: Proposer's References/Work History

It is the PROPOSER'S sole responsibility to ensure that the firm's name, and point of contact's name, title and phone number for each reference is accurate.

COUNTY may disqualify a PROPOSER if:

- a) references fail to substantiate PROPOSER'S description of the services provided; or
 - b) references fail to support that PROPOSER has a continuing pattern of providing capable, productive and skilled personnel, or
 - c) the Department is unable to reach the point of contact with reasonable effort. It is the PROPOSER'S responsibility to inform the point of contact of normal business hours, or
 - d) one or more of the references is unfavorable.
- **Section B.2.1.** The PROPOSER must provide a specific listing of all current and previous Contracts with the COUNTY, other governmental agencies, or the private sector in related areas or similar services in the last three (3) years. This information should be shown on a fiscal year basis (July 1 – June 30), and identify each Contract by company/department name, address, telephone number, contact person and title, the annual dollar amount, and describe what services are/were provided.
 - **Section B.2.2.** If PROPOSER has had no previous Contracts with COUNTY, other governmental agencies or the private sector in related areas or similar services, a statement to that effect shall be included in Section B.2.2.
 - **Section B.2.3.** Submit a description of current and/or potential commitments or a statement indicating no such commitments exist. Also, state whether current commitments to larger organizations could impede performance of specifications required by the County of Los Angeles Probation Department. Include in Section B.2.3:
 - **Section B.2.3.1.** Reference of large client organizations contracting for similar services including, if available, public

organizations of a similar size and structure and nature as the County of Los Angeles Probation Department.

- **Section B.2.3.2.** Information regarding operational capability and any expansion or other changes that would be required to perform under the conditions of the proposed Contract.
- **Section B.2.4.** The PROPOSER must complete and include *Required Forms - Exhibits 2, 3, and 4* as set forth in *Appendix D, Required Forms*. The same references may be listed on both forms - Exhibits 2 and 3.

Exhibit 2: Prospective Contractor References

PROPOSER must provide at least three (3) references where the same or similar scope of services were provided.

Exhibit 3: Prospective Contractor List of Contracts

The listing must include all Public Entities Contracts for the last three (3) years. Use additional sheets if necessary.

Exhibit 4: Prospective Contractor List of Terminated Contracts

Listing must include Contracts terminated within the past three (3) years with a reason for termination.

- **Section B.2.5. Proposer's Pending Litigation and Judgments**

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

- **Section B.2.6. Proposer's Debarment History Labor/Payroll/ Debarment History**

Submit specific records of any debarment by any public entity in the last ten (10) years and the reasons for the debarment, or a statement indicating no debarments exist.

2.9.5 Section C: Proposer's Approach to Provide Required Services

The PROPOSER'S Approach to Provide Required Services section of the Proposal shall present a description of the techniques that the firm will

employ in meeting the objectives described in COUNTY'S *Statement of Work (SOW)* (refer to *Appendix B*). This section shall be a comprehensive plan to show how the PROPOSER will provide the services requested by the COUNTY including, but not limited to the requirements in *Appendix B, Statement of Work, Paragraph 2.0 "Specific Tasks"*:

- start-up plan; and
- method of providing required services; and
- plan for maintaining confidentiality and security; and
- plan for handling emergency conditions (e.g., blackouts, work stoppage).

Reference to or repetition of scope, objectives, and requirements from this RFP does not constitute a "good understanding" of the project. Complete, yet concise, supplementary procedures, methods, explanations and descriptions are also required to make possible the COUNTY'S evaluation as to the PROPOSER'S understanding.

2.9.6 Section D: Proposer's Quality Control Plan

Present a comprehensive Quality Control Plan to be utilized by the PROPOSER to ensure the required services are provided as specified in *Appendix B, Statement of Work*. The plan and any future amendments shall include an identified monitoring system covering all the services listed in the *Performance Requirements Summary Chart - Appendix C, Technical Exhibit 1* and methods for identifying and preventing deficiencies in the quality of services, specifically, the following factors must be included in the plan:

- Activities to be monitored to ensure compliance with all Contract requirements;
- Monitoring methods to be used;
- Frequency of monitoring;
- Samples of forms to be used in monitoring;
- Title/level and qualifications of personnel performing monitoring functions; and
- File of all monitoring results, including documentation methods and any corrective action taken.

An updated copy must be provided to COUNTY Program Manager for review and approval within two (2) weeks prior to the start of service and as changes occur.

2.9.7 Section E: Terms and Conditions in Sample Contract, and Requirements of the Statement of Work (SOW): Acceptance of / or Exceptions to Section E

- A. It is the duty of every PROPOSER to thoroughly review the Sample Contract and Statement of Work to ensure compliance with all terms, conditions and requirements. It is the COUNTY'S expectation that in submitting a Proposal the PROPOSERS will accept, as stated, the COUNTY'S terms and conditions in the Sample Contract and the COUNTY'S requirements in the Statement of Work. However, the PROPOSERS are provided the opportunity to take exceptions to the COUNTY'S terms, conditions, and requirements.
- B. The PROPOSER'S response must include:
1. **Section E.1.** A statement offering the PROPOSER'S acceptance of or exceptions to all terms and conditions listed in *Appendix A, Sample Contract*.
 2. **Section E.2.** A statement offering the PROPOSER'S acceptance of or exceptions to all requirements listed in *Appendix B, Statement of Work*; and
 3. For each exception, the PROPOSER shall provide:
 - An explanation of the reason(s) for the exception;
 - The proposed alternative language; and
 - A description of the impact, if any, to the PROPOSER'S price.
- C. Indicate all exceptions to the Sample Contract and/or the Statement of Work by providing a 'red-lined' version of the language in question. The COUNTY relies on this procedure and any PROPOSER who fails to make timely exceptions as required herein, may be barred, at the COUNTY'S sole discretion, from later making such exceptions.

- D. The COUNTY reserves the right to determine if PROPOSERS' exceptions are material enough to deem the Proposal non-responsive and not subject to further evaluation.
- E. The COUNTY reserves the right to make changes to the Sample Contract and its appendices and exhibits at its sole discretion.

2.9.8 Section F: Additional Data

Section F must be entitled "Additional Data" and will contain material and data not specifically requested for evaluation, but which the PROPOSER wishes to submit. This may include the following items:

- A. Standard sales brochures and materials with minimal technical content;
- B. Pictorial material of the type used as space fillers; and
- C. General narrative of non-specific nature.

2.9.9 Section G: Business Proposal Required Forms

Proposal shall include all completed, signed and dated forms identified in Appendix D - Required Forms.

Exhibit 1 Proposer's Organization Questionnaire/Affidavit

Exhibit 2 Prospective Contractor Reference

Exhibit 3 Prospective Contractor List of Contractors

Exhibit 4 Prospective Contractor List of Terminated Contracts

Exhibit 5 Certification of No Conflict of Interest

Exhibit 6 Familiarity with the County Lobbyist Ordinance Certification

Exhibit 7 Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information

Exhibit 8 Proposer's EEO Certification

Exhibit 9 Attestation of Willingness to Consider GAIN/GROW Participants

Exhibit 10 Contractor Employee Jury Service Program – Certification Form and Application for Exception

(Exhibits 11-14, Cost Forms should be included in the Cost Proposal)

Exhibit 15-19 Living Wage Forms

Exhibit 20 Intentionally Omitted

Exhibit 21 Intentionally Omitted

Exhibit 22 Defaulted Property Tax Reduction Program

Exhibit 23 Request for Disabled Veteran Business Enterprise Preference Program Consideration

2.9.10 Section H: Living Wage Compliance

The Living Wage Program requires that CONTRACTORS demonstrate during both the solicitation process and for the term of their Contract business stability, integrity in employee relations, and the financial ability to pay the living wage.

The Living Wage Forms included in Appendix D, Required Forms, should be completed, signed and included in the Business Proposal.

A. Financial Capability

Provide copies of the company's financial statements for the current partial fiscal year and prior two (2) complete fiscal years immediately preceding the Proposal deadline. (For example 2012/2013 and 2011/2012). Statements should include the company's assets, liabilities and net worth. At a minimum, include the Balance Sheet (Statement of Financial Positions), Income Statement (Statement of Operations), and the Retained Earnings Statement specific to the entity submitting the Proposal. It should be noted that depending on the nature of the entity, i.e., for-profit, non-profit, governmental, the title of these statements may differ. For example, for a non-profit entity the Balance Sheet is referred to as the Statement of Financial Position. If audited statements are available, these should be submitted to meet this requirement. Un-audited statements may be given less weight in the evaluation. Do not submit Income Tax Returns to meet this requirement. Publicly traded companies may submit paper copies of audited annual reports. On-line and electronic data files will not be accepted. Corporate subsidiaries may submit the consolidated statement of a parent company only when accompanied by the

parent's unconditional express written guaranty, in a form acceptable to the COUNTY, of the PROPOSER'S contractual obligations. Financial statements will be kept confidential if so stamped on each page. Evaluation may include the use of financial ratios for aiding in the determination of financial health.

The Living Wage Forms included in *Appendix D, Required Forms, Exhibits 15-19*, should be completed, signed and included in the Proposal.

B. Proposer's Staffing Plan

PROPOSER must submit a staffing plan that is comprised of full-time employees, unless the CONTRACTOR can demonstrate to the COUNTY the necessity of part-time staff. If a staffing plan contains part-time employees, CONTRACTOR must submit written justification for the use of part time staff. A sample for the staffing plan is shown in *Living Wage Program Model Contractor Staffing Plan, Exhibit 19*.

C. Proposer's Acknowledgement and Statement of Compliance

The *Acknowledgement and Statement of Compliance, Exhibit 15* is a statement, under penalty of perjury, that there were no past labor violations of any federal, State, County or City statutes.

Should the CONTRACTOR have violations to report, CONTRACTOR shall provide a listing of projects and a brief description of the circumstances regarding the violation(s) on *Exhibit 16, Acknowledgement and Statement of Compliance Labor/Payroll/Debarment History*.

D. Contractor Living Wage Declaration

The *Contractor Living Wage Declaration, Exhibit 17* is a statement that the CONTRACTOR will be paying its employees the Living Wage hourly rate. If the CONTRACTOR has received notice from the COUNTY that they are exempt from the Living Wage Program, this form should not be included.

E. Submit a copy of the health plan benefits provided for the employees. Indicate the dollar value of the health plan on an hourly basis. (If applicable)

F. Proposer's Approach to Labor-Payroll Record Keeping and Regulatory Compliance

PROPOSER is required to comply with State and Federal labor regulations and record keeping requirements. The objective of this Sub-section is to determine the appropriateness, scope, and suitability of the procedures PROPOSER uses and the internal controls in place to ensure compliance with State and Federal labor regulations and record keeping requirements. In order to appropriately evaluate this area, it is critical that PROPOSER submit a detailed description of the processes, and the steps associated with those processes.

PROPOSERS should provide additional details to ensure a clear picture of the firm's processes and controls. PROPOSERS must answer all questions thoroughly and in the same sequence as provided below. If PROPOSER believes that a question is not applicable, indicate with "N/A" and explain why that question is not applicable.

PROPOSER should describe the firm's employee labor-payroll record keeping system and the controls in place that ensure ongoing regulatory compliance. Include, at a minimum, a detailed discussion of the following:

1. Discuss how employee hours actually worked are tracked. The detailed explanation should include:
 - a. Where do firm's employees report to work at the beginning of their shift? At the work location or a central site with travel to the worksite? If the latter is the firm's practice/process, when does the firm consider the employees' shift to have started? At a central site or upon arrival at the work location?
 - b. How does the firm know employees actually reported to work and at what time? For example, sign-in sheets, computerized check-in, call-in system, or some other method.
 - c. What records are created to document the beginning and ending times of employee's actual work shifts? What records are maintained by the firm of actual time worked? Are the records maintained daily or at another interval (indicate the interval)? Who creates the records (e.g., employee, a supervisor, or office staff)? Who checks the records and what are they checking for? What happens to these records? Are they used as a source document to create the firm's payroll? **Provide a copy of these records.**

- d. If the records created in response to Sub-paragraph “c” above are not used to create the payroll, what is the source document that is used? Who prepares and who checks the source document? Does the employee sign it? Who approves the source document and what do they compare it with prior to approving the source document?
 - e. How does the firm know that employees take mandated breaks and meal breaks (periods)? Does the firm maintain any written supporting documentation to validate that the breaks actually occurred? If so, who prepares, reviews, and approves such documentation?
2. Discuss how the firm’s payroll is prepared and how the firm ensures that employee wages are appropriately paid. The detailed explanation should include:
- a. How are employees paid (e.g., manually issued check, cash, automated check, or combination of methods)? If by check, do they receive a single check for straight time and overtime or are separate payments made? What information is provided on the check (e.g., deductions for taxes, etc.)? **Provide a copy of a check and check stub** (cover up or block out bank account information) that shows deduction categories.
 - b. If the firm uses a manual payroll system, describe the steps the person preparing the payroll takes to create a check, starting from the source document through the issuance of a check. If the employee has multiple wage rates (i.e., County’s Living Wage rate for COUNTY work and the firm’s standard rate for other non-County work), how does the person preparing the payroll calculate total wages paid?
 - c. If the firm uses an automated payroll system or Contracts for such automated payroll services to an outside firm, describe the steps taken to prepare the payroll. If the employee has multiple wage rates (i.e., County’s Living Wage rate for COUNTY work and the firm’s standard rate for other non-County work), how does the automated payroll system calculate total wages paid? Is it embedded in the software program or does someone have to override the system to perform the calculation?
 - d. How is travel time during an employee’s shift paid? At what rate is such travel time paid if the employee has multiple

wage rates? Discuss how the firm calculates the day's wages for each situation described in the following two examples:

- 1) during a single shift, an employee works 3 hours at a work location under a County Living Wage Contract, then travels an hour to another work location to work 4 hours, where they are paid at a different rate than the County's Living Wage rate and
 - 2) during a single shift, an employee works 3 hours at a work location under a County Living Wage Contract, then travels an hour to another work location to work 4 hours, where they are also paid the County's Living Wage rate.
- e. How does the firm calculate overtime wages? What if the employee has multiple wage rates?

2.9.11 Last Page of Business Proposal

The last page of the Business Proposal must list names of all joint ventures, partners, Subcontractors or others having any right or interest in the Contract or the proceeds thereof. The page must include the signature of the person authorized to bind the PROPOSER in a Contract, as follows:

Respectfully submitted,

(PROPOSER'S Name and Address and names and addresses of joint ventures, partners, Subcontractors or other parties)

Signature: _____

Name: _____

Date: _____

Address: _____

City, State, Zip Code: _____

Telephone No: _____

2.10 Cost Proposal Format

The Cost Proposal must contain cost detail and demonstrate that the proposed cost is realistically based on reasonable costs specific to the Contract. Include

the following information in the order listed below. All Exhibits are provided in *Appendix D, Required Forms*.

- **Cover Page** identifying, at a minimum, the RFP and the PROPOSER'S name.
- **Required Forms:**
 - Exhibit 11: Pricing Sheet**
 - Exhibit 12: Certification of Independent Price Determination & Acknowledgement of RFP Restrictions**
 - Exhibit 13: Budget Sheet**
 - Exhibit 13A: Budget Narrative Sheet**
 - Exhibit 14: Employee Benefits Sheet**

All Proposals **must** have a narrative attached to the budget providing a thorough and clear explanation of all projected line item budget costs. The narrative must follow the same sequence as the line item budget, and include an explanation of the method of allocating costs for any joint or shared budget item.

2.11 Proposal Submission

- 2.11.1 Until the Proposal submission deadline, errors in Proposals may be corrected by a request in writing to withdraw the Proposal and by submission of another set of Proposals with the mistakes corrected. Corrections will not be accepted once the deadline for submission of Proposals has passed.
- 2.11.2 The CONTRACTOR must mail or hand-deliver an original (marked as original) and ten (10) numbered copies of the Proposal and any related information to:

**Yvonne Humphrey, Contract Analyst
County of Los Angeles Probation Department
Contracts & Grants Management Division
9150 East Imperial Highway, Room C-01
Downey, CA 90242
(562) 658-4321**

The last date on which Proposals will be accepted is no later than 12:00 p.m., PT, on Friday, July 25, 2014. No facsimile (FAX) or electronic mail (E-MAIL) copies will be accepted.

- 2.11.3 Proposal shall be enclosed in a sealed container, plainly marked in the upper left-hand corner with the name and address of the CONTRACTOR, and bear the words **“TRANSCRIBING SERVICES FOR THE COUNTY OF LOS ANGELES PROBATION DEPARTMENT.”**
- 2.11.4 It is the sole responsibility of the submitting PROPOSER to ensure that its Proposal is received before the submission deadline. Submitting PROPOSERS shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any Proposals received after the scheduled closing date and time for receipt of Proposals, as listed above, will not be accepted and be returned to the sender unopened. Timely hand-delivered Proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.
- 2.11.5 All Proposals must be bound and submitted in the prescribed format. Any Proposal that deviates from this format may be rejected without review at the COUNTY’S sole discretion.

2.12 Proposal Withdrawals

All Proposals shall be firm offers and may not be withdrawn for a period of two hundred seventy (270) days following the last day to submit Proposals.

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3.0 SELECTION PROCESS AND EVALUATION CRITERIA

3.1 Selection Process

The COUNTY reserves the sole right to judge the contents of the Proposals submitted pursuant to this RFP and to review, evaluate and select the successful Proposal(s). The selection process will begin with receipt of the Proposal(s) on **Friday, July 25, 2014**.

Evaluation of the Proposals will be made by an Evaluation Committee selected by the Department. The Committee will evaluate the Proposals and will use the evaluation approach described herein to select a prospective CONTRACTOR. All Proposals will be evaluated based on the criteria listed below. All Proposals will be scored and ranked in numerical sequence from high to low. The COUNTY may also, at its option, invite PROPOSERS being evaluated to make a verbal presentation or conduct site visits, if appropriate. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation.

After a prospective CONTRACTOR has been selected, the COUNTY and the prospective CONTRACTOR(S) will negotiate a Contract for submission to the Board of Supervisors for its consideration and possible approval. If a satisfactory Contract cannot be negotiated, the COUNTY may, at its sole discretion, begin Contract negotiations with the next qualified PROPOSER who submitted a Proposal, as determined by the COUNTY.

The recommendation to award a Contract will not bind the Board of Supervisors to award a Contract to the prospective CONTRACTOR.

The COUNTY retains the right to select a Proposal other than the Proposal receiving the highest number of points if COUNTY determines, in its sole discretion, another Proposal is the most overall qualified, cost-effective, responsive, responsible and in the best interests of the COUNTY.

3.2 Adherence to Minimum Mandatory Requirements (Pass/Fail)

COUNTY shall review the *Proposer's Organization Questionnaire/Affidavit - Exhibit 1 of Appendix D, Required Forms*, and determine if the PROPOSER meets the minimum mandatory requirements as outlined in Paragraph 1.4 of this RFP.

Failure of the PROPOSER to comply with the minimum mandatory requirements may eliminate its Proposal from any further consideration. The COUNTY may elect to waive any informality in a Proposal if the sum and substance of the Proposal is present.

3.3 Disqualification Review

A Proposal may be disqualified from consideration because a Department determined it was non-responsive at any time during the review/evaluation process. If a Department determines that a Proposal is disqualified due to non-responsiveness, the Department shall notify the PROPOSER in writing.

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

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

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

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

3.4 Business Proposal Evaluation and Criteria (70%)

All Proposals will be evaluated based on the criteria listed below. All Proposals will receive a composite score and be ranked in numerical sequence from high to low. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation. The Evaluation Committee may also, at its option, invite PROPOSERS being evaluated to make a verbal presentation to the Evaluation Committee or conduct site visits, if appropriate.

If oral presentations are necessary, all PROPOSERS will be invited to make an oral presentation or, if oral presentations are not conducted, none of the PROPOSERS will be invited to make oral presentations. Oral presentations will not be evaluated and will only be conducted for clarification purposes. Information not included in the original Proposal will not be accepted or considered at the oral presentation.

3.4.1 Proposer's Qualifications (25%)

- **Proposer's Background and Experience (15%)**

PROPOSER will be evaluated on their experience and capacity as a corporation or other entity to perform the required services based on information provided in Section B.1 of the Proposal.

- **Proposer's References/Work History (10%)**

PROPOSER will be evaluated on the verification of references provided in Section B.2 of the Proposal. In addition to the references provided, a review will include the COUNTY'S Contract Database and Contractor Alert Reporting Database, if applicable, reflecting past performance history on COUNTY or other Contracts. This review may result in point deductions up to 100% of the total points awarded in this evaluation category. Additionally, a review of terminated Contracts will be conducted which may result in point deductions.

A review will be conducted to determine the significance of any litigation or judgments pending against the PROPOSER as provided in Section B.2.5 of the Proposal.

3.4.2 Proposer's Approach to Provide Required Services (15%)

The PROPOSER will be evaluated on its description of the methodology to be used to meet the COUNTY'S requirements based on information provided in Section C of the Proposal.

3.4.3 Proposer's Quality Control Plan (10%)

The PROPOSER will be evaluated on its ability to establish and maintain a complete Quality Control Plan to ensure the requirements of this Contract are provided as specified. Evaluation of the Quality Control Plan shall cover the proposed monitoring system of all services listed on the Performance Requirements Summary (PRS) based on the information provided in Section D of the Proposal.

3.4.4 Exceptions to Terms and Conditions of Sample Contract and/or Requirements of the Statement of Work

PROPOSER will be evaluated on their willingness to accept the Terms and Conditions outlined in the *Sample Contract, Appendix A*, and the Requirements of the Statement of Work outlined in the *Statement of Work, Appendix B* as stated in *Section E* of the Proposal. The COUNTY may

deduct one hundred (100) rating points or disqualify the Proposal in its entirety if the exceptions are material enough to deem the Proposal non-responsive.

PROPOSERS are further notified that the COUNTY may, in its sole determination, disqualify any PROPOSER with whom the COUNTY cannot satisfactorily negotiate a Contract.

3.4.5 Living Wage Compliance (20%)

A review/evaluation will be made based on the information provided in Section H of the proposal. The review/evaluation will include:

1. Financial Capability
2. Proposer's Staffing Plan
3. Demonstrated Controls over Labor/Payroll Record Keeping
 - a. PROPOSER will be evaluated on the firm's labor/payroll record keeping system and regulatory compliance information provided in Section H of the proposal.
 - b. The COUNTY may conduct site visits to audit a PROPOSER'S labor/payroll record keeping system and processes.

3.5 Cost Proposal Evaluation Criteria (30%)

Proposal includes a complete cost breakdown for the use of the funding allocation to provide all service components as described in the Statement of Work. This will include:

- 3.5.1 Adequate explanations/descriptions of costs within each category of service.

All Proposals must have a narrative attached to the budget providing a thorough and clear explanation of all projected line item budget costs. The narrative must follow the same sequence as the line item budget, and include an explanation of the method of allocating costs for any joint or shared budget item. Include adequate explanations/descriptions of costs within each category of service.

- 3.5.2 Funds allocated to each cost category are reasonable and sufficient for the term of the Contract. (Refer to Cost Proposal Format)

- 3.5.3 The maximum number of possible points will be awarded to the lowest cost proposed. All other proposals will be compared to the lowest cost and points awarded accordingly.

However, should one or more of the PROPOSERS request and be granted the Local SBE Preference or the Disabled Veteran Business Enterprise Preference the cost component points will be determined as follows:

Local SBE Preference: Eight percent (8%) of the lowest cost proposed will be calculated, which shall not exceed \$50,000, and that amount will be deducted from the cost submitted by all Local SBE Proposers who requested and were granted the Local SBE Preference.

Disabled Veteran Business Enterprise Preference: Eight percent (8%) of the lowest cost proposed will be calculated and that amount will be deducted from the Cost submitted by all PROPOSERS who requested and were granted the Disabled Veteran Business Enterprise Preference up to the maximum of \$50,000.

In no case shall any Preference be combined to exceed eight percent (8%) in response to any COUNTY solicitation.

3.6 Labor Law/Payroll Violations

Applying criteria as established in *Appendix M* of this RFP, the COUNTY may deduct from 1 to 20 percent of the maximum number of available evaluation points for labor law/payroll violations, with substantially increased deductions for a CONTRACTOR'S failure to disclose reportable violations. "Pending claims" (i.e., claims that do not have a final disposition) will not result in point deductions; however, such claims may be reported to the Board of Supervisors before a Contract is awarded.

3.7 Department's Proposed Contractor Selection Review

3.7.1 Departmental Debriefing Process

Upon completion of the evaluation, the Department shall notify the remaining PROPOSERS in writing that the Department is entering negotiations with another PROPOSER. Upon receipt of the letter, any non-selected PROPOSER may submit a written request for a Debriefing within the timeframe specified in the letter. A request for a Debriefing may, in the Department's sole discretion, be denied if the request is not received within the specified timeframe.

The purpose of the Debriefing is to compare the requesting PROPOSER'S response to the solicitation document with the evaluation document. The

requesting PROPOSER shall be debriefed only on its response. Because Contract negotiations are not yet complete, responses from other PROPOSERS shall not be discussed, although the Department may inform the requesting PROPOSER of its relative ranking.

During or following the Debriefing, the Department will instruct the requesting PROPOSER of the manner and timeframe in which the requesting PROPOSER must notify the Department of its intent to request a *Proposed Contractor Selection Review* (see Section 3.7.2 below), if the requesting PROPOSER is not satisfied with the results of the Debriefing.

3.7.2 Proposed Contractor Selection Review

Any PROPOSER that has timely submitted a notice of its intent to request a Proposed Contractor Selection Review as described in this Section may submit a written request for a Proposed Contractor Selection Review, in the manner and timeframe as shall be specified by the Department.

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

1. The person or entity requesting a Proposed Contractor Selection Review is a PROPOSER;
2. The request for a Proposed Contractor Selection Review is submitted timely (i.e., by the date and time specified by the Department);
3. The person or entity requesting a Proposed Contractor Selection Review asserts in appropriate detail with factual reasons one or more of the following grounds for review:
 - a. The Department materially failed to follow procedures specified in its solicitation document. This includes:
 - i. Failure to correctly apply the standards for reviewing the Proposal format requirements.
 - ii. Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the Proposals as specified in the solicitation document.
 - iii. Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.

- b. The Department made identifiable mathematical or other errors in evaluating Proposals, resulting in the PROPOSER receiving an incorrect score and not being selected as the recommended CONTRACTOR.
 - c. A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
 - d. Another basis for review as provided by state or federal law; and
4. The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for the Department's alleged failure, the PROPOSER would have been the lowest cost, responsive and responsible bid or the highest-scored Proposal, as the case may be.

Upon completing the Proposed Contractor Selection Review, the Department representative shall issue a written decision to the PROPOSER within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the Contract award recommendation is to be heard by the Board. The written decision shall additionally instruct the PROPOSER of the manner and timeframe for requesting a review by a *County Independent Review* (see *Section 3.8* below).

3.8 County Independent Review Process

Any PROPOSER that is not satisfied with the results of the Proposed Contractor Selection Review may submit a written request for a County Independent Review in the manner and timeframe specified by the Department in the Department's written decision regarding the Proposed Contractor Selection Review.

A request for County Independent Review may, in the COUNTY'S sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a County Independent Review is a PROPOSER;
2. The request for a County Independent Review is submitted timely (i.e., by the date and time specified by the Department); and
3. The person or entity requesting review by a County Independent Review has limited the request to items raised in the Proposed Contractor Selection Review and new items that (a) arise from the Department's written decision and (b) are one of the appropriate grounds for requesting a *Proposed Contractor Selection Review* as listed in *Section 3.7.2* above.

Upon completion of the County Independent Review, ISD will forward the report to the Department, which will provide a copy to the PROPOSER.

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APPENDICES

- APPENDIX A: SAMPLE CONTRACT**
- APPENDIX B: STATEMENT OF WORK**
- APPENDIX C: TECHNICAL EXHIBITS**
- APPENDIX D: REQUIRED FORMS**
- APPENDIX E: REQUEST FOR PROPOSALS (RFP) TRANSMITTAL TO REQUEST A SOLICITATION REQUIREMENTS REVIEW**
- APPENDIX F: COUNTY OF LOS ANGELES POLICY ON DOING BUSINESS WITH SMALL BUSINESS**
- APPENDIX G: JURY SERVICE ORDINANCE**
- APPENDIX H: LISTING OF CONTRACTORS DEBARRED IN LOS ANGELES COUNTY**
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- APPENDIX L: DETERMINATION OF CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT**
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APPENDIX A
SAMPLE RFP CONTRACT



CONTRACT
BY AND BETWEEN
COUNTY OF LOS ANGELES
AND
(CONTRACTOR)
TO PROVIDE
TRANSCRIBING SERVICES

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A	STATEMENT OF WORK (SOW)
B	PRICING SHEET
C	CONTRACTOR'S PROPOSED SCHEDULE
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W	CONTRACTED WORK LOCATIONS.....
X	ADULT AND JUVENILE COURT REPORT FORMS.....
Y	TRANSMISSION SCHEDULE.....
Z	LATE DICTATION REPORT.....

SAMPLE CONTRACT
CONTRACT BETWEEN
COUNTY OF LOS ANGELES

AND

(CONTRACTOR)

TO PROVIDE

TRANSCRIBING SERVICES

This Contract and Exhibits made and entered into this ____ day of _____, ____ by and between the County of Los Angeles, hereinafter referred to as COUNTY and _____, hereinafter referred to as CONTRACTOR. _____ is located at _____.

RECITALS

WHEREAS, the Los Angeles County Probation Department has a need for the services of a CONTRACTOR to provide transcribing services; and

WHEREAS, the COUNTY may Contract with private businesses for Transcribing Services when certain requirements are met; and

WHEREAS, based on competitive negotiations under Los Angeles County Code Chapter 2.121, the Chief Probation Officer has selected for recommendation to the Board of Supervisors the CONTRACTOR, which has proposed and desires to provide transcribing services to COUNTY; and

WHEREAS, the COUNTY has determined that it is legal, feasible, and cost-effective to contract for transcribing services; and

WHEREAS, this Contract is therefore authorized under Section 44.7 of the Los Angeles County Charter and Los Angeles County Code Section 2.121.250.

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

1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, G1, G2, G3, H, I, J, K, L, M, N, O, P, Q, Q1, R, S, T, U, V, W, X, Y and Z 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, schedule, 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 Contract and then to the Exhibits according to the following priority.

Standard Exhibits:

- 1.1 EXHIBIT A- Statement of Work (SOW)
- 1.2 EXHIBIT B- Pricing Sheet
- 1.3 EXHIBIT C- Contractor's Proposed Schedule
- 1.4 EXHIBIT D- Contractor's EEO Certification
- 1.5 EXHIBIT E- County's Administration
- 1.6 EXHIBIT F- Contractor's Administration
- 1.7 EXHIBIT G- Employee's Acknowledgement of Employer
- EXHIBIT G1- Contractor Acknowledgement and Confidentiality Agreement
- EXHIBIT G2- Contractor Employee Acknowledgement and Confidentiality Agreement
- EXHIBIT G3- Contractor Non-Employee Acknowledgement and Confidentiality Agreement
- 1.8 EXHIBIT H- Jury Service Ordinance
- 1.9 EXHIBIT I- Safely Surrendered Baby Law
- 1.10 EXHIBIT J- Living Wage Ordinance
- 1.11 EXHIBIT K- Monthly Certification for Applicable Health Benefit Payments
- 1.12 EXHIBIT L- Payroll Statement of Compliance
- 1.13 EXHIBIT M- Intentionally Omitted
- 1.14 EXHIBIT N- Intentionally Omitted
- 1.15 EXHIBIT O- Intentionally Omitted
- 1.16 EXHIBIT P- Background Forms
- 1.17 EXHIBIT Q- Sexual Harassment Policy
- EXHIBIT Q1- Sexual Harassment/Discrimination/Retaliation Prohibited Form
- 1.18 EXHIBIT R- Defaulted Property Tax Reduction Program/Form
- 1.19 EXHIBIT S- Contract Discrepancy Report
- 1.20 EXHIBIT T- Confidentiality of CORI Information
- 1.21 EXHIBIT U- Performance Requirements Summary (PRS Chart)
- 1.22 EXHIBIT V- MIL-STD-105D Sample Guide
- 1.23 EXHIBIT W- Contracted Work Locations
- 1.24 EXHIBIT X- Adult and Juvenile Court Report Forms
- 1.25 EXHIBIT Y- Transmission Schedule
- 1.26 EXHIBIT Z- Late Dictation Report

This Contract, the Exhibits and the CONTRACTOR'S Proposal, incorporated herein by reference, dated _____, _____ hereto constitute the complete and exclusive statement of understanding between the parties, and supersedes all previous Contracts, written and oral, and all communications between the parties relating to the subject matter of this Contract. No change to this Contract shall be valid unless prepared pursuant to Paragraph 8.1, Amendments, and signed by both parties.

2.0 DEFINITIONS

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

- 2.1 **Contract:** Agreement executed between COUNTY and CONTRACTOR. It sets forth the terms and conditions for the issuance and performance of the *Statement of Work, Exhibit A*.
- 2.2 **CONTRACTOR:** The sole proprietor, partnership, or corporation that has entered into a Contract with the COUNTY to perform or execute the work covered by the Statement of Work.
- 2.3 **CONTRACTOR Project Director:** The individual designated by the CONTRACTOR to administer the Contract operations after the Contract award.
- 2.4 **COUNTY Contract Manager:** Person designated by COUNTY with authority for COUNTY on contractual or administrative matters relating to this Contract.
- 2.5 **COUNTY Contract Monitor:** Person with the responsibility to monitor the Contract. Responsible for providing reports to COUNTY Contract Manager and COUNTY Program Manager.
- 2.6 **COUNTY Program Manager:** Person designated by COUNTY to manage the daily operations under this Contract.
- 2.7 **Day(s):** Calendar day(s) unless otherwise specified.
- 2.8 **Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.

3.0 WORK

- 3.1 Pursuant to the provisions of this Contract, the CONTRACTOR shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in *Exhibit A, Statement of Work*.

- 3.2 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.

4.0 TERM OF CONTRACT

- 4.1 The term of this Contract shall be for a twelve (12) month period commencing _____ through _____, unless terminated or extended, in whole or in part, as provided in this Contract. Contingent upon available funding, this Contract may be extended by the Chief Probation Officer and the authorized official of the CONTRACTOR, by mutual written agreement, for up to four (4) additional twelve (12) month periods for a maximum total Contract term of five (5) years.
- 4.2 Contingent upon available funding, the term of the Contract may also be extended beyond the stated expiration date on a month-to-month basis, for a period of time not to exceed six (6) months, upon the written request of the Chief Probation Officer and the written concurrence of the CONTRACTOR. All terms of the Contract in effect at the time of extending the term shall remain in effect for the duration of the extension.

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.

- 4.3 The CONTRACTOR shall notify the County of Los Angeles Probation Department 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 the County of Los Angeles Probation Department at the address herein provided in *Exhibit E, County's Administration*.

5.0 CONTRACT SUM

- 5.1 The Contract fee under the terms of this Contract shall be the total monetary amount payable by COUNTY to the CONTRACTOR for supplying all services specified under this Contract consistent with *Exhibit B, Pricing Sheet*. The total annual Contract sum, inclusive of all applicable taxes, is estimated at \$_____ as long as the total number of lines does not exceed 6.7 million. If total annual number of lines does exceed 6.7 million, payment shall continue to be made at the agreed upon per line rate. Notwithstanding said limitation of funds, CONTRACTOR agrees to satisfactorily perform and complete all work specified herein.

The CONTRACTOR shall submit monthly invoices for actual services provided under this Contract consistent with *Exhibit B, Pricing Sheet*. The CONTRACTOR shall retain all relevant supporting documents and make them available to COUNTY at any time for audit purposes. Invoices shall be specific as to the services provided.

- 5.2 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 any entity other than the CONTRACTOR, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the COUNTY'S express prior written approval.
- 5.3 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 authorization under this Contract. Upon occurrence of this event, the CONTRACTOR shall send written notification to County of Los Angeles Probation Department at the address herein provided in *Exhibit E, County's Administration*.

5.4 **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.

5.5 **INVOICES AND PAYMENTS**

- 5.5.1 The CONTRACTOR shall invoice the COUNTY only for providing the tasks, deliverables, goods, services, and other work specified in *Exhibit A, Statement of Work*, and elsewhere hereunder. The CONTRACTOR shall prepare invoices, which shall include the charges owed to the CONTRACTOR by the COUNTY under the terms of this Contract. The CONTRACTOR'S payments shall be as provided in *Exhibit B, Pricing Sheet*, and the CONTRACTOR shall be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the COUNTY. If the COUNTY does not

approve work in writing, no payment shall be due to the CONTRACTOR for that work.

- 5.5.2 The CONTRACTOR'S invoices shall be priced in accordance with *Exhibit B, Pricing Sheet*.
- 5.5.3 The CONTRACTOR'S invoices shall contain the information set forth in *Exhibit A, Statement of Work* describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.
- 5.5.4 The CONTRACTOR shall submit the monthly invoices to the COUNTY by the 15th calendar day of the month following the month of service.

Prop A – Living Wage Program:

No invoice will be approved for payment unless the following is included:

- **Exhibit K– Monthly Certification for Applicable Health Benefit Payments**
- **Exhibit L – Payroll Statement of Compliance**

- 5.5.5 All invoices under this Contract shall be submitted in two (2) copies to the following address:

**Los Angeles County Probation Department
Attention: Barbie Starec, Program Manager
200 W. Woodward Avenue
Alhambra, CA 91801**

5.5.6 County Approval of Invoices

All invoices submitted by the CONTRACTOR for payment must have the written approval of the COUNTY'S Program Manager prior to any payment thereof. In no event shall the COUNTY be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

5.5.7 Local Small Business Enterprises – Prompt Payment Program

Certified Local SBEs will receive prompt payment for services they provide to COUNTY departments. Prompt payment is defined as 15 calendar days after receipt of an undisputed invoice.

6.0 ADMINISTRATION OF CONTRACT - COUNTY

COUNTY ADMINISTRATION

A listing of all County Administration referenced in the following paragraphs are designated in *Exhibit E, County's Administration*. The COUNTY shall notify the CONTRACTOR in writing of any change in the names or addresses shown.

6.1 COUNTY'S CONTRACT MANAGER

The responsibilities of the COUNTY'S Contract Manager include:

- ensuring that the objectives of this Contract are met; and
- providing direction to the CONTRACTOR in the areas relating to COUNTY policy, information requirements, and procedural requirements.

6.2 COUNTY'S PROGRAM MANAGER

The responsibilities of the COUNTY'S Program Manager include:

- meeting with the CONTRACTOR'S Project Director on a regular basis; and
- inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the CONTRACTOR.

The COUNTY'S Program Manager is not authorized to make any changes to the terms and conditions of this Contract and is not authorized to further obligate COUNTY in any respect whatsoever.

6.3 COUNTY'S CONTRACT MONITOR

The COUNTY'S Contract Monitor is responsible for the monitoring of the Contract and the CONTRACTOR. The COUNTY'S Contract Monitor provides reports to COUNTY'S Contract Manager and COUNTY'S Program Manager.

7.0 ADMINISTRATION OF CONTRACT - CONTRACTOR

7.1 CONTRACTOR'S PROJECT DIRECTOR

7.1.1 CONTRACTOR shall provide its own full time officer or employee as CONTRACTOR'S Project Director. The CONTRACTOR'S Project Director/alternate shall be available for telephone contact between 8:00 a.m. and 5:00 p.m., PT, Monday through Friday, excluding COUNTY holidays. The CONTRACTOR'S Project Director shall

provide overall management and coordination of this Contract, and shall act as the central point of contact with COUNTY.

- 7.1.2 When Contract work is being performed at times other than described above or when the CONTRACTOR'S Project Director cannot be present, and with prior approval of the COUNTY Program Manager, an equally responsible individual shall be designated to act for the CONTRACTOR'S Project Director.
- 7.1.3 CONTRACTOR'S Project Director shall have provided the required or similar services for a minimum of three (3) years within the last five (5) years and a current employee of the agency.
- 7.1.4 CONTRACTOR'S Project Director/alternate shall have full authority to act for CONTRACTOR on all matters relating to the daily operation of the Contract. CONTRACTOR'S Project Director/alternate shall be able to effectively communicate in English, both orally and in writing.
- 7.1.5 CONTRACTOR'S Project Director shall be available during normal weekday work hours, 8:00 a.m. to 5:00 p.m., to meet with COUNTY personnel designated by the COUNTY to discuss problem areas.
- 7.1.6 COUNTY shall have the right of review and approval of the CONTRACTOR'S Project Director. COUNTY shall have the right of removal of the CONTRACTOR'S Project Director and any replacement recommended by CONTRACTOR.
- 7.1.7 CONTRACTOR'S Project Director shall be directly involved in the hiring of staff who will deliver the contracted services.
- 7.1.8 CONTRACTOR'S Project Director shall be directly involved in supervising the staff responsible for service delivery. This shall include conducting staff meetings, and observing and reviewing/supervising staff.

7.2 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 Director.

7.2.1 CONTRACTOR Personnel

- 7.2.1.1 CONTRACTOR shall be responsible for providing competent staff to fulfill the Contract. COUNTY shall have

the right to review and approve potential staff prior to performing services under this Contract.

- 7.2.1.2 CONTRACTOR shall ensure that by the first day of employment, all persons working on this contract have signed an acknowledgement form regarding confidentiality that meets the standards of the County of Los Angeles Probation Department for COUNTY employees having access to confidential Criminal Offender Record Information (CORI). **CONTRACTOR shall retain the original CORI form and forward a copy to COUNTY Contract Manager within five (5) business days of start of employment** (*Refer to Exhibit T, Confidentiality of CORI Information*).
- 7.2.1.3 All personnel must be able to read, write, spell, speak and understand English, and possess good grammatical skills. In some assignments, personnel who can speak, read, write and understand Spanish will also be required.
- 7.2.1.4 COUNTY reserves the right to preclude the CONTRACTOR staff from performing services under this Contract. The CONTRACTOR shall be responsible for immediately removing and replacing within twenty-four (24) hours, any employee from work on this Contract, when requested to do so by the COUNTY Contract Manager.
- 7.2.1.5 COUNTY reserves the right to have COUNTY Program Manager or a designated alternate, interview any or all prospective employees of CONTRACTOR.
- 7.2.1.6 CONTRACTOR shall be required to conduct a background check of their employees as set forth in Paragraph 7.4, Background and Security Investigations, of the Contract.
- 7.2.1.7 CONTRACTOR shall provide the COUNTY Program Manager and COUNTY Contract Manager with a current list of employees and keep this list updated during the Contract period.

7.3 INTENTIONALLY OMITTED

7.4 BACKGROUND AND SECURITY INVESTIGATIONS

Background and security investigations of CONTRACTOR'S staff are required as a condition of beginning and continuing work under resulting Contract. The cost of background checks is the responsibility of the CONTRACTOR. CONTRACTOR shall be responsible for the ongoing

implementation and monitoring of *Sub-paragraphs 7.4.1 through 7.4.6*. On at least a quarterly basis, CONTRACTOR shall report, in writing, monitoring results to the COUNTY, indicating compliance or problem areas. The elements of monitoring report shall receive prior written approval from COUNTY.

7.4.1 CONTRACTOR shall submit the names of CONTRACTOR'S or Subcontractor's employees to the COUNTY Program Manager prior to the employee starting work on this Contract. The COUNTY will schedule appointments to conduct background investigation/record checks based on fingerprints of CONTRACTOR'S or Subcontractor's employees, and shall conduct background investigations of CONTRACTOR'S or Subcontractor's employees at any time. **The CONTRACTOR'S or Subcontractor's employees shall not begin work on this Contract before receiving written notification of clearance from COUNTY.**

7.4.2 No personnel employed by the CONTRACTOR or Subcontractor for this service having access to Probation information or records shall have a criminal conviction record or pending criminal trial unless such information has been fully disclosed to COUNTY and employment of the employee for this service is approved in writing by the COUNTY.

7.4.3 COUNTY reserves the right to preclude CONTRACTOR or Subcontractor from employment or continued employment of any individual performing services under this Contract.

7.4.4 No CONTRACTOR or Subcontractor staff providing services under this Contract shall be on active probation or parole.

7.4.5 CONTRACTOR or Subcontractor staff performing services under this Contract shall be under a continuing obligation to disclose any prior or subsequent criminal conviction record or any pending criminal trial to the COUNTY.

7.4.6 Because COUNTY is charged by the State for checking the criminal records of CONTRACTOR'S or Subcontractor's employees; COUNTY will bill CONTRACTOR to recover expenses. The current amount is \$32.00 per record check, which is subject to change by the State.

7.5 CONFIDENTIALITY

The CONTRACTOR shall be responsible for safeguarding all COUNTY information provided for use by the CONTRACTOR.

7.5.1 CONTRACTOR shall maintain the confidentiality of all records and information in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies

and procedures relating to confidentiality, including, without limitation, COUNTY policies concerning information technology security and the protection of confidential records and information.

7.5.2 CONTRACTOR shall inform all of its officers, employees, agents and Subcontractors providing services hereunder of the confidentiality provisions of this Contract.

7.5.2.1 CONTRACTOR shall sign and adhere to the provisions of *Exhibit G1, Contractor Acknowledgement and Confidentiality Agreement*.

7.5.2.2 CONTRACTOR shall cause each employee performing services covered by this Contract to sign and adhere to the provisions of *Exhibit G2, Contractor Employee Acknowledgement and Confidentiality Agreement*.

7.5.2.3 CONTRACTOR shall cause each non-employee performing services covered by this Contract to sign and adhere to the provisions of *Exhibit G3, Contractor Non-Employee Acknowledgement and Confidentiality Agreement*.

7.5.3 CONTRACTOR shall indemnify, defend, and hold harmless COUNTY, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by CONTRACTOR, its officers, employees, agents, or Subcontractors, to comply with this Paragraph 7.5, as determined by COUNTY in its sole judgment. Any legal defense pursuant to CONTRACTOR'S indemnification obligations under this Paragraph 7.5 shall be conducted by CONTRACTOR and performed by counsel selected by CONTRACTOR and approved by COUNTY. Notwithstanding the preceding sentence, COUNTY shall have the right to participate in any such defense at its sole cost and expense, except that in the event CONTRACTOR fails to provide COUNTY with a full and adequate defense, as determined by COUNTY in its sole judgment, COUNTY shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from CONTRACTOR for all such costs and expenses incurred by COUNTY in doing so. CONTRACTOR shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of COUNTY without COUNTY'S prior written approval.

7.5.4 Confidentiality of Adult and Juvenile Records

By State law (California Welfare and Institutions Code § 827 and 828, and Penal Code § 1203.05, and 1203.09 and 11140 through 11144) all adult and juvenile records and Probation case information provided to CONTRACTOR is confidential and no such information shall be disclosed except those authorized employees of the County of Los Angeles Probation Department and law enforcement agencies.

7.5.5 Employees of CONTRACTOR shall be given copies of all cited code sections, and a form to sign (*Refer to Exhibit T, Confidentiality of CORI Information*) regarding confidentiality of the information in adult and juvenile records. CONTRACTOR shall retain original CORI forms and forward copies to the COUNTY Program Manager within five (5) business days of start of employment.

7.5.6 Violations: CONTRACTOR agrees to inform all of its employees, agents, Subcontractors, and partners of the above provision and that any person knowingly and intentionally violating the provisions of said State law is guilty of a misdemeanor.

7.6 NEPOTISM

CONTRACTOR shall not hire nor permit the hiring of any person in a position funded under this Contract if a member of the person's immediate family is employed in an administrative capacity by the CONTRACTOR.

For the purposes of this Paragraph, the term "immediate family" means spouse, child, mother, father, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step-parent, and step-child.

The term "administrative capacity" means persons who have overall administrative responsibility for a program including selection, hiring, or supervisory responsibilities.

8.0 STANDARD TERMS AND CONDITIONS

8.1 AMENDMENTS

8.1.1 For any change which affects the scope of work, term, Contract sum, payments, or any term or condition included under this Contract, an Amendment shall be prepared and executed by the CONTRACTOR and by the Chief Probation Officer or his/her designee.

8.1.2 The County's Board of Supervisors or Chief Executive Officer or designee may require the addition and/or change of certain terms and

conditions in the Contract during the term of this Contract. The COUNTY reserves the right to add and/or change such provisions as required by the County's Board of Supervisors or Chief Executive Officer. To implement such changes, an Amendment to the Contract shall be prepared and executed by the CONTRACTOR and by the Chief Probation Officer or his/her designee.

- 8.1.3 The Chief Probation Officer or his/her designee, may at his/her sole discretion, authorize extensions of time as defined in Paragraph 4.0, Term of Contract. The CONTRACTOR agrees that such extensions of time shall not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an Amendment to the Contract shall be prepared and executed by the CONTRACTOR and by the Chief Probation Officer or his/her designee.

8.2 ASSIGNMENT AND DELEGATION

- 8.2.1 The 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 the COUNTY to any approved delegate or assignee on any claim under this Contract shall be deductible, at COUNTY'S sole discretion, against the claims, which the CONTRACTOR may have against the COUNTY.
- 8.2.2 Shareholders, partners, members, or other equity holders of CONTRACTOR may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of CONTRACTOR to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Contract, such disposition is an assignment requiring the prior written consent of COUNTY in accordance with applicable provisions of this Contract.
- 8.2.3 Any assumption, assignment, delegation, or takeover of any of the CONTRACTOR'S duties, responsibilities, obligations, or performance of same by any entity other than the CONTRACTOR, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without COUNTY'S express prior written approval, shall be a material breach of the 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.

8.3 AUTHORIZATION WARRANTY

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

8.4 BUDGET REDUCTIONS

In the event that the County's Board of Supervisors 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. The COUNTY'S notice to the 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, the CONTRACTOR shall continue to provide all of the services set forth in this Contract.

8.5 COMPLAINTS

The CONTRACTOR shall develop, maintain and operate procedures for receiving, investigating and responding to complaints.

- 8.5.1 Within fifteen (15) business days after Contract effective date, the CONTRACTOR shall provide the COUNTY with the CONTRACTOR'S policy for receiving, investigating and responding to user complaints.
- 8.5.2 The COUNTY will review the CONTRACTOR'S policy and provide the CONTRACTOR with approval of said plan or with requested changes.
- 8.5.3 If the COUNTY requests changes in the CONTRACTOR'S policy, the CONTRACTOR shall make such changes and resubmit the plan within five (5) business days for COUNTY approval.

- 8.5.4 If, at any time, the CONTRACTOR wishes to change the CONTRACTOR'S policy, the CONTRACTOR shall submit proposed changes to the COUNTY for approval before implementation.
- 8.5.5 The CONTRACTOR shall preliminarily investigate all complaints and notify the COUNTY'S Program Manager of the status of the investigation within five (5) business days of receiving the complaint.
- 8.5.6 When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.
- 8.5.7 Copies of all written responses shall be sent to the COUNTY'S Program Manager within three (3) business days of mailing to the complainant.

8.6 COMPLIANCE WITH APPLICABLE LAW

- 8.6.1 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.
- 8.6.2 CONTRACTOR shall indemnify, defend, and hold harmless COUNTY, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by CONTRACTOR, its officers, employees, agents, or Subcontractors, to comply with 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 8.6 shall be conducted by CONTRACTOR and performed by counsel selected by CONTRACTOR and approved by COUNTY. Notwithstanding the preceding sentence, COUNTY shall have the right to participate in any such defense at its sole cost and expense, except that in the event CONTRACTOR fails to provide COUNTY with a full and adequate defense, as determined by COUNTY in its sole judgment, COUNTY shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from CONTRACTOR for all such costs and expenses incurred by COUNTY in doing so. CONTRACTOR shall not have the right to enter into any settlement, agree to any injunction or other equitable

relief, or make any admission, in each case, on behalf of COUNTY without COUNTY'S prior written approval.

8.7 COMPLIANCE WITH CIVIL RIGHTS LAWS

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

8.8 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

8.8.1 Jury Service Program:

This Contract is subject to the provisions of the COUNTY'S ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as *Exhibit H, Jury Service Ordinance*, and incorporated by reference into and made a part of this Contract.

8.8.2 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 agreement.

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, in 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.

8.9 CONFLICT OF INTEREST

- 8.9.1 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.

8.9.2 The CONTRACTOR shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this 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.

8.10 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST

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

8.11 CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS

8.11.1 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.

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

8.12 CONTRACTOR RESPONSIBILITY AND DEBARMENT

8.12.1 Responsible Contractor

A responsible CONTRACTOR is a CONTRACTOR who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the Contract. It is the COUNTY'S policy to conduct business only with responsible CONTRACTORS.

8.12.2 Chapter 2.202 of the County Code

The CONTRACTOR is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the COUNTY acquires information concerning the performance of the CONTRACTOR on this or other Contracts which indicates that the CONTRACTOR is not responsible, the COUNTY may, in addition to other remedies provided in 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 years or be permanent if warranted by the circumstances, and terminate any or all existing Contracts the CONTRACTOR may have with the COUNTY.

8.12.3 Non-responsible Contractor

The COUNTY may debar a CONTRACTOR if the Board of Supervisors finds, in its discretion, that the CONTRACTOR has done any of the following: (1) violated a term of a 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.

8.12.4 Contractor Hearing Board

1. 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.

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

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

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

8.12.5 Subcontractors of Contractor

These terms shall also apply to Subcontractors of COUNTY CONTRACTORS.

8.13 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. The County's Department of Children and Family Services will supply the CONTRACTOR with the poster to be used. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

8.14 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

8.14.1 The CONTRACTOR acknowledges that the COUNTY has established a goal of ensuring that all individuals who benefit financially from the COUNTY through Contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the COUNTY and its taxpayers.

8.14.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the CONTRACTOR'S duty under this 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).

8.15 COUNTY'S QUALITY ASSURANCE PLAN

The COUNTY or its agent will evaluate the CONTRACTOR'S performance under this Contract on not less than an annual basis. Such evaluation will include assessing the CONTRACTOR'S compliance with all Contract terms and conditions and performance standards. CONTRACTOR deficiencies which the COUNTY determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors.

The report will include improvement/corrective action measures taken by the COUNTY and the CONTRACTOR. If improvement does not occur consistent with the corrective action measures, the COUNTY may terminate this Contract or impose other penalties as specified in this Contract.

8.16 DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS

8.16.1 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.

8.16.2 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.

8.17 EMPLOYMENT ELIGIBILITY VERIFICATION

8.17.1 The CONTRACTOR warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this 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.

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

8.18 FACSIMILE REPRESENTATIONS

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

8.19 FAIR LABOR STANDARDS

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

8.20 FORCE MAJEURE

8.20.1 Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's Subcontractors), freight embargoes, or other similar events to those described above, but in

every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this Sub-paragraph as "force majeure events").

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

8.20.3 In the event CONTRACTOR'S failure to perform arises out of a force majeure event, CONTRACTOR agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

8.21 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.

8.22 INDEPENDENT CONTRACTOR STATUS

8.22.1 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.

8.22.2 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.

8.22.3 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.

8.22.4 As previously instructed in Paragraph 7.5, Confidentiality, the CONTRACTOR shall cause each employee performing services covered by this Contract to sign and adhere to *Exhibit G2, Contractor Employee Acknowledgment and Confidentiality Agreement*. The CONTRACTOR shall cause each non-employee performing services covered by this Contract to sign and adhere to *Exhibit G3, Contractor Non-Employee Acknowledgment and Confidentiality Agreement*. Original to be retained on file with CONTRACTOR, a copy is to be sent to COUNTY Program Manager.

8.23 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.

8.24 GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE

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 Paragraphs 8.24 and 8.25 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.

8.24.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to COUNTY, and a copy of an Additional Insured endorsement confirming COUNTY and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to COUNTY at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates shall be provided to COUNTY not less than 10 days prior to Contractor's policy expiration dates. The COUNTY reserves the right to obtain complete, certified copies of any required CONTRACTOR and/or Subcontractor 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 (\$50,000.00) dollars, and list any COUNTY required endorsement forms.
- Neither the COUNTY'S failure to obtain, nor the COUNTY'S receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the CONTRACTOR, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

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

**Yvonne Humphrey, Contract Analyst
Los Angeles County Probation Department
Contracts & Grants Management Division
9150 East Imperial Highway, Room C-01
Downey, CA 90242**

- 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 Subcontractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against CONTRACTOR and/or COUNTY.

8.24.2 Additional Insured Status and Scope of Coverage

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

8.24.3 Cancellation of or Changes in Insurance

CONTRACTOR shall provide COUNTY with, or CONTRACTOR'S insurance policies shall contain a provision that COUNTY shall receive, written notice of cancellation or any change in Required Insurance, including 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.

8.24.4 Failure to Maintain Insurance

CONTRACTOR'S failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which COUNTY immediately may withhold payments due to CONTRACTOR, and/or suspend or terminate this 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.

8.24.5 Insurer Financial Ratings

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

8.24.6 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.

8.24.7 Waivers of Subrogation

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

8.24.8 Sub-Contractor Insurance Coverage Requirements

CONTRACTOR shall include all Subcontractors as insureds under CONTRACTOR'S own policies, or shall provide COUNTY with each Subcontractor's separate evidence of insurance coverage. CONTRACTOR shall be responsible for verifying each Subcontractor complies with the Required Insurance provisions herein, and shall require that each Subcontractor name the COUNTY and CONTRACTOR as additional insureds on the Subcontractor's General Liability policy. CONTRACTOR shall obtain COUNTY'S prior review and approval of any Subcontractor request for modification of the Required Insurance.

8.24.9 Deductibles and Self-Insured Retentions (SIRs)

CONTRACTOR'S policies shall not obligate the COUNTY to pay any portion of any CONTRACTOR deductible or SIR. The COUNTY retains the right to require CONTRACTOR to reduce or eliminate

policy deductibles and SIRs as respects the COUNTY, or to provide a bond guaranteeing CONTRACTOR'S payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.24.10 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.

8.24.11 Application of Excess Liability Coverage

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

8.24.12 Separation of Insureds

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

8.24.13 Alternative Risk Financing Programs

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

8.24.14 County Review and Approval of Insurance Requirements

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

8.25 INSURANCE COVERAGE

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

General Aggregate: \$2 million

Products/Completed Operations Aggregate: \$1 million

Personal and Advertising Injury: \$1 million

Each Occurrence: \$1 million

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

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

8.26 LIQUIDATED DAMAGES

8.26.1 If, in the judgment of the Chief Probation Officer, or his/her designee, the CONTRACTOR is deemed to be non-compliant with the terms and obligations assumed hereby, the Chief Probation Officer, or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the CONTRACTOR'S invoice for

work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the CONTRACTOR from the COUNTY will be forwarded to the CONTRACTOR by the Chief Probation Officer, or his/her designee, in a written notice describing the reasons for said action.

8.26.2 If the Chief Probation Officer, or his/her designee, determines that there are deficiencies in the performance of this Contract that the Chief Probation Officer, or his/her designee, deems are correctable by the CONTRACTOR over a certain time span, the Chief Probation Officer, or his/her designee, will provide a written notice to the CONTRACTOR to correct the deficiency within specified time frames. Should the CONTRACTOR fail to correct deficiencies within said time frame, the Chief Probation Officer, or his/her designee, may:

- (a) Deduct from the CONTRACTOR'S payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or
- (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the CONTRACTOR to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is One Hundred Dollars (\$100) per day per infraction, or as specified in *Exhibit U, Performance Requirements Summary (PRS) Chart*, hereunder, and that the CONTRACTOR shall be liable to the COUNTY for liquidated damages in said amount. Said amount shall be deducted from the COUNTY'S payment to the CONTRACTOR; and/or
- (c) Upon giving five (5) days notice to the CONTRACTOR for failure to correct the deficiencies, the COUNTY may correct any and all deficiencies and the total costs incurred by the COUNTY for completion of the work by an alternate source, whether it be COUNTY forces or separate private CONTRACTOR, will be deducted and forfeited from the payment to the CONTRACTOR from the COUNTY, as determined by the COUNTY.

8.26.3 The action noted in Sub-paragraph 8.26.2 shall not be construed as a penalty, but as adjustment of payment to the CONTRACTOR to recover the COUNTY cost due to the failure of the CONTRACTOR to complete or comply with the provisions of this Contract.

8.26.4 This Sub-paragraph shall not, in any manner, restrict or limit the COUNTY'S right to damages for any breach of this Contract provided by law or as specified in the PRS or Sub-paragraph 8.26.2, and shall not, in any manner, restrict or limit the COUNTY'S right to terminate this Contract as agreed to herein.

8.27 MOST FAVORED PUBLIC ENTITY

If the CONTRACTOR'S prices decline, or should the CONTRACTOR at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any COUNTY, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices shall be immediately extended to the COUNTY.

8.28 NONDISCRIMINATION AND AFFIRMATIVE ACTION

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

8.28.2 The CONTRACTOR shall certify to, and comply with, the provisions of *Exhibit D, Contractor's EEO Certification*.

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

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

8.28.5 The CONTRACTOR certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national

origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

- 8.28.6 The CONTRACTOR shall allow COUNTY representatives access to the CONTRACTOR'S employment records during regular business hours to verify compliance with the provisions of this Paragraph 8.28 when so requested by the COUNTY.
- 8.28.7 If the COUNTY finds that any provisions of this Paragraph 8.28 have been violated, such violation shall constitute a material breach of this Contract upon which the COUNTY may terminate or suspend this Contract. While the 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 Fair Employment and Housing Commission or the Federal Equal Employment Opportunity Commission that the CONTRACTOR has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the COUNTY that the CONTRACTOR has violated the anti-discrimination provisions of this Contract.
- 8.28.8 The parties agree that in the event the CONTRACTOR violates any of the anti-discrimination provisions of this Contract, the COUNTY shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

8.29 NON EXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the CONTRACTOR. This Contract shall not restrict County of Los Angeles Probation Department from acquiring similar, equal or like goods and/or services from other entities or sources.

8.30 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.

8.31 NOTICE OF DISPUTES

The CONTRACTOR shall bring to the attention of the County's Program Manager any dispute between the COUNTY and the CONTRACTOR regarding the performance of services as stated in this Contract. If the County's Program Manager is not able to resolve the dispute, the Chief Probation Officer, or designee shall resolve it.

8.32 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

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

8.33 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 set forth in *Exhibit I, Safely Surrendered Baby Law*, of this Contract and is also available on the Internet at www.babysafela.org for printing purposes.

8.34 NOTICES

All notices or demands required or permitted to be given or made under this Contract shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in *Exhibits E, County's Administration, and Exhibit F, Contractor's Administration*. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party. The Chief Probation Officer or his/her designee shall have the authority to issue all notices or demands required or permitted by the COUNTY under this Contract.

8.35 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.

8.36 PUBLIC RECORDS ACT

- 8.36.1 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 Paragraph 8.38 - Record Retention and Inspection/Audit Settlement 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.
- 8.36.2 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.

8.37 PUBLICITY

- 8.37.1 The CONTRACTOR shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the CONTRACTOR'S need to identify its services and related clients to sustain itself, the COUNTY shall not inhibit the CONTRACTOR from publishing its role under this Contract within the following conditions:
- The CONTRACTOR shall develop all publicity material in a professional manner; and
 - During the term of this Contract, the CONTRACTOR shall not and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the COUNTY without the prior written consent of the COUNTY'S Program Manager. The COUNTY shall not unreasonably withhold written consent.

8.37.2 The CONTRACTOR may, without the prior written consent of COUNTY, indicate in its Proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, provided that the requirements of this Paragraph 8.37 shall apply.

8.38 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT

The CONTRACTOR shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The CONTRACTOR shall also maintain accurate and complete employment and other records relating to its performance of this Contract. The CONTRACTOR agrees that the COUNTY or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the CONTRACTOR and shall be made available to the COUNTY during the term of this Contract and for a period of five (5) years thereafter unless the COUNTY'S written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the CONTRACTOR at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the COUNTY'S option, the CONTRACTOR shall pay the COUNTY for travel, per diem, and other costs incurred by the COUNTY to examine, audit, excerpt, copy, or transcribe such material at such other location.

8.38.1 In the event that an audit of the CONTRACTOR is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the CONTRACTOR or otherwise, then the CONTRACTOR shall file a copy of such audit report with the County's Auditor-Controller within thirty (30) days of the CONTRACTOR'S receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the COUNTY shall make a reasonable effort to maintain the confidentiality of such audit report(s).

8.38.2 Failure on the part of the CONTRACTOR to comply with any of the provisions of this Paragraph 8.38 shall constitute a material breach of this Contract upon which the COUNTY may terminate or suspend this Contract.

8.38.3 If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the COUNTY may conduct an audit of the CONTRACTOR regarding the work performed under this Contract, and if such audit finds that

the COUNTY'S dollar liability for any such work is less than payments made by the COUNTY to the CONTRACTOR, then the difference shall be either: a) repaid by the CONTRACTOR to the COUNTY by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the CONTRACTOR from the COUNTY, whether under this Contract or otherwise. If such audit finds that the COUNTY'S dollar liability for such work is more than the payments made by the COUNTY to the CONTRACTOR, then the difference shall be paid to the CONTRACTOR by the COUNTY by cash payment, provided that in no event shall the COUNTY'S maximum obligation for this Contract exceed the funds appropriated by the COUNTY for the purpose of this Contract.

- 8.38.4 In addition to the above, the CONTRACTOR agrees, should the COUNTY or its authorized representatives determine, in the COUNTY'S sole discretion, that it is necessary or appropriate to review a broader scope of the CONTRACTOR'S records (including, certain records related to non-County Contracts) to enable the COUNTY to evaluate the CONTRACTOR'S compliance with the County's Living Wage Program, that the CONTRACTOR shall promptly and without delay provide to the COUNTY, upon the written request of the COUNTY or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the COUNTY under this Contract, including without limitation, records relating to work performed by said employees on the CONTRACTOR'S non-County Contracts. The CONTRACTOR further acknowledges that the foregoing requirement in this subparagraph relative to CONTRACTOR'S employees who have provided services to the COUNTY under this Contract is for the purpose of enabling the COUNTY in its discretion to verify the CONTRACTOR'S full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the CONTRACTOR and shall be made available to the COUNTY during the term of this Contract and for a period of five (5) years thereafter unless the COUNTY'S written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the CONTRACTOR at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the COUNTY'S option, the CONTRACTOR shall pay the COUNTY for travel, per diem, and other costs incurred by the

COUNTY to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

- 8.38.5 CONTRACTOR agrees to be bound by applicable COUNTY unsupported and disallowed cost procedures, rules and regulations, and to repay to COUNTY any amount, with its earned interest, which is found to violate the terms of this Contract or applicable COUNTY provisions.

8.39 RECYCLED BOND PAPER

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

8.40 SUBCONTRACTING

- 8.40.1 The requirements of this Contract may not be subcontracted by the CONTRACTOR **without the advance approval of the COUNTY**. Any attempt by the CONTRACTOR to subcontract without the prior consent of the COUNTY may be deemed a material breach of this Contract.
- 8.40.2 If the CONTRACTOR desires to subcontract, the CONTRACTOR shall provide the following information promptly at the COUNTY'S request:
- A description of the work to be performed by the Subcontractor;
 - A draft copy of the proposed subcontract; and
 - Other pertinent information and/or certifications requested by the COUNTY.
- 8.40.3 The CONTRACTOR shall indemnify and hold the COUNTY harmless with respect to the activities of each and every Subcontractor in the same manner and to the same degree as if such Subcontractor(s) were the CONTRACTOR employees.
- 8.40.4 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.
- 8.40.5 The COUNTY'S consent to subcontract shall not waive the COUNTY'S right to prior and continuing approval of any and all personnel, including Subcontractor employees, providing services

under this Contract. The CONTRACTOR is responsible to notify its Subcontractors of this COUNTY right.

- 8.40.6 The County's Contract Manager is authorized to act for and on behalf of the COUNTY with respect to approval of any subcontract and Subcontractor employees. After approval of the subcontract by the COUNTY, CONTRACTOR shall forward a fully executed subcontract to the COUNTY for their files.
- 8.40.7 The CONTRACTOR shall be solely liable and responsible for all payments or other compensation to all Subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the COUNTY'S consent to subcontract.
- 8.40.8 The CONTRACTOR shall obtain certificates of insurance, which establish that the Subcontractor maintains all the programs of insurance required by the COUNTY from each approved Subcontractor. The CONTRACTOR shall ensure delivery of all such documents to:

**Yvonne Humphrey, Contract Analyst
Los Angeles County Probation Department
Contracts & Grants Management Division
9150 East Imperial Highway, Room C-01
Downey, CA 90242**

before any Subcontractor employee may perform any work hereunder.

8.41 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 8.14 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute a default by the CONTRACTOR 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 8.43 - Termination for Default and pursue debarment of the CONTRACTOR, pursuant to County Code Chapter 2.202.

8.42 TERMINATION FOR CONVENIENCE

- 8.42.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the COUNTY, in its sole

discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the CONTRACTOR specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

8.42.2 After receipt of a notice of termination and except as otherwise directed by the COUNTY, the CONTRACTOR shall:

- Stop work under this Contract on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as shall not have been terminated by such notice.

8.42.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the CONTRACTOR under this Contract shall be maintained by the CONTRACTOR in accordance with Paragraph 8.38, Record Retention And Inspection/Audit Settlement.

8.43 TERMINATION FOR DEFAULT

8.43.1 The COUNTY may, by written notice to the CONTRACTOR, terminate the whole or any part of this Contract, if, in the judgment of County's Contract Manager:

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

8.43.2 In the event that the COUNTY terminates this Contract in whole or in part as provided in Sub-paragraph 8.43.1, the COUNTY may procure, upon such terms and in such manner as the COUNTY may deem appropriate, goods and services similar to those so terminated. The CONTRACTOR shall be liable to the COUNTY for any and all excess

costs incurred by the COUNTY, as determined by the COUNTY, for such similar goods and services. The CONTRACTOR shall continue the performance of this Contract to the extent not terminated under the provisions of this Sub-paragraph.

- 8.43.3 Except with respect to defaults of any Subcontractor, the CONTRACTOR shall not be liable for any such excess costs of the type identified in Sub-paragraph 8.43.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the CONTRACTOR. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the COUNTY in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the CONTRACTOR. If the failure to perform is caused by the default of a Subcontractor, and if such default arises out of causes beyond the control of both the CONTRACTOR and Subcontractor, and without the fault or negligence of either of them, the CONTRACTOR shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit the CONTRACTOR to meet the required performance schedule. As used in this Sub-paragraph, the term "Subcontractor(s)" means Subcontractor(s) at any tier.
- 8.43.4 If, after the COUNTY has given notice of termination under the provisions of this Paragraph 8.43, it is determined by the COUNTY that the CONTRACTOR was not in default under the provisions of this Paragraph 8.43, or that the default was excusable under the provisions of Sub-paragraph 8.43.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Paragraph 8.42, Termination for Convenience.
- 8.43.5 The rights and remedies of the COUNTY provided in this Paragraph 8.43 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.44 TERMINATION FOR IMPROPER CONSIDERATION

- 8.44.1 The COUNTY may, by written notice to the CONTRACTOR, immediately terminate the right of the CONTRACTOR to proceed under this Contract if it is found that consideration, in any form, was offered or given by the CONTRACTOR, either directly or through an intermediary, to any COUNTY officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with

respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the CONTRACTOR'S performance pursuant to this Contract. In the event of such termination, the COUNTY shall be entitled to pursue the same remedies against the CONTRACTOR as it could pursue in the event of default by the CONTRACTOR.

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

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

8.45 TERMINATION FOR INSOLVENCY

8.45.1 The COUNTY may terminate this Contract forthwith in the event of the occurrence of any of the following:

- Insolvency of the CONTRACTOR. The CONTRACTOR shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the CONTRACTOR is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding the CONTRACTOR under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the CONTRACTOR;
or
- The execution by the CONTRACTOR of a general assignment for the benefit of creditors.

8.45.2 The rights and remedies of the COUNTY provided in this Paragraph 8.45 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.46 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

The CONTRACTOR, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the CONTRACTOR,

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

8.47 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.

8.48 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.

8.49 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 Paragraph 8.49 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.50 WARRANTY AGAINST CONTINGENT FEES

8.50.1 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.

8.50.2 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.

8.51 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 (*Exhibit R, Defaulted Property Tax Reduction Program/Form*).

8.52 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of CONTRACTOR to maintain compliance with the requirements set forth in Paragraph 8.51 – Warranty of Compliance with County's Defaulted Property Tax Reduction Program 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 10 days of notice shall be grounds upon which COUNTY may terminate this CONTRACTOR and/or pursue debarment of CONTRACTOR, pursuant to County Code Chapter 2.206 (*Exhibit R, Defaulted Property Tax Reduction Program/Form*).

8.53 TIME OFF FOR VOTING

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

9.0 UNIQUE TERMS AND CONDITIONS

9.1 COMPLIANCE WITH THE COUNTY'S LIVING WAGE PROGRAM

9.1.1 Living Wage Program

This Contract is subject to provisions of the COUNTY'S ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as Exhibit J and incorporated by reference into and made a part of this Contract.

9.1.2 Payment of Living Wage Rates

1. Unless the CONTRACTOR has demonstrated to the COUNTY'S satisfaction either that the CONTRACTOR is not an "Employer" as defined under the Program (Section 2.201.020 of the County Code) or that the CONTRACTOR qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the CONTRACTOR shall pay its Employees no less than the applicable hourly living wage rate, as set forth immediately below, for the Employees' services provided to the COUNTY, including, without limitation, "Travel Time" as defined below at subsection 5 of this Sub-paragraph 9.1.2 under the Contract:
 - a. Not less than \$11.84 per hour if, in addition to the per-hour wage, the CONTRACTOR contributes less than \$2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents; or
 - b. Not less than \$9.64 per hour if, in addition to the per-hour wage, the CONTRACTOR contributes at least \$2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents. The CONTRACTOR will be deemed to have contributed \$2.20 per hour towards the provision of bona fide health care benefits if the benefits are provided through the County Department of Health Services Community Health Plan. If, at any time during the Contract, the CONTRACTOR contributes less than \$2.20 per hour towards the provision of bona fide health care benefits, the CONTRACTOR shall be required to pay its Employees the higher hourly living wage rate.
2. For purposes of this Sub-paragraph, "CONTRACTOR" includes any Subcontractor engaged by the CONTRACTOR to perform

services for the COUNTY under the Contract. If the CONTRACTOR uses any Subcontractor to perform services for the COUNTY under the Contract, the Subcontractor shall be subject to the provisions of this Sub-paragraph. The provisions of this Sub-paragraph shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual who is an employee of the CONTRACTOR under the laws of California, and who is providing full-time services to the CONTRACTOR, some or all of which are provided to the COUNTY under the Contract. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the COUNTY; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

3. If the CONTRACTOR is required to pay a living wage when the Contract commences, the CONTRACTOR shall continue to pay a living wage for the entire term of the Contract, including any option period.
4. If the CONTRACTOR is not required to pay a living wage when the Contract commences, the CONTRACTOR shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. The CONTRACTOR shall immediately notify the COUNTY if the CONTRACTOR at any time either comes within the Living Wage Program's definition of "Employer" or if the CONTRACTOR no longer qualifies for an exception to the Living Wage Program. In either event, the CONTRACTOR shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Contract, including any option period. 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 Living Wage Programs' definition of "Employer" and/or that the CONTRACTOR continues to qualify for an exception to the Living Wage Program. Unless the CONTRACTOR satisfies this requirement within the time frame permitted by the COUNTY, the CONTRACTOR shall immediately be required to pay the living wage for the remaining term of the Contract, including any option period.
5. For purposes of the CONTRACTOR'S obligation to pay its Employees the applicable hourly living wage rate under this

Contract, "Travel Time" shall have the following two meanings, as applicable:

- 1) With respect to travel by an Employee that is undertaken in connection with this Contract, Travel Time shall mean any period during which an Employee physically travels to or from a COUNTY facility if the CONTRACTOR pays the Employee any amount for that time or if California law requires the CONTRACTOR to pay the Employee any amount for that time; and
- 2) With respect to travel by an Employee between COUNTY facilities that are subject to two different Contracts between the CONTRACTOR and the COUNTY (of which both Contracts are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such COUNTY facilities if the CONTRACTOR pays the Employee any amount for that time or if California law requires the CONTRACTOR to pay the Employee any amount for that time.

9.1.3 Contractor's Submittal of Certified Monitoring Reports

The CONTRACTOR shall submit to the COUNTY certified monitoring reports at a frequency instructed by the COUNTY. The certified monitoring reports shall list all of the CONTRACTOR'S Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked, the hourly wage rate paid, and the amount paid by the CONTRACTOR for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of the CONTRACTOR'S current health care benefits plan, and the CONTRACTOR'S portion of the premiums paid as well as the portion paid by each Employee. All certified monitoring reports shall be submitted on forms provided by the COUNTY (Exhibit K and Exhibit L), or other form approved by the COUNTY which contains the above information. The COUNTY reserves the right to request any additional information it may deem necessary. If the COUNTY requests additional information, the CONTRACTOR shall promptly provide such information. The CONTRACTOR, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

9.1.4 Contractor’s Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of the Contract, if the CONTRACTOR becomes aware of any labor law/payroll violation or any complaint, investigation or proceeding (“claim”) concerning any alleged labor law/payroll violation (including but not limited to any violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the CONTRACTOR shall immediately inform the COUNTY of any pertinent facts known by the CONTRACTOR regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the CONTRACTOR’S Contract with the COUNTY, but instead applies any labor law/payroll violation or claim arising out of any of the CONTRACTOR’S operations in California.

9.1.5 County Auditing of Contractor Records

Upon a minimum of twenty-four (24) hours’ written notice, the COUNTY may audit, at the CONTRACTOR’S place of business, any of the CONTRACTOR’S records pertaining to the Contract, including all documents and information relating to the certified monitoring reports. The CONTRACTOR is required to maintain all such records in California until the expiration of four (4) years from the date of final payment under the Contract. Authorized agents of the COUNTY shall have access to all such records during normal business hours for the entire period that records are to be maintained.

9.1.6 Notifications to Employees

The CONTRACTOR shall place County-provided living wage posters at each of the CONTRACTOR’S places of business and locations where the CONTRACTOR’S Employees are working. The CONTRACTOR shall also distribute County-provided notices to each of its Employees at least once per year. The CONTRACTOR shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

9.1.7 Enforcement and Remedies

If the CONTRACTOR fails to comply with the requirements of this Sub-paragraph, the COUNTY shall have the rights and remedies described in this Sub-paragraph in addition to any rights and remedies provided by law or equity.

1. Remedies for Submission of Late or Incomplete Certified Monitoring Reports. If the CONTRACTOR submits a certified monitoring report to the COUNTY after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Contract. In the event of any such breach, the COUNTY may, in its sole discretion, exercise any or all of the following rights/remedies:
 - a. Withholding of Payment. If the CONTRACTOR fails to submit accurate, complete, timely and properly certified monitoring reports, the COUNTY may withhold from payment to the CONTRACTOR up to the full amount of any invoice that would otherwise be due, until the CONTRACTOR has satisfied the concerns of the COUNTY, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
 - b. Liquidated Damages. It is mutually understood and agreed that the CONTRACTOR'S failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the COUNTY. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the CONTRACTOR'S breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the COUNTY may, in its sole discretion, assess against the CONTRACTOR liquidated damages in the amount of \$100 per monitoring report for each day until the COUNTY has been provided with a properly prepared, complete and certified monitoring report. The COUNTY may deduct any assessed liquidated damages from any payments otherwise due the CONTRACTOR.
 - c. Termination. The CONTRACTOR'S continued failure to submit accurate, complete, timely and properly certified monitoring reports may constitute a material breach of the Contract. In the event of such material breach, the COUNTY may, in its sole discretion, terminate the Contract.

2. Remedies for payment of Less than the Required Living Wage. If the CONTRACTOR fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Contract. In the event of any such breach, the COUNTY may, in its sole discretion, exercise any or all of the following rights/remedies:
 - a. Withholding Payment. If the CONTRACTOR fails to pay one or more of its Employees at least the applicable hourly living wage rate, the COUNTY may withhold from any payment otherwise due the CONTRACTOR the aggregate difference between the living wage amounts the CONTRACTOR was required to pay its Employees for a given day period and the amount actually paid to the employees for that pay period. The COUNTY may withhold said amount until the CONTRACTOR has satisfied the COUNTY that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
 - b. Liquidated Damages. It is mutually understood and agreed that the CONTRACTOR'S failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by the COUNTY. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the CONTRACTOR'S breach. Therefore, it is agreed that the COUNTY may, in its sole discretion, assess against the CONTRACTOR liquidated damages of \$50 per Employee per day for each and every instance of an underpayment to an Employee. The COUNTY may deduct any assessed liquidated damages from any payments otherwise due the CONTRACTOR.
 - c. Termination. The CONTRACTOR'S continued failure to pay any of its Employees the applicable hourly living wage rate may constitute a material breach of the Contract. In the event of such material breach, the COUNTY may, in its sole discretion, terminate the Contract.
3. Debarment. In the event the CONTRACTOR breaches a requirement of this Sub-paragraph, the COUNTY may, in its sole

discretion, bar the CONTRACTOR from the award of future COUNTY Contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code, Chapter 2.202, Determinations of Contractor Non-Responsibility and Contractor Debarment.

9.1.8 Use of Full-Time Employees

The CONTRACTOR shall assign and use full-time Employees of the CONTRACTOR to provide services under the Contract unless the CONTRACTOR can demonstrate to the satisfaction of the COUNTY that it is necessary to use non-full-time Employees based on staffing efficiency or COUNTY requirements for the work to be performed under the Contract. It is understood and agreed that the CONTRACTOR shall not, under any circumstance, use non-full-time Employees for services provided under the Contract unless and until the COUNTY has provided written authorization for the use of same. The CONTRACTOR submitted with its proposal a full-time Employee staffing plan. If the CONTRACTOR changes its full-time Employee staffing plan, the CONTRACTOR shall immediately provide a copy of the new staffing plan to the COUNTY.

9.1.9 Contractor Retaliation Prohibited

The CONTRACTOR and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any Contract benefit, or any statutory benefit for any Employee, person or entity who has reported a violation of the Living Wage Program to the COUNTY or to any other public or private agency, entity or person. A violation of the provisions of this Sub-paragraph may constitute a material breach of the Contract. In the event of such material breach, the COUNTY may, in its sole discretion, terminate the Contract.

9.1.10 Contractor Standards

During the term of the Contract, the CONTRACTOR shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the COUNTY, the CONTRACTOR shall demonstrate to the satisfaction of the COUNTY that the CONTRACTOR is complying with this requirement.

9.1.11 Employee Retention Rights

1. The CONTRACTOR shall offer employment to all retention employees who are qualified for such jobs. A “retention employee” is an individual:
 - a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
 - b. Who has been employed by a CONTRACTOR under a predecessor Proposition A Contract or a predecessor cafeteria services Contract with the COUNTY for at least six months prior to the date of this new Contract, which predecessor Contract was terminated by the COUNTY prior to its expiration; and
 - c. Who is or will be terminated from his or her employment as a result of the COUNTY entering into this new Contract.
2. The CONTRACTOR is not required to hire a retention employee who:
 - a. Has been convicted of a crime related to the job or his or her performance; or
 - b. Fails to meet any other COUNTY requirement for employees of a CONTRACTOR.
3. The CONTRACTOR shall not terminate a retention employee for the first 90 days of employment under the Contract, except for cause. Thereafter, the CONTRACTOR may retain a retention employee on the same terms and conditions as the CONTRACTOR’S other employees.

9.1.12 Neutrality in Labor Relations

The CONTRACTOR shall not use any consideration received under the Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the CONTRACTOR’S employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining Contract, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

9.2 INTENTIONALLY OMITTED

9.3 LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM

- 9.3.1 This Contract is subject to the provisions of the COUNTY'S ordinance entitled Local Small Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.
- 9.3.2 The CONTRACTOR shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Local Small Business Preference.
- 9.3.3 The CONTRACTOR shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a COUNTY official or employee for the purpose of influencing the certification or denial of certification of any entity as a Local Small Business Enterprise.
- 9.3.4 If the CONTRACTOR has obtained certification as a Local Small Business Enterprise 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 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 Internal Services Department of this information prior to responding to a solicitation or accepting a Contract award.

9.4 OWNERSHIP OF MATERIALS, SOFTWARE AND COPYRIGHT

- 9.4.1 COUNTY shall be the sole owner of all right, title and interest, including copyright, in and to all software, plans, diagrams, facilities, and tools (hereafter “materials”) which are originated or created through the CONTRACTOR’S work pursuant to this Contract. The CONTRACTOR, for valuable consideration herein provided, shall execute all documents necessary to assign and transfer to, and vest in the COUNTY all of the CONTRACTOR’S right, title and interest in and to such original materials, including any copyright, patent and trade secret rights which arise pursuant to the CONTRACTOR’S work under this Contract.
- 9.4.2 During the term of this Contract and for five (5) 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.
- 9.4.3 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 Program 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.
- 9.4.4 The COUNTY will use reasonable means to ensure that the CONTRACTOR’S proprietary and/or confidential items are safeguarded and held in confidence. The COUNTY agrees not to reproduce, distribute or disclose to non-County entities any such proprietary and/or confidential items without the prior written consent of the CONTRACTOR.
- 9.4.5 Notwithstanding any other provision of this Contract, the COUNTY will not be obligated to the CONTRACTOR in any way under Sub-paragraph 9.4.4 for any of the CONTRACTOR’S proprietary and/or confidential items which are not plainly and prominently marked with restrictive legends as required by Sub-paragraph 9.4.3 or for any disclosure which the COUNTY is required to make under any state or federal law or order of court.
- 9.4.6 All the rights and obligations of this Sub-paragraph 9.4 shall survive the expiration or termination of this Contract.

9.5 PATENT, COPYRIGHT AND TRADE SECRET INDEMNIFICATION

9.5.1 The CONTRACTOR shall indemnify, hold harmless and defend COUNTY from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, for or by reason of any actual or alleged infringement of any third party's patent or copyright, or any actual or alleged unauthorized trade secret disclosure, arising from or related to the operation and utilization of the CONTRACTOR'S work under this Contract. COUNTY shall inform the CONTRACTOR as soon as practicable of any claim or action alleging such infringement or unauthorized disclosure, and shall support the CONTRACTOR'S defense and settlement thereof.

9.5.2 In the event any equipment, part thereof, or software product becomes the subject of any complaint, claim or proceeding alleging infringement or unauthorized disclosure, such that COUNTY'S continued use of such item is formally restrained, enjoined, or subjected to a risk of damages, the CONTRACTOR, at its sole expense, and providing that COUNTY'S continued use of the system is not materially impeded, shall either:

- Procure for COUNTY all rights to continued use of the questioned equipment, part, or software product; or
- Replace the questioned equipment, part, or software product with a non-questioned item; or
- Modify the questioned equipment, part, or software so that it is free of claims.

9.5.3 The CONTRACTOR shall have no liability if the alleged infringement or unauthorized disclosure is based upon a use of the questioned product, either alone or in combination with other items not supplied by the CONTRACTOR, in a manner for which the questioned product was not designed nor intended.

9.6 INTENTIONALLY OMITTED

9.7 INTENTIONALLY OMITTED

9.8 DATA DESTRUCTION

CONTRACTOR(S) and Vendor(s) that have maintained, processed, or stored the County of Los Angeles' ("COUNTY") data and/or information, implied or expressed, have the sole responsibility to certify that the data and information have been appropriately destroyed consistent with the National Institute of

Standards and Technology (NIST) Special Publication SP 800-88 titled *Guidelines for Media Sanitization*. Available at:
<http://csrc.nist.gov/publications/PubsDrafts.html#SP-800-88Rev.%201>

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

Vendor shall certify that any COUNTY data stored on purchased, leased, or rented electronic storage equipment and electronic devices, including, but not limited to printers, hard drives, serves, and/or workstations are destroyed consistent with the current National Institute of Standard and Technology (NIST) Special Publication SP-800-88, *Guidelines for Media Sanitization*. Vendor shall provide COUNTY with written certification, within ten (10) business days of removal of any electronic storage equipment and devices, that validates that any and all COUNTY data was destroyed and is unusable, unreadable, and/or undecipherable.

9.9 DISABLED VETERAN BUSINESS ENTERPRISE PREFERENCE PROGRAM

- 9.9.1 This Contract is subject to the provisions of the COUNTY'S ordinance entitled Disabled Veteran Business Enterprise Preference Program, as codified in Chapter 2.211 of the Los Angeles County Code.
- 9.9.2 CONTRACTOR shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Disabled Veteran Business Enterprise.
- 9.9.3 CONTRACTOR shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a COUNTY official or employee for the purpose of influencing the certification or denial of certification of any entity as a Disabled Veteran Business Enterprise.
- 9.9.4 If CONTRACTOR has obtained certification as a Disabled Veteran Business Enterprise 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 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 ISD of this information prior to responding to a solicitation or accepting a Contract award.

9.10 SEXUAL HARASSMENT/DISCRIMINATION/RETALIATION TRAINING

- 9.10.1 CONTRACTOR shall provide training to their employees on sexual harassment, discrimination, and retaliation. This training shall be comparable to that provided by the County of Los Angeles Probation Department to its own staff based upon County Code Section 5.09. (*Exhibit Q, Sexual Harassment Policy*)
- 9.10.2 CONTRACTOR shall provide County of Los Angeles Probation Department with a Certified Document (*Exhibit Q1, Sexual Harassment/ Discrimination/Retaliation Prohibited Form*) noting that each individual employee has received the requisite training and has acknowledged in writing that he/she received the training and is familiar with the policies and reporting procedures. Such confirmation documentation will be required from the CONTRACTOR'S staff before performing services under this Contract.

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IN WITNESS WHEREOF, CONTRACTOR has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Chairman of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

COUNTY OF LOS ANGELES

By: _____
Chairman, Board of Supervisors

ATTEST:
SACHI A. HAMAI
Executive Officer- Clerk
Of the Board of Supervisors

BY _____

(NAME OF CONTRACTOR)

By _____

Name (Typed or Printed)

Title

Date

APPROVED AS TO FORM:

JOHN F. KRATTLI
COUNTY COUNSEL

By _____
MILLICENT L. ROLON
PRINCIPAL DEPUTY COUNTY COUNSEL

Date

APPENDIX B

STATEMENT OF WORK

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APPENDIX B STATEMENT OF WORK (SOW)

1.0 SCOPE OF WORK

The CONTRACTOR shall provide accurate and timely transcribing of all adult and juvenile court reports, letters and miscellaneous forms required by the forty-three (43) work locations. The County of Los Angeles Probation Department (COUNTY) may, at its sole discretion, add or delete facilities, based on the needs of the COUNTY. (Refer to Technical Exhibit 4) It is projected that approximately 6.7 million lines will be transcribed from dictation submitted by forty-three (43) work locations during the first contract year. CONTRACTOR shall provide an electronic method for counting the number of lines produced per court report. Actual transcribing workload may be less than or greater than the stated volume due to unpredictable circumstances. The CONTRACTOR will install a point-to-point fractional T-1 or equivalent connection to LANet at the CONTRACTOR'S secure location in order to provide service to the designated work locations. The CONTRACTOR will utilize workstations hosted on a separate internal network that do not have access to the Internet. CONTRACTOR shall provide access to a confidential website that will guarantee access to the County Program Manager of all transcribed reports twenty-four (24) hours per day. Additionally, CONTRACTOR shall provide for the filing, retrieval and destruction of court reports. The CONTRACTOR shall perform to the standards in Technical Exhibit 1, Performance Requirement Summary Chart.

2.0 SPECIFIC TASKS

2.1 General

2.1.1 CONTRACTOR is responsible for a digital system that will allow telephonic dictation of adult and juvenile court reports and miscellaneous forms and letters. CONTRACTOR shall ensure that persons calling to dictate reports, forms, or letters are advised of any wait time utilizing an audio indicator and requirements to dictate. CONTRACTOR is expected to accurately transcribe and electronically attach completed reports to the Probation Enterprise Document Management System (PEDMS), twice daily, in an efficient, timely, and scheduled manner. CONTRACTOR shall notify COUNTY immediately, upon determination that there is a problem with electronic transmission of documents via PEDMS, or anything that may cause a disruption in the expected level of services. CONTRACTOR shall provide COUNTY with a back up to the digital dictation system in case of emergencies. CONTRACTOR is expected to provide a PEDMS Transmission Results Report in a secured manner. This report will list all records electronically sent to PEDMS (successful and unsuccessful) for verification and further processing by the COUNTY. CONTRACTOR shall additionally provide a method

of courier service for locations where digital dictation is not feasible for the COUNTY.

2.1.2 CONTRACTOR shall ensure all transcribed materials are stored in a secure and easily retrievable manner as well as ensure the confidentiality of all of the information contained in these materials. CONTRACTOR is expected to submit management reports to the COUNTY on a regular basis and in a timely manner.

2.1.3 COUNTY will provide CONTRACTOR a sample of all forms, templates, and letterheads at Contract award and as changes occur.

2.2 Transcribing

The CONTRACTOR shall produce accurate, legible, and neat court reports with correct spelling and grammar.

2.2.1 Completed reports must be clean and error free.

2.2.1.1 Words must not be broken and hyphenated at the end of a line; if a word is too long, it should be typed in full on the following line.

2.2.1.2 Whenever dictation is unclear to CONTRACTOR, it shall be the responsibility of CONTRACTOR to contact the County of Los Angeles Deputy Probation Officer (DPO) or County of Los Angeles Supervising Deputy Probation Officer (SDPO) for clarification. If unable to reach DPO or SDPO, **leave a blank area** on the transcribed report. CONTRACTOR shall not type the word "inaudible" or any other word when clarification is needed. CONTRACTOR is required to leave the area blank. Further, CONTRACTOR shall attach to the report and return to COUNTY a statement specifying the unclear dictation and its location.

2.2.1.3 At least one line of text of the court report shall be on the signature page. No court report shall have a stand-alone signature page.

2.2.1.4 CONTRACTOR shall proofread all reports for typographical errors, correct format, and punctuation. COUNTY shall audit CONTRACTOR'S reports on a random basis to ensure compliance.

2.2.1.5 In the event that CONTRACTOR utilizes telecommuters for transcribing services, CONTRACTOR shall ensure that the

confidentiality of court reports and/or other COUNTY documents are maintained while in the care of CONTRACTOR'S telecommuters. CONTRACTOR shall provide COUNTY with names of employees telecommuting under this contract. Telecommuters shall reside in the State of California.

- 2.2.2 CONTRACTOR shall use the appropriate format indicated by the DPO dictating. If CONTRACTOR believes the dictated format to be an error, CONTRACTOR shall contact the DPO or SDPO for verification. The different forms are listed in Technical Exhibit 5.
- 2.2.3 CONTRACTOR shall use the templates mandated by the COUNTY. Templates are the property of the COUNTY, and any changes to the templates are to be made only at the direction of the COUNTY. Upon request, CONTRACTOR shall develop and provide software templates in Microsoft Word 2010, for new court report forms as directed by the COUNTY. In addition, CONTRACTOR shall modify existing software templates (help screens, tool bars, directions for forms/inserts) and provide them to COUNTY, upon request.
- 2.2.4 The content of the dictation shall not be changed, without the consent of the DPO or the SDPO.
- 2.2.5 If a transcribing system is developed or used by the CONTRACTOR and approved by the COUNTY, CONTRACTOR shall provide the necessary on-site training for COUNTY employees and provide supplementary written training materials as needed. Any system developed or used by CONTRACTOR for services specifically for COUNTY under the resultant contract shall be the property of the COUNTY.

2.3 Dictation

CONTRACTOR shall provide an adequate number of toll-free telephone lines (per the COUNTY'S assessment) dedicated for COUNTY dictation. CONTRACTOR'S toll-free telephone lines shall be available twenty-four (24) hours per day, seven (7) days per week and answered within 3-5 rings. DPOs and other COUNTY staff shall dictate digitally to CONTRACTOR'S location. Any dictation received by CONTRACTOR after 5:00 p.m. weekdays and/or weekends and holidays is considered as work submitted the following workday.

2.4 Transmissions

2.4.1 Transmit

CONTRACTOR shall electronically transmit the completed transcriptions to PEDMS unless otherwise instructed by COUNTY.

CONTRACTOR shall transmit the completed dictation, at a minimum, twice daily as listed in Technical Exhibit 6, at least once in the morning and once in the afternoon. The afternoon transmittal to any office shall be no later than 4:30 p.m.

CONTRACTOR shall transmit daily to the COUNTY'S Program Manager a transmission log and confirmation printout of the completed dictation transmitted to PEDMS.

2.4.2 Timely Dictation – CONTRACTOR shall transmit all transcribed Early Disposition Program reports (form number 1402) and all Special Investigation Unit reports (form number 241.1) within twenty-four (24) consecutive hours from the time the dictated material was made available to CONTRACTOR, excluding weekends and holidays. All other transcribed material shall be transmitted to the originating work location within forty-eight (48) consecutive hours from the time the dictated material was made available to CONTRACTOR, excluding weekends and holidays and out of sequence reports.

2.4.3 Sequence of Transcribing Reports – All court reports shall be transcribed on a first-in, first-out basis, unless otherwise instructed by the COUNTY Director of the office from which the dictation originated. See Section 2.7.3 below – NOTE: CONTRACTOR must have capability to respond to emergency requests.

2.4.4 High Profile Reports

All high profile reports shall have an additional level of security as follows:

2.4.4.1 CONTRACTOR shall provide COUNTY within five (5) business days of start of the contract, a list of one or two of CONTRACTOR'S staff responsible for transcribing high profile COUNTY reports.

2.4.4.2 CONTRACTOR shall keep a record of all high profile reports. The report shall include the date and time CONTRACTOR received the report, DPO'S name, work location, the name of CONTRACTOR'S staff that transcribed the report, and the date and time the report was transmitted to the work location.

2.4.4.3 CONTRACTOR shall provide a record of all high profile reports to COUNTY on a monthly basis.

2.5 Storage and Retrieval of Court Reports

2.5.1 CONTRACTOR shall retain an electronic copy of all court reports. The court reports must be deleted within six (6) months of the termination of the contract with COUNTY or upon COUNTY'S request.

2.5.2 CONTRACTOR shall use a logical, reasonable and easily accessible filing and indexing system for storage of all court reports. If necessary, copies of court reports shall be provided to COUNTY within two (2) hours of request. Upon COUNTY'S request, CONTRACTOR shall make reports accessible to authorized COUNTY staff.

2.5.3 The system used by the CONTRACTOR shall be fully documented as to the method of indexing and filing, work flow and control functions.

2.6 Security

2.6.1 CONTRACTOR shall provide a security system which will protect against the unauthorized release of any information contained in any court report or other documents transcribed and stored by CONTRACTOR. CONTRACTOR shall ensure that all employees of CONTRACTOR have been thoroughly briefed regarding the confidentiality requirements of Sections 827 and 828 of the Welfare and Institutions Code and 1203.05, 1203.10, and 11140 through 11144 of the Penal Code of California. CONTRACTOR shall ensure that by the first day of employment, all employees read, understand and sign the Confidentiality of CORI information form (see Technical Exhibit 3) and are instructed regarding disclosure of criminal records and background investigation (see Section 6.4.7 below). A copy of the CORI form shall be made and forwarded to the Program Manager within five (5) business days of start of employment. CONTRACTOR shall ensure that all employees working under this contract have cleared background checks and have signed the CORI statement prior to start of the contract.

2.6.2 CONTRACTOR shall provide a back-up system which will eliminate the possibility of loss of stored data due to power loss or equipment failure.

2.6.3 CONTRACTOR shall provide a secure, locked location for the data line and router, to be approved by the COUNTY. CONTRACTOR'S workstations must be placed in a secured location, have anti-virus software, desktop firewall software and must maintain the latest

Microsoft “critical” patches. These workstations must be hosted on a separate internal network and not have access to the Internet. The workstation configuration and security of the location(s) must be approved by the COUNTY. The workstations must have Windows 7 operating system, at a minimum, with no automatic logon, individual accounts for users, and all workstation-auditing features turned on.

2.7 Management Information System

2.7.1 CONTRACTOR shall transmit to COUNTY’S Program Manager, a log of the completed court reports being returned. The log must include, at a minimum, the number of pages and a line count for each report, the number of reports, the date and time the dictated reports were processed by the CONTRACTOR, the date and time the completed reports are being returned to the DPO, the case name, the DPO name and location, the court number, hearing date and any problems encountered.

2.7.2 The CONTRACTOR shall prepare, compute and submit to COUNTY Program Manager, along with the monthly invoice, routine monthly reports. The elements of such report to be agreed upon by COUNTY and CONTRACTOR.

2.7.3 CONTRACTOR shall keep a record of all dictations to transcribing. Dictation is due in transcribing five (5) days prior to the court date for investigation cases and six (6) days prior to the court date for supervision cases. This record should include area office, SDPO name, DPO name, total cases dictated, total cases dictated on time, total cases dictated late, total cases dictated late but excused and a percent of each as it relates to the total number of cases dictated. (Refer to Technical Exhibit 7) This information should be provided to COUNTY Probation Program Manager by the 10th business day of the month for the previous month. See Section 2.4.3 above.

Investigation dictation received four (4) or less days prior to the court date shall be considered late. Supervision dictation received five (5) or less days prior to the court date shall be considered late.

2.8 Self Monitoring Reports

CONTRACTOR shall prepare monthly reports that indicate the level of services rendered to each of the work locations and submit to COUNTY Contract Monitor by the 10th working day of the following month. Report format and content is subject to final COUNTY review and approval.

2.9 All templates created and or modified for use by the CONTRACTOR in the performance of this contract are the property of the COUNTY. All software developed for use with the templates are the property of the COUNTY and shall be made available to COUNTY upon request and turned over to the COUNTY upon termination of contract.

2.10 Introduction of New Technology

CONTRACTOR is encouraged to suggest new technology to the COUNTY throughout the term of the contract. COUNTY must approve new technology in writing. Digital dictation and web-based upload and retrieval through secure connections are examples of such technology. Proposed technology must result in more productive and efficient services to COUNTY. In the event that implementation of new technology results in lower cost to CONTRACTOR, COUNTY shall negotiate and adjust costs accordingly.

CONTRACTOR'S Project Director shall contact COUNTY Program Manager and/or COUNTY Contract Manager to notify COUNTY of any proposed system or process enhancement. If COUNTY accepts and approves new technology, CONTRACTOR shall incorporate it within a reasonable time as determined by COUNTY.

3.0 QUALITY CONTROL PLAN

CONTRACTOR(S) shall establish and maintain a Quality Control Plan to assure that the requirements of the Contract are met. The plan shall be submitted as part of the Proposal. The original plan and any future amendments are subject to COUNTY review and approval and shall include, but not be limited to, the following:

- 3.1 An inspection system covering all the services listed on *Appendix C, Technical Exhibit 1, Performance Requirements Summary Chart*. It must specify the activities to be inspected on a scheduled or unscheduled basis, how often inspections will be accomplished, and the title of the individual(s) who will perform the inspection.
- 3.2 The methods for identifying and preventing deficiencies in the quality of service performed before the level of performance becomes unacceptable.
- 3.3 A file of all inspections conducted by the CONTRACTOR and, if necessary, the corrective action taken. This documentation shall be made available as requested by COUNTY during the term of the Contract as set forth in *Appendix A, Sample Contract, Paragraph 8.38, Record Retention and Inspection/Audit Settlement*.

- 3.4 The methods for ensuring uninterrupted service to COUNTY in the event of a strike of the COUNTY'S or the CONTRACTOR'S employees or any other unusual occurrence (i.e., power loss or natural disaster) which would result in the CONTRACTOR being unable to perform the contracted work.
- 3.5 The methods for assuring that confidentiality of adult and juvenile records and information are maintained while in the care of CONTRACTOR'S employees.
- 3.6 The methods for maintaining security of records, and the methods for preventing the loss or destruction of data.

4.0 QUALITY ASSURANCE PLAN

COUNTY or its agent will evaluate the CONTRACTOR'S performance under this Contract on not less than an annual basis. Such evaluation will include assessing CONTRACTOR'S compliance with all Contract terms and performance standards. CONTRACTOR'S deficiencies which COUNTY determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by COUNTY and CONTRACTOR(S). If improvement does not occur consistent with the corrective action measures, COUNTY may terminate this Contract or impose other penalties as specified in this Contract.

COUNTY will evaluate the CONTRACTOR'S performance under this Contract using the quality assurance procedures specified in *Appendix C, Technical Exhibit 1, Performance Requirements Summary Chart*, or other such procedures as may be necessary to ascertain CONTRACTOR compliance with this Contract.

4.1 Performance Evaluation Meetings

The COUNTY'S Program Manager may meet weekly with the CONTRACTOR'S Project Director during the first three (3) months of the Contract if COUNTY'S Program Manager finds it necessary. However, a meeting will be held whenever a Contract Discrepancy Report (CDR) is issued. A mutual effort will be made to resolve all problems identified.

- 4.2 After the first three (3) months of operation, regular performance evaluation meetings shall be held monthly in accordance with a mutually agreed upon schedule, or as required by COUNTY.
- 4.3 COUNTY shall have the right to remove any CONTRACTOR personnel performing services under this Contract, who, in the opinion of COUNTY Program Manager, is unsatisfactory. The CONTRACTOR personnel will be removed and replaced by the CONTRACTOR within twenty-four (24) hours.

4.4 Contract Discrepancy Report (*Appendix C, Technical Exhibit 2*)

Verbal notification of a Contract discrepancy shall be made to the CONTRACTOR'S Project Director whenever a Contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the COUNTY and the CONTRACTOR.

The COUNTY'S Program Manager will determine whether a formal Contract Discrepancy Report shall be issued. Upon receipt of this document, the CONTRACTOR is required to respond in writing to the COUNTY'S Program Manager within five (5) business days, acknowledging the reported discrepancies or presenting contrary evidence. A plan for correction of all deficiencies identified in the Contract Discrepancy Report shall be submitted to the COUNTY'S Program Manager within ten (10) business days.

5.0 DEFINITIONS

- 5.1 Business Day – Monday through Friday, 8:00 a.m. to 5:00 p.m., not including any COUNTY holidays.
- 5.2 Contract Discrepancy Report (CDR) - A report prepared by the COUNTY'S Program Manager to inform the CONTRACTOR(S) of the faulty service. The CDR requires a response from the CONTRACTOR(S) explaining the problem and outlining the remedial action being taken to resolve the problem.
- 5.3 CONTRACTOR Project Director – The individual designated by the CONTRACTOR to administer the Contract operations after the Contract award.
- 5.4 COUNTY Contract Manager – Person designated by COUNTY with authority for COUNTY on contractual or administrative matters relating to this Contract.
- 5.5 COUNTY Contract Monitor – Person with responsibility to monitor the Contract. Responsible for providing reports to COUNTY Contract Manager and COUNTY Program Manager.
- 5.6 COUNTY Program Manager – Person designated by COUNTY to manage the daily operations under this Contract.
- 5.7 Court Report - A personal and social history, including criminal information of an adult and juvenile offender ordered by the court. The court report is a legal document and its contents are confidential. The report is not to be discussed with or disclosed to unauthorized persons as defined by COUNTY.
- 5.8 Excused Late Dictation - A court report submitted after the deadline for a valid reason with the approval of the SDPO.

- 5.9 Juvenile and Adult Records - A personal and social history, including criminal information of an adult and/or juvenile offender ordered by the court. Juvenile and Adult Records are an accumulation of facts associated with an individual and his/her criminal activity.
- 5.10 LANet - Los Angeles County's high speed digital telecommunications network which establishes the ability of linking County Departments to their essential data and to each other.
- 5.13 Late Dictation - Any court report submitted after the published deadline.
- 5.14 Line – A line is defined as any printed characters extending across or partway across a page produced by a transcriber and not static wording that is part of a form.
- 5.15 Liquidated Damages – The monetary amount deducted from CONTRACTOR'S payment due to Contract non-compliance and/or deficiencies in performance.
- 5.16 Performance Requirements Summary (PRS) - The statement that identifies the key performance indicators of the Contract which will be evaluated by the COUNTY to ensure Contract performance standards are met by the CONTRACTOR. (*Refer to Appendix C, Technical Exhibit 1*)
- 5.17 Random Sample - A sampling method where each item in a lot has an equal chance of being selected.
- 5.18 Quality Control Plan – All necessary measures taken by the CONTRACTOR(S) to assure that the quality of service will meet the Contract requirements regarding security, accuracy, timeliness, appearance, completeness, consistency and conformity to the requirements set forth in the Statement of Work.
- 5.19 Software – The entire set of programs, procedures, and related documentation associated with a system, including MS Word Templates and programs and program code associated with this project.
- 5.20 System – A group of units so combined as to form a whole and to operate in unison. For this project, a system would be any automated application used to create, edit, format, print, or otherwise facilitate the generation of a court report, form, letter, or statistical report. Components of this system include but are not limited to: MS Word Templates; application language, e.g. VB, VBA, etc.; MS Word, MS Excel.

- 5.21 Telecommuter – An employee who works from home, 100% of the time or part time, and has the ability to access all systems and/or software from his/her home, necessary to prepare court reports.
- 5.22 Template – A pattern that functions as a guide to the form or structure of something being made. For this project, ‘template’ means a protected, formatted form with intra-form edits, developed using MS Word 2000. These forms will follow the guidelines put in place by COUNTY.

6.0 RESPONSIBILITIES

COUNTY’S and the CONTRACTOR’S responsibilities are as follows:

COUNTY

6.1 Personnel

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 8.0, Standard Terms and Conditions, Paragraph 8.1 Amendments.

CONTRACTOR

6.2 CONTRACTOR Project Director

- 6.2.1 CONTRACTOR shall provide its own full time officer or employee as CONTRACTOR’S Project Director. The CONTRACTOR’S Project Director/alternate shall be available for telephone contact between 8:00 a.m. and 5:00 p.m., PT, Monday through Friday, excluding COUNTY holidays. The CONTRACTOR’S Project Director shall provide overall management and coordination of this Contract, and shall act as the central point of contact with COUNTY.
- 6.2.2 When Contract work is being performed at times other than described above or when the CONTRACTOR’S Project Director cannot be present, and with prior approval of the COUNTY Program Manager, an equally responsible individual shall be designated to act for the CONTRACTOR’S Project Director.

- 6.2.3 CONTRACTOR'S Project Director shall have provided the required or similar services for a minimum of three (3) years within the last five (5) years and a current employee of the agency.
- 6.2.4 CONTRACTOR'S Project Director/alternate shall have full authority to act for CONTRACTOR on all matters relating to the daily operation of the Contract. CONTRACTOR'S Project Director/alternate shall be able to effectively communicate in English, both orally and in writing.
- 6.2.5 CONTRACTOR'S Project Director shall be available during normal weekday work hours, 8:00 a.m. to 5:00 p.m., to meet with COUNTY personnel designated by the COUNTY to discuss problem areas.
- 6.2.6 COUNTY shall have the right of review and approval of the CONTRACTOR'S Project Director. COUNTY shall have the right of removal of the CONTRACTOR'S Project Director and any replacement recommended by CONTRACTOR.
- 6.2.7 CONTRACTOR'S Project Director shall be directly involved in the hiring of staff who will deliver the contracted services.
- 6.2.8 CONTRACTOR'S Project Director shall be directly involved in supervising the staff responsible for service delivery. This shall include conducting staff meetings, and observing and reviewing/supervising staff.

6.3 CONTRACTOR Personnel

- 6.3.1 CONTRACTOR shall be responsible for providing competent staff to fulfill the Contract. COUNTY shall have the right to review and approve potential staff prior to performing services under this Contract.
- 6.3.2 CONTRACTOR shall ensure that by the first day of employment, all persons working on this Contract have signed an acknowledgement form regarding confidentiality that meets the standards of COUNTY for COUNTY employees having access to confidential Criminal Offender Record Information (CORI). **CONTRACTOR shall retain the original CORI form and forward a copy to COUNTY Contract Manager within five (5) business days of start of employment (Refer to Exhibit T, Confidentiality of CORI Information).**
- 6.3.3 All personnel must be able to read, write, spell, speak and understand English, and possess good grammatical skills. In some assignments, personnel who can speak, read, write and understand Spanish will also be required.

- 6.3.4 COUNTY reserves the right to preclude the CONTRACTOR staff from performing services under this Contract. The CONTRACTOR shall be responsible for immediately removing and replacing within twenty-four (24) hours, any employee from work on this Contract, when requested to do so by the COUNTY Contract Manager.
- 6.3.5 COUNTY reserves the right to have COUNTY Program Manager or a designated alternate, interview any or all prospective employees of CONTRACTOR.
- 6.3.6 CONTRACTOR shall be required to conduct a background check of their employees as set forth in Paragraph 7.4, Background and Security Investigations, of the Contract.
- 6.3.7 CONTRACTOR shall provide the COUNTY Program Manager and COUNTY Contract Manager with a current list of employees and keep this list updated during the Contract period.

6.4 CONTRACTOR Furnished Items

6.4.1 General

The CONTRACTOR shall provide all personnel and equipment, and supplies necessary to perform all services required by the Statement of Work.

6.4.2 Equipment To Be Acquired

CONTRACTOR will provide a point-to-point fractional T-1 or equivalent connection to LANet in order to provide service to the designated work locations.

6.4.3 Record Storage Space

The CONTRACTOR shall provide secure storage for all records containing COUNTY court reports and these records must be stored separately from information of other clients of the CONTRACTOR.

6.5 CONTRACTOR'S Office

CONTRACTOR shall maintain an office with a telephone in the company's name where CONTRACTOR conducts business. The office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, Pacific Time, 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 two (2) hours of receipt of the call.**

7.0 HOURS/DAYS OF WORK

CONTRACTOR shall be required to provide transcribing services from Monday to Friday. CONTRACTOR shall not be required to provide transcribing services on weekends and COUNTY recognized holidays.

8.0 UNSCHEDULED WORK

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.

9.0 PERFORMANCE REQUIREMENTS SUMMARY

9.1 All listings of services used in the Performance Requirements Summary (PRS) are intended to be completely consistent with the Contract and the Statement of Work (SOW), and are not meant in any case to create, extend, revise, or expand any obligation of CONTRACTOR beyond that defined in the Contract and the SOW. In any case of apparent inconsistency between services as stated in the Contract and the SOW and this PRS, the meaning apparent in the Contract and the SOW will prevail. If any service seems to be created in this PRS which is not clearly and forthrightly set forth in the Contract and the SOW, that apparent service will be null and void and place no requirement on CONTRACTOR.

9.2 A standard level of performance will be required of CONTRACTOR for the required services. *Appendix C, Technical Exhibit 1* summarizes the required services, performance standards, maximum allowable deviation from the standards, methods of surveillance to be used by the COUNTY, and liquidated damages to be imposed for unacceptable performance. COUNTY will evaluate the CONTRACTOR'S performance under this Contract using the quality assurance procedures specified in *Appendix C, Technical Exhibit 1*, or other such procedures as may be necessary to ascertain CONTRACTOR compliance with this Contract. Failure of the CONTRACTOR to achieve this standard can result in an assessment of liquidated damages against CONTRACTOR'S monthly payment as determined by COUNTY.

9.3 When the CONTRACTOR'S performance does not conform to the requirements of this Contract, the COUNTY will have the option to apply the following non-performance remedies:

- 9.3.1 Require CONTRACTOR to implement a formal corrective action plan, subject to approval by the COUNTY. In the plan, the CONTRACTOR must include reasons for the unacceptable performance, specific steps to return performance to an acceptable level, and monitoring methods to prevent recurrence.
- 9.3.2 Reduce payment to CONTRACTOR by a computed amount based on the assessment fee(s) in the PRS.
- 9.3.3 Reduce, suspend or cancel this Contract for systematic, deliberate misrepresentations or unacceptable levels of performance.
- 9.3.4 Failure of the CONTRACTOR to comply with or satisfy the request(s) for improvement of performance or to perform the neglected work specified within ten (10) business days shall constitute authorization for the COUNTY to have the service(s) performed by others. The entire cost of such work performed by others as a consequence of the CONTRACTOR'S failure to perform said service(s), as determined by the COUNTY, shall be credited to the COUNTY on the CONTRACTOR'S future invoice.

9.4 Criteria for Determination of Payment

- 9.4.1 CONTRACTOR shall invoice COUNTY monthly in arrears and COUNTY will pay to CONTRACTOR, upon receipt of proper invoice, the monthly payment less any deductions for performance variance and/or line count discrepancies. Payments will be made monthly and only for these services rendered within the acceptable quality levels as set forth in the Performance Requirement Summary (PRS) Chart (*Refer to Technical Exhibit 1*).
- 9.4.2 If performance of a service is unacceptable as determined by COUNTY and the unacceptable performance was not caused by COUNTY personnel, COUNTY will not be obligated to pay the full percentage for that service when performance does not conform to the requirements of this Contract. The COUNTY shall have the right to reduce the Contract price to reflect the reduced value of the service provided.
- 9.4.3 When the performance is unacceptable, the COUNTY Department will complete a Contract Discrepancy Report (CDR). The CDR will require the CONTRACTOR to respond in writing, and explain the unacceptable performance, as well as how recurrence of the problem will be prevented. The Program Manager will evaluate the CONTRACTOR'S explanation and determine if full payment, partial payment, or the Contract termination process is applicable.

- 9.4.4 The deduction against the Contract for unacceptable services shall be calculated as shown on the PRS Chart (*Refer to Technical Exhibit 1*).
- 9.4.5 For services monitored by 100% inspection, the figure in column 6 (Deduction from Contract Price) of the PRS Chart is multiplied by the number of unacceptable instances which exceed the AQL in Column 4. The resulting dollar amount is the amount of the deduction for performance variance which shall be applied against the monthly payment.
- 9.4.6 For services monitored by random sampling, the total number of defects found is used to determine the percentage of the lot which is unacceptable. For illustration only, if a sample of 100 court reports is taken from a total output or lot of 1,000 and monitored to ensure the accuracy of the transcribing (the absence of typographical errors): Of these 100 reports, 10 were determined to have typographical errors. In order to determine the amount the CONTRACTOR will be assessed, the amount of unacceptable court reports (10) would be multiplied by the sample size (100) which equals 10%. This percentage is multiplied by the lot size (1000) and the product is 100 cases. Therefore 100 would be multiplied by \$5.00 (the amount of damages per occurrence) and the product, \$500.00, is the amount deducted from the monthly payment.
- 9.4.7 Actual sample sizes will be selected according to the MIL-STD-105D sample guide for sample selection (*Refer to Technical Exhibit 1B*).
- 9.5 The CONTRACTOR shall be required to immediately correct those activities found by COUNTY to be unacceptably performed. Because the sample represents the entire lot (the total number of correct reports for the day, week or month sampled), the correction of defects found by COUNTY shall not improve the overall rating of that service.

This Sub-paragraph does not preclude the COUNTY'S right to terminate the Contract upon ten (10) business days written notice with or without cause, as provided for in *Appendix A, Sample Contract, Standard Terms and Conditions, Paragraph 8.42, Termination for Convenience*.

APPENDIX C

TECHNICAL EXHIBITS

**APPENDIX C
TECHNICAL EXHIBITS**

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TECHNICAL EXHIBIT 1

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

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This Performance Requirements Summary (PRS) Chart lists the required services which will be monitored by the COUNTY during the term of this contract; the required standard of performance; the maximum deviation from the Acceptable Quality Level Standards (AQLS) which can occur before damages can be assessed; the method of COUNTY surveillance; and the liquidated damages for not meeting the AQLS.

Quality Assurance

On an on-going basis, CONTRACTOR performance will be compared to the contract standards.

The Probation Department may use a variety of inspection methods to evaluate the CONTRACTOR'S performance. The methods of surveillance, which may be used, but not limited to, are:

- User and/or Staff Complaints
- Random Inspections
- Random and/or Judgmental Samplings

Criteria for Acceptance and Unacceptable Performance

Performance of a required service is considered acceptable when it meets the AQLS as set forth in *Appendix C, Technical Exhibit 1*. When the performance does not meet this standard, the CONTRACTOR will be notified promptly of any performance variances identified.

When an instance of unacceptable performance comes to the attention of Probation personnel, a User Complaint Form (UCR) may be filled out and forwarded to the Quality Assurance Evaluator. The complaint will be investigated, if necessary, and may be brought to the attention of the CONTRACTOR.

The CONTRACTOR shall be required to explain, in writing, within ten (10) calendar days of date of notice when performance was unacceptable, how performance will be returned to acceptable levels, and how recurrence of the problem will be prevented. CONTRACTOR will pay COUNTY for liquidated damages as provided herein.

The assessment of monetary damages against the CONTRACTOR for unacceptable services shall be calculated as shown on the Performance Requirement Summary (PRS) Chart.

**TECHNICAL EXHIBIT 1
PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART**

Liquidated Damages

Periodically, the CONTRACTOR'S performance will be evaluated comparing service (as stated in the Performance Work Statement) with the AQL'S, using the method of surveillance. If the CONTRACTOR'S performance falls below the AQLS, liquidated damages shall be paid by CONTRACTOR as set forth in *Appendix C, Technical Exhibit 1*.

The CONTRACTOR will be notified promptly of any performance variance identified.

Corrective Action

The CONTRACTOR shall be required to immediately correct those activities found by Probation Department to be unacceptably performed at no additional cost to COUNTY.

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**TECHNICAL EXHIBIT 1
PERFORMANCE REQUIREMENTS SUMMARY CHART**

Required Service	Standard	Maximum Allowable Deviation(AQL)	Method of Surveillance	Liquidated Damages for Exceeding the AQL
Overall compliance with Statement of Work (SOW), Scope of Work. (Appendix B, 1.0)	100% Adhere to County requirements	4%	- User and/or Staff Complaints - Random Inspections - Random and/or judgmental samplings	Up to \$100 per occurrence
Overall compliance with Statement of Work (SOW), Specific Tasks (Appendix B, 2.0)	100% Adhere to County requirements	4%	- Random Inspections - Random Samplings - Information from Contractor Reports	\$100 per day until rectified
Transcribing Court Reports (Appendix B, 2.2)	Accurate, error free typing; use of proper format	One error per three pages	User Complaint Random Sampling	\$5 per page over AQL
Dictation Appendix B, 2.3	All dictated reports transcribed, printed and accounted for	0%	Random Sampling	\$250 per occurrence
Transmissions (Appendix B, 2.4)	All reports transmitted by established deadline	4%	Random Sampling	\$25 per occurrence per day late
Storage and Retrieval (Appendix B, 2.5)	Within 2 hours	0%	Random Sampling	\$200 per occurrence
Contractor shall establish and maintain a Quality Control Plan to assure that the requirements of the contract are met. (Appendix B, 3.0)	100% Adhere to County requirements	0%	- User and/or Staff Complaints - Random Inspections - Random and/or judgmental samplings	Up to \$100 per occurrence
Personnel assigned to provide service under this contract shall be fingerprinted prior to employment (Appendix A, 7.4.1)	100% Adhere to County requirements	0%	- User and/or Staff Complaints - Random Inspections - Random and/or judgmental samplings	Up to \$100 per occurrence
No Contractor personnel shall have a criminal conviction unless such record has been fully disclosed previously. (Appendix A, 7.4.2)	100% Adhere to County requirements	0%	- User and/or Staff Complaints - Random Inspections - Random and/or judgmental samplings	Up to \$100 per occurrence
Contractor shall reimburse County for record check. (Appendix A, 7.4.7)	100% Adhere to County requirements	0%	- User and/or Staff Complaints - Random Inspections - Random and/or judgmental samplings	Up to \$100 per occurrence
Contractor in compliance with Standard Terms and Conditions. (Appendix A, 8.0)	100% Adhere to County requirements	0%	- Random Inspections - Random Samplings - Information from Contractor Reports	\$100 per day until rectified

TECHNICAL EXHIBIT 1B
MIL-STD-105D SAMPLE GUIDE

LOT SIZE	NORMAL SAMPLE SIZE	MEDIUM SAMPLE SIZE	SMALL SAMPLE SIZE
2 - 8	2	2	2
9 - 15	3	2	2
16 - 25	5	3	3
26 - 50	8	5	5
51 - 90	20	8	8
91 - 150	20	8	8
151 - 280	32	13	13
281 - 500	50	20	13
501 - 1,200	80	32	20
1,201 - 3,200	125	50	32
3,201 - 10,000	200	80	32
10,001 - 35,000	315	125	50
35,001 - 150,000	500	200	80
150,001 - 500,000	800	315	80
500,000 AND OVER	1250	500	125

**TECHNICAL EXHIBIT 3
CONFIDENTIALITY OF CORI INFORMATION**

Criminal Offender Record Information (CORI) is that information which is recorded as the result of an arrest, detention or other initiation of criminal proceedings including any consequent proceedings related thereto. As an employee of _____ during the legitimate course of your duties, you may have access to CORI. The Probation Department has a policy of protecting the confidentiality of Criminal Offender Record Information.

You are required to protect the information contained in case files against disclosure to all individuals who do not have a right-to-know or a need-to-know this information.

The use of any information obtained from case files or other related sources of CORI to make contacts with probationers or their relatives, or to make CORI available to anyone who has no real and proper reason to have access to this information as determined solely by the Probation Department is considered a breach of confidentiality, inappropriate and unauthorized.

Any _____ employee engaging in such activities is in violation of the Probation Department's confidentiality policy and will be subject to appropriate disciplinary action and/or criminal action pursuant to Section 11142 of the Penal Code.

I have read and understand the Probation Department's policy concerning the confidentiality of CORI records.

Signature

Name (Print)

Title

Date

Copy to be forwarded to County Contract Manager within five (5) business days of start of employment.

**TECHNICAL EXHIBIT 4
LOS ANGELES COUNTY PROBATION DEPARTMENT
OFFICES, CAMPS, AND PLACEMENT
CONTRACTED WORK LOCATIONS***

Page 1 of 2

OFFICE LOCATIONS

Antelope Valley Office
42011 4th Street West, Suite 1900
Lancaster, CA 93534

Antelope Valley Juvenile Office
321 East Avenue K-4
Lancaster, CA 93534

Barry J. Nidorf Juvenile Hall
16350 Filbert Street
Sylmar, CA 91342

Centinela Area Office
1330 West Imperial Highway
Los Angeles, CA 90044

Central Adult Investigations
320 West Temple Street, Room 180
Los Angeles, CA 90012

Crenshaw Area Office
3606 W. Exposition Blvd.
Los Angeles, CA 90016

Dorothy Kirby Center
1500 Wouth McDonnell Avenue
Commerce, CA 90022

East Los Angeles Area Office
4849 Civic Center Way
Los Angeles, CA 90022

East San Fernando Valley Area Office
14414 Delano Street
Van Nuys, CA 91401

Firestone Area Office
8526 S. Grape Street
Los Angeles, CA 90001

Foothill Area Office
300 East Walnut Street, Room 200
Pasadena, CA 91101

Harbor Area Office
3221 Torrance Blvd
Torrance, CA 90503

Harbor/Inglewood Office
1 West Regent Street, Room 631
Inglewood, CA 90301

Internal Affairs Unit
9150 East Imperial Highway
Downey, CA 90242

Kenyon Juvenile Justice Center
7625 S. Central Avenue
Los Angeles, CA 90001

Long Beach Area Office
George Deukmejian Courthouse
275 Magnolia Avenue Ste. 1985
Long Beach, CA 90802

Northeast Juvenile Justice Center
1601 Eastlake Avenue
Los Angeles, CA 90033

Pomona Valley Area Office
1660 West Mission Boulevard
Pomona, CA 91766

Rio Hondo Area Office
8240 South Broadway
Whittier, CA 90606

San Gabriel Valley Area Office
11234 E. Valley Blvd. Ste.302
El Monte, CA 91731

Santa Monica Area Office
1725 Main Street
Santa Monica, CA 90401

South Central Area Office
200 West Compton Boulevard
Compton, CA 90220

Special Investigations Unit
9150 East Imperial Highway
Downey, CA 90242

Valencia Sub-Office
23759 Valencia Boulevard
Valencia, CA 91355

**TECHNICAL EXHIBIT 4
LOS ANGELES COUNTY PROBATION DEPARTMENT
OFFICES, CAMPS, AND PLACEMENT
CONTRACTED WORK LOCATIONS***

Page 2 of 2

Van Nuys/Haynes Street Area Office
14540 Haynes Street
Van Nuys, CA 91411

Camp Rockey
1900 North Sycamore Canyon Road
San Dimas, CA 91773

Camp Afferbaugh
6631 North Stephens Ranch Road
LaVerne, CA 91750

Camp Routh
12500 Big Tujunga Canyon Road
Tujunga, CA 91042

Camp Gonzales
1301 North Las Virgenes Road
Calabasas, CA 91302

Camp Scobee
5300 West Avenue I
Lancaster, CA 93536

Camp Holton
12653 North Little Tujunga Canyon Road
San Fernando, CA 91342

Camp Scott
28700 North Bouquet Canyon Road
Santa Clarita, CA 91390

Camp Jarvis
5300 West Avenue I
Lancaster, CA 93536

Camp Scudder
28750 North Bouquet Canyon Road
Santa Clarita, CA 91390

Camp Kilpatrick
427 South Encinal Canyon Road
Malibu, CA 90265

Camp Smith
5300 West Avenue I
Lancaster, CA 93536

Camp McNair
5300 West Avenue I
Lancaster, CA 93536

Camp Mendenhall
42230 North Lake Hughes Road
Lake Hughes, CA 93532

Camp Miller
433 South Encinal Canyon Road
Malibu, CA 90265

Camp Munz
42220 North Lake Hughes Road
Lake Hughes, CA 93532

Camp Onizuka
5300 West Avenue I
Lancaster, CA 93536

Camp Paige
6601 North Stephens Road
LaVerne, CA 91750

Camp Resnik
5300 West Avenue I
Lancaster, CA 93536

* May be modified as determined by COUNTY

ADULT AND JUVENILE COURT REPORT FORMS*

FORM NUMBER	ADULT FORM NAME
5A	Blank Pleading Form
19SC	P&S; 131.3; DEJ; Post Sentence; Diversion
241A	General Supervision Report
241E	BWI/Desertion
241F	Notice on Financial Conditions
241H	Death of Probationer
241I	Violation for Financial Conditions
241J	Violation for Narcotic Testing
241K	General Violation
241L	Early Term; Reduction; Term; Dism.
241M	Supplemental Report-CII only
241N	Deportation of Probationer
241P	Probationer in Prison; 1203.2A Term in Prison
241Q	Technical Violation (Notice)
522R	Request for Calendar Date
537	Report to Sheriff's Department-Probation Violator
613	Continuance/Prob-DEJ Denied
641	Arrest of Probationer re Violation of Probation
646	Notice to Probationer/Request for Calendar Date
691	County Parole/To Board of Parole Commissioners
712	Supplemental Report
898	Adult Commitment Transmittal
940	Probation Department Progress Report (ISC; CS)
1030	Diversion Report
1082	Notice to Court of Arrest of Probationer (Notice)
1201	Modification/Non-Appearance (1203.9 PC Outgoing)
1227	Interstate Compact Report; County Supervision Report
1242	Recommended Terms and Conditions of Probation

ADULT AND JUVENILE COURT REPORT FORMS*

10SRG	Standard Report (Generic)
10SRDV	Standard Report (Domestic Violence)
10SRF	Standard Report (Financial)
10SRG	Standard Report (Gang)
10SRSO	Standard Report (Sex Offenses)
10HPG	High Profile (Generic)
10HPDV	High Profile (Domestic Violence)
10HPF	High Profile (Financial)
10HPGang	High Profile (Gang)
10HPSO	High Profile (Sex Offenses)
1302	DEJ/Probation Grant
1361	Waiver of Right to a Hearing Regarding COPS
1390	Request for Judgment and Entry of Judgment (1203.1b)
1395	1210PC Progress Report
1402	Early Disposition
1403	Determination of the Cost of Probation Services
P9316	County Parole Investigation Report
P10009	Pretrial Services Division Interview Form

ADULT AND JUVENILE COURT REPORT FORMS*

FORM NUMBER	JUVENILE FORM NAME
5A	Blank Pleading Form
24	Supplemental Investigation
24CP	Camp Furlough/Progress Report
24JR	Placement Judicial Review
25	777 Other than Placement Recommendation (Any Age)
25A-5	Notice of Violation/777 WIC
25-7	777 Placement Recommendation (Age <14) includes Case Plan
25-7T	777 Placement Recommendation (Age >14) includes Case Plan
25-P	777 Suitable Placement FF&E (Age <14) Placement Only includes 1385 Case Plan
25PT	777 Suitable Placement FF&E (Age 14+) Placement Only includes 1385 Case Plan
202A	601 WIC Petition – General
202F	601 WIC Petition – Truancy
202I	778 WIC Petition
581	Youth Authority Packet Inventory
651	Notice of Warrant Issued by Juvenile Court
706	Juvenile Petition Request Witness List
804	Information for Court Officer (Juvenile)
840	Recommendation for Continuance
981	Juvenile Court Calendar Set-on Slip Appearance Hearing-Non-Detained
1043	Probation Officer's Report for Civil Court
1086	15-Day Detention Review
1111	Notice of Potential Violation to Juvenile Court
1120	District Attorney Non-Detained Petition
1177	Request for Bench Warrant
1245	Annual Report/Progress Report/Violation/777(e) WIC
1246	Bench Warrant Report
1331	Crime/Probation Violation Probable Cause Declaration
1399	Suitable Placement Notice
1430	15-Day Post Camp Progress Report
1431	30-Day Camp Progress Report
1432	Camp Progress 60 days/120 days/7 months
1433	Community Detention Program (CDP) Report
1568	School Progress Report
1570-P	Suitable Placement FF&E (Age<14) Placement Only includes 1385 Case Plan
1570-PT	Suitable Placement FF&E (Age 14+) Placement Only includes 1385 Case Plan & TILP
1570-R	Placement Recommendation (Age <14) includes Case Plan
1570-RO	Other than Placement Recommendation (Any Age)
1570-RT	Placement Recommendation (Age 14+) includes Case Plan and TILP
1570-D	241.1 WIC Placement Recommendation (Age < 14) includes Case Plan
1570-DO	241.1 WIC Other than Placement Recommendation (Any Age)
1570-DT	241.1 WIC Placement Recommendation (Age 14+) includes Case Plan

* May be modified as determined by COUNTY

TECHNICAL EXHIBIT 6
TRANSMISSION SCHEDULE

OFFICE	ABBREV	Transmission Times	
		AM	PM
Antelope Valley	AV	11:10	4:10
Antelope Valley-Sub	AV-Sub	11:20	4:20
Barry J. Nidorf Juvenile Hall (Van Nuys Investigations)	BJNJH (SYLMAR)	9:15	2:15
Centinela	CE	11:25	4:25
Central Adult Investigation	CAI	9:30	2:30
Crenshaw	CR	10:00	3:00
East Los Angeles	ELA	8:45	1:45
East San Fernando Valley	ESFV	11:00	4:00
Firestone	FIR	7:45	12:45
Foothill	FO	11:30	4:30
Harbor	HA	10:30	3:30
Inglewood	ING	8:30	1:30
Kenyon Juvenile Justice Center	KJJC	8:00	1:00
Long Beach	LB	10:15	3:15
North East Juvenile Justice Center	NEJJC	11:35	4:35
Pomona	PV	11:40	4:40
Rio Hondo	RIO	8:15	1:15
San Gabriel Valley	SGV	9:45	2:45
Santa Monica	SM	10:45	3:45
South Central	SC	7:30	12:30
Valencia-Sub (Sub-Office of Antelope Valley)	VAL-sub	9:00	2:00
Van Nuys (Haynes Street)	VN	9:15	2:15

TECHNICAL EXHIBIT 7
LATE DICTATION REPORT

AREA OFFICE: CENTINELA AREA OFFICE - JUVENILE

PERIOD: 3/17 - 3/31/08

Durham, O. SDPO	Total Reports	On Time	%	Late	%
Beard, T.	14	14	100.0		
Flowers, J.	0	0	100.0		
Jones, L.	16	16	100.0		
Reid, E.	2	2	100.0		
Tokeshi, G.	12	11	91.7	1	8.3
Bowles, C. (O.T.)	5	5	100.0		
TOTAL	49	48	98.0	1	2.0

Pugh, B. SDPO	Total Reports	On Time	%	Late	%
Bowles, C.	13	13	100.0		
Cummings, L.	8	8	100.0		
Henderson, R.	13	13	100.0		
Mayberry, R.	10	7	70.0	3	30.0
Moch, C.	16	15	93.8	1	6.3
Neuson, J.	3	3	100.0		
Roberson, A.	1	1	100.0		
TOTAL	64	60	93.8	4	6.3

Martin, J. Director	Total Reports	On Time	%	Late	%
Durham, O.	49	48	98.0	1	2.0
Pugh, B.	64	60	93.7	4	6.3
TOTAL	113	108	95.6	5	4.4

APPENDIX D

REQUIRED FORMS

FOR

REQUEST FOR PROPOSALS (RFP)

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REQUIRED FORMS - EXHIBIT 1

PROPOSER'S ORGANIZATION QUESTIONNAIRE/AFFIDAVIT

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

1. If your firm is a corporation or limited liability company (LLC), state its legal name (as found in your Articles of Incorporation) and State of incorporation:

Name	State	Year Inc.
------	-------	-----------

2. If your firm is a limited partnership or a sole proprietorship, state the name of the proprietor or managing partner:

3. If your firm is doing business under one or more DBA's, please list all DBA's and the County(s) of registration:

Name	County of Registration	Year became DBA
_____	_____	_____
_____	_____	_____

4. Is your firm wholly or majority owned by, or a subsidiary of, another firm? ____ If yes,

Name of parent firm: _____

State of incorporation or registration of parent firm: _____

5. Please list any other names your firm has done business as within the last five (5) years.

Name	Year of Name Change
_____	_____
_____	_____

6. Indicate if your firm is involved in any pending acquisition/merger, including the associated company name. If not applicable, so indicate below.

Proposer acknowledges and certifies that it meets and will comply with all of the Minimum Mandatory Requirements listed in Paragraph 1.4 - Minimum Mandatory Requirements, of this Request for Proposal, as listed below.

Check the appropriate boxes:

- Yes** **No** Sub-paragraph 1.4.1 PROPOSER must attend the Mandatory Proposers' Conference scheduled for Wednesday, June 25, 2014, 10:00 a.m., PT.
- Yes** **No** Sub-paragraph 1.4.2 PROPOSER must submit a Proposal by 12:00 p.m. PT, Friday, July 25, 2014.
- Yes** **No** Sub-paragraph 1.4.3 PROPOSER must comply with the requirements of the County's Living Wage Program (Los Angeles County Code, Chapter 2.201). PROPOSER should carefully read the Living Wage Program and the pertinent Living Wage provisions (Reference Appendix K of this RFP) which are incorporated and made a part of this RFP. The Living Wage Program applies to both CONTRACTOR(S) and their SUBCONTRACTOR(S). Proposals that fail to comply with the requirements of the Living Wage Program will be considered non-responsive and excluded from further consideration.
- Yes** **No** Sub-paragraph 1.4.4 PROPOSER must demonstrate a minimum of three (3) years experience within the last five (5) years providing transcribing/word-processing services and producing at least 200,000 pages annually.
- Yes** **No** Sub-paragraph 1.4.5 PROPOSER must have an administrative business office located within or adjacent to the County of Los Angeles. The address to the administrative business office must be included in the Proposal.

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

Proposer's Name:

Address:

E-mail address: _____ Telephone number: _____

Fax number: _____

On behalf of _____ (Proposer's name), I _____
(Name of Proposer's authorized representative), certify that the information contained in this Proposer's Organization Questionnaire/Affidavit is true and correct to the best of my information and belief.

Signature

Internal Revenue Service
Employer Identification Number

Title

California Business License Number

Date

County WebVen Number

REQUIRED FORMS - EXHIBIT 2
PROSPECTIVE CONTRACTOR REFERENCES

Contractor's Name: _____

List at least (3) References where the same or similar scope of services were provided in order to meet the Minimum Requirements stated in this solicitation. All dates must be in **MM/DD/YYYY** format.

1. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No. Start: / /	Term of Contract End: / /		Type of Service	Dollar Amt.
2. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No. Start: / /	Term of Contract End: / /		Type of Service	Dollar Amt.
3. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.	Term of Contract Start: / / End: / /		Type of Service	Dollar Amt.
4. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.	Term of Contract Start: / / End: / /		Type of Service	Dollar Amt.
5. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.	Term of Contract Start: / / End: / /		Type of Service	Dollar Amt.

REQUIRED FORMS - EXHIBIT 3
PROSPECTIVE CONTRACTOR LIST OF CONTRACTS

Contractor's Name: _____

List of all public entities for which the Contractor has provided service within the last three (3) years. All dates must be in **MM/DD/YYYY** format. Use additional sheets if necessary.

1. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.	Term of Contract Start: / /	End: / /	Type of Service	Dollar Amt.
2. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.	Term of Contract Start: / /	End: / /	Type of Service	Dollar Amt.
3. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.	Term of Contract Start: / /	End: / /	Type of Service	Dollar Amt.
4. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.	Term of Contract Start: / /	End: / /	Type of Service	Dollar Amt.
5. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.	Term of Contract Start: / /	End: / /	Type of Service	Dollar Amt.

REQUIRED FORMS - EXHIBIT 4
PROSPECTIVE CONTRACTOR LIST OF TERMINATED CONTRACTS

Contractor's Name: _____

List of all contracts that have been terminated within the past three (3) years.

1. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.		Reason for Termination:		
2. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.		Reason for Termination:		
3. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.		Reason for Termination:		
4. Name of Firm	Address of Firm	Contact Person	Telephone # ()	Fax # ()
Name or Contract No.		Reason for Termination:		

REQUIRED FORMS - EXHIBIT 5
CERTIFICATION OF NO CONFLICT OF INTEREST

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

CONTRACTS PROHIBITED

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

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

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

Proposer Name

Proposer Official Title

Official's Signature

REQUIRED FORMS - EXHIBIT 6

FAMILIARITY WITH THE COUNTY LOBBYIST ORDINANCE CERTIFICATION

The Proposer certifies that:

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

Signature: _____ Date: _____

REQUIRED FORMS - EXHIBIT 7

**Request for Local SBE Preference Program Consideration and
CBE Firm/Organization Information Form**

INSTRUCTIONS: All proposers/bidders responding to this solicitation must complete and return this form for proper consideration of the proposal/bid.

I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:

FIRM NAME: _____
 COUNTY VENDOR NUMBER: _____

- As a Local SBE, certified by the County of Los Angeles, Internal Services Department, I request this proposal/bid be considered for the Local SBE Preference.
- Attached is my Local SBE Certification letter issued by the County

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

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

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

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

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

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

Agency Name	Minority	Women	Dis-advantaged	Disabled Veteran	Expiration Date

V. DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

Print Authorized Name	Authorized Signature	Title	Date

REQUIRED FORMS - EXHIBIT 8
PROPOSER'S EEO CERTIFICATION

Company Name

Address

Internal Revenue Service Employer Identification Number

GENERAL

In accordance with provisions of the County Code of the County of Los Angeles, the Proposer 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.

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

Signature

Date

Name and Title of Signer (please print)

REQUIRED FORMS - EXHIBIT 9
ATTESTATION OF WILLINGNESS TO CONSIDER
GAIN/GROW PARTICIPANTS

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

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

Proposer shall complete all of the following information, sign where indicated below, and return this form with their proposal.

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

_____ YES (subject to verification by County) _____ NO

B. Proposer is willing to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. "Consider" means that Proposer is willing to interview qualified GAIN/GROW participants.

_____ YES _____ NO

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

_____ YES _____ NO _____ N/A (Program not available)

Proposer Organization: _____

Signature: _____

Print Name: _____

Title: _____ Date: _____

Tel.#: _____ Fax #: _____

REQUIRED FORMS - EXHIBIT 10

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

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

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

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

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

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

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

“**Affiliate or subsidiary of a business dominant in its field of operation**” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.
- My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.

OR

Part II: Certification of Compliance

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

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

Print Name:	Title:
Signature:	Date:

REQUIRED FORMS - EXHIBIT 12

**CERTIFICATION OF INDEPENDENT PRICE DETERMINATION
AND ACKNOWLEDGEMENT OF RFP RESTRICTIONS**

- A. By submission of this Proposal, Proposer certifies that the prices quoted herein have been arrived at independently without consultation, communication, or agreement with any other Proposer or competitor for the purpose of restricting competition.
- B. List all names and telephone number of person legally authorized to commit the Proposer.

NAME

PHONE NUMBER

_____	_____
_____	_____
_____	_____

NOTE: Persons signing on behalf of the Contractor will be required to warrant that they are authorized to bind the Contractor.

- C. List names of all joint ventures, partners, subcontractors, or others having any right or interest in this contract or the proceeds thereof. If not applicable, state "NONE".

- D. Proposer acknowledges that it has not participated as a consultant in the development, preparation, or selection process associated with this RFP. Proposer understands that if it is determined by the County that the Proposer did participate as a consultant in this RFP process, the County shall reject this proposal.

Name of Firm

Print Name of Signer

Title

Signature

Date

REQUIRED FORMS - EXHIBIT 13A

BUDGET NARRATIVE

Proposers are required to complete a budget narrative for each separate line item in their budget.

All figures and compilations must be clearly explained.

REQUIRED FORMS - EXHIBIT 14
EMPLOYEE BENEFITS

Medical Insurance/Health Plan:

Employer Pays \$_____ Employee Pays \$_____ Total Mo. Premium \$_____

Annual Deductible
Employee \$_____ Family \$_____

Coverage (✓)

- _____ Hospital Care (In Patient _____ Out Patient _____)
- _____ X-Ray and Laboratory
- _____ Surgery
- _____ Office Visits
- _____ Pharmacy
- _____ Maternity
- _____ Mental Health/Chemical Dependency, In Patient
- _____ Mental Health/Chemical Dependency, Out Patient

Dental Insurance:

Employer Pays \$_____ Employee Pays \$_____ Total Mo. Premium \$_____

Life Insurance:

Employer Pays \$_____ Employee Pays \$_____ Total Mo. Premium \$_____

Vacation:

Number of Days _____ and

Any increase after _____ years of employment, number of days or hours _____

Sick Leave:

Number of Days _____ and

Any increase after _____ years of employment, number of days or hours _____

Holidays:

Number of Days _____ per year

Retirement:

Employer Pays \$_____ Employee Pays \$_____ Total Premium \$_____



COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM

CONTRACTOR NON-RESPONSIBILITY DEBARMENT
ACKNOWLEDGEMENT AND STATEMENT OF COMPLIANCE

The undersigned individual is the owner or authorized agent (Agent) of the business entity or organization ("Firm") identified below and makes the following statements on behalf of his or her Firm.

The Agent is required to check each of the following two boxes:

LIVING WAGE ORDINANCE:

[] The Agent has read the County's Living Wage Ordinance (Los Angeles County Code Section 2.201.010 through 2.201.100), and understands that the Firm is subject to its terms.

CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT ORDINANCE:

[] The Agent has read the County's Determinations of Contractor Non-Responsibility and Contractor Debarment Ordinance (Los Angeles County Code Section 2.202.010 through 2.202.060), and understands that the Firm is subject to its terms.

LABOR LAW/PAYROLL VIOLATIONS:

A "Labor Law/Payroll Violation" includes violations of any federal, state or local statute, regulation, or ordinance pertaining to wages, hours or working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination.

History of Alleged Labor Law/Payroll Violations (Check One):

[] The Firm HAS NOT been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of the proposal; OR

[] The Firm HAS been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of this proposal. (I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each allegation.)

History of Determinations of Labor Law /Payroll Violations (Check One):

[] There HAS BEEN NO determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation; OR

[] There HAS BEEN a determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation. I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each violation (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding.) (The County may deduct points from the proposer's final evaluation score ranging from 1% to 20% of the total evaluation points available with the largest deductions occurring for undisclosed violations.)

HISTORY OF DEBARMENT (Check one):

[] The Firm HAS NOT been debarred by any public entity during the past ten (10) years; OR

[] The Firm HAS been debarred by a public entity within the past ten (10) years. Provide the pertinent information (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding) on the attached Labor/Payroll/Debarment History form.

I declare under penalty of perjury under the laws of the State of California that the above is true, complete and correct.

Table with 2 columns and 2 rows: Owner's/Agent's Authorized Signature, Print Name and Title, Print Name of Firm, Date



REQUIRED FORMS - EXHIBIT 16

**LABOR/PAYROLL/DEBARMENT HISTORY
ACKNOWLEDGEMENT AND STATEMENT OF COMPLIANCE**

If applicable, Firm must complete and submit a separate form (make photocopies of form) **for each instance of any of the following** (check the applicable box below):

- An alleged claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three (3) years of the date of the proposal.
- A determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Labor/Payroll Violation.
- A debarment by a public entity listed below within the past ten (10) years.

Print Name of Firm:	Print Name of Owner:
Print Address of Firm:	Owner's/Agent's Authorized Signature:
City, State, Zip Code:	Print Name and Title:

Public Entity Name:		Date of Incident:
Case Number/Date Claim Opened:	Case Number:	Date Claim Opened:
Name and Address of Claimant:	Name:	
	Street Address:	
	City, State, Zip:	
Description of Work: (e.g., janitor)		
Description of Allegation and/or Violation:		
Disposition of Finding (attach disposition letter): (e.g., Liquidated Damages, Penalties, Debarment, etc.)		

Additional Pages are attached for a total of _____ pages.

**REQUIRED FORMS - EXHIBIT 17
COUNTY OF LOS ANGELES
LIVING WAGE ORDINANCE**



Living Wage Declaration

The contract to be awarded pursuant to this Request for Proposal (RFP) is subject to the County of Los Angeles Living Wage Ordinance (Living Wage Program). You must declare your intent to comply with the Living Wage Program.

If you believe that you are exempt from the Living Wage Program, please complete the Application for Exemption form and submit it, as instructed in the RFP, to the County awarding department.

Please check the option that best describes your intention to comply with the Living Wage Program.

I **do not** have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract. I will pay an hourly wage rate of not less than **\$11.84 per hour** per employee.

I **do have** a bona fide health care benefit plan for those employees who will be providing services to the County under the contract, but will pay into the plan **less than \$2.20 per hour** per employee. Therefore, I will pay an hourly wage of not less than **\$11.84 per hour** per employee.

I **do have** a bona fide health care benefit plan for those employees who will be providing services to the County under the contract, and will pay into the plan **at least \$2.20 per hour** per employee. Therefore, I will pay an hourly wage of at least **\$9.64 per hour** per employee.

Health Plan(s): _____

Company Insurance Group Number: _____

Health Benefit(s) Payment Schedule:

Monthly Quarterly Bi-Annual

Annually Other: _____

(Specify)

PRINT COMPANY NAME:	
I declare under penalty of perjury under the laws of the State of California that the above is true and correct:	
SIGNATURE:	DATE:
PRINT NAME:	TITLE OR POSITION:



REQUIRED FORMS - EXHIBIT 18
COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
APPLICATION FOR EXEMPTION

The contract to be awarded pursuant to the County’s solicitation is subject to the County of Los Angeles Living Wage Program (LW Program) (Los Angeles County Code, Chapter 2.201). Contractors and subcontractors must apply individually for consideration for an exemption from the LW Program. To apply, Contractors must complete and submit this form with supporting documentation to the County after the Mandatory Proposers Conference and by the due date set forth in the solicitation document. Upon review of the submitted Application for Exemption, the County department will determine, in its sole discretion, whether the contractor and/or subcontractor is/are exempt from the LW Program.

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	Facsimile Number:	Email Address:
Awarding Department:		Contract Term:
Type of Service:		
Contract Dollar Amount:		Contract Number (if any):

I am requesting an exemption from the LW Program for the following reason(s) (attach to this form all documentation that supports your claim):

- My business is a non-profit corporation qualified under Internal Revenue Code Section 501(c)(3) (attach IRS Determination Letter).
- My business is a Small Business (as defined in the Living Wage Ordinance) which is not an affiliate or subsidiary of a business dominant in its field of operation **AND** during the contract period will have 20 or fewer full- and part-time employees; **AND**
 - Has less than \$1 million in annual gross revenues in the preceding fiscal year including the proposed contract amount; **OR**
 - Is a technical or professional service that has less than \$2.5 million in annual gross revenues in the preceding fiscal year including the proposed contract amount.
- My business has received an aggregate sum of less than \$25,000 during the preceding 12 months under one or more Proposition A contracts and/or cafeteria services contracts, including the proposed contract amount.



REQUIRED FORMS - EXHIBIT 18
COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
APPLICATION FOR EXEMPTION

Page 2 of 3

Continued from previous page

- My business is subject to a bona fide Collective Bargaining Agreement (*attach agreement*); **AND**
- the Collective Bargaining Agreement expressly provides that it supersedes all of the provisions of the Living Wage Program; **OR**
 - the Collective Bargaining Agreement expressly provides that it supersedes the following specific provisions of the Living Wage Program (I will comply with all provisions of the Living Wage Program not expressly superseded by my business' Collective Bargaining Agreement):

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

PRINT NAME:	TITLE:
SIGNATURE:	DATE:



REQUIRED FORMS - EXHIBIT 18
COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
APPLICATION FOR EXEMPTION

Page 3 of 3

Continued from previous page

Additional Information

The additional information requested below is for information purposes only. It is not required for consideration of this Application for Exemption. The County will not consider or evaluate the information provided below by Contractor, in any way whatsoever, when recommending selection or award of a contract to the Board of Supervisors.

- I, **or my collective bargaining unit, have** a bona fide health care benefit plan for those employees who will be providing services to the County under the contract.

Health	Plan	Company	Name(s):
--------	------	---------	----------

Company Insurance Group Number(s): _____

Health Premium Amount Paid by Employer: _____

Health Premium Amount Paid by Employee: _____

Health Benefit(s) Payment Schedule:

Monthly Quarterly Bi-Annual

Annually Other: _____

(Specify)

- I, **or my collective bargaining unit, do not** have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract.

**REQUIRED FORMS - EXHIBIT 19
LIVING WAGE PROGRAM**

MODEL STAFFING PLAN

REQUIRED FORMS - EXHIBIT 20

INTENTIONALLY OMITTED

REQUIRED FORMS - EXHIBIT 21

INTENTIONALLY OMITTED

REQUIRED FORMS - EXHIBIT 22

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

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

The Proposer/Bidder/Contractor certifies that:

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

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

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

- OR -

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

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

Print Name:	Title:
Signature:	Date:

Date: _____

REQUIRED FORMS EXHIBIT 23

REQUEST FOR DVBE PREFERENCE PROGRAM CONSIDERATION

In evaluating bids/proposals, the County will give preference to businesses that are certified by the State of California as a Disabled Veteran Business Enterprise (DVBE) or by the Department of Veterans as a Service Disabled Veteran Owned Small Business (SDVOSB) consistent with Chapter 2.211 of the Los Angeles County Code.

Vendor understands that in no instance shall the disabled veteran business enterprise preference program price or scoring preference be combined with any other County preference program to exceed eight percent (8%) in response to any County solicitation.

Information about the State's Disabled Veteran Business Enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Disabled Veteran Business Certification and Resources Website at <http://www.pd.dgs.ca.gov/>

Information on the Veteran Affairs Disabled Business Enterprise certification regulations made be found in the Code of Federal Regulations, 38CFR 74 and is also available on the Veterans Affairs Website at: <http://www.vetbiz.gov/>

- I AM NOT** a Disabled Veteran Business Enterprise certified by the State of California or a Service Disabled Veteran Owned Small Business with the Department of Veteran Affairs.
- I AM** certified as a Disabled Veteran Enterprise with the State of California or a Service Disabled Veteran Owned Small Business with the Department of Veteran Affairs as of the date of this proposal/bid submission and I request this proposal be considered for the DVBE Preference.

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

Name of Firm	County Webven No.
Print Name:	Title:
Signature:	Date:

SIGNATURE OF REVIEWER	APPROVED	DISAPPROVED	DATE

APPENDICES E-P

APPENDICES E – P

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REQUEST FOR PROPOSALS (RFP) TRANSMITTAL TO REQUEST A SOLICITATION REQUIREMENTS REVIEW

A Solicitation Requirements Review must be received by the County
within 10 business days of issuance of the solicitation document

Proposer Name:	Date of Request:
Project Title:	Project No.

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

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

I understand that this request must be received by the County within **10 business days** of issuance of the solicitation document.

For each area contested, Proposer must explain in detail the factual reasons for the requested review. *(Attach additional pages and supporting documentation as necessary.)*

Request submitted by:

(Name)

(Title)

For County use only

Date Transmittal Received by County: _____ Date Solicitation Released: _____

Reviewed by: _____

Results of Review - Comments:

Date Response sent to Proposer: _____

COUNTY OF LOS ANGELES

POLICY ON DOING BUSINESS WITH SMALL BUSINESS

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

WE RECOGNIZE. . . .

The importance of small business to the County. . .

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

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

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

WE THEREFORE SHALL:

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

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.010 Findings.

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

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
 - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
 - 3. A purchase made through a state or federal contract; or
 - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
 - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
 - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
 - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or
 - 8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

Page 2 of 3

- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
 2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

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

2.203.040 Contractor Jury Service Policy.

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

2.203.050 Other Provisions.

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

2.203.060 Enforcement and Remedies.

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

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

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.070. Exceptions.

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

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

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

2.203.090. Severability.

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

LISTING OF CONTRACTORS DEBARRED IN LOS ANGELES COUNTY

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

http://lacounty.info/doing_business/DebarmentList.htm

Vendor Name: ARROWHEAD EMANCIPATION PROGRAM
Alias:
Debarment Start Date: 7/8/2008 **Debarment End Date:** Permanently Debarred
Principal Owners and/or Affiliates: Irma F. Reed And Charlene Williams

Vendor Name: DAN KATANGIAN, AN INDIVIDUAL
Alias:
Debarment Start Date: 12/17/2013 **Debarment End Date:** 12/16/2018
Principal Owners and/or Affiliates:

Vendor Name: INSPECTION ENGINEERING CONSTR
Alias: Inspection Engineering Construction
Debarment Start Date: 6/13/2006 **Debarment End Date:** 6/12/2016
Principal Owners and/or Affiliates: Jamal Deaifi

Vendor Name: JOHN KATANGIAN, AN INDIVIDUAL
Alias:
Debarment Start Date: 12/17/2013 **Debarment End Date:** 12/16/2018
Principal Owners and/or Affiliates:

Vendor Name: KC BUILDING MAINTENANCE, INC.
Alias: Kim Y. Peak
Debarment Start Date: 7/31/2012 **Debarment End Date:** 7/31/2015
Principal Owners and/or Affiliates: Kimberly Y. Chung and Charles I. Chung

Vendor Name: KEY DISPOSAL, INC.
Alias:
Debarment Start Date: 12/17/2013 **Debarment End Date:** 12/16/2018
Principal Owners and/or Affiliates: John Katangian and Dan Katangian

Vendor Name: RELIABLE BLDG MAINTENANCE INC.
Alias:
Debarment Start Date: 7/31/2012 **Debarment End Date:** 7/31/2022
Principal Owners and/or Affiliates: Nam Min Cho, Sung Ok Cho, and Norman Cho

Vendor Name: SAEICO, INC.
Alias:
Debarment Start Date: 10/18/2011 **Debarment End Date:** 10/17/2016
Principal Owners and/or Affiliates: Godwin Iwunze, Sam Soho Nor

LISTING OF CONTRACTORS DEBARRED IN LOS ANGELES COUNTY

Vendor Name: SAM SOHO NOR, AN INDIVIDUAL
Alias:
Debarment Start Date: 10/18/2011 **Debarment End Date:** 10/17/2019
**Principal Owners and/or
Affiliates:**

IRS NOTICE 1015
 (Obtain latest version from IRS website -
<http://www.irs.gov/pub/irs-pdf/n1015.pdf>)



Department of the Treasury
Internal Revenue Service

Notice 1015

(Rev. December 2013)

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

What is the EIC?

The EIC is a refundable tax credit for certain workers.

Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whom you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

Note. You are encouraged to notify each employee whose wages for 2013 are less than \$51,567 that he or she may be eligible for the EIC.

How and When Must I Notify My Employees?

You must give the employee one of the following:

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

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

notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2014.

You must hand the notice directly to the employee or send it by first-class mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can get copies of the notice from IRS.gov or by calling 1-800-829-3676.

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

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

How Do My Employees Claim the EIC?

Eligible employees claim the EIC on their 2013 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2013 and owes no tax but is eligible for a credit of \$800, he or she must file a 2013 tax return to get the \$800 refund.

Notice 1015 (Rev. 12-2013)
Cat. No. 20599I

SAFELY SURRENDERED BABY LAW

Posters and Fact Sheets are available in English and Spanish for printing purposes at the following website:

www.babysafela.org

Safely Surrendered



No shame. No blame. No names.

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

www.babysafela.org



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

www.babysafela.org

Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

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

How does it work?

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

What if a parent wants the baby back?

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

Can only a parent bring in the baby?

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

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

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

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

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

What happens to the baby?

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

What happens to the parent or surrendering adult?

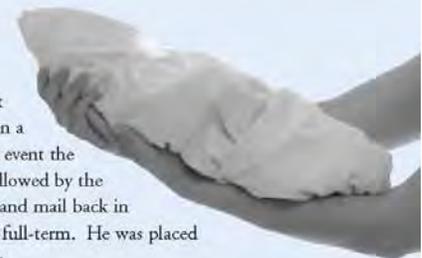
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

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

A baby's story

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



Ley de Entrega de Bebés *Sin Peligro*



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

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723
www.babysafela.org



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

www.babysafela.org

Ley de Entrega de Bebés Sin Peligro

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

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

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

¿Cómo funciona?

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

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

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

¿Sólo los padres podrán llevar al recién nacido?

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

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

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

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

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

¿Qué pasará con el bebé?

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

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

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

¿Por qué se está haciendo esto en California? ?

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

Historia de un bebé

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



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2.201.010 Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles. (Ord. 2007-0011 § 1, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.020 Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

- A. "County" includes the county of Los Angeles, any county officer or body, any county department head, and any county employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.
- B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full time services to an employer, some or all of which are provided to the county of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a county of Los Angeles owned or leased facility.
- C. "Employer" means:
 - 1. An individual or entity who has a contract with the county:
 - a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the county of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this chapter as a "Proposition A contract," or

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- b. For cafeteria services, referred to in this chapter as a “cafeteria services contract,” and
 - c. Who has received or will receive an aggregate sum of \$25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or
2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer’s contract with the county.
- D. “Full time” means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the chief administrative officer, but in no event less than 35 hours worked per week.
- E. “Proposition A contract” means a contract governed by Title 2, Section 2.121.250 et seq. of this code, entitled Contracting with Private Business. (Ord. 2007-0011 § 2, 2007; Ord. 99-0048 § 1 (part), 1999.)

2.201.030 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter.* It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable. (Ord. 99-0048 § 1 (part), 1999.)

* Editor’s note: Ordinance 99-0048, which enacted Ch. 2.201, is effective on July 22, 1999.

2.201.040 Payment of living wage.

- A. Employers shall pay employees a living wage for their services provided to the county of no less than the hourly rates set under this chapter. The rates shall be \$9.64 per hour with health benefits, or \$11.84 per hour without health benefits.
- B. To qualify for the living wage rate with health benefits, an employer shall pay at least \$2.20 per hour towards the provision of bona fide health care benefits for each employee and any dependents during the term of a Proposition A contract or a cafeteria services contract. Proof of the provision of such benefits must be submitted to the county for evaluation during the procurement process to qualify for the lower living wage rate in subsection A of this section.

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- C. The board of supervisors may, from time to time, adjust the amounts specified in subsections A and B of this section, above for future contracts. Any adjustments to the living wage rate specified in subsections A and B that are adopted by the board of supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments which become effective three months or more after the effective date of the ordinance that adjusts the living wage rate. (Ord. 2007-0011 § 3, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.050 Other provisions.

- A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the county the necessity to use non-full time employees based on staffing efficiency or the county requirements of an individual job.
- B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.
- C. Administration. The Chief Executive Officer and the internal services department shall be responsible for the administration of this chapter. The Chief Executive Officer and the internal services department may, with the advice of county counsel, issue interpretations of the provisions of this chapter. The Chief Executive Officer in conjunction with the internal services department shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and amounts the employer paid for health benefits, and provide other information deemed relevant to the enforcement of this chapter by the county. Such reports shall be made at the times and in the manner set forth in instructions issued by the Chief Executive Officer in conjunction with the Internal Services Department. The Internal Services Department in conjunction with the Chief Executive Officer shall report annually to the board of supervisors on contractor compliance with the provisions of this chapter.

- E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage. (Ord. 2011-0066 § 3, 2011: Ord. 99-0048 § 1 (part), 1999.)

2.201.060 Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract. (Ord. 99-0048 § 1 (part), 1999.)

2.201.070 Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

A. A "retention employee" is an employee of a predecessor employer:

1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;
2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and
3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.

B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.

C. A subsequent employer is not required to hire a retention employee who:

1. Has been convicted of a crime related to the job or his or her job performance; or
2. Fails to meet any other county requirement for employees of a contractor.

- D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees. (Ord. 99-0048 § 1 (part), 1999.)

2.201.080 Enforcement and remedies.

For violation of any of the provisions of this chapter:

- A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.
- B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:
1. Assess liquidated damages as provided in the contract; and/or
 2. Recommend to the board of supervisors the termination of the contract; and/or
 3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with Section 2.202.040 of this code. (Ord. 2007-0011 § 4, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.090 Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.
- B. Collective Bargaining Agreements. Any provision of this chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. This chapter shall not be applied to any employer which is a nonprofit corporation qualified under Section 501(c)(3) of the Internal Revenue Code.
- D. Small Businesses. This chapter shall not be applied to any employer which is a business entity organized for profit, including but not limited to any individual, partnership, corporation, joint venture, association or cooperative, which entity:
1. Is not an affiliate or subsidiary of a business dominant in its field of operation; and
 2. Has 20 or fewer employees during the contract period, including full time and part time employees; and

3. Does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$1,000,000.00; or
4. If the business is a technical or professional service, does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$2,500,000.00.

“Dominant in its field of operation” means having more than 20 employees, including full time and part time employees, and more than \$1,000,000.00 in annual gross revenues or \$2,500,000.00 in annual gross revenues if a technical or professional service.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 99-0055 § 1, 1999; Ord. 99-0048 § 1 (part), 1999.)

2.201.100 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 99-0048 § 1 (part), 1999.)

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2.202.010 Findings and declarations.

A. The board of supervisors finds that, in order to promote integrity in the county's contracting processes and to protect the public interest, the county's policy shall be to conduct business only with responsible contractors. The board of supervisors further finds that debarment is to be imposed only in the public interest for the county's protection and not for the purpose of punishment.

B. Determinations of contractor non-responsibility and contractor debarment shall be made in accordance with the procedures set forth in the ordinance codified in this chapter and implementation instructions issued by the auditor-controller. (Ord. 2005-0066 § 1, 2005: Ord. 2000-0011 § 1 (part), 2000.)

2.202.020 Definitions.

For purposes of this chapter, the following definitions apply:

A. "Contractor" means a person, partnership, corporation, or other entity who has contracted with, or is seeking to contract with, the county or a nonprofit corporation created by the county to provide goods to, or perform services for or on behalf of, the county or a nonprofit corporation created by the county. A contractor includes a contractor, subcontractor, vendor, or any person or entity who or which owns an interest of 10 percent or more in a contractor, subcontractor, or vendor.

B. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county or a nonprofit corporation created by the county.

C. "Debarment" means an action taken by the county which results in a contractor being prohibited from bidding or proposing on, being awarded and/or performing work on a contract with the county. A contractor who has been determined by the county to be subject to such a prohibition is "debarred."

D. "Department head" means either the head of a department responsible for administering a particular contract for the county or the designee of same.

E. "County" means the county of Los Angeles, any public entities for which the board of supervisors is the governing body, and any joint powers authorities of which the county is a member that have adopted county contracting procedures.

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F. "Contractor hearing board" means the persons designated to preside over contractor debarment hearings and make recommendations on debarment to the board of supervisors.

G. Determination of "non-responsibility" means an action taken by the county which results in a contractor who submitted a bid or proposal on a particular contract being prohibited from being awarded and/or performing work on that contract. A contractor who has been determined by the county to be subject to such a prohibition is "non-responsible" for purposes of that particular contract.

H. "Bid or proposal" means a bid, proposal, or any other response to a solicitation submitted by or on behalf of a contractor seeking an award of a contract. (Ord. 2005-0066 § 2, 2005: Ord. 2004-0009 § 1, 2004: Ord. 2000-0011 § 1 (part), 2000.)

2.202.030 Determination of contractor non-responsibility.

A. Prior to a contract being awarded by the county, the county may determine that a contractor submitting a bid or proposal is non-responsible for purposes of that contract. In the event that the county determines that a contractor is non-responsible for a particular contract, said contractor shall be prohibited from being awarded and/or performing work on that contract.

B. The county may declare a contractor to be non-responsible for purposes of a particular contract if the county, in its discretion, finds 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 omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the county or any other public entity.

C. The decision by the county to find a contractor non-responsible for a particular contract is within the discretion of the county. The seriousness and extent of the contractor's acts, omissions, patterns, or practices as well as any relevant mitigating or aggravating factors, including those described in Subsection 2.202.040 (E) below, may be considered by the county in determining whether a contractor should be deemed non-responsible.

D. Before making a determination of non-responsibility pursuant to this chapter, the department head shall give written notice to the contractor of the basis for the proposed non-responsibility determination, and shall advise the contractor that a non-responsibility hearing will be scheduled on a date certain. Thereafter, the department head shall conduct a hearing where evidence on the proposed non-responsibility determination is presented. The contractor and/or attorney or other authorized representative of the contractor shall be afforded an opportunity to appear at the non-responsibility hearing and to submit documentary evidence, present witnesses, and offer rebuttal evidence. After such hearing, the department head shall prepare a proposed decision, which shall contain a recommendation regarding whether the contractor should be found non-responsible with respect to the contract(s) at issue. A record of the hearing, the proposed decision, and any recommendation shall be presented to the board of supervisors. The board of supervisors may, in its discretion, limit any further hearing to the presentation of

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evidence not previously presented. The board of supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the department head. A non-responsibility finding shall become final upon approval by the board of supervisors. (Ord. 2005-0066 § 3, 2005: Ord. 2004-0009 § 2, 2004: Ord. 2000-0011 § 1 (part), 2000.)

2.202.040 Debarment of contractors.

A. The county may debar a contractor who has had a contract with the county in the preceding three years and/or a contractor who has submitted a bid or proposal for a new contract with the county.

B. The county may debar a contractor if the county finds, in 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 omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the county or any other public entity.

C. The decision by the county to debar a contractor is within the discretion of the county. The seriousness and extent of the contractor's acts, omissions, patterns, or practices as well as any relevant mitigating or aggravating factors, including those described in Subsection (E) below, may be considered by the county in determining whether to debar a contractor and the period of debarment. Generally, the period of debarment should not exceed five years. However, if circumstances warrant, the county may impose a longer period of debarment up to and including permanent debarment.

D. To impose a debarment period of longer than five years, and up to and including permanent debarment, in addition to the grounds described in Subsection (B) above, the county shall further find that the contractor's acts or omissions are of such an extremely serious nature that removal of the contractor from future county contracting opportunities for the specified period is necessary to protect the county's interests.

E. Mitigating and aggravating factors that the county may consider in determining whether to debar a contractor and the period of debarment include but are not limited to:

- (1) The actual or potential harm or impact that results or may result from the wrongdoing.
- (2) The frequency and/or number of incidents and/or duration of the wrongdoing.
- (3) Whether there is a pattern or prior history of wrongdoing.
- (4) A contractor's overall performance record. For example, the county may evaluate the contractor's activity cited as the basis for the debarment in the broader context of the contractor's overall performance history.
- (5) Whether a contractor is or has been debarred, found non-responsible, or disqualified by another public entity on a basis of conduct similar to one or more of the grounds for debarment specified in this Section.

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(6) Whether a contractor's wrongdoing was intentional or inadvertent. For example, the county may consider whether and to what extent a contractor planned, initiated, or carried out the wrongdoing.

(7) Whether a contractor has accepted responsibility for the wrongdoing and recognizes the seriousness of the misconduct that led to the grounds for debarment and/or has taken corrective action to cure the wrongdoing, such as establishing ethics training and implementing programs to prevent recurrence.

(8) Whether and to what extent a contractor has paid or agreed to pay criminal, civil, and administrative liabilities for the improper activity, and to what extent, if any, has the contractor made or agreed to make restitution.

(9) Whether a contractor has cooperated fully with the county during the investigation, and any court or administrative action. In determining the extent of cooperation, the county may consider when the cooperation began and whether the contractor disclosed all pertinent information known to the contractor.

(10) Whether the wrongdoing was pervasive within a contractor's organization.

(11) The positions held by the individuals involved in the wrongdoing.

(12) Whether a contractor's principals participated in, knew of, or tolerated the offense.

(13) Whether a contractor brought the activity cited as a basis for the debarment to the attention of the county in a timely manner.

(14) Whether a contractor has fully investigated the circumstances surrounding the cause for debarment and, if so, made the result of the investigation available to the county.

(15) Whether a contractor had effective standards of conduct and internal control systems in place at the time the questioned conduct occurred.

(16) Whether a contractor has taken appropriate disciplinary action against the individuals responsible for the activity which constitutes the cause for debarment.

(17) Other factors that are appropriate to the circumstances of a particular case.

F. Before making a debarment determination pursuant to this chapter, the department head shall give written notice to the contractor of the basis for the proposed debarment, and shall advise the contractor that a debarment hearing will be scheduled on a date certain. The contractor hearing board shall conduct a hearing where evidence on the proposed debarment is presented. The contractor and/or attorney or other authorized representative must be given an opportunity to appear at the debarment hearing and to submit documentary evidence, present witnesses, and offer rebuttal evidence at that hearing. After such hearing, the contractor hearing board shall prepare a proposed decision, which shall contain a recommendation regarding whether the contractor should be debarred and, if so, the appropriate length of time for the debarment. A record of the hearing, the proposed decision, and any recommendation shall be presented to the board of supervisors. The board of supervisors may, in its discretion, limit any further hearing to the presentation of evidence not previously presented. The board of supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the contractor hearing board. A debarment finding shall become final upon the approval of the board of supervisors.

G. In making a debarment determination, the board of supervisors may also, in its discretion and consistent with the terms of any existing contracts that the contractor may have with the county, terminate any or all such existing contracts. In the event that any existing contract is

Title 2 ADMINISTRATION
DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY
AND CONTRACTOR DEBARMENT

terminated by the board of supervisors, the county shall maintain the right to pursue all other rights and remedies provided by the contract and/or applicable law.

H. With respect to a contractor who has been debarred for a period longer than five years, the contractor may, after the debarment has been in effect for at least five years, request that the county review the debarment determination to reduce the period of debarment or terminate the debarment. The county may consider a contractor's request to review a debarment determination based upon the following circumstances: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the county. A request for review shall be in writing, supported by documentary evidence, and submitted to the chair of the contractor hearing board. The chair of the contractor hearing board may either: 1) determine that the written request is insufficient on its face and deny the contractor's request for review; or (2) schedule the matter for consideration by the contractor hearing board which shall hold a hearing to consider the contractor's request for review, and, after the hearing, prepare a proposed decision and a recommendation to be presented to the board of supervisors. The board of supervisors may, in its discretion, limit any further hearing to the presentation of evidence not previously presented. The board of supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the contractor hearing board. A reduction of the period of the debarment or termination of the debarment shall become final upon the approval of the board of supervisors. (Ord. 2005-0066 § 4, 2005: Ord. 2004-0009 § 3, 2004: Ord. 2000-0011 § 1 (part), 2000.)

2.202.050 Pre-emption.

In the event any contract is subject to federal and/or state laws that are inconsistent with the terms of the ordinance codified in this chapter, such laws shall control. (Ord. 2000-0011 § 1 (part), 2000.)

2.202.060 Severability.

If any section, subsection, subpart or provision of this chapter, or the application thereof to any person or circumstances, is held invalid, the remainder of the provisions of this chapter and the application of such to other persons or circumstances shall not be affected thereby. (Ord. 2000-0011 § 1 (part), 2000.)

GUIDELINES FOR ASSESSMENT OF PROPOSER LABOR LAW/PAYROLL VIOLATIONS

COUNTY DETERMINATION	RANGE OF REDUCTION (Deduction is taken from the maximum evaluation points available)	
Proposer Name: _____ Contracting Department: _____ Department Contact Person: _____ Phone: _____	Proposer Fully Disclosed	Proposer <i>Did Not</i> Fully Disclose
MAJOR County determination, based on the Evaluation Criteria, that proposer has a record of very serious violations.*	8 - 10% Consider investigating a finding of proposer non-responsibility**	16 - 20% Consider investigating a finding of proposer non-responsibility**
SIGNIFICANT County determination, based on the Evaluation Criteria, that proposer has a record of significant violations.*	4 - 7%	8 - 14% Consider investigating a finding of proposer non-responsibility**
MINOR County determination, based on the Evaluation Criteria, that proposer has a record of relatively minor violations.*	2 - 3%	4 - 6%
INSIGNIFICANT County determination, based on the Evaluation Criteria, that proposer has a record of very minimal violations.*	0 - 1%	1 - 2%
NONE County determination, based on the Evaluation Criteria, that proposer does not have a record of violations.*	0	N/A

Assessment Criteria

*A "Labor Law/Payroll Violation" includes violations of any Federal, State or local statute, regulation or ordinance pertaining to wages, hours, working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination. The County may deduct points from a proposer's final evaluation score only for Labor Law/Payroll Violations with disposition by a public entity within the past three years of the date of the proposal.

The assessment and determination of whether a violation is major, significant, minor, or insignificant and the assignment of a percentage deduction shall include, but not be limited to, consideration of the following criteria and variables:

- Accuracy in self-reporting by proposer
- Health and/or safety impact
- Number of occurrences
- Identified patterns in occurrences
- Dollar amount of lost/delayed wages
- Assessment of any fines and/or penalties by public entities
- Proportion to the volume and extent of services provided, e.g., number of contracts, number of employees, number of locations, etc.

**** County Code Title 2, Chapter 2.202.030 sets forth criteria for making a finding of contractor non-responsibility which are not limited to the above situations.**

INTENTIONALLY OMITTED

Title 2 ADMINISTRATION
Chapter 2.206
DEFAULTED PROPERTY TAX REDUCTION PROGRAM

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

2.206.010 Findings and declarations.

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

2.206.020 Definitions.

The following definitions shall be applicable to this chapter:

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

2.206.030 Applicability.

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

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Chapter 2.206
DEFAULTED PROPERTY TAX REDUCTION PROGRAM

2.206.040 Required solicitation and contract language.

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

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

2.206.050 Administration and compliance certification.

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

2.206.060 Exclusions/Exemptions.

- A. This chapter shall not apply to the following contracts:
 1. Chief Executive Office delegated authority agreements under \$50,000;
 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor;
 3. A purchase made through a state or federal contract;
 4. A contract where state or federal monies are used to fund service related programs, including but not limited to voucher programs, foster care, or other social programs that provide immediate direct assistance;
 5. Purchase orders under a master agreement, where the Contractor was certified at the time the master agreement was entered into and at any subsequent renewal, extension and/or amendment to the master agreement.
 6. Purchase orders issued by Internal Services Department under \$100,000 that is not the result of a competitive bidding process.
 7. Program agreements that utilize Board of Supervisors' discretionary funds;
 8. National contracts established for the purchase of equipment and supplies for and by the National Association of Counties, U.S. Communities Government Purchasing Alliance, or any similar related group purchasing organization;
 9. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles Purchasing Policy and Procedures Manual, section P-3700 or a successor provision;

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10. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, section 4.6.0 or a successor provision;
 11. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section P-2810 or a successor provision;
 12. A non-agreement purchase worth a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section A-0300 or a successor provision; or
 13. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual section P-0900 or a successor provision;
 14. Other contracts for mission critical goods and/or services where the Board of Supervisors determines that an exemption is justified.
- B. Other laws. This chapter shall not be interpreted or applied to any Contractor in a manner inconsistent with the laws of the United States or California. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.070 Enforcement and remedies.

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

2.206.080 Severability.

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

Title 5 PERSONNEL
Chapter 5.09.010 through 5.09.030
SEXUAL HARASSMENT POLICY

Chapter 5.09 SEXUAL HARASSMENT POLICY

[5.09.010 Sexual harassment prohibited.](#)

[5.09.020 Sexual harassment defined.](#)

[5.09.030 Responsibilities of county personnel.](#)

5.09.010 Sexual harassment prohibited.

Sexual harassment is a form of unlawful sex discrimination, which is a violation of Title VII of the Civil Rights Act of 1964, as amended, and Chapter 6 of the California Fair Employment and Housing Act. It is the policy of the county of Los Angeles that sexual harassment is unacceptable and will not be tolerated. It is improper and against this policy for a county officer or employee to ask for or receive sexual favors from another county employee or prospective employee in return for or as a condition of county employment, promotion, job retention, a particular job or duty assignment, or any other action relating to county employment. It shall be the policy of the county of Los Angeles to:

- A. Dissuade such practices through communication, training and other appropriate methods that will sensitize employees and all persons involved with the county work force concerning sexual harassment issues;
- B. Investigate all observed or reported instances of sexual harassment, and take appropriate corrective action, including disciplinary action, when warranted;
- C. Provide an internal complaint process for employees who experience or witness a violation of the sexual harassment policy which will protect employee confidentiality to the extent legally permissible, shield the individual from retaliation, and allow for appropriate corrective action. (Ord. 94-0074 § 2 (part), 1994.)

5.09.020 Sexual harassment defined.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
- B. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment. (Ord. 94-0074 § 2 (part), 1994.)

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Chapter 5.09.010 through 5.09.030
SEXUAL HARASSMENT POLICY

5.09.030 Responsibilities of county personnel.

- A. County employees: All county employees are responsible for assuring that sexual harassment does not occur in the Los Angeles County work environment.

Any employee who believes that she or he has been the object of or has been affected by sexual harassment in county work situations, or who is aware of an occurrence of sexual harassment, should report any such action or incidents to his or her supervisors, department head, departmental affirmative action coordinator or the county's affirmative action compliance officer so that the matter can be promptly investigated and appropriate corrective action considered.

- B. Department heads: Each department head shall be responsible for promoting a work environment free from sexual harassment in his or her department. Each department head shall personally acknowledge his or her commitment to the county's sexual harassment policy by assuring that:

1. The county's sexual harassment policy is disseminated to every employee in the department;
2. All managers and supervisory personnel are held accountable for complying with the county's sexual harassment policy; and
3. A process for promptly responding to and resolving sexual harassment complaints within the department is in place and is communicated to all employees.

- C. Managers and supervisory personnel: Managers and supervisory personnel are responsible for the prevention and correction of sexual harassment occurrences in their areas of responsibility. Managers and supervisory personnel at all levels are responsible for:

1. Ensuring that all employees in their areas of responsibility are aware of the county's sexual harassment policy;
2. Ensuring that all personnel decisions are made in accordance with this policy; and
3. Implementing and/or recommending immediate and appropriate corrective action when warranted.

- D. Office of Affirmative Action Compliance (OAAC): The OAAC is responsible for the following:

Title 5 PERSONNEL
Chapter 5.09.010 through 5.09.030
SEXUAL HARASSMENT POLICY

1. Educating managers, supervisors and employees, and informing them of their rights and responsibilities under the county's sexual harassment policy;
2. Developing processes for conducting investigations of alleged violations and advising management on corrective actions when such actions appear to be warranted;
3. Investigating employee complaints of sexual harassment when filed with the OAAC;
4. Responding to charges of sexual harassment filed by county employees with state and federal enforcement agencies; and
5. Investigating, at the request of a department head, employee complaints of sexual harassment or complaints of other types of employment discrimination, harassment or related misconduct prohibited by federal or state law, or County ordinance, policy, or departmental regulation. (Ord. 2003-0040 § 1, 2003: Ord. 94-0074 § 2 (part), 1994

SEXUAL HARASSMENT/DISCRIMINATION/RETALIATION PROHIBITED FORM

A copy of this completed document must be forwarded to the Los Angeles County Probation Department Contract Manager within five (5) business days of start of employment. All staff assigned/working under the contract must complete a Sexual Harassment/Discrimination/Retaliation Prohibited form. Please forward a copy as follows:

**Los Angeles County Probation Department
Attn: Contracts & Grants Management Division
9150 E. Imperial Hwy., Rm. B-82
Downey, CA 90242**

Sexual harassment is a form of unlawful sex discrimination, which is a violation of Title VII of the Civil Rights Act of 1964, as amended, and Chapter 6 of the California Fair Employment and Housing Act. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment

The County of Los Angeles has a policy that sexual harassment is unacceptable and will not be tolerated. In addition, the County of Los Angeles has a policy that individuals should be educated and informed of their rights and responsibilities. Based upon the existence of a contract, all Contractors' employees assigned under the contract shall receive sexual harassment training and be familiar with policies and reporting procedures. Such training shall be provided by the contractor and shall include the following at a minimum:

1. Definition of Sexual Harassment
2. Definition of Discrimination
3. Definition of Retaliation
4. Their Rights
5. Their Responsibilities
6. Procedure for Reporting Discrimination/Harassment/Retaliation with the Contractor
7. Procedure for Filing a Complaint of Discrimination/Harassment/Retaliation with the Contractor

I have read and understand that as an employee of _____ assigned under the contract that I **must** receive the above referenced training. I _____ hereby confirm that I have received such training and information on _____, 20_____.

NAME (PRINT):	
POSITION:	
SIGNATURE:	DATE: