



County of Los Angeles Public Library ■ www.colapublib.org
7400 East Imperial Hwy., Downey, CA 90242 ■ (562) 940-8400



Margaret Donnellan Todd
County Librarian

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

November 12, 2014

15 November 25, 2014

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

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

AWARD OF TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES CONTRACTS FOR PUBLIC LIBRARY (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

The Public Library is recommending that the Board of Supervisors (Board) approve the proposed contracts with Library Associates, Inc. (dba LAC Group) and Howroyd-Wright, Inc. (dba AppleOne Employment Services) to provide as-needed temporary librarian and library assistant personnel services to the Public Library as a result of a Request for Proposal (RFP) released on March 17, 2014.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and instruct the Chairman to sign the attached contracts with Library Associates, Inc. (dba LAC Group) and Howroyd-Wright, Inc. (dba AppleOne Employment Services) to provide temporary librarian and library assistant personnel services for a period of four years, with one one-year renewal option and six month-to-month extensions, at a combined annual amount not to exceed \$600,000. These contracts shall become effective upon your Board's approval or December 1, 2014, whichever is later.
2. Approve and delegate authority to the County Librarian, or her designee, to execute amendments for future unanticipated changes in the scope of work, and to increase the contract amount to cover the cost of such changes, not to exceed 10% of the original contract amount.
3. Approve and delegate authority to the County Librarian, or her designee, to execute amendments to exercise the one year renewal option and six month-to-month extensions under the terms of the contracts.

4. Approve and delegate authority to the County Librarian, or her designee, to execute amendments to implement additions and/or changes of certain terms as required by the Board or Chief Executive Officer during the term of the contract, and to adjust the contract amount due to such changes, if necessary.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Temporary Librarian and Library Assistant services are essential to the Public Library's operation. Approval of the recommended actions will provide the Public Library with the ability and flexibility to maintain operations with minimal disruption to library customers when staffing levels are affected by peak load, temporary absence, or emergency other than a labor dispute.

Implementation of Strategic Plan Goals

Approval of the recommended action is consistent with the County's Strategic Plan Goals in the area of Operational Effectiveness/Fiscal Sustainability (Goal 1).

FISCAL IMPACT/FINANCING

The Public Library is requesting approval for a combined maximum annual amount not to exceed \$600,000 under these contracts. The cost for these contracts will be paid from existing funds included in the Public Library's operating budget. The contract documents provide that the County guarantees no minimum service or expenditure to the contractors.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County is authorized under Government Code section 31000.4 to obtain temporary help to assist the County during any peak load, temporary absence, or emergency other than a labor dispute. Use of temporary help under this Government Code Section is limited to a period not to exceed ninety (90) days or 720 hours for any single peak load, temporary absence or emergency situation.

Under the provisions of Section 2.121.250 through Section 2.121.420 of the Los Angeles County Code, proposals were solicited for temporary librarian and library assistant personnel services for the Public Library. All requirements of the Government Code section 31000.4 for contracting of temporary services have been met, and there is no conflict of interest. The solicitation permitted the award of more than one contract, and the Public Library has determined that the award of two contracts will provide more flexibility in maintaining operations. It has been the Public Library's practice for a number of years to have two contracts, used alternately, available to meet the need for temporary librarian and library assistant personnel services, and the award of these contracts is consistent with that practice.

The contracts contain a provision which requires the contractors to give first consideration for any employment openings to qualified permanent County employees who are targeted for layoffs or on the County's re-employment list during the life of the contracts. The recommended contractors also agree to comply with the Jury Service Program and the Safely Surrendered Baby Law.

On final analysis and consideration of the awards, the recommended contractors were selected without regard to gender, race, color, creed, or national origin.

Advanced copies of the RFP and the proposed Contracts were provided to SEIU Local 721.

County Counsel has reviewed and approved the proposed contracts as to form.

ENVIRONMENTAL DOCUMENTATION

The recommended actions are not subject to the California Environmental Quality Act (CEQA) because they do not constitute a project pursuant to California Code of Regulations section 15378.

CONTRACTING PROCESS

On March 17, 2014, proposals were solicited from the vendors listed on Attachment A through the Internal Services Department's purchasing website, as well as from vendors listed in the County Office of Affirmative Action Compliance's Community Business Enterprise (CBE) database, also on Attachment A.

On April 17, 2014, the Public Library received a total of four proposals and, in June 2014, these proposals were evaluated utilizing an informed averaging scoring methodology. Each proposal was rated on the following criteria: proposer's qualifications; proposer's approach to providing required services; proposer's quality control plan; and cost. All related evaluation materials and scoring documents were retained. The Public Library also reviewed available resources to assess the recommended contractors' past performance.

The Public Library determined, through the RFP process, that these services can be performed by Library Associates, Inc. (dba LAC Group) and Howroyd-Wright, Inc. (dba AppleOne Employment Services). These recommended contractors were ranked the highest overall and were determined to have the most responsive and responsible proposals. The recommended contractors' CBE Information Summaries are included as Attachment B.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contracts as these contracts are for non-Proposition A services.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of these contracts will assure continuation of temporary librarian and library assistant personnel services for the Public Library with minimal disruption to library customers.

CONCLUSION

Please return an adopted copy of this Board Letter and attachments to the Public Library. In addition, please return to the Public Library two fully conformed copies of the contracts with original signatures.

If there are any questions or there is a need for additional information, please contact Yolanda De Ramus, Chief Deputy, at (562) 940-8412.

The Honorable Board of Supervisors

11/12/2014

Page 4

Respectfully submitted,

A handwritten signature in cursive script that reads "Margaret Donnellan Todd". The signature is written in black ink on a white background.

MARGARET DONNELLAN TODD

County Librarian

MDT:YDR:AC:EM:

gg

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Auditor-Controller

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
05038802	ACT 1 PERSONNEL STAFFING	(310) 750-3400	
	1999 W. 190TH ST., TORRANCE, CA, 90504-6202		
05038804	ACT 1 PERSONNEL STAFFING	(818) 709-5885	
	EX:111 D&A DSS1, 8938 TOPANGA CYN PL, STE B, CHATSWORTH, CA, 91311		
10837801	ADMIN BUS SERVICES INC	(714) 774-8200	
	771 E. BALL RD SUITE 201, ANAHEIM, CA, 92805		
15573101	AVANCE MED, LLC	(512) 286-9065	
	EX:415 715 DISCOVERY BLVD, STE 304, CEDAR PARK, TX, 78613-2289		
11305901	AEROTEK	(626) 537-2010	
	9300 FLAIR DRIVE SUITE 300, EL MONTE, CA, 91731		
11305902	AEROTEK	(310) 800-9044	
	990 WEST 190TH ST., TORRANCE, CA, 90502		
14141901	AFFALOS INC	(310) 482-3777	
	EXPRESS EMPLOYMENT PROFESSIONAL, 3961 SEPULVEDA BLVD STE 205, CULVER CITY, CA, 90230		
10642501	AFRA CONSULTING & SERVICES INC	(310) 577-2372	
	12817 PANAMA ST., LOS ANGELES, CA, 90088-6531		
14124701	AHR PHARMACY SOLUTIONS	(900) 873-9611	
	EX:105 20532 EL TORO RD, SUITE 302, MISSION VIEJO, CA, 92692		
12878601	AJILON PROFESSIONAL STAFFING	(310) 443-8660	
	AJILON LEGAL, 10940 WILSHIRE BLVD SUITE 850, LOS ANGELES, CA, 90024		
17086901	ALAMCO CONSULTING INC	(858) 226-6038	
	7480 MIRAMAR ROAD, BUILDING B, SUITE 202, SAN DIEGO, CA, 92126		
13464801	ALEX MORAN	(310) 781-0739	
	AA COMPUTERS, PO BOX 13271, TORRANCE, CA, 90503		

<<PREV PAGE Go to Page: 2 NEXT PAGE>>
Page 2 of 76
Back to Last Window

http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp

9/8/2014

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
1608101	THE 8'S CONSULTING SERVICES	(310) 383-0763	
	3931 LAS FLORES CANYON ROAD, MALIBU, CA, 90265		
14166001	22ND CENTURY TECHNOLOGIES, INC	(732) 507-7964	
	2 EXECUTIVE DRIVE, SUITE 230, SOMERSET, NJ, 08873		
15095001	SCORE SYSTEMS INC	(630) 605-1240	
	1820 S HIGHLAND AVE STE 225, LOMBARD, IL, 60148		
14673901	A THOUSAND JOYS	(213) 718-1264	
	1313 W 8TH STREET STE 214, LOS ANGELES, CA, 90017		
11405001	A.S.K. DATA SYSTEMS, INC.	(636) 225-7211	
	EX:221 PO BOX 7661, MANCHESTER, MO, 63011-1069		
15648401	ABAQUS MANAGEMENT SERVICES, LLC	(703) 469-0153	
	EX:221 11166 FAIRFAX BLVD, SUITE # 402, FAIRFAX, VA, 22030		
14509901	ABBOTT STAFFING COMPANIES	(626) 395-0800	
	695 E. COLORADO BLVD., STE. 418, PASADENA, CA, 91101		
13231301	ACCESS NURSES, INC.	(858) 525-0357	
	5935 CORNERSTONE COURT WEST, 3RD FLOOR, SAN DIEGO, CA, 92121		
12412101	AMPRO STAFFING	(626) 445-2098	
	EX:419 AMPRO STAFFING, 41 E. FOOTHILL BLVD., STE. 106, ARCADIA, CA, 91006-2361		
10969201	ACRO SERVICE CORPORATION	(626) 577-9605	
	EX:119 40 N. ALTADENA DR., PASADENA, CA, 91107-3345		
11326401	ACS CONSULTANT COMPANY INC	(623) 792-8994	
	6225 AUTO CLUB DRIVE, DEARBORN, MI, 48126		
05038801	ACT 1 PERSONNEL STAFFING	(310) 750-3457	
	16371 BEACH BLVD, STE. 237, HUNTINGTON BEACH, CA, 92647-4160		

<<PREV PAGE Go to Page: 1 NEXT PAGE>>
Page 1 of 75
Back to Last Window

9/8/2014

http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp

ATTACHMENT A
ISD Vendor List

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
12621503	AMERICAN PUBLIC HEALTH ASSOC 800 1ST NW, WASHINGTON, DC 20001	(202) 777-2479	
15016801	AMERICAN SECURITY FORCE, INC. 9400 E OLYMPIC BLVD SUITE 225, COMMERCE, CA, 90022-5154	(323) 722-8556	
13651901	AMERICAN UNIVERSITY OF HEALTH SCIENCES SCIENCE, 3501 ATLANTIC AVENUE, LONG BEACH, CA, 90807	(562) 988-2278 Ext:13	
14051001	AMCUS 645 N GARDNER ST., LOS ANGELES, CA, 90036-5712	(323) 653-9140	
13314801	AMM VENTURES INC. PROMED HEALTHCARE STAFFIN, 665 SAN RODOLFO DRIVE, STE. 124-117, SOLANA BEACH, CA, 92075	(858) 481-7880	
10709801	AMS CONSULTING 5359 SAN VICENTE BLVD, APT. 99, LOS ANGELES, CA, 90019-2736	(323) 954-8088	
15205401	ANA-DATA CONSULTING INC 1 EXCHANGE PLACE STE 300, JERSEY CITY, NJ, 07302	(201) 773-6858	
13903001	ANCESTRAL ACQUISITIONS 2605 BRIGHTON AVENUE, LOS ANGELES, CA, 90018	(323) 308-8161	
11429401	ANDERSON ASSOCIATES STAFFING 6810 SAN VICENTE BLVD, STE. 400, LOS ANGELES, CA, 90048-5427	(323) 930-3170 Ext:13	
17051301	ANDROMACH CORPORATION 7625 RESEDA BLVD, SUITE 105, RESEDA, CA, 91335-7401	(818) 331-8878	View
15632501	ANN VANINO PO BOX 1372, LITTLE ROCK, CA, 93643	(961) 982-8130	
14933201	ANNE SANDBERG PREDICT SUCCESS, 8839 S SEPULVEDA BLVD SUITE 110-705, LOS ANGELES, CA, 90293	(310) 306-0980	

<<PREV PAGE Go to Page: 4 NEXT PAGE>>

Page 4 of 75

Back to Last Window

http://camisvr.co.la.ca.us/facobs/bids/bidlist/ComVendList.asp

9/8/2014

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
13035601	ALICIA M JACOBS 6824 LA TIJERA BOULEVARD #120, LOS ANGELES, CA, 90045	(310) 645-5986	
13646601	ALL'S WELL HEALTHCARE SERVICES 19371 BEACH BLVD.#141, HUNTINGTON BEACH, CA, 92647	(714) 586-2902	
17083601	ALLAN J KREZMAR 325 NO. MAPLE DRIVE, #1627, BEVERLY HILLS, CA, 90213-4728	(310) 359-0355	
14165901	ALLNCE PERFUSION LLC 1981 SCENIC RIDGE DR, CHINO HILLS, CA, 91709	(714) 847-2920	
12494901	ALLNCE RESOURCE CONSULTING 1 WORLD TRADE CTR, STE. 420, LONG BEACH, CA, 90831-0420	(562) 901-0769 Ext:339	
12494902	ALLNCE RESOURCE CONSULTING 400 OCEANGATE SUITE 610, LONG BEACH, CA, 90802	(562) 901-0769	
12254201	ALMA PALACIOS 833 N. HAZARD AVE., LOS ANGELES, CA, 90063-3341	(323) 359-4484	
16776401	AMERICAN CAREGIVERS-TRAINING MANAGEMENT AND CONSULTING 6227 S. HOLT, LOS ANGELES, CA, 90058	(310) 266-6402	
10930401	AMERICAN PLANNING ASSOCIATION CALIFORNIA CHAPTER APACA CONFERENCE, 1333 36TH STREET, SACRAMENTO, CA, 95816	(916) 736-2434	
10930402	AMERICAN PLANNING ASSOCIATION CALIFORNIA CHAPTER NORTHERN SECTION, 1333-36TH STREET, SACRAMENTO, CA, 95816	(925) 988-1278	
12521501	AMERICAN PUBLIC HEALTH ASSOC APHA C/O J SPARGO & ASSOCIATES, 11208 WAPLES MILL ROAD SUITE 112, FAIRFAX, VA, 22030	(714) 396-2000	
12821502	AMERICAN PUBLIC HEALTH ASSOC 1200 G. STREET NW SUITE 800, WASHINGTON, DC, 20005-3987	(202) 777-2742	

<<PREV PAGE Go to Page: 3 NEXT PAGE>>

Page 3 of 75

Back to Last Window

http://camisvr.co.la.ca.us/facobs/bids/bidlist/ComVendList.asp

9/8/2014

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
12356001	ASAP STAFFING INC 11 GOLDEN SHORE, STE. 390, LONG BEACH, CA 90802-4280	(562) 499-2120 Ext:284	
14628901	ASPARIN, LLC 4790 IRVINE BOULEVARD SUITE 105-137A, IRVINE, CA, 92630	(949) 307-5501	
10735601	ASSIGNMENT READY, INC. 8150 CORPORATE PARK DR., STE. 300, CINCINNATI, OH, 45242-3308	(866) 249-0025 Ext:1146	
10735602	ASSIGNMENT READY, INC. FILE #4318, LOS ANGELES, CA, 90074-4318	(800) 999-3411 Ext:3154	
10735603	ASSIGNMENT READY, INC. 26861 ALCOURA RD., CALIBASAS, CA, 91302-1959	(818) 878-7900	
10735604	ASSIGNMENT READY, INC. 1515 W. 190TH ST., STE. 417, GARDENA, CA, 90248-4902	(818) 878-7900	
50107701	ASSISTANCE LEAGUE OF SOUTHERN CALIFORNIA VOLUNTEER CENTER OF L A, 1370 N ST ANDREWS PL, LOS ANGELES CA, 90028-8592	(818) 908-8068	
50107702	ASSISTANCE LEAGUE OF SOUTHERN CALIFORNIA SOUTHERN CALIFORNIA-VCLA, 1370 N SAINT ANDREWS PLACE, HOLLYWOOD, CA, 90028-8592	(323) 459-6693	
50107703	ASSISTANCE LEAGUE OF SOUTHERN CALIFORNIA 1360 N. ST ANDREWS PL., FAMILY SERVICE AGENCY, LOS ANGELES, CA, 90028-8592	(323) 459-6693 Ext:740	
15474701	AUDIA WELLS 4011 HUBERT AVE., LOS ANGELES, CA, 90008	(805) 320-7689	
15167401	AVAIL GROUP, INC. 220 NEWPORT CENTER DRIVE STE 11635, NEWPORT BEACH, CA, 92660	(949) 230-4793	
15302601	AVEN GROUP, INC./AVEN CARE PROVIDERS 14044 VENTURA BOULEVARD, SUITE 303, SHERMAN OAKS, CA, 91423-5248	(818) 466-0200	View

<<PREV PAGE Go to Page: 6 NEXT PAGE>>

Page 6 of 75

Back to Last Window

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
10723201	ANNETTE WILLIAMS 1200 S. HOLT AVE., LOS ANGELES, CA 90035-2452	(310) 845-4986	
11173101	ANOTHER PAIR OF HANDS, INC. 3250 WILSHIRE BLVD., STE. 1500, LOS ANGELES, CA, 90010-1606	(213) 387-5534	
17126701	ANRE TECHNOLOGIES INC 3115 FOOTHILL BLVD, SUITE M202, LA CRESCENTA, CA, 91214	(818) 627-5433	
11233101	AON CONSULTING 707 WILSHIRE BLVD., STE. 5700, LOS ANGELES, CA, 90017-3543	(213) 630-2900	
11233102	AON CONSULTING PO BOX 98135, CHICAGO, IL, 60694-5135	(213) 630-2901	
16083601	APEX PERFORMANCE STRATEGIES 215 SOUTH HIGHWAY 101, SUITE 209, SOLANA BEACH, CA, 92075	(949) 433-7836	
1430401	APLAN INC. 7 CORPORATE PARK, SUITE 250, IRVINE, CA, 92606	(949) 720-9698	
14906301	APF SOFTWARE SERVICES INC. 38888 BALENTINE DRIVE, SUITE 366, NEWARK, CA, 94538	(510) 823-5042	
16905701	APOLLO PROFESSIONAL SOLUTIONS, INC. 4010 WATSON PLAZA DR, SUITE 138, LAKEWOOD, CA, 90712	(562) 740-1992	
51438601	APR CONSULTING, INC. 22832 GOLDEN SPRINGS DRIVE, SUITE 380, DIAMOND BAR, CA, 91765	(714) 544-3698 Ext:212	
15815601	APRIL N COLLINS P. O. BOX 286, BARKSDALE AFB, LA, 71110	(868) 679-2250	
15843301	ARISE HOME CARE CORP 1420 N CLAREMONT BLVD, UNIT, CLAREMONT, CA, 91711-3578	(909) 625-2502	

<<PREV PAGE Go to Page: 5 NEXT PAGE>>

Page 6 of 75

Back to Last Window

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	918-95
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
11305601	BENNETT-STREB & ASSOC, PASADENA, CA, 91101-2134	(626) 793-1897	Ex:201
10358301	BERNARD HODES GROUP	(310) 575-4000	
13141501	BIDDLE CONSULTING GROUP INC	(916) 294-4250	
13920101	BLUERIEH INCORPORATED	(209) 230-1520	Ex:489
14738401	BODEN, INC.	(889) 247-6070	Ex:489
13018901	BOTTOM LINE CONSULTING INC	(310) 443-4137	
14944001	BPM ADVISORS, LLC	(818) 720-7331	
14632901	BRICK FILM LLC	(866) 756-7315	Ex:501
14290101	BROADWAY SOLUTIONS	(323) 727-1105	Ex:228
17055701	BRUCE WHEATLEY	(323) 364-3668	
12004901	BUILD REHABILITATION IND.	(818) 898-0020	
15007601	BURLESON CONSULTING, INC	(916) 984-4661	Ex:12

<<PREV PAGE Go to Page: 8 NEXT PAGE>>

Page 8 of 75

Back to Last Window

<http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp>

9/8/2014

Sub-Class #	918-95
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
13056201	B. E. SMITH	(600) 397-1957	
11196101	BAC OFFICE SUPPORT SERVICE	(323) 934-3655	
16507501	BAHAMA CONSULTING	(651) 984-7900	Ex:237
15905101	BAHIGA A EL-HAGGAR	(307) 359-3091	
10358901	BAYARD ADVERTISING, 4929 WILSHIRE BLVD., SUITE 770, LOS ANGELES, CA, 90010	(323) 930-6300	Ex:29
14331001	BAYSIDE RECRUITING LLC	(813) 777-7400	
16098401	BE MOORE INNOVATIVE	(310) 398-7900	
11194201	BEACON MANAGEMENT GROUP	(626) 792-3492	
12147201	BECTON HEALTHCARE RESOURCES	(510) 273-0240	
14816701	BEOCHER/JACKSON, INC	(310) 560-5548	
05976901	BEHAVIORAL HEALTH CONCEPTS INCEVALUATION CONCEPTS	(573) 446-0405	
11315101	BENJAMIN OKOLO	(310) 419-2268	

<<PREV PAGE Go to Page: 7 NEXT PAGE>>

Page 7 of 75

Back to Last Window

<http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp>

9/8/2014

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
15667501	CALIFORNIA TEMP SERVICES, INC 9003 RESEDA BLVD, SUITE 100, NORTHRIDGE, CA, 91324	(818) 983-9660	
32481601	CALIFORNIA WORKFORCE ASSN 1107 9TH STREET, SUITE 801, SACRAMENTO, CA, 95814	(916) 326-1610	
13872101	CANDICE GOTTLIEB 11684 VENTURA BLVD, STE 239, STUDIO CITY, CA, 91604	(818) 400-6670	
10411901	GANDY RESOURCE SOLUTIONS, INC 26741 PORTOLA PKWY, STE. 1E # 412, FOOTHILL RANCH, CA, 92610-1763	(949) 951-1080 Ext:2	
12020801	CARDINAL HEALTH 184 TECHNOLOGY DR., STE. 100, IRVINE, CA, 92618-2457	(949) 453-8430	
18592101	CAREER STRATEGIES INC 3435 WILSHIRE BLVD, SUITE 1700, LOS ANGELES, CA, 90010	(213) 386-0440 Ext:216	
12209301	CAREERGUIDER GOVERNMENT SOLUTIONS LLC, 200 N LASALLE STREET SUITE 1100, CHICAGO, IL, 60601	(310) 498-4800	
15355001	CARLOS STRATTMAN 827 S CALIFORNIA STREET, SAN GABRIEL, CA, 91776	(600) 870-6589 Ext:103	
14999901	CASCADE HEALTHCARE SERVICES 101 NICKERSON ST SUITE 200, SEATTLE, WA, 98109-1620	(877) 689-0100	
16941201	CASH AND ASSOCIATES, LLC 2601 MANHATTAN BEACH BLVD, SUITE A, GARDENA, CA, 90249-4836	(310) 999-3207	
12820201	CATHAYON ENTERPRISES, INC 2120 MAIN ST, STE. 260, HUNTINGTON BEACH, CA, 92648-6419	(714) 960-2800	
11897101	CBIZ ACCOUNTING, TAX AND 2301 DUPONT DR, STE. 200, IRVINE, CA, 92612-7503	(949) 474-2020 Ext:244	

Page 10 of 75
Back to Last Window

<<PREV PAGE Go to Page: 10 NEXT PAGE>>

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
15284701	BUSINESS ADVANTAGE CONSULTING 101 PARKSHORE DRIVE STE 100, FOLSOM, CA, 95630	(916) 932-7181	
13210401	BUSINESS RESOURCE GROUP 13545 HAWTHORNE BLVD #200, HAWTHORNE, CA, 90250	(310) 644-2500 Ext:206	
10105301	C.AUSTIN 238 VENUS ST., THOUSAND OAKS, CA, 91360-2957	(805) 493-0187	
16373401	C.O.R.E. - COMMUNITY OUTREACH RESTORING & EMPOWERING, IN 3553 ATLANTIC AVE., #1350, LONG BEACH, CA, 90807	(562) 544-2436	
06218901	CABRERA CONSULTING SERVICE PO BOX 255073, SACRAMENTO, CA, 95865-5073	(916) 691-3203	
14312201	CAK INTERNATIONAL LLC 17599 HARVARD AVENUE, SUITE C449, IRVINE, CA, 92614	(949) 922-7770	
11523201	CALIBER ASSOCIATES 10530 ROSEHAVEN ST., STE. 400, FAIRFAX, VA, 22030-2840	(321) 784-0307	
12019301	CALIFORNIA CODING SPECIALISTS, LLC 599 SOUTH BARRANCA AVENUE, SUITE 573 COVINA, CA, 91723	(626) 806-7855	
14389301	CALIFORNIA CREATIVE CONSULTING/C3G CONSULT /C3G, 15925 CARMENITA ROAD, CERRITOS, CA, 90703-2205	(949) 282-7664	
14389302	CALIFORNIA CREATIVE CONSULTING/C3G C3G, DEPT 8500, LOS ANGELES, CA, 90084-8500	(323) 472-6490	
14389303	CALIFORNIA CREATIVE CONSULTING/C3G 1055 WILSHIRE BLVD, #1501, LOS ANGELES, CA, 90017	(606) 359-1311	
15412601	CALIFORNIA MANUFACTURING/TECHNOLOGY CONSULT. 590 KNOX AVE., TORRANCE, CA, 90502	(310) 283-3050 Ext:3601	

Page 9 of 75
Back to Last Window

<<PREV PAGE Go to Page: 9 NEXT PAGE>>

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
50713205	CGI TECHNOLOGIES & SOLUTIONS P.O. BOX 93981, ATLANTA, GA 31193	(916) 283-2088	
50713206	CGI TECHNOLOGIES & SOLUTIONS 4090 LEGATO RD., 3RD FLOOR, FAIRFAX, VA, 22033-2992	(703) 633-0198	
50713207	CGI TECHNOLOGIES & SOLUTIONS 100 GREAT CARS BLVD., SUITE 120, ALBANY, NY, 12203	(516) 218-7709	
50713208	CGI TECHNOLOGIES & SOLUTIONS 11329 RANDOM HILLS ROAD, FAIRFAX, VA, 22030	(703) 267-8312	
58873201	CGR MANAGEMENT CONSULTANTS LLC 1901 AVENUE OF THE STARS, SUITE 1900, LOS ANGELES, CA, 90067	(310) 922-6720	
14669201	CHANTEL R BRANNON 36536 W. SANTA MARIA STREET, MARIKOPA, AZ, 85238	(620) 280-7272	
11256901	CHESTRYROAD TECHNOLOGIES 2356 MAIN ST., STE. 130, IRVINE, CA, 92614-4290	(949) 852-9583 Ext:112	
11388001	CHERYL MAHAFFEY 7522 VERAGUA DR., PLAYA DEL REY, CA, 90293-7990	(310) 306-2939	
14163601	CHG HEALTHCARE SERVICES 6440 MILLCROCK DR., SALT LAKE CITY, UT, 94121	(601) 830-3665	
11237201	CHICAGO SYSTEMS GROUP, INC. 160 N. STETSON AVE., STE. 3200, CHICAGO, IL, 60601-6790	(312) 423-2111	
16693101	CHILD WELFARE INITIATIVE 5757 WILSHIRE BLVD, SUITE 448, LOS ANGELES, CA, 90036	(323) 549-3421	
06273701	CHRISTOPHER W COFER 69 S. MERIDITH AVE., APT. 4, PASADENA, CA, 91106-2815	(626) 578-1663	

<<PREV PAGE Go to Page: 12 NEXT PAGE>>

Page 12 of 76

Back to Last Window

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
13365401	CBS PERSONNEL STAFFMARK 950 S. GRAND AVE, SUITE 1610, LOS ANGELES, CA, 90071	(213) 687-8300	
15365402	CBS PERSONNEL SERVICES LLC, 435 ELM STREET STE 300, CINCINNATI, OH, 45202	(513) 862-4844	
10685201	CDAR ENTERPRISE SOLUTIONS 800 CONTINENTAL BLVD., 6TH FLOOR, EL SEGUNDO, CA, 90245-5076	(818) 879-1771	
50881001	CENEO CORPORATION 1341 CAMBRIDGE ST., SANTA FE SPRINGS, CA, 90670-4950 Ext:228	(562) 407-2228	
50881002	CENEO CORPORATION 4116 PROFIT COURT., NEW ALBANY, IN, 47150	(812) 981-4916	
50881003	CENEO CORPORATION ENVELOPE PRODUCT GROUP, PO BOX 403071, ATLANTA, GA, 30384-3071	(800) 561-3368	
50881004	CENEO CORPORATION ENVELOPE COMMERCIAL ENVELOPE PRODUCTS, 705 NORTH BALDWIN PARK BLVD, CITY OF INDIANAPOLIS, IN, 47146-1594	(812) 981-4921	
50881005	CENEO CORPORATION STAMFORD, CT, 06801	(812) 981-4921	
50713201	CGI TECHNOLOGIES & SOLUTIONS 707 WILSHIRE BLVD, SUITE 4325, LOS ANGELES, CA, 90017	(213) 977-4266	
50713202	CGI TECHNOLOGIES & SOLUTIONS 933 S. HOPE ST., LOS ANGELES, CA, 90071-1406	(213) 613-5402	
50713203	CGI TECHNOLOGIES & SOLUTIONS 4060 LEGATO ROAD, FAIRFAX, VA, 22033	(703) 633-0198	
50713204	CGI TECHNOLOGIES & SOLUTIONS 950 S. GRAND AVE, STE 2350, LOS ANGELES, CA, 90071-3433	(000) 000-0000	

<<PREV PAGE Go to Page: 11 NEXT PAGE>>

Page 11 of 76

Back to Last Window

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
11088801	CONCERNED CITIZENS OF SOUTH CENTRAL LOS ANGELES	(323) 846-2600	
4707	4707 S CENTRAL AVE., LOS ANGELES, CA, 90011		
14881101	CONDE GROUP, INC.	(800) 838-0819	
1566	GARNETT AVENUE SUITE 415, SAN DIEGO, CA, 92109	Ext:107	
11911801	CONSULTATION CONSULTING GROUP	(562) 695-9377	
11342	11342 MAPLE ST., WHITTIER, CA, 90601-2816		
11297501	CONSULTING DIRECT, INC.	(310) 446-8811	
11301	11301 W. OLYMPIC BLVD., # 410, LOS ANGELES, CA, 90054-1653	Ext:239	
51481501	COOPERATIVE PERSONNEL SERVICES	(916) 471-3479	
241	LATHROP WAY., SACRAMENTO, CA, 95815		
51491502	COOPERATIVE PERSONNEL SERVICES	(916) 263-1401	
241	LATHROP WAY., SACRAMENTO, CA, 95815-4242		
51491503	COOPERATIVE PERSONNEL SERVICES	(916) 263-1800	
DEPT #44327,	PO BOX 39000, SAN FRANCISCO, CA, 94139		
51883501	COPY PRESS INC	(310) 540-5411	
DAILY BREEZE,	5215 TORRANCE BLVD., TORRANCE, CA, 90503	Ext:321	
51883602	COPY PRESS INC	(619) 299-3131	
82108	SAN DIEGO UNION TRIBUNE PUB CO, 350 CAMINO DE LA REINA, SAN DIEGO, CA,		
51883603	COPY PRESS INC	(310) 540-4141	
DAILY BREEZE,	PO BOX 512290, LOS ANGELES, CA, 90051-0290		
51883604	COPY PRESS INC	(310) 540-5411	
DAILY BREEZE,	PO BOX 6162, COVINA, CA, 91722-6162		
15749701	CORDEA CONSULTING, LLC	(509) 248-1887	
1050 E 2ND STREET #123,	EDMOND, OK, 73034		

<<PREV PAGE Go to Page: 14 NEXT PAGE>>

Page 14 of 76

Back to Last Window

http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp

9/8/2014

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
11282701	CHUCK BRAY	(310) 673-7878	
801	ATLANTIC AVE., LONG BEACH, CA, 90802-2528		
11942801	CHUFFED ENTERPRISES	(818) 783-1824	
1407	MORRISON ST., SHERMAN OAKS, CA, 91423-1940		
15001301	GIBER INC	(415) 875-1890	
650	CALIFORNIA ST 5TH FLOOR., SAN FRANCISCO, CA, 94108-2702		
13330001	CALYON J STOTT	(605) 732-4931	
1469	RAMONA DRIVE, CAMARILLO, CA, 93010		
12678501	CLEAR VISION II	(323) 327-1531	
8723	WESTSIDE AVE., LOS ANGELES, CA, 90018-4142		
10962501	CLINTON T CROSSBY	(662) 252-9504	
9505	ARKANSAS ST., BELLFLOWER, CA, 90706-5715		
14512801	COLEY AND ASSOCIATES	(210) 402-6766	
140	HEIMER ROAD., SAN ANTONIO TX, 78232		
16444101	COMMUNITY & VETERAN REINTEGRATION SERVICES	(626) 688-2287	
5440	CRENSHAW BLVD, SUITE 38, LOS ANGELES, CA, 90043		
51044401	COMMUNITY CENTERS, INC	(323) 752-2115	
7518	S. VERMONT AVE., LOS ANGELES, CA, 90044	Ext:241	
14140401	COMMUNITY OUTREACH AND OPPORTUNITY PROGRAMS, 8929 S SEPULVEDA BLVD STE 400, LOS ANGELES, CA,	(310) 649-1016	
9045			
15991501	COMMUNITY RESTORATION SERVICES, INC	(949) 903-2176	
1811	1/2 78TH PLACE., LOS ANGELES, CA, 90047		
16808301	COMPLIANCE SOLUTIONS CONSULTING LLC	(818) 482-9370	
250	W. STOCKER ST # 208, GLENDALE, CA, 91202		

<<PREV PAGE Go to Page: 13 NEXT PAGE>>

Page 13 of 76

Back to Last Window

http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp

9/8/2014

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
14068201	CROSBY & ASSOCIATES, LLC 9505 ARKANSAS STREET, BELLFLOWER, CA. 90709	(562) 202-8504	
14875201	CTS EMPLOYMENT SERVICES INC 8447 WILSHIRE BLVD STE 210, BEVERLY HILLS CA, 90211	(323) 655-1009	
12186501	CMH RESEARCH INC 9360 TEDDY LANE STE 203, LONE TREE, CO, 80124	(303) 817-3433	
10490301	CBERLINK TECHNOLOGIES, INC. 8700 FALLBROOK AVE, STE 126, WEST HILLS, CA 91307-3533	(818) 340-8996	
13331201	CYNOSURE MANAGEMENT SOLUTIONS 3460 WILSHIRE BLVD, SUITE 1126, LOS ANGELES, CA, 90010-2231	(213) 380-9812	
14309901	DWM GUARDIAN ANGEL & ASSOC, 39046 FOXHOLM DRIVE, PALMDALE, CA, 93551	(661) 947-7131	
15561201	DANIEL R FERGUSON P.O. BOX 452183, LOS ANGELES, CA, 90045	(323) 884-6818	
12486001	DARNELL TECHNICAL SERVICES INC 1912 N. BROADWAY, STE 109, SANTANA, CA, 92706-2921	(714) 285-0082 Ext:25	
15094001	DAVID TONICK ENTERPRISES INC, DBA: PEOPLE DIRECT 9524 KEARNY VILLA RD, SUITE 105Q, SAN DIEGO, CA, 92126	(658) 578-7351	
15675001	DAVINA DOUTHARD, INC. 1601 NORTH SEPULVEDA #527, MANHATTAN BEACH, CA, 90266	(310) 540-5120	
92772801	DEBBIE NEWMAN 16055 VENTURA BLVD, STE. 717, ENCINO, CA, 91436-2610	(818) 385-0560	
16876801	DEL SOL GROUP 115 E. POMONA BL, SUITE B, MONTEREY PARK, CA, 91753	(323) 725-7888	

Page 18 of 75
Back to Last Window

<<PREV PAGE Go to Page: 16 . NEXT PAGE>>

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
15265101	CORE HEALTH TECHNOLOGIES 8020 ARCO CORPORATE DRIVE STE 106, FALEIGH, NC, 27517	(919) 237-3089	
02472302	CORSTAFF SERVICES PO BOX 2214, BREW, CA 92822-2214	(000) 000-0000	
02472303	CORSTAFF SERVICES DEPT #66051 REGION 1, EL MONTE, CA, 91735-6051	(000) 000-0000	
02472304	CORSTAFF SERVICES 18133 VENTURA BLVD, STE. 880, ENCINO, CA, 91436-2438	(818) 908-0810	
11654201	CORSTAFF SERVICES 2 NORTH LAKE AVENUE, SUITE 900, PASADENA, CA, 91101	(626) 449-7561	
10096001	COTELLEGENT 100 THEORY, STE. 200, IRVINE, CA, 92617-3057	(949) 823-1674	
05923301	COVERMANT INDUSTRIES INC. 3455 S. NOGALES ST., STE. 135, WEST COVINA, CA, 91792-5102	(626) 581-9880	
15838601	COVINGTON & ASSOCIATES, LLC 13 CRESTA VERDE DR, ROLLING HILLS ESTATES, CA, 90274	(310) 750-6574 View	
14488201	CPHR INC 9200 SUNSET BLVD, SUITE 1100, WEST HOLLYWOOD, CA, 90069	(310) 385-1087	
14869201	CRC INC 531 MAIN ST SUITE 1132, EL SEGUINDO, CA, 90245	(310) 329-7144	
12444601	CREATIVE ANSWERS, INC. 8777 WEST CENTURY BOULEVARD, SUITE 910, LOS ANGELES, CA, 90045	(323) 481-3584	
10358401	CREATIVE RECRUITMENT SOLUTIONS 4080 MCGINNIS FERRY RD, STE. 202, ALPHARETTA, GA, 30005-1736	(770) 475-6480	

Page 16 of 76
Back to Last Window

<<PREV PAGE Go to Page: 15 . NEXT PAGE>>

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	Description
918-65	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
51426102	DONNOE & ASSOCIATES, INC. 6166 ARCHCREST WAY, SACRAMENTO, CA, 95835	(916) 928-4811	
51426103	DONNOE & ASSOCIATES, INC. 4720 DUCKHORN DRIVE, SACRAMENTO, CA, 95834	(916) 928-4811	
14830401	DONTE L GOLDEN 3468 E. ORANGETHORPE AVE., ANAHEIM, CA, 92806	(714) 854-9881	
14007601	DOUGLAS W LARSON PO BOX 8467, REDLANDS, CA, 92375	(909) 835-8060	
16227201	DSS STAFFING, INC. 1800 E. LAMBERT ROAD, STE. 100, BREA, CA, 92821	(714) 482-0499 Ext:238	
11087101	DUFOUR LAW GROUP 831 F STREET, SACRAMENTO, CA, 95814	(916) 553-3111	
15058801	DWAHZA M POWELL 22750 CASS AVENUE, WOODLAND HILLS, CA, 91364	(818) 836-7979	
13583501	DYACOM PROS, INC 18034 VENTURA BLVD, SUITE 474, ENGINO, CA, 91316	(818) 705-7733	
13638701	DYNAMICS OF BUSINESS INC. P.O. BOX 768, PASADENA, CA, 91102	(626) 796-7043	
12790901	E-CONSULTING, INC. 8808 HICKORY HOLLOW LN., IRVING, TX, 75063-5043	(972) 373-9592	
12180201	EB JACOBS, LLC 300 S. BURROWS ST., STATE COLLEGE, PA, 16801-4012	(814) 237-5997	
16672201	EGLAT TRANSITIONS LLC 13901 STONEFIELD LANE, CLIFTON, VA, 20124	(571) 221-4085	

<<PREV PAGE Go to Page: 18 NEXT PAGE>>

Page 18 of 76

Back to Last Window

http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp

9/8/2014

Sub-Class #	Description
918-65	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
11074801	DELORTE CONSULTING LLP 288 PROSPECT PARK DR, STE. 400, RANCHO CORDOVA, CA, 95670-6055	(916) 288-3100	
12833201	DELORIS BLUE 15918 SUNBURST DR., FONTANA, CA, 92336-1700	(909) 355-3150	
12833202	DELORIS BLUE 850 S. MT. VERNON AVE., COLTON, CA, 92324	(909) 355-3388	
13366301	DESREE S SADDLER 4576 DON LORENZO DRIVE #E, LOS ANGELES, CA, 90008	(310) 779-4788	
12184501	DEVELOPMENT DIMENSIONS INTL. 3100 BRISTOL ST., COSTA MESA, CA, 92626-3099	(714) 708-4868	
14447201	DEWAYNE JONES 5100 WOODMAN AVE, APT. 20, SHERMAN OAKS, CA, 91423-1307	(818) 986-4417	
16169801	DIVERSANT LLC WARNER CENTER, 6303 OWENSMOUTH AVE, 10TH FLOOR, WOODLAND HILLS, CA, 91367	(818) 449-0898	
13796401	DIVERSE CAREERS PO BOX 3024, CORONA, CA, 92878	(951) 479-1350	
12669101	DIVERSIFIED RISK MANAGEMENT INC 8187 3RD ST FLOOR 2, DOWNY, CA, 90241	(562) 319-0411	View
13873001	DIVINE AMERICA, INC. 18000 STUDBAKKER ROAD, SUITE 285, CERRITOS, CA, 90703	(562) 809-0080	
15940201	DIVURGENT, LLC 4445 CORPORATION LANE, VIRGINIA BEACH, VA, 23462	(757) 213-6849	
51426101	DONNOE & ASSOCIATES, INC. 4720 DUCKHORN DRIVE, SACRAMENTO, CA, 95834	(916) 496-4317	

<<PREV PAGE Go to Page: 17 NEXT PAGE>>

Page 17 of 75

Back to Last Window

http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp

9/8/2014

Vendor ID	Company Name	Phone	LSBE Certified
1933201	EMLAC COMMUNICATIONS INC 6001 4TH AVE., LOS ANGELES, CA 90043-4556	(323) 244-9964	
05276401	EMMANUEL A HEYES 13909 AMAR RD., STE. G, LA PUENTE CA, 91746-1600	(626) 472-7768	
1472401	EMPLOYEE LEASING OF GREATER INDIAN/PERSONNEL DISTINCTIVE PERSONNEL, 9225 DONDY DRIVE SUITE 221, SAN DIEGO, CA, 92126	(658) 536-8100	
1265201	ENCOMPASS KNOWLEDGE SYSTEMS 100 CORPORATE POINTE, SUITE 210, CULVER CITY, CA, 90230	(310) 981-9201	
15932701	ENTERPRISE RESOURCE SERVICES, INC. 8939 S. SEPULVEDA BL., SUITE 401, LOS ANGELES, CA, 90045 EX:102	(424) 888-3771	
1620101	ENVIRONMENTAL OCCUPATION RISK MANAGEMENT, INC. 2401 E. GONZALES ROAD, SUITE 180, OXNARD, CA, 93036	(805) 289-5070	
1620102	ENVIRONMENTAL OCCUPATION RISK MANAGEMENT, INC. FORM, 4 NORTH SECOND STREET, SUITE 1270, SAN JOSE, CA, 95113	(408) 790-9200	
10346901	ENVISION 6317 CAHUENGA BLVD., NORTH HOLLYWOOD, CA, 91666-3907	(818) 794-0253	
14363001	EQUATERRA 3 RIVERWAY SUITE 1680, HOUSTON, TX, 77056	(817) 719-3026	
10566001	EQUIFAX INFORMATION SERVICES 1496 CASA BUENA DR., APT. 202, CORTE MADERA, CA, 94925-1749	(415) 927-2289	
12181601	ERGOMETRICS & APPLIED RESEARCH 18720 39RD AVE WEST, STE 200, LYNNWOOD, WA, 98037	(425) 774-6700	
05662201	ERISS 16544 WEST BERNARDO DRIVE, SUITE 100, SAN DIEGO, CA, 92127 EX:114	(658) 675-9800	

<<PREV PAGE Go to Page: 20 NEXT PAGE>>

Page 20 of 76

Back to Last Window

Vendor ID	Company Name	Phone	LSBE Certified
16333801	EDWARD PROFESSIONAL ADVISORS LLC 8333 FOOTHILL BLVD STE 108, RANCHO CUCAMONGA, CA, 91730	(609) 203-1547	
16658001	EFFICIENT MEDICAL SOLUTIONS, LLC 11801 PIERCE STREET, 2ND FLOOR, RIVERSIDE, CA, 92505	(951) 479-3882	
11216801	ELABOR INC 9153 CAMINO RUIZ, CAMARILLO, CA, 93012-6663	(858) 259-5284	
17042701	ELAVATING SALES CORP 931 BREA HILLS AVE., BREA, CA, 92823	(714) 404-2023	
14166901	ELINK SOFTWARE 10950 CHURCH STREET, SUITE 423, RANCHO CUCAMONGA, CA, 91730	(909) 881-0573	
16491001	ELISID CORPORATION 1450 UNIVERSITY AVENUE, RIVERSIDE, CA, 92507	(323) 928-6686	
18132901	ELISID FREEDOM FOUNDATION 1450 UNIVERSITY AVE, RIVERSIDE, CA, 92507	(619) 727-9199	
18232701	ELISID MAGAZINE 1450 UNIVERSITY AVENUE SUITE F768, RIVERSIDE, CA, 92507	(323) 928-6586	
10941301	ELITE COMPUTER CONSULTANTS CORP/BA ECCO SELECT 5101 BROADWAY ST., STE. 460, KANSAS CITY, MO, 64111-2478	(816) 980-3800	
15216501	ELITE TECHNICAL SERVICES, INC. 424 ROSEVALE AVE., RONKONKOMA, NY, 11779	(800) 354-8350	
11690401	EMA INC 8866 RIO SAN DIEGO DR., STE. 301, SAN DIEGO, CA, 92108-1610 EX:4141	(619) 542-1490	
14078401	EMERALD CITY SOFTWARE 8131 WESTERN AVE, SUITE 324, SEATTLE, WA, 98121	(206) 321-5036	

<<PREV PAGE Go to Page: 19 NEXT PAGE>>

Page 19 of 76

Back to Last Window

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
14895401	FERNANDO Z CHAIDEZ 23019 ELM GLEN CIR, VALENCA, CA, 91354	(818) 506-0008	
16637401	FIDELIS PROFESSIONAL SERVICES 8225 COCHRAN STREET, SUITE 485, SIMI VALLEY, CA, 93085	(818) 481-3533	
12253901	DEA FIRE & POLICE SELECTION INC. 193 BLUE RAVINE ROAD SUITE 270, FOLSOM, CA, 95630	(916) 294-4242 Ext:245	
14222501	FIREIGHTER'S ABC'S 9313 BRAYQUET AVE., GILROY, CA, 95020	(408) 608-8743	
13644801	FORCE OF HOPE EDC 777 WEST 190TH STREET, LOS ANGELES, CA, 90248	(310) 323-2600 Ext:116	
11246701	FRANKLIN HILL GROUP 1032 FRANKLIN STREET, SANTA MONICA, CA, 90403-2322	(310) 828-3648	
13093201	FREEDOM HEALTHCARE STAFFING 3025 S. PARKER RD, SUITE 800, AURORA, CO, 80014	(303) 915-3891	
16248901	FUSION TECHNOLOGY GROUP, INC. 4859 WEST SLAUSSON AVENUE, #182, LOS ANGELES, CA, 90056	(310) 846-6814 Ext:212	
03666902	FUTURE PERSONNEL AGENCY INC. TOP TEMPO, 3731 WILSHIRE BLVD, SUITE 512, LOS ANGELES, CA, 90010	(213) 388-7444 View	
03666902	FUTURE PERSONNEL AGENCY INC. TOP TEMPO, 4801 WILSHIRE BLVD., STE 230, LOS ANGELES, CA, 90010	(323) 836-1799	
11942001	GAIL KAPLAN P.O. 241928, LOS ANGELES, CA, 90024	(310) 826-2928	
11252301	GANS, GANS & ASSOCIATES 4129 E. HOWLER AVE., TAMPA, FL, 33617-2011	(813) 971-6501 Ext:16	

<<PREV PAGE Go to Page: 22 . NEXT PAGE>>

Page 22 of 75
Back to Last Window

http://camtsvr.co.la.ca.us/lacobids/bidlist/ComVendList.asp

9/8/2014

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
10073001	ERNIE HERNANDEZ 22388 SUNLIGHT CRK., LAKE FOREST, CA, 92650-6843	(949) 837-8258	
14624601	ERP ANALYSTS INC 425 METRO PLACE NORTH, SUITE 510, DUBLIN, OH, 43017	(614) 718-9222 Ext:7003	
11942101	EVELYN FINN 6914 BIXBY VILLAGE DR, APT. 77, LONG BEACH, CA, 90803-6316	(888) 369-3466	
14084301	EXEMPLAR HUMAN SERVICES LLC 13308 COUNTRY TRAILS LANE, AUSTIN, TX, 78732	(202) 288-3883	
10452401	EXPERIO SOLUTIONS, INC. 18300 VON KARMAN AVE., IRVINE, CA, 92612-1057	(714) 704-0374	
15284101	EXPRESS EMPLOYMENT PROS 1650 WESTWOOD BLVD, SUITE 205, LOS ANGELES, CA, 90024	(310) 470-1407	
14130301	EXPRESS PERSONNEL SERVICES ARDENT VENTURES, INC., 1111 N. BRAND BOULEVARD, SUITE J, GLENDALE, CA, 91202	(618) 547-9747	
15100801	EXPRESS SERVICES GROUP INC SQUARE ONE STAFFING, 28415 INDUSTRY DRIVE STE 501, VALENCA, CA, 91355	(661) 257-3207 View	
15913401	EZ EVENT STAFFING 11500 V. OLYMPIO BLVD #400, LOS ANGELES, CA, 90064-4539	(677) 239-3838	
14201301	FAY L CRATON PO BOX 90193, LOS ANGELES, CA, 90009	(310) 645-6762	
14837201	FEDSOURCE, INC. 8400 WESTPARK DRIVE, 4TH FLOOR, MCLEAN, VA, 22102	(703) 891-5438	
16348001	FELICIA TOULAYTON VKM INTL, 8306 WILSHIRE BLVD #7034, BEVERLY HILLS, CA, 90211-9021	(877) 701-8995 Ext:4	

<<PREV PAGE Go to Page: 21 . NEXT PAGE>>

Page 21 of 75
Back to Last Window

http://camtsvr.co.la.ca.us/lacobids/bidlist/ComVendList.asp

9/8/2014

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
13914001	GLOBAL RESOURCE MANAGEMENT INC 5400 LAUREL SPRINGS PKWY, SUITE 902, SUWANEE, GA, 30024	(770) 729-1007	
05671801	GLOBAL SERVICE RESOURCES INC COMPUTERWORKS TECHNOLOGIES, 711 S. VICTORY BLVD., BURBANK, CA, 91502-2428	(818) 244-4494 Ext:104	
05671802	GLOBAL SERVICE RESOURCES INC 711 S. VICTORY BLVD., BURBANK, CA, 91502	(818) 244-4484 Ext:104	
15802101	GOOD PEOPLE INC 9050 LASSELL LANE, DURHAM, CA, 95938	(958) 467-1348	
10878501	GOVERNMENT 6435 SETTING SUN DR., HUNTINGTON BEACH, CA, 92648-6715	(714) 847-4091	
15003401	GOVT STAFFING SERVS INC 1707 VIA EL PRADO SUITE 202, REDONDO BEACH, CA, 90277	(424) 206-1828	
13837501	GRADUATE SCHOOL, USDA 500 MARYLAND AVENUE SW, SUITE 270, WASHINGTON, DC, 20024-2520	(310) 756-6567	
14427301	GREG PFTLER 17328 VENTURA BLVD., SUITE 373, ENCINO, CA, 91316	(818) 389-6294	
15633501	GROUNDWORKS CAMPAIGNS 1563 SOLANO AVENUE #529, BERKELEY, CA, 94707	(213) 280-0462	
13860501	GSS AMERICA INC 220 W CAMPUS DR, SUITE # 104, ARLINGTON HEIGHTS, IL, 60004-1498	(847) 307-7606 Ext:284	
15694501	H-P TECHNOLOGIES 3104 E. CAMELBACK, SUITE 844, PHOENIX, AZ, 85016	(602) 773-6126	
51174401	H.L. YOH COMPANY, LLC 14140 VENTURA BLVD., STE. 250, SHERMAN OAKS, CA, 91423-2752	(818) 501-5700 Ext:115	

<<PREV PAGE Go to Page: 24 . . . NEXT PAGE>>
 Page 24 of 75
 Back to Last Window

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
10233201	GARNER CONSULTING GARNER INSURANCE SERVICES, 690 N ROSEBUD BLVD SUITE 300, PASADENA, CA, 91107	(626) 351-2300	Yes
10984501	GARY HARRIS TALLAHASSEE, FL, 32317-2033	(850) 671-3720	
11342201	GARY RODRIGUEZ PO BOX 22430, SANTA FE, NM, 87502-2430	(605) 982-1980	
14781601	GATHERS STRATEGIES, INC. TWO CALIFORNIA PLAZA, 350 SOUTH GRAND AVENUE, SUITE 3070, LOS ANGELES, CA, 90071	(213) 291-6199	
04061301	GC SERVICES LTD PARTNERSHIP 2441 RIDGE ROUTE DR, STE. 120, LAGUNA HILLS, CA, 92653-1691	(713) 777-4441	
04061302	GC SERVICES LTD PARTNERSHIP 6330 GULFTON ST., HOUSTON, TX, 77081-1108	(713) 778-6694	
04061303	GC SERVICES LTD PARTNERSHIP PO BOX 4299, HOUSTON, TX, 77210-4299	(000) 000-0000	
10237501	GEOSEARCH INC PO BOX 60789, COLORADO SPRING, CO, 80960-0789	(719) 575-9100	
14416901	GERDA GOVINE 280 N. MAR VISTA AVENUE, SUITE 2, PASADENA, CA, 91106-1413	(626) 564-0502	
14598901	GET RESOURCES PO BOX 6323, NORCO, CA, 92860-6011	(709) 844-9610	
14107501	GFTA GWYN FOXF TALENT AGENCY GFTA, 3500 WEST OLIVE AVE STE 300, BURBANK, CA, 91505-9122	(818) 476-7702	
51610901	GLOBAL ENVIRONMENTAL NETWORK, INC. (GENI) 108 W. 4TH ST., SANTA ANA, CA, 92701-4648	(714) 479-1199	

<<PREV PAGE Go to Page: 23 . . . NEXT PAGE>>
 Page 23 of 75
 Back to Last Window

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
1594301	HIGHPOINT TECHNOLOGY SOLUTIONS INC DBA HIGHPOINT CONSULTING	(480) 515-1830	
15286701	HOLARACHY CONSULTING SERVICES	(310) 358-0153	
15177201	HOLY ASSEMBLY	(626) 792-4810	
10025501	HOWROYD WRIGHT	(818) 240-8888 Ext:3055	
10025502	HOWROYD WRIGHT	(310) 518-1672	
10025603	HOWROYD WRIGHT	(310) 750-3400	
15096301	HR MANAGEMENT	(510) 287-0115	
15096302	HR MANAGEMENT	(724) 202-3811	
10096001	HR OHANA CORPORATION	(503) 709-0760	
16314001	HR ON-CALL INC	(949) 360-0677	
14822001	HRMEDY BUSINESS SOLUTIONS	(310) 702-0828	
11910101	HUMAN RESOURCE CAPITAL	(760) 518-9816	

<<PREV PAGE Go to Page: 26 NEXT PAGE>>

Page 26 of 76

Back to Last Window

Sub-Class #	818-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
14311601	HAG BARRETT INC	(310) 556-8628	
11128001	HARMAR	(323) 291-8270	
16872001	HARRET S STRICKLEN	(800) 691-6190	
14143501	HARVAD CONSULTING GROUP INC	(809) 260-2142	
13289201	HCL (MASS),INC	(617) 328-7131	
12639401	HEALTH ENTERPRISES LIFE LONG	(818) 902-6000	
12209401	HEALTH TALENT INC	(303) 952-7933	
15604801	HEALTHCARE TALENT	(949) 709-1883	
12018101	HEALTHSOURCE CONSULTING	(800) 806-1938 Ext:7905	
03622501	HELPMATES STAFFING SERVICES	(213) 228-1820	
16642801	HERITAGE GLOBAL SOLUTIONS, INC.	(818) 547-4474	
14814101	HIGHER-IT, INC.	(909) 446-7265	

<<PREV PAGE Go to Page: 25 NEXT PAGE>>

Page 25 of 76

Back to Last Window

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
04255101	INFORMATION BUILDERS, INC 2 PENN PLZ., NEW YORK, NY, 10121-0101	(310) 426-3042	
04255102	INFORMATION BUILDERS, INC 1 APPLE HILL DR., STE. 8958 C/O JR SCHUMAN ASSOCIATES, NATICK, MA, 01760-	(800) 784-6681	
04255103	INFORMATION BUILDERS, INC PO BOX 7247-7482, PHILADELPHIA, PA, 19170-7482	(212) 736-4433	
04255104	INFORMATION BUILDERS, INC PO BOX 1450, NEW YORK, NY, 10117-1251	(310) 615-0735	
04255105	INFORMATION BUILDERS, INC 300 CONTINENTAL BLVD., STE. 290, EL SEGUNDO, CA, 90245-6043	(310) 615-0735	
11042801	INFORMATION TECH. SOLUTIONS 655 W. 5TH ST., STE. 3100, LOS ANGELES, CA, 90013-1010	(213) 996-8323	
13199001	INLAND EMPIRE VETERANS 237 WEST RIVER ROAD, CORONA, CA, 92880	(951) 340-4032	
11213001	INLAND STRATEGIES GROUP, INC. 5565 MAIN ST., STE. 208, RIVERSIDE, CA, 92501-2809	(909) 682-2480	
10887001	INNOVATIVE LEARNING SYSTEMS 340 5TH ST., HUNTINGTON BEACH, CA, 92648-6120	(714) 374-8242	
14536501	INSTITUTE FOR LEADERSHIP DEVELOPMENT 601 S. BRAND BLVD., SUITE 201, SAN FERNANDO, CA, 91340	(818) 365-7734	
14195001	INSTITUTE FOR MULTICULTURAL RESEARCH AND DEVELOPMENT, 345 PIONEER DRIVE #304, GLENDALE, CA, 91203	(323) 668-1624	
16445601	INTEGRATION TECHNOLOGY, INC. 167 WASHINGTON ST., SUITE 32, NORWELL, MA, 02061	(781) 569-4949	

<<PREV PAGE Go to Page: 28 . NEXT PAGE>>

Page 28 of 75

Back to Last Window

<http://camtsvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp>

9/8/2014

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
52123201	HUMAN RESOURCES MARKETING 1717 RISING GLEN RD., LOS ANGELES, CA, 90069-1250	(310) 855-1064 Ext 108	
15067301	HUMANITY GLOBAL STRATEGIC, LLC 9107 WILSHIRE BLVD SUITE 450, BEVERLY HILLS, CA, 90210	(800) 286-9152 Ext 8	
11183201	HUNTER RECRUITMENT ADVISORS 8222 WILSHIRE BLVD., STE. 313, LOS ANGELES, CA, 90048-5193	Ext 111	
14014301	HURON CONSULTING GROUP 1315 VIA CATALINA, PALOS VERDES EST, CA, 90274	(310) 404-1302	
14014302	HURON CONSULTING GROUP 122 NORTH WALKER DRIVE, SUITE 900, CHICAGO, IL, 60609	(312) 880-0037	
14014303	HURON CONSULTING GROUP 550 W. VAN BUREN STREET, CHICAGO, IL, 60607	(312) 235-8538 Ext:8538	
10160101	IAMC 28 S. OAKLAND AVE., PASADENA, CA, 91101-2022	(626) 577-1400	
10160102	IAMC 8244 BIRDBIE DR., LA VERNE, CA, 91760-1403	(909) 593-3806	
13141701	IDEAL STAFFING SOLUTIONS INC 3535 INLAND EMPIRE BLVD., ONTARIO, CA, 91764	(909) 941-3210	
11212701	INDRA KIDAMBI 758 DAILEY AVE., SAN JOSE, CA, 95123-2958	(408) 227-4405	
10447601	INDUSTRIAL / ORGANIZATIONAL 1127 S. MANNHEIM RD., STE. 203, WESTCHESTER, IL, 60154-2562	(888) 784-1290	
11611201	INFORMATION ANALYTICS, INC. 23419 FERN PL., MURRIETA, CA, 92562-2234	(909) 677-4333	

<<PREV PAGE Go to Page: 27 . NEXT PAGE>>

Page 27 of 75

Back to Last Window

<http://camtsvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp>

9/8/2014

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
13843101	ISPACE, INC.	(310) 563-3600	
10501601	IT CAREER RESOURCE, INC.	(949) 222-5340	
10415901	J JREH & ASSOCIATES, INC	(818) 361-7188	
15029801	JHRI, INC.	(562) 446-2840	
10143701	JACK SAMARJIAN	(559) 250-8768	
16136101	JACKSON NURSE PROFESSIONALS	(407) 591-3894	
15550801	JACKSON PHARMACY PROFESSIONALS	(678) 690-7653	
12384201	JACQUELINE REESE	(310) 702-0626	
14320601	JANE KOW	(415) 587-0367	
06262401	JANET ANDREWS	(310) 295-3607	
16196601	JANETTA KEARNEY	(310) 822-6958	
14035901	JEA INTERNATIONAL LLC	(626) 844-1400	

<<PREV PAGE Go to Page: 30 NEXT PAGE>>

Page 30 of 75

Back to Last Window

http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp

9/8/2014

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
15277301	INTERLBRIDGE PARTNERS	(949) 296-4315	
13536901	INTERLWIFT SOFTWARE INC	(510) 480-9240	
11605301	INTERACTION ASSOCIATES, INC	(415) 241-8000	
15677401	INTERACTIVE RESOURCES	(904) 821-6960	
13681601	INTER-NINCA	(323) 655-6857	
13681602	INTER-NINCA	Ext:701	
13681602	INTER-NINCA	(323) 230-8000	
06238701	INTERNATIONAL FIELDWORKS, INC	(818) 243-4864	
13086201	INTERNATIONAL RESCUE COMMITTEE	(618) 550-6220	
16213201	INTERNALTO CONSULTING GROUP INC	Ext:105	
12286601	INVENTAS SOLUTIONS CORP.	(310) 866-6692	
16813701	IONDEA INC	(213) 926-3108	
11895901	IONDEA TECHNOLOGY CORPORATION	(714) 434-8805	

<<PREV PAGE Go to Page: 29 NEXT PAGE>>

Page 29 of 75

Back to Last Window

http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp

9/8/2014

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
1203601	JOHN ALEXANDER PO BOX 48377, LOS ANGELES, CA, 90048-0377	(323) 309-1144	
1684301	JOHN ANDREWS & BRENDA TRUJILLO BOVEN-NEVERS & ASSOCIATES, 10845 NORWALK BLVD., SUITE A, SANTA FE SPRINGS, CA, 90670	(562) 888-8181	
14930101	JOHN L MENDEZ ARAMAK CONSULTING 8726 S. SEPULVEDA BLVD, 448, LOS ANGELES, CA, 90045-4014	(702) 429-1728	
12776901	JOHN MCCANN 2915 S. DEL NORTE AVE., ONTARIO, CA, 91761-7027	(909) 947-9709	
06261301	JOHN STOEBIG PO BOX 4322, VISALIA, CA, 93278-4322	(559) 734-5071	
12841701	JOSEPH M FABRICATORE, PH.D. 10780 SANTA MONICA BLVD, STE. 450, LOS ANGELES, CA, 90026-7856	(310) 826-3258	
11463801	JOYCE JAMES 11743 MOUNT VERNON AVE., GRAND TERRACE, CA, 92313-5167	(909) 825-3896	
13641101	JPE HEALTHCARE STAFFING 1056 NINE NORTH DR., SUITE A, ALPHARETTA, GA, 30004	(800) 980-5511 Ext:303	
16135701	JUDY QIU 21916 BIRCHWOOD, MISSION VIEJO, CA, 92692	(949) 466-5079	
13718601	JUDY WEINSTEIN 13636 VENTURA BOULEVARD, #138, SHERMAN OAKS, CA, 91423	(818) 907-0415	
13476801	JULIE ORLOY P.O. BOX 1446, TORRANCE, CA, 90506	(310) 379-5855	
11755801	JVT SPECIALIZED COMMUNICATIONS 2425 OLYMPIC BLVD., SANTA MONICA, CA, 90404	(310) 309-8279	

<<PREV PAGE Go to Page: 32 . NEXT PAGE>>
Page 32 of 76
Back to Last Window

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
12987501	JEAN FRANKLIN 8611 W. CRENSHAW BLVD, SUITE 211, INGLEWOOD, CA, 90305	(562) 537-5346	
16380901	JEFFERY HENDERSON 2222 VAN NUYS BLVD, SUITE E200, VAN NUYS, CA, 91405	(818) 453-1222	
04311501	JENN INTERNATIONAL PERSONNEL AGENCY, 3250 WILSHIRE BLVD., STE. 926, LOS ANGELES, CA, 90010-1577	(213) 388-1698	
12383901	JENNIFER K MONTGOMERY 4730 DON PORFIRIO PLACE, LOS ANGELES, CA, 90008	(323) 376-4699	
12383901	JENNIFER L MAGNAROSCO PO BOX 937, BONSALL, CA, 92003-4709	(310) 315-9250	
12292401	JENSEN SHIRLEY PO BOX 937, BONSALL, CA, 92003-4709	(858) 546-4373	
11113901	JK CORPORATE SERVICES 4927 RUNWAY DR., FAIR OAKS, CA, 95628-8153	(916) 802-8500	
10179501	JOAN CLARK 26452 LA TRAVIATA, LA GUNA HILLS, CA, 92653-7583	(949) 582-7094	
14309701	JOAN I ROSENBERG 1663 SAWTELLE BLVD, SUITE 250, LOS ANGELES, CA, 90025	(310) 814-0100	
16615801	JOB KOREA USA 3470 WILSHIRE BLVD STE 644, LOS ANGELES, CA, 90010	(213) 384-1004	
16615801	JODHI M GIVHAN, MA JORGANIZE BUSINESS SERVICES (JBS), 4714 S 11TH AVENUE, LOS ANGELES, CA, (818) 310-9451	(818) 310-9451	
13873701	JOHN A BRODRICK INC WORLDBRIDGE PARTNERS, 25000 AVE STANFORD SUITE 250, VALENCIA, CA, 91356 Ext:210	(661) 776-0995	

<<PREV PAGE Go to Page: 31 . NEXT PAGE>>
Page 31 of 76
Back to Last Window

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
10787301	KILLER SEARCH, INC.	(626) 781-5181	
15096601	KIMBERLY J LEWIS	(818) 481-8334	
16515401	KIMCO STAFFING SERVICES, INC.	(562) 946-2816	
51559201	KIMLEY-HORN & ASSOCIATES, INC.	(916) 859-3601	
51559202	KIMLEY-HORN & ASSOCIATES, INC.	(714) 939-1030	
51559203	KIMLEY-HORN & ASSOCIATES, INC.	(818) 227-2780 Ext:28	
51559204	KIMLEY-HORN & ASSOCIATES, INC.	(602) 908-1108	
51569205	KIMLEY-HORN & ASSOCIATES, INC.	(916) 859-3652	
51569206	KIMLEY-HORN & ASSOCIATES, INC.	(602) 944-5500	
15784801	KIPDAVISMEDIA LLC	(818) 484-7720	
15087901	KIRSTEN HANRAHAN	(714) 485-9890	
10286001	KNOWLEDGE TRANSFER, LLC	(619) 447-4200	

<<PREV PAGE Go to Page: 34 NEXT PAGE>>

Page 34 of 76
Back to Last Window

<<PREV PAGE Go to Page: 33 NEXT PAGE>>

Page 33 of 76
Back to Last Window

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
11755802	JWT SPECIALIZED COMMUNICATIONS	(310) 309-8282	
10884201	KARVN WILLIAMS	(773) 752-6841	
15413201	KATHERINE C. ELFORD, INC.	(714) 614-1887	
14430901	KATHRYN H RIPP WEL	(760) 632-8803	
15478701	KATHRYN KIDD	(818) 845-3030	
10707501	KATRINA KENNEDY	(916) 448-2258	
14163401	KBR SERVICES	(626) 844-3562	
50017701	KELLY SERVICES, INC.	(818) 999-2050	
50017703	KELLY SERVICES, INC.	(310) 543-3589	
10340301	KENDA SYSTEMS, INC	(714) 596-4080 Ext:22	
13454501	KENEXA	(402) 419-5238	
05264701	KH CONSULTING GROUP	(310) 203-5417 View	

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
11972801	KT-PROFESSIONAL MEDICAL 890 FULTON AVE, STE 205, SACRAMENTO, CA, 95825-4503	(916) 482-8677	
16657601	LADERA CAREER PATHS INC PO BOX 88689, LOS ANGELES, CA, 90009	(310) 568-0244	
50462901	LADERA CAREER PATHS INC 6920 LA TIJERA BLVD, STE 217, LOS ANGELES, CA, 90045-1931	(310) 568-0244	
12063701	LANTOCH PC SYSTEMS 4288 LINCOLN BLVD., MARINA DEL REY, CA, 90292-5655	(866) 306-5590	
16488601	LANTER CONSULTING GROUP 86 BOTTLEBRUSH CT., OAKLEY, CA, 94561	(925) 437-0821	
17082301	LARRY JACKSON JACKSON, JACKSON & ASSOCIATES, 1249 S DIAMOND BAR BLVD, #347, DIAMOND BAR, CA, 91755	(909) 895-7461	
13723101	LATRO INC 9050 UNIVERSAL BLVD, SUITE 120, WESTON, FL, 33331	(786) 768-2401	
13330801	LEADERSHIP STRATEGIES, INC 56 PERIMETER CENTER EAST, SUITE 103, ATLANTA, GA, 30346	(770) 454-1440 Ext:25	
11135401	LEADING EDGE SOLUTIONS, LLC 2981 SAINT GREGORY RD., GLENDALE, CA, 91206-1917	(818) 748-6330	
13707001	LEARNING COMMUNICATIONS, LLC 5620 TRABUCO ROAD, IRVINE, CA, 92620	(916) 221-3108	
17117901	LEON D HINES 18017 CHATSWORTH ST. #129, GRANADA HILLS, CA, 91344	(323) 762-5532	
53007601	LIBRARY ASSOCIATES INC. 6500 WILSHIRE BLVD, STE. 2240, LOS ANGELES, CA, 90048-4920	(323) 302-9434	

Back to Last Window

Page 36 of 76

<<PREV PAGE Go to Page: 36 NEXT PAGE>>

http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp

9/8/2014

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
16447301	KOMAL BADAR 1255 W COLTON AVE, #123, REDLANDS, CA, 92374	(909) 363-4713	
10102101	KOOSHAREM CORPORATION SELECTREMEDI, 777 SOUTH FIGUEROA STREET SUITE 2500, LOS ANGELES, CA, 90017	(213) 468-0262 Ext:227	
10102102	KOOSHAREM CORPORATION SELECT STAFFING, 801 S GRAND AVE STE 125, LOS ANGELES, CA, 90017	(213) 468-0262 Ext:227	
10102103	KOOSHAREM CORPORATION SELECT STAFFING, 3820 STATE STREET, SANTA BARBARA, CA, 93105	(800) 688-6162	
10102104	KOOSHAREM CORPORATION SELECT STAFFING, 4322 E. SOUTH STREET, LAKEWOOD, CA, 90712	(562) 644-2562	
10102106	KOOSHAREM CORPORATION SELECT STAFFING, 801 S. GRAND AVE STE 125, LOS ANGELES, CA, 90017	(213) 408-0262	
10525701	KPMG LLP 355 S. GRAND AVE, STE. 2000, LOS ANGELES, CA, 90071-1558	(213) 650-8092	
10525703	KPMG LLP DEPT: 0966, P.O. BOX 120001, DALLAS, TX, 75312-0966	(213) 955-8458	
10525704	KPMG LLP DEPT: 0838, PO BOX 120001, DALLAS, TX, 75312-0839	(213) 817-3242	
10525705	KPMG LLP DEPT: 0564, PO BOX 120001, DALLAS, TX, 75312-0564	(213) 955-8330	
10525706	KPMG LLP 400 CAPITOL MALL, SUITE 800, SACRAMENTO, CA, 95814	(916) 554-1177	
10525707	KPMG LLP 20 PACIFICA SUITE 700, IRVINE, CA, 92618	(323) 708-6624	

Back to Last Window

Page 36 of 76

<<PREV PAGE Go to Page: 36 NEXT PAGE>>

http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp

9/8/2014

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
50546601	LOS ANGELES COUNTY OFFICE OF EDUCATION CONTROLLERS OFFICE - GPM - EC CLARK, 9300 IMPERIAL HWY, DOWNEY, CA, 90242	(662) 803-8579	
50546602	LOS ANGELES COUNTY OFFICE OF EDUCATION CLARK BUILDING ECC116, DOWNEY, CA, 90242-2890	(662) 922-8610	
50546603	LOS ANGELES COUNTY OFFICE OF EDUCATION CONTRACT DEPT, 9300 IMPERIAL HWY, DOWNEY, CA, 90242	(662) 803-8291	
50546604	LOS ANGELES COUNTY OFFICE OF EDUCATION IMPERIAL HIGHWAY ECW 247, DOWNEY, CA, 90242	(662) 803-8578	
50546605	LOS ANGELES COUNTY OFFICE OF EDUCATION 9300 E IMPERIAL HWY GPM ECW 1087, DOWNEY, CA, 90242-2890	(662) 922-8610	
50546606	LOS ANGELES COUNTY OFFICE OF EDUCATION LOCCE HEAD START, 10100 PIONEER BLVD SUITE 325, SANTA FE SPRINGS, CA, 90670	(662) 401-5319	
50546607	LOS ANGELES COUNTY OFFICE OF EDUCATION ACCOUNTS RECEIVABLE, 9300 IMPERIAL HIGHWAY, DOWNEY, CA, 90242	(662) 803-8424	
50546608	LOS ANGELES COUNTY OFFICE OF EDUCATION DEPT. OF SPECIAL PROGRAMS - WORKFORCE INVESTMENT ACT PROGRAM, 9300 IMPERIAL HWY, ECW 204, DOWNEY, CA, 90242	(213) 637-3119	
50546609	LOS ANGELES COUNTY OFFICE OF EDUCATION 8300 IMPERIAL HIGHWAY ECW 233, SCHOOL HEALTH AND PHYSICAL EDUCATION (SHAPE), DOWNEY, CA, 90242	(662) 922-6390	
50546610	LOS ANGELES COUNTY OFFICE OF EDUCATION 9300 IMPERIAL HIGHWAY, DOWNEY, CA, 90242	(662) 803-8207	
50546611	LOS ANGELES COUNTY OFFICE OF EDUCATION GAIN DIVISION, 9300 IMPERIAL HIGHWAY, DOWNEY, CA, 90242	(662) 922-8664	
16906001	LOWICK CAREER JOURNAL LLC 8825 PENRIDGE PLACE, INGLEWOOD, CA, 90305	(310) 412-7220	

<<PREV PAGE Go to Page: 38 NEXT PAGE>>

Page 38 of 75

[Back to Last Window](#)

<http://camisvr.co.la.ca.us/lacobids/bidlist/ComVendList.asp>

Sub-Class #	Description
918-86	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
50007602	LIBRARY ASSOCIATES, INC. PO BOX 17611, BALTIMORE, MD 21297	(301) 231-9898	
50007603	LIBRARY ASSOCIATES, INC. 11820 PARKLAWN DR, SUITE 400, ROCKVILLE, MD, 20852	(301) 231-9999	
10440601	LINDA-MARIE SUNDSTROM 6948 DOHENY PL, APT. C, ALTA LOMA CA, 91701-6101	(909) 948-2496	
10503701	LINEX SOLUTIONS 10940 WILSHIRE BLVD, STE. 600, LOS ANGELES, CA, 90024-3940	(310) 443-4191	
11526701	LINTAS LLC 666 W. ADAMS ST., STE. 450, CHICAGO, IL, 60661-5789	(312) 681-5400	
10373302	LITA ABELLA PO BOX 166, WALNUT, CA, 91788-0166	(909) 613-9985	
13455701	LIZ S MOHLER 7826 W. 78TH ST., PLAYA DEL REY, CA, 90293	(310) 617-1294	
1576601	LKT CONSULTING, INC. 4839 ALMONDWOOD WMY, SAN DIEGO, CA, 92130	(668) 229-9949	
11718401	LODESTONE ADVENTURES INC. PO BOX 414, BIG BEAR LAKE, CA, 92315-0414	(909) 866-2829	
11142401	LOFTON ENTERPRISES 5132 S. GARTH AVE., LOS ANGELES, CA, 90056-1110	(213) 290-1564	
14801301	LOREN W LILLESTRAND 2729 BROOKSIDE DRIVE, CHINO HILLS, CA, 91709	(951) 805-9192	
05952501	LORI A TESTLOW 21010 SW BIRCH STREET, SUITE 272, NEWPORT BEACH, CA, 92660-1900	(949) 551-2453	

<<PREV PAGE Go to Page: 37 NEXT PAGE>>

Page 37 of 75

[Back to Last Window](#)

<http://camisvr.co.la.ca.us/lacobids/bidlist/ComVendList.asp>

**ATTACHMENT A
ISD Vendor List**

9/8/2014

http://carnivsr.co.la.ca.us/lacobids/bidlist/ComVendtlst.asp

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT
Vendor ID	Company Name
LSBE Certified	Phone
11307201	MANAGEMENT DYNAMICS, INC. 1155 S. CAMINO REAL, PALM SPRINGS, CA, 92264-8440 (760) 778-1889
14138301	MANAGEMENT HEALTH SVS ABETTA CARE, 3201 W. COMMERCIAL BLVD., SUITE 116, FORT LAUDERDALE, FL, 33309 (866) 943-5884 Ext:473
11263201	MANAGEMENT RECRUITERS GLENDALE OF GLENDALE 315 ARDEN AVE., STE. 12, GLENDALE, CA, 91203-1168 (618) 956-0400
10812701	MANDALAY ASSOCIATES LLC 190 EL CERRITO PLZ, PMB 226, EL CERRITO, CA, 94530-4002 (610) 526-4661 Ext:11
52384201	MANPOWER, INC. 521 W 6TH ST., LOS ANGELES, CA, 90014 (562) 972-1500
52384202	MANPOWER, INC. 10350 HERITAGE PARK DRIVE, SUITE 107, SANTA FE SPRINGS, CA, 90670 (562) 903-3990
52384203	MANPOWER, INC. 21271 NETWORK PLACE, CHICAGO, IL, 60673-1212 (213) 627-8260
15841801	MAP & ASSOCIATES INC., DBA FINESSE STAFFING P.O. BOX 9077, RANCHO CUCAMONGA, CA, 91701 (909) 466-8933
51041101	MARAVILLA FOUNDATION 5729 EAST UNION PACIFIC, COMMERCE, CA, 90022 (323) 809-4549
15632001	MARGIE A WISLON 686 ARROYO PARKWAY, SUITE #180, PASADENA, CA, 91105-3233 (626) 755-8925
10842201	MARIAN LUI 553 GEROMA AVE., SAN GABRIEL, CA, 91775-2227 (626) 287-6603
15170401	MARJORIE F GAYLE 4859 W. SLAUSON AVENUE #501, LOS ANGELES, CA, 90056 (310) 652-4415

<<PREV PAGE Go to Page: 40 NEXT PAGE>>
Page 40 of 75
Back to Last Window

http://carnivsr.co.la.ca.us/lacobids/bidlist/ComVendtlst.asp

9/8/2014

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT
Vendor ID	Company Name
LSBE Certified	Phone
15893901	LOVING HEARTS PRIVATE CARE INC. 1616 HAWTHORNE BLVD.#201, 1616 HAWTHORNE, CA, 90250 (310) 679-5900
11131601	LT88 LIMITED 32 S. RAYMOND AVE., STE. 11, PASADENA, CA, 91105-1952 (626) 796-6801
15667601	LINDA FERRER 421 EAST BAY STATE STREET - #9, ALHAMBRA, CA, 91801 (949) 936-0967
12920501	M&M CONSULTING AND PROJECT 5073 CARRIAGE DRIVE, EL SOBRANTE, CA, 94803 (610) 691-7274
10933801	MAC INCORPORATED 1743 S. DOUGLASS ROAD, SU, ANAHEIM, CA, 92806 (714) 634-3905
14665201	MAKRO TECHNOLOGIES, INC. ONE WASHINGTON PARK, SUITE 1502, NEWMARK, NJ, 07102 Ext:3017 (973) 481-0100
11811601	MAIAGON RESOURCES INC. 31878 DEL OBISPO ST., STE. 118, SAN JUAN CAPO, CA, 92675-3224 (949) 388-8661
12543401	MALCOLM PIRNIE, INC. 888 W 6TH ST 3RD FLR, LOS ANGELES, CA, 90017 (213) 614-9002
11215701	MALCOM THOMAS 1694 SOLEDAD CANYON RD., 152 CANYON COUNTRY, CA, 91387-2217 (661) 645-8768
12356601	MANAGED RESOURCES, INC. 11 GOLDEN SHORE, STE. 360, LONG BEACH, CA, 90802-4280 (562) 216-7028
50012201	MANAGEMENT ACTION PROGRAMS INC 4725 HAZELTINE AVE., SHERMAN OAKS, CA, 91423-2326 (818) 515-6000
10134001	MANAGEMENT ANALYSIS, INC 2159 AVENIDA TORONIA, CARLSBAD, CA, 92009-8707 (760) 634-7780

<<PREV PAGE Go to Page: 39 NEXT PAGE>>
Page 39 of 75
Back to Last Window

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
51883408	MAXIMUS, INC. 898 OLD EAGLE SCHOOL RD., STE. 1215, WAYNE, PA, 19087-1805	(610) 687-9202	
18687101	BOB MURRAY & ASSOCIATES, 1677 EUREKA ROAD SUITE 202, ROSEVILLE, CA, 95661	(916) 784-9080	
14894601	MODERNOTT & BULL, INC. 2 VENTURE, SUITE 100, IRVINE, CA, 92618	(949) 753-1700 Ext:317	
10632601	MCS REHABILITATION, INC. 3333 WILSHIRE BLVD., SUITE 405, LOS ANGELES, CA, 90010-4111	(213) 555-5312	
10632602	MCS REHABILITATION, INC. AMERICAN MEDICAL CAREERS, 3333 WILSHIRE BLVD., UNIT 208, LOS ANGELES, CA, 90010	(213) 387-9900	
14739001	INDJC INC / LINK STAFFING SERVICES 2013 W. BEVERLY BLVD, SUITE # C, MONTEBELLO, CA, 90640	(626) 919-0655 View	
15776601	MDT PERSONNEL, LLC 17757 U.S. HIGHWAY 19 NO. SUITE 660, CLEARWATER, FL, 33764	(727) 724-2600 Ext:3065	
13937201	MEDSEARCH FINANCIAL INC. 640 SOUTH COAST DR, SUITE #110, COSTA MESA, CA, 92626	(714) 668-8700	
12452001	MEGACOM 2000, INC. 1001 AVENIDA PICO, #C-282, SAN CLEMENTE, CA, 92673	(909) 268-4802	
16504301	MENT CONDITION, LLC P.O. BOX, MONTCLAIR, CA, 91793	(323) 213-0829	
11720401	MENTOR 4, INC. 1225 W 190TH ST, STE. 100, GARDENA, CA, 90248-4336	(310) 851-2060	
15446301	MERRAINE GROUP INC. ONE EXECUTIVE BLVD., SUITE #110, SUFFERN, NY, 10901	(845) 357-3355 Ext:102	

<<PREV PAGE Go to Page: 42 NEXT PAGE>>

Page 42 of 75

Back to Last Window

http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp

9/8/2014

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
14472301	MARY E SAMPSON 933 FIRST ST, STE. K-212, SEAL BEACH, CA, 90740	(562) 431-8897	
13309801	MARY L MILLER 1258 N. ALTADENA DR., PASADENA, CA, 91107	(626) 396-7789	
10946201	MARY M. WALLER SIMMONS 1936 VIRGINIA RD., LOS ANGELES, CA, 90016-1730	(323) 732-6102	
17020601	MATERIAL AND CONTACT SERVICES 250 N. GOLDEN CIRCLE DR., SUITE 205, SANTA ANA, CA, 92705	(714) 647-1520	
14818801	MATT PLOTKIN 918 PALOS VERDES BLVD SUITE 314, REDONDO BEACH, CA, 90277	(626) 394-3206	
11626401	MAXENE JOHNSTON 6167 BRISTOL PKWY, STE. 140, CULVER CITY, CA, 90230-6611	(310) 410-3905	
10367101	MAXIMUM TECHNOLOGY SOLUTIONS 20941 DEVONSHIRE ST., STE. 204, CHATSWORTH, CA, 91311-8281	(818) 865-2320 Ext:105	
51883401	MAXIMUS, INC. 3207 N CLEMONS BLVD, BURBANK, CA, 91504	(818) 729-8800	
51883402	MAXIMUS, INC. 1691 METRO CENTER DRIVE, RESTON, VA, 20190-5207	(703) 251-8500 Ext:536	
51883403	MAXIMUS, INC. 10474 SANTA MONICA BLVD, STE. 208, LOS ANGELES, CA, 90025-6930	(310) 475-8001	
51883405	MAXIMUS, INC. 1033 SKOKIE BOULEVARD, SUITE 350, NORTHBROOK, IL, 60062	(647) 513-5510	
51883407	MAXIMUS, INC. 4320 AUBURN BLVD., STE. 2000, SACRAMENTO, CA, 95841-4154	(916) 488-8102	

<<PREV PAGE Go to Page: 41 NEXT PAGE>>

Page 41 of 75

Back to Last Window

http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp

9/8/2014

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT
Vendor ID	Company Name
LSBE Certified	Phone
10023901	NCH CORPORATION PO BOX 660196, DALLAS, TX, 75265-0196 (972) 579-2817
14041801	NATIONAL STAFFING SOLUTIONS 4051 AVALON PARKWAY BLVD, ORLANDO, FL, 32828 (407) 482-2772
12950601	NATIONAL COUNCIL ON THE AGING 1020 N FAIR OAKS AVE, PASADENA, CA, 91103 (626) 791-5010
10241001	NATIONAL BUSINESS SOLUTIONS 14151 NEWPORT AVE, STE. 100, TUSTIN, CA, 92780-5174 (714) 369-0300
15094801	NATL INSTITUTE FOR PREVENTION OF WORKPLACE VIOLENCE INC OF WORKPLACE VIOLENCE INC, 22701 WOODLAKE LANE, LAKE FOREST, CA, 92690 (949) 770-5264
12816001	NAT APHUNPUNYAKU PO BOX 8118, INDUSTRY, CA, 91748-3900 (909) 869-8581
12295701	NAS RECRUITMENT COMMUNICATIONS 15303 VENTURA BLVD, STE. 1050, SHERMAN OAKS, CA, 91403-8662 (818) 906-3313 Ext:40
13745701	NANCY D ERBE 3565 LINDEN AVENUE 306, LONG BEACH, CA, 90807 (310) 243-2805
11592801	MULTI STATE ASSOCIATES 3931 LOS OLIVOS LN., LA CRESCENTA, CA, 91214-1629 (818) 248-5900
10523501	MULTI ASSET PERSONNEL PO BOX 1224, PHARMOUNT, CA, 90723-1224 (310) 637-8072
11101001	MITS ADVANCED CORP 22817 VENTURA BLVD., #448, WOODLAND HILLS, CA, 91364-1202 (818) 864-3500 Ext:13
11269701	MIRG GLOBAL INC 11707 FAIR OAKS BLVD., FAIR OAKS, CA, 95628-2848 (916) 860-8958

<<PREV PAGE Go to Page: 44 . NEXT PAGE>>

Page 44 of 75

Back to Last Window

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT
Vendor ID	Company Name
LSBE Certified	Phone
10375501	MICHAEL L STINE 4945 PARKVIEW AVE., LOS ANGELES, CA, 90043-1011 (323) 294-6271
13092101	MICRO BUSINESS SOLUTIONS INC WOODLAND HILLS, CA, 91367 (818) 324-4180
12933801	MULTIARY STARS LLC 8487 PARKLAND DRIVE, SUITE G, SARASOTA, FL, 34243 (941) 684-0133 Ext:181
12655001	MISI COMPANY, LTD 1000 CORPORATE CENTER DR., STE. 140, MONTEREY PARK, CA, 91754-7610 (323) 261-3500 Ext:107
51077901	MODIS, INCORPORATED 1230 ROSECRANS AVE, STE. 210, MANHATTAN BEACH, CA, 90266-2477 Ext:261
51077905	MODIS, INCORPORATED DEPT CH 10682, PALATINE, IL, 60055-0682 (666) 544-2218
51077906	MODIS, INCORPORATED PO BOX 1029410, ATLANTA, GA, 30368-0410 (310) 765-2270
50147401	MORRIS & BERGER 201 S LAKE AVE, STE. 700, PASADENA, CA, 91101-3068 (626) 795-0522
11681401	MORISONMCMNABB 20 CURTIS AVE., SAN RAFAEL, CA, 94801-2007 (416) 459-3291
11289501	MOTIVATIONAL SYSTEMS INTL 11887 MOUNT ROYAL CT., RANCHO CUANONGA, CA, 91737-7954 (626) 222-2007
15525301	MOUNTAIN MANAGEMENT GROUP LLC 104 VERA LANE, CONFLUENCE, PA, 15424 (828) 666-0338
17173301	MOZAIK SOLUTIONS 216 SOUTH HIGHWAY 101, SUITE 209, SOLANA BEACH, CA, 92075 (949) 433-7836

<<PREV PAGE Go to Page: 43 . NEXT PAGE>>

Page 43 of 75

Back to Last Window

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
15079101	NERUKA G OKPARA INTEGRATED RESOURCE MANAGEMENT SERVICES, P.O. BOX 1462, BELLFLOWER, CA, 90707	(562) 335-7301	
10618901	NET TECH GROUP 11 CANAL CENTER PLZ., STE. 105, ALEXANDRIA, VA, 22314-1595	(703) 535-1010 Ext:228	
10800701	NETRESEL INCORPORATED PO BOX 75820, LOS ANGELES, CA, 90075-0820	(213) 389-4728 Ext:13	
51691701	NEW DIRECTION INC 11303 WILSHIRE BLVD, VA BLDG 119, LOS ANGELES, CA, 90073-1003	(310) 914-4045 Ext:112	
13231101	NEW ERA SERVICES INC 1738 E CHARLESTON BLVD, SUITE 164, LAS VEGAS, NV, 89104	(720) 643-6703	
14376401	NEW LEAF STAFFING, INC. 65 PINE AVENUE, SUITE 814, LONG BEACH, CA, 90802	(562) 492-6816	
11115401	NEW LIFE OPTIONS AKA THE MINDSPAN PROJECT, 14431 VENTURA BLVD STE 312, SHERMAN OAKS, CA, 91423-2806	(818) 742-6098	
1683401	NEW LYFE HEALTH, LLC 1931 H ST., SACRAMENTO, CA, 95816	(916) 905-2111	
13638201	NEW YORK'S FINEST INVESTIGATIONS, INC., 1010 WORLD TRADE WAY, STE 369, NEW WINDSOR, NY, 12553	(845) 967-4200	
05603001	NEWPOINT GROUP 2655 3RD ST., STE. 215, SACRAMENTO, CA, 95818-1100	(916) 442-0469	
10643501	NEWPOINT MANAGEMENT LLC 144 GREENBRIAR LN., LA PUENTE, CA, 91744-4742	(626) 330-1958	
16322901	NICOLE HOWARDMAZZ GLOBAL RECRUIT SVS LLC 2604 EAST HWY 190 2ND FLOOR, 2301 EPPINETTE DR, COPPERAS COVE, TX, 75622	(254) 432-1775	

<<PREV PAGE Go to Page: 46 . NEXT PAGE>>

Page 46 of 75

[Back to Last Window](#)

<http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp>

9/8/2014

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
10023902	NCH CORPORATION DVA SYSTEMS DIVISION, PO BOX 665326, DALLAS, TX, 75265-6326	(800) 336-0460	
10023903	NCH CORPORATION X-ERGON, PO BOX 655326, DALLAS, TX, 75265-6326	(800) 336-0450	
10023904	NCH CORPORATION PARTSMASSTER, PO BOX 655326, DALLAS, TX, 75265-6326	(800) 336-0450	
10023905	NCH CORPORATION CERTIFIED LABS, PO BOX 2493, FORT WORTH, TX, 76113-2493	(800) 527-9919 Ext:0563	
10023906	NCH CORPORATION CHEMSEARCH, PO BOX 152170, IRVING, TX, 75015-2170	(800) 527-9919 Ext:0563	
10023907	NCH CORPORATION CHEMSEARCH DIV, 2727 CHEMSEARCH BLVD, IRVING, TX, 75062-6498	(972) 439-0511	
10023908	NCH CORPORATION CERTIFIED LAB, 360 N. SEPULVEDA BLVD # 2080, EL SEGUNDO, CA, 90245	(714) 479-3843	
10023909	NCH CORPORATION PO BOX 971269, DALLAS, TX, 75397-1269	(800) 527-9919 Ext:0541	
10023910	NCH CORPORATION CHEMSEARCH, PO BOX 152170, IRVING, TX, 75015-2170	(800) 527-9919 Ext:0541	
10023911	NCH CORPORATION CERTIFIED LABS DIV, 2727 CHEMSEARCH BLVD, IRVING, TX, 75062-6498	(972) 438-0240 Ext:2563	
10023912	NCH CORPORATION X-ERGON, PO BOX 655326, DALLAS, TX, 75265	(800) 336-0450	
16527801	NEHER & ASSOCIATES LLC 3790 MILLERTON PLACE, SUITE 100, WEST SACRAMENTO, CA, 95691-5491	(916) 443-2421 Ext:2	

<<PREV PAGE Go to Page: 45 . NEXT PAGE>>

Page 45 of 75

[Back to Last Window](#)

<http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp>

9/8/2014

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	Description
916-65	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
15884301	P.E. MANAGEMENT, L.L.C. 145 N. RIVERVIEW DRIVE, ANAHEIM HILLS CA, 92808	(714) 769-9085	
16297601	PANFA SOLUTIONS, INC. 714 WEST OLYMPIC BLVD UNIT 752, LOS ANGELES, CA, 90015	(213) 624-3400	
11118101	PARTNERS IN DIVERSITY INC 690 GREEN STREET, SUITE 101, PASADENA, CA 91101	(626) 793-0020 Ext:222	View
11853201	PARTNERS IN ENTERPRISE, INC. 101 N. VICTORY BLVD, SUITE L-254, BURBANK CA, 91502-1847	(260) 662-8203	
10843001	PARTNERSHIP CALIFORNIA, INC. 2026 ATLANTIC AVE., LONG BEACH, CA, 90806-4916	(562) 218-4157	
10158801	PAT WOODS ASSOCIATES, LTD, LLC PO BOX 660171, SACRAMENTO, CA, 95866-0171	(916) 568-3756	
13936801	PATRICIA L ROACH P O BOX 90307, LOS ANGELES, CA, 90009-0307	(310) 618-0944	
10802601	PAUL O'REILLY 7530 SUNNYSWOOD LN., LOS ANGELES, CA, 90046-1248	(323) 851-5160	
14996901	PAY PRO INC. PAYSTAFF PACIFIC, 1000 CORPORATE CENTER DRIVE STE 350, MONTEREY PARK, CA, 91754-7610	(323) 263-3388 Ext:201	
15157601	PAYSTAFF PACIFIC INC 1000 CORPORATE CENTER DRIVE STE 350, MONTEREY PARK, CA, 91754	(323) 263-3388 Ext:210	
02703904	PDC PERSONNEL 5900 WILSHIRE BLVD., STE. 400, LOS ANGELES, CA, 90036-5013	(000) 000-0000 Ext:0000	
02703801	PDC PERSONNEL SERVICES, INC. 777 S. FIGUEROA ST., STE 2500, LOS ANGELES, CA, 90017-5857	(213) 408-0262 Ext:227	

Back to Last Window

Page 48 of 76

<<PREV PAGE Go to Page: 48 . NEXT PAGE>>

Sub-Class #	Description
916-65	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
06246201	NORTHROP GRUMMAN SYSTEMS CORPORATION 1400 TALBOT RD., S. STE. 500, RENTON, WA, 98056-4290	(425) 793-3861 Ext:3861	
06246202	NORTHROP GRUMMAN SYSTEMS CORPORATION 200 S. SAN PEDRO STREET, SUITE 501, LOS ANGELES, CA, 90012	(909) 226-2257	
06246203	NORTHROP GRUMMAN SYSTEMS CORPORATION 7575 COLSHIRE DRIVE, MCLEAN, VA, 22102	(703) 556-1694	
06246204	INFORMATION TECHNOLOGY, INC. 7875 COLSHIRE DRIVE, MCLEAN, VA, 22102	-	
11814901	ODESUS 11768 WILSHIRE BOULEVARD STE 400, LOS ANGELES, CA, 90025	(310) 473-6800 Ext:103	
14633901	OFFICE RESOURCE & STAFFING LLC PO BOX 940485, MIAMI, FL, 33194	(305) 972-6986	
16830701	CLESKOOL INDUSTRIES 7401 CRENSHAW BLVD., 231, LOS ANGELES, CA, 90043	(323) 770-6320	
11688601	ONSTE AVIATION, LLC 830 W. DUARTE RD, UNIT B, MONROVIA, CA, 91016-6360	(310) 268-1403	
11763701	ONSTAFF 6167 BRISTOL PKWY., STE. 200, CULVER CITY, CA, 90230-6642	(818) 652-2794	
15319501	ONUR ULGEN INC 15726 MICHIGAN AVE., DEARBORN, MI, 48126	(313) 441-4480 Ext:1013	
10665901	ORBIS PARTNERS INC. 111 COLONNADE RD. N., SUITE 207, OTTAWA, ONTARIO, K2E7M-3	(613) 236-0773	
11683301	ORGANIZATIONMANAGEMENT CONSUL 11193 W. YUCCA, LITTLETON, CO, 80126-9283	(303) 932-7433	

Back to Last Window

Page 47 of 76

<<PREV PAGE Go to Page: 47 . NEXT PAGE>>

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	Description
918-55	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
51218401	GOVERN & ASSOCIATES 5215 ETRICK ST., LOS ANGELES, CA, 90027-2503	(323) 661-0403	
11463901	PRACTICAL DATA PROCESSING, INC 11515 ARTESIA BLVD., ARTESIA, CA, 90701-3852	(562) 402-7208 Ext:39	
14664001	PRECISE FIT LIMITED ONE LLC PITECH, 5761 RICHENBACHER RD, COMMERCCE, CA, 90040	(310) 824-1800 Ext:108	
16601401	PRECISION DIAGNOSTIC IMAGING, INC 6121 SOUTH STREET, LAKEWOOD, CA, 90712-1245	(562) 920-5292	
14527501	PREFERRED NURSING, INC 16550 DEVONSHIRE STREET SUITE300, GRANADA HILLS, CA, 91344	(818) 920-1222	
11411001	PREMIER HEALTHCARE PROFESSIONA 8 STAR THISTLE, IRVINE, CA, 92604	(949) 661-8131	
14137901	PREMIER MARKETING SERVICES 222 FASHION LANE, SUITE 112, TUSTIN, CA, 92780	(714) 544-7674	
16169401	PREMIER NURSING SERVICES, INC 444 W. OCEAN BLVD, SUITE 1050, LONG BEACH, CA, 90802	(600) 225-1992	
14703601	PREMIER PERSONNEL RESOURCES 12016 SLAUSON AVE, SUITE L, SANTA FE SPRINGS, CA, 90670-8451	(562) 236-1596	
13828001	PREMIER STAFFING SOURCE, INC. 4640 FORBES BLVD., SUITE 200A, LANHAM, MD, 20705	(301) 306-0602	
13639201	PRESTEMP'S SEMPER INTERNATIONAL LLC, 11968 AVIATION BLVD, INGLEWOOD, CA, 90304	(310) 725-2810	
15723801	PRESTIGE ANALYTICS 7548 HAWKES PEAK WAY, SAN DIEGO, CA, 92126	(530) 220-3933	

<<PREV PAGE Go to Page: 50 NEXT PAGE>>

Page 50 of 76

Back to Last Window

Sub-Class #	Description
918-55	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
02703902	POC PERSONNEL SERVICES, INC. 9841 AIRPORT BLVD, STE. 800, LOS ANGELES, CA, 90045-5420	(310) 342-3777 Ext:306	
02703905	POC PERSONNEL SERVICES, INC. 9841 AIRPORT BLVD, STE. 800, LOS ANGELES, CA, 90045-5420	(310) 342-3777 Ext:803	
14188501	PEAK TECHNICAL SERVICES 6355 TOPANGA CANYON BOULEVARD, SUITE 410, WOODLAND HILLS, CA, 91367	(818) 883-3627	
14520701	PEOPLES CENTER 392 N. LEMON AVENUE, NO. 220, WALNUT, CA, 91789-2344	(210) 507-7361	
10331401	PERCEPTIVE ENTERPRISES, INC. 644 COLORADO BLVD, SUITE 204, LOS ANGELES, CA, 90041	(323) 254-5000	
12185401	PERSONNEL DECISIONS 45 S. 7TH ST., STE. 2000, MINNEAPOLIS, MN, 55402-1625	(310) 201-4462	
16078201	PHARMPRO NETWORK INC. 14500 ROSCOE BLVD 4TH FLOOR, PANORAMA CITY, CA, 91402-4164	(818) 448-6847 View	
11356101	PHENOMENAL AMBITIONS 9081 FM 78, STE. 102-131, CONVERSE, TX, 78109-1202	(210) 601-0028	
13298901	PREMIER HEALTHCARE PROFESSIONALS INC, 8 STAR THISTLE, IRVINE, CA, 92604	(949) 661-8131	
10399201	PIANAMAR CORP 1124 WASHINGTON BLVD., CULVER CITY, CA, 90232-3902	(310) 387-4470	
10896901	POLICY STUDIES INC 1515 WYMKOP ST., SUITE 400, DENVER, CO, 80202-1092	(303) 663-0900	
13401201	POPULAR TECH 14151 NEWPORT AVE SUITE 204, TUSTIN, CA, 92780	(949) 215-9650 Ext:129	

<<PREV PAGE Go to Page: 49 NEXT PAGE>>

Page 49 of 76

Back to Last Window

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
10123701	PROFIT BY SOLUTIONS, INC. 1521 NOGALES ST., STE. 9737, ROWLAND HEIGHTS, CA 91748-9009	(909) 277-1554 EM:01	
11186001	PROGAMMERS, INC. 700 N CENTRAL AVE., STE. 470, GLENDALE, CA 91203-3225	(818) 653-1388 EM:18	
11182601	PROGRESSIVE EMPLOYEE MANAGEMENT 2549 CAMERON AVE., COVINA, CA 91724-3524	(213) 810-5057	
13975901	PRMAC SOLUTION INC 9916 BUNNORAN DRIVE, AUSTIN, TX, 78717	(310) 733-3076	
14833401	PROSOFT TECHNOLOGY GROUP 2001 BUTTERFIELD RD, SUITE 305, DOWNERS GROVE, IL, 60515	(630) 725-1800	
94308201	PSYCHOLOGICAL SERVICES INC 100 W. BROADWAY, STE. 1100, GLENDALE, CA, 91219-1216	(818) 244-0033 EM:15	
12719701	PUBLIC HEALTH FOUNDATION ENTERPRISES INC 12901 CROSSROADS PKWY SO SUITE 200, CITY OF INDUSTRY, CA, 91746	(662) 222-7822	
12718702	PUBLIC HEALTH FOUNDATION ENTERPRISES INC SOUTHERN CALIFORNIA PUBLIC HEALTH ASSOCIATION, 13200 CROSSROADS PKWY N STE 135, CITY OF INDUSTRY, CA, 91746-3420	(662) 699-7320	
12718703	PUBLIC HEALTH FOUNDATION ENTERPRISES INC INDUSTRY, CA, 91748-3505	(662) 699-7320 EM:248	
12718704	PHE MANAGEMENT SOLUTIONS, PO BOX 27980, LOS ANGELES, CA, 90027-0980	(323) 671-1877	
13728201	PUBLIC POLICY ASSOCIATES 134 LVELL STREET, LOS ALTOS, CA, 94022	(650) 947-4998	
13941501	PUBLIC SECTOR PARTNERS 9339 BRADSHAW ROAD, SUITE B-388, SACRAMENTO, CA, 95827	(916) 844-6003	

<<PREV PAGE Go to Page: 52 . NEXT PAGE>>

Page 52 of 76

Back to Last Window

http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
00036901	PRICE WATERHOUSE COOPERS, LLP 21650 OKMAYD ST., STE. 1900, WOODLAND HILLS, CA, 91367-7801	(818) 257-2036	
00036903	PRICE WATERHOUSE COOPERS, LLP P.O. BOX 7247-7190, PHILADELPHIA, PA 19170-7190	(213) 553-6030	
00036908	PRICE WATERHOUSE COOPERS, LLP MARK ERATH OR MIKE GALPER, 350 SOUTH GRAND AVENUE, LOS ANGELES, CA, 90071	(703) 918-1249	
00036909	PRICE WATERHOUSE COOPERS, LLP 8600 ROCK SPRING DR., STE. 500, INVESTMENT SURVEY, BETHESDA, MD, 20817-	(000) 000-0000	
05818901	PRO TEM SOLUTIONS INC 249 E. OCEAN BLVD., STE. 500, LONG BEACH, CA, 90802-8906	(562) 216-6400	
05818902	PRO TEM SOLUTIONS INC 249 E. OCEAN BLVD., STE. 500, LONG BEACH, CA, 90802-8906	(562) 216-6400	
52236801	PROUREMENT SERVICES ASSOC 950 N. GOLDEN CIRCLE DR., STE. 100, SANTA ANA, CA, 92705-4023	(714) 647-1520	
52236802	PROUREMENT SERVICES ASSOC PO BOX 12096, PLEASANTON, CA, 94588-2096	(925) 460-0397	
52236803	PRO BOX 6042 ASSOCIATES, CONCORD, CA, 94524-1042	(925) 585-4288	
1899401	PROFESSIONAL CONSULTING SERVICES PCS CONSULTANTS INC, 1910 ARCHIBALD AVE STE N, ONTARIO, CA, 91761	(909) 563-8800	
12728901	PROFESSIONAL SELECT 732E EDEN WAY, N. # 150, CHESAPEAKE, VA, 23320-2790	(757) 962-0835	
12264301	PROFESSIONAL STAFFING 950 FULTON AVE, STE. 230, SACRAMENTO, CA, 95825-4518	(916) 482-8877	

<<PREV PAGE Go to Page: 51 . NEXT PAGE>>

Page 61 of 76

Back to Last Window

http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
15025901	READYTOMANAGE INC 7505 FARLORD AVE., PLAYA DEL REY, CA, 90293	(310) 648-8304	
11508001	REALTY RESCUE REVIEW 24325 CRENSHAW BLVD, # 402, TORRANCE, CA, 90505-5349	(310) 901-4590	
12380001	REBBCCA FLORES 920 W. 17TH ST., STE A, SANITA ANA, CA, 92706-9576	(714) 443-3335	
14397501	RECOURSE COMMUNICATIONS, INC. RCI RECRUITMENT SOLUTIONS RCI RECRUITMENT SOLUTIONS, 550 HERITAGE DRIVE, JUPITER, FL, 33458 Ext:173	(561) 886-8800	
14840001	RED ENGINE CONSULTING LLC 11271 VENTURA BLVD STE 314, STUDIO CITY, CA, 91604	(818) 480-0578	
14284801	REED-SHAW ASSOCIATES, INC. 1954 HILLHURST AVE STE 172, LOS ANGELES, CA, 90027-2722	(323) 309-3328	
16211401	REGAL EXECUTIVE SEARCH 2801 HUNTINGTON LANE, REDONDO BEACH, CA, 90278	(310) 765-0787	
16658001	RELIABLE RESOURCES INC. 6254 POMONA BL, 5711 E BEVERLY BL, LOS ANGELES, CA, 90022	(323) 722-1318	
50463301	RENIX TECHNOLOGY GROUP 700 S FLOWER ST., STE. 1201, LOS ANGELES, CA, 90017-4114	(213) 488-0623	
50463302	RENIX TECHNOLOGY GROUP 3501 SEPULVEDA BLVD., STE. 101, TORRANCE, CA, 90505-2538	(600) 673-0045	
50463303	RENIX TECHNOLOGY GROUP FILE #92460, LOS ANGELES, CA, 90074-2460	(310) 827-4268	
11034201	RENJOIR CORPORATION 15233 VENTURA BLVD, SHERMAN OAKS, CA, 91403-2201	(310) 426-2978	

<<PREV PAGE Go to Page: 54 . NEXT PAGE>>

Page 64 of 76

Back to Last Window

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
1472001	Q TALENT ACQUISITION LLC 8080 CENTER DRIVE, 6TH FLOOR, LOS ANGELES, CA, 90045	(310) 242-5540	
12449201	QUADRANT MANAGEMENT SERVICES 700 S FLOWER ST., STE. 1100, LOS ANGELES, CA, 90017-4113	(323) 384-4875	
10194101	R SYSTEMS, INC. 5000 WINPLAY DR., STE. 5, EL DORADO HILLS, CA, 95762-9319	(916) 936-0103	
11185401	R.L. KLEIN & ASSOCIATES 3839 ATLANTIC AVE, STE. 100, LONG BEACH, CA, 90807-3529	(562) 427-5577	
15452201	RADGON, INC. 8750 N. ANDREWS AVE, SUITE 200, FORT LAUDERDALE, FL, 33309	(954) 938-2800	
14682901	RADIOLOGIC ENTERPRISES INC. RESOURCES ON CALL, 2810 16TH STREET NE, HICKORY, NC, 28601 Ext:421	(828) 345-6251	
16398401	RAHLA KAHN 23220 CALABASH STREET, WOODLAND HILLS, CA, 91394	(818) 591-7528	
06189601	RALPH ANDERSON & ASSOCIATES 5800 STANFORD RANCH ROAD, SUITE 410, ROCKLIN, CA, 95765 Ext:318	(916) 830-4900	
14125801	RANDEE FOWLER TECHNOLOGIES, 215 THROCKMORTON AVENUE # 3, MILL VALLEY, CA, 94941	(415) 381-4051	
15603001	RAVE SECURITY SOLUTIONS 1201 W CHANNEL ISLANDS BLVD, OXNARD, CA, 93033	(805) 612-1244	
06940501	RAY SWEET 355 S. GRAND AVE., STE. 4295, LOS ANGELES, CA, 90071-1560	(213) 613-6000	
11854901	RG ASSOCIATES STAFFING SERVICE 3701 STOCKER ST., STE. 200, LOS ANGELES, CA, 90008-5144	(323) 282-3124	

<<PREV PAGE Go to Page: 53 . NEXT PAGE>>

Page 63 of 76

Back to Last Window

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
03344507	ROBERT HALF INTERNATIONAL INC. 13181 CROSSROADS PARKWAY NORTH SUITE 110, CITY OF INDUSTRY, CA, 91746 EXT:25224	(662) 478-1234	
14218101	ROBERT J SPIERER 23432 THORNWOOD DR., SANTA CLARITA, CA, 91321-3963	(661) 253-1426	
15640901	ROBERT LANIER 6301 PINE STREET, OAKLEY, CA 94561	(925) 437-0821	
13994101	ROBERT OLMS 2120 E. LIVE OAK DRIVE, LOS ANGELES, CA, 90068	(323) 578-4704	
11484001	ROBERTSON & ASSOCIATES 3932 N. VIRGINIA RD., UNIT 108, LONG BEACH, CA, 90807-2650	(562) 424-5448	
15623601	ROBIN R COLE 4822 5TH AVE., LOS ANGELES, CA, 90043	(323) 788-5426	
14803901	RODNEY J GORRE POST OFFICE BOX 862100, LOS ANGELES, CA, 90086-2100	(213) 500-8381	
14874401	ROMIN STAFFING LLC 300 EAST MANGOLIA BLVD., SUITE 401, BURBANK, CA, 91502	(818) 973-7135	
16050101	RONNIE KOVACH'S OUTDOOR ENTERPRISES INC. PO BOX 3118, HUNTINGTON BEACH, CA, 92605	(714) 745-3353	
10424701	ROSE INTERNATIONAL 16401 SWINGLEY RIDGE ROAD, SUITE 300, CHESTERFIELD, MO, 63017-0757	(636) 812-4000 EXT:6013	
13912001	ROSIE MILLIGAN 1426 W. MANCHESTER AVENUE, SUITE 'C', LOS ANGELES, CA, 90047	(323) 750-3592	
15736601	ROXANA S MARAGHI 4924 BALBOA BLVD., #487, ENCINO, CA, 91316	(310) 437-3389	

<<PREV PAGE Go to Page: 56 NEXT PAGE>>

Page 56 of 75

Back to Last Window

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
15990301	RESULTS COMPANY 2870 PEACHTREE ROAD, SUITE 143, ATLANTA, GA, 30305	(770) 387-5444	
11861201	RHONDA RILEY 1822 E. CYRENE DR., CARSON, CA, 90746-2928	(310) 283-2145	
13311801	RIVERA, INC. 115 W 4TH ST, UNIT 412, LONG BEACH, CA, 90802	(619) 708-6548	
15923301	THE ENTERPRISE UNIVERSITY, 4061 GLENCOE AVENUE SUITE 9, MARINA DEL REY, CA, 90292-6646	(818) 246-4648	View
13884501	ROBERT EADY 12200 FORD ROAD, SUITE 369, DALLAS, TX, 75234	(972) 241-4848	
12769701	ROBERT F ZAMORA 16833 SOMERSET PL., FONTANA, CA, 92336-1220	(909) 427-8391	
03344501	ROBERT HALF INTERNATIONAL INC. 10877 WILSHIRE BLVD., SUITE 400, WESTWOOD, CA, 90024 EXT:213	(213) 624-8335	
03344502	ROBERT HALF INTERNATIONAL INC. 865 SOUTH FIGUEROA STREET, SUITE 2600, LOS ANGELES, CA, 90017	(213) 624-1442	
03344503	ROBERT HALF INTERNATIONAL INC. 21700 OXNARD STREET, SUITE 1400, WOODLAND HILLS, CA, 91367	(818) 703-8818	
03344504	ROBERT HALF INTERNATIONAL INC. OFFICE TEAM, FILE 73484 / P O BOX 60000, SAN FRANCISCO, CA, 94160-3484	(800) 356-1884	
03344505	ROBERT HALF INTERNATIONAL INC. 13181 CROSSROADS PARKWAY NORTH, SUITE 110, CITY OF INDUSTRY, CA, 13181 EXT:25224	(562) 478-1243	
03344506	ROBERT HALF INTERNATIONAL INC. ACCOMTEMP, PO BOX 743295, LOS ANGELES, CA, 90074-3295 EXT:116	(626) 815-1019	

<<PREV PAGE Go to Page: 55 NEXT PAGE>>

Page 55 of 75

Back to Last Window

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
18120101	SAHAR CONSULTING, LLC 8970 WHEATLAND AVE., SHADOW HILLS CA 91040	(818) 554-4737	View
17058001	SANSARA INCORPORATED 12975 AGUSTIN PLACE, UNIT 137, PLAYA VISTA CA, 90094	(310) 737-8076	
14249801	SAN DIEGO PERSONNEL GOOD PEOPLE EMPLOY, SVS., 13244 IMPERIAL HWY, SANTA FE SPRINGS, CA, 90650	(562) 229-1091	
14249802	SAN DIEGO PERSONNEL GOOD PEOPLE EMPLOYMENT SERVICES, PO BOX 22840, SAN DIEGO, CA, 92182	(619) 467-1348	
14249803	SAN DIEGO PERSONNEL GOOD PEOPLE EMPLOYMENT SERVICES, 18000 STUDEBAKER STE. 700, CERRITOS, CA, 90703	(668) 467-1348	
16587101	SANDRA O LINDORFER 3579 EAST FOOTHILL BLVD, STE. 294, PASADENA, CA, 91107	(626) 710-7266	
10153301	SANDRA DAVIS 3953 MCCLUNG DR., LOS ANGELES, CA, 90008-2838	(323) 291-8245	
51578701	SANTA MONICA BAY RESTORATION FOUNDATION, 320 WEST 4TH STREET, SUITE 200, LOS ANGELES, CA, 90013	(213) 576-6615	
51578702	SANTA MONICA BAY 320 W. 4TH ST., FL. 2, LOS ANGELES, CA, 90013-2342	(213) 576-6641	
14343101	SATURN STAFFING SOLUTIONS, INC 2400 CHESTERWOOD DRIVE, LITTLE ELM, TX, 75068	(469) 287-8071	
12805801	SAVANAGE, LLC 18292 MIDDLEBELT RD., LIVONIA, MI, 48152-5007	(248) 478-2556 Ext:111	
16544201	SHAD REZAI WATERWORKS CONSULTING SERVICES, 5505 NEWCASTLE LANE, CALABASAS, CA, 91302	(818) 699-3786	

<<PREV PAGE Go to Page: 58 NEXT PAGE>>

Page 58 of 75
Back to Last Window

Sub-Class #	Description
918-86	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
13798901	RUBEN PACHECO 6250 TELEGRAPH RD, #2106, VENTURA, CA, 93003	(805) 794-3864	
11309201	RUDY LEFLORE 8015 OCEAN VIEW AVE., WHITTIER, CA, 90602-2750	(562) 696-6986	
10512701	RULMEISTER, INC 13191 CROSSROADS PARKWAY, SUITE 289, INDUSTRY, CA, 91746	(562) 695-2910	
16898001	RUNAWAY GIRL, PFC 138 CAPSTRANO AVE., SHELL BEACH, CA, 93449	(805) 266-3714	
11517201	RUSS AEBIG 11 FLORENTINE, ALISO VIEJO, CA, 92656-4229	(949) 306-9753	
06166201	RYDEK COMPUTER PROFESSIONALS 13936 VENTURA BLVD UNIT 410, SHERMAN OAKS, CA, 91423 Ext:6	(310) 641-9800	
06166202	RYDEK COMPUTER PROFESSIONALS P O BOX 8243, PASADENA, CA, 91109-8243 Ext:16	(310) 641-9800	
12271601	S & J BUSINESS CONSULTING 1148 N CENTRAL AVE, STE. 334, GLENDALE, CA, 91202-2506	(818) 312-4637	
10295001	S. C. MYERS & ASSOCIATES, INC 3615 WISCONSIN AVE, NW, WASHINGTON, DC, 20016-3007 Ext:12	(202) 244-2616	
10902501	SAALEX SOLUTIONS INC. 811-A CAMARILLO SPRINGS ROAD, CAMARILLO, CA, 93012	(805) 482-1070	
14190801	SABER 12440 434TH AVE SE, NORTH BEND, WA, 98045	(425) 223-9054	
16758401	SAGATICA LLC 6638 LAKE MURRAY BLVD #334, LA MESA, CA, 91942	(619) 668-8500	

Page 67 of 75
Back to Last Window

<<PREV PAGE Go to Page: 57 NEXT PAGE>>

**ATTACHMENT A
ISD Vendor List**

9/8/2014

http://camnsvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT
16351201	SMITH GLOBAL CONSULTING, INC.
(310) 343-3801	531 MAIN STREET #612, EL SEGUNDO, CA 90245
04224601	SOFT TRAIN INCORPORATED
(949) 242-3500	2932 SOUTH DAILNER STREET, SANTA ANA, CA, 92705
Ex: 752	
(407) 869-8033	SOFTWARE RESOURCES, INC.
Ex: 107	
15396301	SOFTWARE SOLUTIONS GROUP, INC.
2180 WEST STATE ROAD 434, SUITE 6136, LONGWOOD, FL, 32779	
10798701	SOLUTION INFUSION LLC
11099 S. LA CIENEGA BLVD.,, LOS ANGELES, CA, 90045-0143	
(310) 560-7401	
Ex: 14	
(666) 211-5909	SOLUTION INFUSION LLC
11938 WEST 119TH STREET SUITE 108, OVERLAND PARK, KS, 66213	
Ex: 15	
(310) 831-5261	SONARA C BARBER
1030 S MEYER ST., SAN PEDRO, CA, 90731	
13217801	SONARA C BARBER
16714001	SONGHA! SOLUTIONS, LLC
4859 WEST SLAUSON AVE., STE. 494, LADERA HEIGHTS, CA, 90065	
(424) 239-9262	
14010301	SONYA C TOLSON
PO BOX 713, COBB, CA, 95426-0713	
(416) 789-7860	
06038501	SOPHISTICATED TECHNOLOGIES
8900 VARIEL AVE., STE. H., WOODLAND HILLS, CA, 91367-7763	
(818) 227-0944	
Ex: 123	
(323) 221-5861	SOUTHERN CALIFORNIA IBM-NECA PENSION TRUST
ELECTRICAL INDUSTRY ACCOUNT, PO BOX 910918, LOS ANGELES, CA, 90091	
(323) 221-5861	SOUTHERN CALIFORNIA IBM-NECA PENSION TRUST
TRUST FUND, FILE #21777, LOS ANGELES, CA, 90074-1777	
(223) 221-5861	SOUTHERN CALIFORNIA IBM-NECA PENSION TRUST
ELECTRICAL INDUSTRY ACCOUNT, 6029 GARFIELD AVENUE, COMMERCE, CA, 90040	
51875503	

<<PREV PAGE Go to Page: 60 NEXT PAGE>>

Page 80 of 76

Back to Last Window

9/8/2014

http://camnsvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT
14773001	SHAFFER PSYCHOLOGICAL INSTITUTE
(310) 648-6868	752 BASIN STREET, SAN PEDRO, CA, 90731
10703401	SHANGHAI NODDLE COMPANY LLC
659 S FAIR OAKS AVE., STE. 339, PASADENA, CA, 91105-2805	
(626) 221-5200	
12929301	SHARON KINNEY
P.O. BOX 6325, BAKERSFIELD, CA, 93366-6325	
(661) 871-8155	
09290401	SHARON WINSGER
8522 S. CHARLTON AVE., LOS ANGELES, CA, 90066-1327	
(323) 293-7353	
15539601	SHAVONDA WEBBER-CHRISTMAS
5131 W. 139TH ST., HAWTHORNE, CA, 90250	
(424) 294-9981	
10875301	SHAYA-TECH CORPORATION
20459 ROCA CHICA DRIVE, MALIBU, CA, 90265	
(310) 395-1565	
Ex: 15	
14158501	SHIELD OF FAITH
ECONOMIC DEVELOPMENT, 1750 WEST HOLT AVENUE, POMONA, CA, 91768	
(918) 691-7630	
12018101	SHUKUA BUSINESS CONSULTING
5042 WILSHIRE BLVD, # 408, LOS ANGELES, CA, 90036-4305	
(213) 840-4440	
14332501	SILVER & ASSOC. CONSULTING INC
7322 S.W. FRAWY, SUITE 400, HOUSTON, TX, 77074	
(713) 777-7402	
11124001	SIMPSON & SIMPSON
633 WEST 5TH STREET SUITE 3320, LOS ANGELES, CA, 90071	
(213) 736-6618	
13109201	SIR RODERICK E BECTON II
500 S HOBART BLVD STE 203, LOS ANGELES, CA,	
(616) 422-0682	
9020-0900	
13906601	SLAVIN MANAGEMENT CONSULTANTS
9040 HOLCOMB BRIDGE ROAD, #4-11, NORCROSS, GA, 30071	
(770) 448-4658	

<<PREV PAGE Go to Page: 69 NEXT PAGE>>

Page 69 of 76

Back to Last Window

**ATTACHMENT A
ISD Vendor List**

9/8/2014

http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT
Vendor ID	Company Name
LSBE Certified	Phone
16033701	STERN E PRESSER 6121 GLADE AVE #315, WOODLAND HILLS, CA, 91367
51827101	STEVEN HIRSCH 92708-7302
11705401	STI KNOWLEDGE, INC. 400 PINEHURST CENTER TERRACE, SUITE 249, ATLANTA, GA, 30345
16803301	STONEBRIDGE DEVELOPMENT SERVICES LLC 155 NORTH LAKE AVENUE, 8TH FLOOR, PASADENA, CA, 91101
12670101	STRATEGIC HR 4343 VON KARMAN AVE., # 202, NEWPORT BEACH, CA, 92660-2006
11670201	STREAMLINE TECHNOLOGY GROUP 9483 HAVEN AVE., STE. 104, RANCHO CUCAMONGA, CA, 91730-5802
50549801	SUBSTANCE ABUSE FOUNDATION 1041 REDONDO AVE., LONG BEACH, CA, 90804-3928
50549802	SUBSTANCE ABUSE FOUNDATION 1041 REDONDO AVE., LONG BEACH, CA, 90804-3928
50549804	SUBSTANCE ABUSE FOUNDATION 1045 REDONDO AVE., LONG BEACH, CA, 90804
13826701	SUCCESS IN AMERICA, LLC 55 MILL PLAIN ROAD, #314, DANBURY, CT, 06811
52979401	SUCCESSFACTORS, INC. 999 BAKER WAY, SUITE 600, SAN MATEO, CA, 94404
11650901	SUE HUNTER 3020 OLD RANCH PKWY., STE. 300, SEAL BEACH, CA, 90740-2751

<<PREV PAGE Go to Page: 82 . NEXT PAGE>>

Page 82 of 75

Back to Last Window

9/8/2014

http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT
Vendor ID	Company Name
LSBE Certified	Phone
(323) 221-5861	SOUTHERN CALIFORNIA IBEW-NECA PENSION TRUST DEPT LA 22460, PASADENA, CA, 91186-2460
51825504	SOUTHERN CALIFORNIA IBEW-NECA PENSION TRUST P O BOX 39261, LOS ANGELES, CA, 90039-0261
12957201	SOUTHWESTERN COLLEGES 900 OTAY LAKES ROAD, CHULA VISTA, CA, 91910
17062401	SPECIAL COUNSEL, INC TRAK RECORDS AND LIBRARY, 225 BROADWAY SUITE 1150, SAN DIEGO, CA, 92101
15903901	SPEIRION STAFFING SERVICES 4727 WILSHIRE BLVD, 414, LOS ANGELES, CA, 90010
16732901	SPTSWOOD CONSULTING 82 CORPORATE PARK, 812, IRVINE, CA, 92605
14231901	SPRY CONTROL LLC 35 BUTLER STREET, IRVINE, CA, 92612
16637101	SSA & FAZ CONSULTING LLC 7650 LA VERDURA DR., DALLAS, TX, 75248
10937101	STAFF SUPPORT, INC. 11835 W. CLYMPIC BLVD, STE. 1125, LOS ANGELES, CA, 90064-5001
13782401	STEALTH PARTNERS, INC 3944 W CHANNEL ISLANDS BL #171, OXNARD, CA, 93035
15498901	STEPHEN DELAIRE PANFA SOLUTIONS 315 W 9TH STREET SUITE 314, LOS ANGELES, CA, 90015
13719101	STEVE ALBRECHT 9928 MIRAMAR ROAD, #270, SAN DIEGO, CA, 92128

<<PREV PAGE Go to Page: 81 . NEXT PAGE>>

Page 81 of 75

Back to Last Window

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
51167601	TAC PROF STAFFING SERV 16969 VON KARMAN AVE, STE 210, IRVINE, CA, 92608-4939	(949) 851-7711	
51167602	TAC PROF STAFFING SERV 1 CIVIC PLAZA DR., STE. 335, CARSON, CA, 90745-7960	(310) 952-9527	
51167603	TAC PROF STAFFING SERV P.O. BOX 70107, SANITANA, CA, 92725-0107	(310) 952-9527	
51167604	TAC PROF STAFFING SERV P.O. BOX 4755, BOSTON, MA, 02212	(800) 235-3070	
10975201	TAMMIE NEWSOME 5221 S. HOOVER ST., LOS ANGELES, CA, 90037-3731	(323) 314-7361	
11480001	TASOMEBSTES ANONYMOUS 2293 W. 24TH ST., LOS ANGELES, CA, 90018-1904	(310) 743-4233	
16520901	TASK AT HAND CONSULTING, LLC 3658 W. 62ND STREET., LOS ANGELES, CA, 90043	(323) 739-4459	View
11866201	TECHEXEC PARTNERS, LLC 4570 VAN NUYS BLVD., SHERMAN OAKS, CA, 91403-2913	(818) 787-4800	
11128101	TECHLINK SYSTEMS INC. 8383 WILSHIRE BOULEVARD, SUITE 745, BEVERLY HILLS, CA, 90211	(310) 770-3810	
11766601	TECHNICAL WORKS, INC. 13200 CROSSROADS PKWY N, SUITE 260, INDUSTRY, CA, 91745	(562) 908-1041	
11877101	TECHNOLOGY SOLUTION GROUP, INC 3228 GULFSTREAM CT., MATTHEWS, NC, 28105-7437	(704) 277-9962	
16165401	TECHNOPEX, INC. 27607 W. MUIR GROVE WAY, CASTAIC, CA, 91384	(424) 477-7853	

<<PREV PAGE Go to Page: 64 . NEXT PAGE>>

Page 64 of 75

Back to Last Window

http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp

9/8/2014

Sub-Class #	918-85
Description	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
1364901	SUN MICRO SOLUTIONS INC. 29 AVANZARE, IRVINE, CA, 92606	(949) 387-9878	
66075201	SUPERTECH INC 6800 HANNUM AVE, #150, CULVER CITY, CA, 90230	(310) 645-1199	View
66075203	SUPERTECH INC 9901 W. FLAUSON AVE., STE. 168, CULVER CITY, CA, 90230-6594	(310) 645-1199	
14047301	SUPERIOR DESIGN INTERNATIONAL 250 INTERNATIONAL DRIVE, WILLAMSVILLE, NY, 14221	(719) 631-8310	EM2964
14480501	SUPERIOR STAFF RESOURCES, INC. 220 INTERNATIONAL DRIVE, WILLAMSVILLE, NY, 14221	(714) 241-9466	
17080601	SUSAN C HILL 4557 DON MILAGRO DRIVE, LOS ANGELES, CA, 90008	(818) 324-4640	
66268801	SUSAN CURRAN 801 DRIFWOOD AVE., BREJA, CA, 92821-3553	(714) 980-2751	
11732101	SUSAN PARTNOW 4425 BAKER AVE. NW., SEATTLE, WA, 98107-4352	(206) 789-8697	
13965501	SWENSON CONSULTING SERVICES 545 S. FIGUEROA STREET, #1214, LOS ANGELES, CA, 90071	(213) 627-1297	
15119201	SYSNET TECHNOLOGY SOLUTIONS INC 4320 STEVENS CREEK BLDV STE 229, SAN JOSE, CA, 95129	(408) 898-4715	
16749501	SYZYGY GLOBAL CONSULTANTS, INC 207 WEST ALAMEDA AVENUE, SUITE 204, BURBANK, CA, 91502	(818) 478-2048	
12559401	T & R CONSULTING 219 W CHERRY AVE., MONROVIA, CA 91016-4009	(818) 371-6286	

<<PREV PAGE Go to Page: 63 . NEXT PAGE>>

Page 63 of 75

Back to Last Window

http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp

9/8/2014

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
14868301	THE GALLUP ORGANIZATION 16300 VON KARMAN AVE., SUITE 1000, IRVINE, CA, 92612	(949) 474-2751	
15107301	THE GUZMAN GROUP INC 905 BULL FROG CIRCLE, WALNUT, CA, 91789	(626) 965-7373	
10176201	THE HR STATISTICAL GROUP 6774 KAISER AVE., FONTANA, CA, 92336-1569	(909) 574-1354	
15004201	THE INSIGHT GENERATION 9335 OCEAN PARK BLVD SUITE 107-372, SANTA MONICA, CA, 90405	(310) 663-4556	
10254901	THE KEMAH GROUP INC 9077 FILITE CIRCLE, SUITE 6, SACRAMENTO, CA, 95827	(888) 941-3131	
15987601	THE LEETS CONSORTIUM 8001 IRVINE CENTER DRIVE, SUITE 650, IRVINE, CA, 92618	(949) 260-0300	
12025401	THE MANAGEMENT SOLUTIONS GROUP 1230 S. GOODRICH BLVD., COMMERCE, CA, 90022	(323) 721-6617	
14968301	THE MAULL GROUP 4082 S CLOVERDALE AVE., LOS ANGELES, CA, 90008-1033	(323) 291-5759	
12028101	THE OCI GROUP 21300 VENTURA BLVD, SUITE 240, WOODLAND HILLS, CA, 91367	(818) 917-3903	
05437501	THE REA COMPANY PO BOX 889, 239 E. ALAMEDA STE 201, BURBANK, CA, 91503-0889	(818) 845-7444	
52067201	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UCI MEDICAL CENTER, 101 CITY DRIVE SOUTH, ORANGE, CA, 92663-3298	(714) 456-6324	
52097202	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UCI DEPT OF PATHOLOGY REFERRAL SERVICE, 101 CITY DR SOUTH, ORANGE, CA, 92668	(714) 466-8836	

<<PREV PAGE Go to Page: 66 NEXT PAGE>>

Page 66 of 75

Back to Last Window

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
06246901	TEKSYSTEMS 200 N. SEPULVEDA BLVD, STE. 1500, EL SEGUNDO, CA, 90245	(310) 765-9037	
16134701	TEMPS, INC. 11825 DEL AMO BLVD., CERRITOS, CA, 90703	(562) 809-7785	
11509801	TEMPREE 3987 CROSSRIDGE CT., THOUSAND OAKS, CA, 91360-2676	(818) 203-5273	
11509902	TEMPREE 650 N. MOORPARK RD # 310, THOUSAND OAKS, CA, 91360-3703	(818) 203-5273	
17014901	TENACIOUS STAFFING, LLC 3350 E. 7TH STREET #146, LONG BEACH, CA, 90804	(562) 270-4008	
10934201	TERESA SHUFF 1501 E. ORANGETHORPE AVE., STE. 130, FULLERTON, CA, 92831-5208	(714) 625-0882	
14456901	TERRY G LEWIS STRATEGIC PLANNING, 1909 NORTH NIAGARA, BURBANK, CA, 91506	(818) 425-8021	
16072901	TERUKO WEINBERG, INC. 21241 S. WESTERN AVENUE, SUITE 160, TORRANCE, CA, 90501	(310) 787-7475	
14387201	THE AEON GROUP LLC 6777 W CENTURY BLVD, SUITE 1750, LOS ANGELES, CA, 90045-6695	(310) 216-4007	
15440801	THE BURCHFIELD GROUP 1296 NORTHLAND DRIVE, SUITE 350, ST. PAUL, MN, 55120	(651) 389-6656	
16648201	THE CIS SOLUTIONS GROUP INC THE HCI GROUP, 6440 SOUTHPOINT PARKWAY- STE 300, JACKSONVILLE, FL, 32216	(904) 337-6390	
15903801	THE DANIELS FOUNDATION 400 CORPORATE POINT, STE 300, CULVER CITY, CA, 90230-7620	(424) 750-3082	

<<PREV PAGE Go to Page: 65 NEXT PAGE>>

Page 65 of 75

Back to Last Window

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
52067216	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UNIVERSITY OF IRVINE OFFICE OF ADMINISTRATIONS, 260 ALDRICH HALL, IRVINE, CA, 92697-1075	(949) 824-6703	
52067217	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA ACCOUNTING OFFICE OF THE BIOLOGICAL SCIENCES III, SUITE 1400, IRVINE, CA, 92697-	(949) 824-6259	
52067218	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UNIVERSITY OF CALIFORNIA IRVINE BIOSCI III SUITE 1400, IRVINE, CA, 92697-1050	(949) 824-0341	
52067219	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA OFFICE OF EXECUTIVE EDUCATION, UC IRVINE, MPA210, IRVINE, CA, 92697-3130	(949) 824-6549	
16595301	THE RIGHTWAY FOUNDATION 1910 MAGNOLIA AVENUE, LOS ANGELES, CA, 90007	(213) 746-6821	
15747101	THE SEGAL COMPANY, INC. 930 N. BRAND BLVD. STE. 1100, GLENDALE, CA, 91203	(818) 956-6777	
11352901	THE TEAMS GROUP LLC 9697 JONES RD STE 698, HOUSTON, TX, 77066	(832) 726-9040	
50667701	THE WENTWORTH COMPANY, INC. 479 W. 8TH ST., SAN PEDRO, CA, 90731-2697	(310) 732-2301	View
14714501	THE WORLD ACADEMY OF PERSONAL DEVELOPMENT INC 1901 AVENUE OF THE STARS, 2ND FLOOR, LOS ANGELES, CA, 90067	(310) 461-1446	
14147901	THE ZAMZOW GROUP INC 264 S. LA CIENEGA BLVD., SUITE 1120 BEVERLY HILLS, CA, 90211	(310) 551-3000	
11966101	THINKUP INC. 1015 N. LAKE AVE., STE. 208, PASADENA, CA, 91104-4576	(626) 787-9411	View
11911201	THIRD MILLENNIUM BUSINESS SYSTEMS, INC., 10940 WILSHIRE BLVD., SUITE 600, LOS ANGELES, CA, 90024	(310) 443-4105	View

<<PREV PAGE Go to Page: 66 NEXT PAGE>>

Back to Last Window

Page 66 of 75

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
92067203	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA 100 STUDENT SERVICES I, IRVINE, CA, 92697-2075	(949) 824-3643	
52067204	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UCI DEPT OF PATHOLOGY REFERRAL SERVICE, PO BOX 513377, LOS ANGELES, CA, 90051-3377	(714) 456-8835	
52067205	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UC KERNNEY AGRICULTURAL CENTER, 9240 SOUTH RIVERBEND AVENUE, PARIER, CA, 93946	(559) 646-6519	
52067206	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA 234 E PELTASON DRIVE, ROOM #114, IRVINE, CA, 92697-5700	(949) 824-5417	
52067207	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA PROGRAM IN GYNAECICS, 101 CITY DRIVE SO, BLDG200 S-835RT81 ZC1150, ORANGE, CA, 92668-3298	(714) 456-5530	
52067208	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UC IRVINE MEDICAL CENTER, P.O. BOX 51001-1363, PASADENA, CA, 91110-1363	(714) 456-6324	
52067209	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA OF CALIFORNIA PO BOX 6050, IRVINE, CA, 92616	0-	
52067210	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA UCI MEDICAL CENTER, 101 THE CITY DRIVE SOUTH, ORANGE, CA, 92668	(714) 456-6324	
52067211	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA 3933 CALIFORNIA ST STE 430, SAN FRANCISCO, CA, 94143-0284	(000) 000-0000	
52067212	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA SAN FRANCISCO ACCOUNTING OFFICE EMF BOX 0897, UNIVERSITY OF CALIFORNIA, SAN FRANCISCO, CA, 94143-0897	(415) 502-4175	
52067214	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA ACCOUNTING OFFICE OF THE BIOLOGICAL SCIENCES III STE 1400, IRVINE, CA, 92697-1050	(949) 824-6259	
52067215	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA REMITTANCE CENTER, 10920 WILSHIRE BLVD STE 107, LOS ANGELES, CA, 90024-	(310) 825-6818	

<<PREV PAGE Go to Page: 67 NEXT PAGE>>

Page 67 of 75

Back to Last Window

**ATTACHMENT A
ISD Vendor List**

Sub-class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
16288502	TRANSUNION LLC 655 WEST ADAMS STREET, CHICAGO, IL, 60661	(312) 968-2000	
14448301	TRILLIS TECHNOLOGY SOLUTIONS 629 N MCKIMLEY STREET, SUITE 104-128, CORONA, CA, 92879	(951) 454-2716	
15466001	TRI-STATE EMPLOYMENT SERVICE 160 BROADWAY, 15TH FLOOR, NEW YORK, NY, 10038	(718) 982-1028	
15631001	TRIBUNE COMPANYPUBLISHING DER COM/LA TIMES 435 N MICHIGAN, CHICAGO, IL, 60611	(323) 431-7933	
13004301	TRINITY PROFESSIONAL RECRUITME 6616 LAUREL STREET, CORONA, CA, 92880	(714) 222-9812	
13917601	TRUSTAFF TRAVEL NURSES 7797 MONTGOMERY ROAD, SUITE 200, CINCINNATI, OH, 45236-4255	(513) 272-3988 Ext:6604	
15756601	TSALTA, INC. 868 ARROYO PARKWAY SUITE 180, PASADENA, CA, 91105	(626) 256-8826	
06232201	TURNER CONSULTING, INC. 8370 W. CHEYENNE AVE 109-169, LAS VEGAS, NV, 89129	(702) 367-7038 Ext:102	
13389101	TURNER HOBBS ASSOCIATES 1104 WILLIAMS STREET, FORT COLLINS, CO, CO, 80524	(970) 420-4891	
15782401	TURNING NEW CORNERS 1525 ORANGE GROVE AVENUE, SUITE A, GLENDALE, CA, 91205-1521	(818) 560-8329	
14181001	TWO ROADS PROFESSIONAL RESOURC 9122 BOLSAA AVE, SUITE 112, HUNTINGTON BEACH, CA, 92649	(714) 901-3804 Ext:18	
12375301	TWYLA GARRETT 2401 26TH RD. S., ARLINGTON, VA, 22206-2819	(410) 365-8798	

<<PREV PAGE Go to Page: 70 NEXT PAGE>>

Page 70 of 75

Back to Last Window

http://camisvr.co.la.ca.us/lacobids/bidlist/ComVendList.asp

9/8/2014

Sub-class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
10851301	THIRST 4 KNOWLEDGE, INC. 4450 CALIFORNIA PL PMB 350, LONG BEACH, CA, 90807-2229	(562) 601-8274	
12410601	THOMAS LENZO 2473 OSWEGO ST., APT. 10, PASADENA, CA, 91107-4239	(626) 577-7491	
15056401	TLT CONSULTING SERVICES LLC 13089 PENTON DRIVE SUITE C140, CHINO HILLS, CA 91709	(909) 214-7829	
12466401	TMI MANAGEMENT SYSTEMS, INC. 1907 NORTHAMPTON ST., EASTON, PA, 18042-3137	(610) 659-9030	
10410301	TMP WORLDWIDE 930 N. BRAND BLDV., STE. 230, GLENDALE, CA, 91203-2361	(818) 639-2007 Ext:2007	
10410302	TMP WORLDWIDE 477 PERMIEREN CTR. E, STE. 500, ATLANTA, GA, 30346-2001	(800) 733-2267	
10410303	TMP WORLDWIDE 24411 RIDGE ROUTE DRIVE SUITE 100 BLDG B, LAQUANA HILLS, CA, 92653-7918	(949) 699-6606 Ext:506	
10410304	TMP WORLDWIDE P.O. BOX 70104, LOS ANGELES, CA, 90070-0104	(800) 666-7837 Ext:8520	
13447501	TRACYE JONES P.O. BOX 55801, LONG BEACH, CA, 90805	(310) 259-7897	
11462101	TRAFLETORY MANAGEMENT LTD 15202 HARTSOOK ST., SHERMAN OAKS, CA, 91403-1101	(818) 784-5501	
15994301	TRANSPORTATION LOGISTICS SOLUTIONS, INC 1157 ERWIN DRIVE, PALMDALE, CA, 93551-8555	(323) 209-7984	
16288601	TRANSUNION LLC 1561 E. ORANGETHROPE AVE., FULLERTON, CA, 92831	(714) 651-1360	

<<PREV PAGE Go to Page: 69 NEXT PAGE>>

Page 69 of 75

Back to Last Window

http://camisvr.co.la.ca.us/lacobids/bidlist/ComVendList.asp

9/8/2014

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
10368501	VERSANT 12680 W. NORTH AVE., BLD D, BROOKFIELD, WI 53005-4633	(262) 796-1300	
10573401	VERTX INFORMATION SYSTEMS INC 293 S. 10TH AVE., ARCADIA, CA 91006-5064	(626) 674-6638	
50656601	VICTORIA HAVASSY 10940 WILSHIRE BLVD., SUITE 1600, LOS ANGELES, CA 90024	(310) 444-1400	
50656602	VICTORIA HAVASSY 2211 CORNITH AVE., STE. 303, LOS ANGELES, CA 90064-1822	(310) 444-1400	
16067401	VIMANA CONSULTING 437 RICHMOND ST, APT 2, EL SEGUNDO, CA 90245-3782	(323) 428-3641	
16731601	VIRTEK COMPANY 28087 JUNIPER TREE LANE, PO BOX 71, MENIFEE, CA, 92585	(951) 741-8297	
10503601	VIRTUAL PERFORMANCE LLC 6552 MULAN STREET, CORONA, CA 92880	(951) 278-6603	
14710801	VISION INFORMATION TECHNOLOGIE 6031 W. GRAND BLVD., SUITE 695, DETROIT, MI, 48202	(313) 970-0157	
14115601	VISIONARY INTEGRATION PROFESSIONALS LLC, 80 IRON POINT CIRLCE, SUITE 100, FOLSOM, CA, 95630	(714) 965-1933	
16208801	VISIONSPOT CONSULTING, LLC 7642 CENTURY BLVD., PARAMOUNT, CA, 90723	(310) 704-0510	
12664701	VOLT INFORMATION SCIENCES 970 W. 190TH ST., STE. 790, TORRANCE, CA, 90502-1060	(310) 329-4400	
12635801	WA HYNES & COMPANY INC 150 PROFESSIONAL CENTER DR., STE. D, ROHNERT PARK, CA 94928-2148	(408) 274-4820	

<<PREV PAGE Go to Page: 72 NEXT PAGE>>

Page 72 of 75

Back to Last Window

<http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp>

9/8/2014

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
14076401	TRENE AMEY P.O. BOX 76077, LOS ANGELES, CA 90076	(323) 933-9068	
14615601	UNITED JOB CREATION COUNCIL 412 S. MAIN STREET, LOS ANGELES, CA 90037	(323) 432-3876	
15051001	US TECH SOLUTIONS INC 101 HUDSON STREET, SUITE 3715, JERSEY CITY, NJ, 07302-3934 Ext:361	(201) 624-9600	
14125701	V PLATINUM CONSULTING OF CALIFORNIA, LP, 12150 MERRIT DR SUITE 260, DALLAS, TX, 75251	(214) 234-1631	
16203201	VACO LOS ANGELES, LLC 6701 CENTER DRIVE W, SUITE 960, LOS ANGELES, CA, 90045	(310) 693-0480	
51240301	VANIR CONSTRUCTION MGMT, INC 3435 WILSHIRE BLVD STE 2420, LOS ANGELES, CA, 90010	(213) 487-1145	
51240302	VANIR CONSTRUCTION MGMT, INC 600 WILSHIRE BLVD STE 870, LOS ANGELES, CA, 90017	(213) 627-7371	
51240303	VANIR CONSTRUCTION MGMT, INC 4640 DUCKHORN DR STE 300, SACRAMENTO, CA, 95834	(916) 575-8888	
15464701	VB ASSOCIATES, INC DBA UNIVERSAL CORPORATE SOLUTIONS 18000 STUDEBAKER RD ST 700, CERRITOS, CA 90703	(562) 467-6920	
12128601	VCG GROUP LLC (DBA CG GROUP) 25A CRESCENT DR., STE. 249, PLEASANT HILL, CA, 94523-5501	(925) 330-5074	
11508901	VENTURI STAFFING PARTNERS 360 S. GRAND AVE., STE. 1610, LOS ANGELES, CA, 90071-3484	(213) 687-9300	
13866601	VERDURA GROUP 2576 SARATOGA DRIVE, FULLERTON, CA, 92835	(714) 322-9688	

<<PREV PAGE Go to Page: 71 NEXT PAGE>>

Page 71 of 75

Back to Last Window

<http://camisvr.co.la.ca.us/jacobids/bidlist/ComVendList.asp>

9/8/2014

ATTACHMENT A
ISD Vendor List

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
10201701	WORKPLACE TECHNOLOGIES 8150 N. CENTRAL EXPY., STE. 1100, DALLAS, TX, 75208-1815 Ext:181	(214) 656-3339	
14658901	WORLDWIDE INTELLIGENCE CORP WORLDWIDE INTELLIGENCE NETWORK, PO BOX 17494, BEVERLY HILLS, CA, 90209	(310) 365-8200	View
50782601	XEROX STATE AND LOCAL SOLUTIONS 1800 M STREET NW, 7TH FLOOR, WASHINGTON, DC, 20036	(661) 572-4527	
50782602	XEROX STATE AND LOCAL SOLUTIONS 1900 M STREET NW, SUITE 800, WASHINGTON, DC, 20036	(540) 898-0017	
50782604	XEROX STATE AND LOCAL SOLUTIONS PO BOX 201322, DALLAS, TX, 75320-1322	(909) 203-8992	
50782605	XEROX STATE AND LOCAL SOLUTIONS METRO EXPRESSLANES, 500 W 190TH STE 100, GARDENA, CA, 90248	(310) 354-4865	
50782606	XEROX STATE AND LOCAL SOLUTIONS 21416 PLUMMER STREET, SUITE 'B', CHATSWORTH, CA, 91311-4142	(818) 718-4260	
50782607	XEROX STATE AND LOCAL SOLUTIONS 1400 S GRAND AVENUE, SANTA ANA, CA, 92705	(714) 795-8383	
50782608	XEROX STATE AND LOCAL SOLUTIONS 1200 K STREET NW, ACCOUNTING, 12TH FLOOR, WASHINGTON, DC, 20005	(213) 689-9888	
50782609	XEROX STATE AND LOCAL SOLUTIONS 5301 WHITTIER BLVD., STE 200, LOS ANGELES, CA, 90022-4038	(323) 832-1241	
50782610	XEROX STATE AND LOCAL SOLUTIONS 215 W. POMONA BLVD., # 300, MONTEREY PARK, CA, 91754-7146	(323) 887-7122	
50782611	XEROX STATE AND LOCAL SOLUTIONS 1501 E. SAINT ANDREW PL., SECOND FLOOR, SANTA ANA, CA, 92705-4930	(714) 834-7187	

<<PREV PAGE Go to Page: 74 . NEXT PAGE>>
Page 74 of 75
Back to Last Window

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
17026801	WE RESOURCES GROUP LLC 8133 PARGLLEN AVE, LOS ANGELES, CA 90043	(323) 792-4805	
10938901	WEIDNER CONSULTING 1015 BECAVE WOODS DR., STE. 207, AUSTIN, TX, 78746-6752	(512) 347-7054	
13023001	WESTERN EMPIRE INVESTATIONS INC P.O. BOX 718, TUSTIN, CA, 92781-0718	(800) 731-2205	
14290801	WILCO MANAGEMENT INTERNATIONAL INC PO BOX 2187, HELENDALE, CA, 92342-2187	(213) 700-4535	
10414501	WILLIAM AVERE ASSOCIATES, INC. 9 1/2 N. SANTA CRUZ AVE, STE. A, LOS GATOS, CA, 95030-5564	(408) 399-4424	
15418601	WILLIAM T DOUGLAS 11245 E 183RD STREET, #153, CERRITOS, CA, 90702	(562) 228-3414	
16236101	WILMES, LLC 2511 NELSON AVE, SUITE B, REDONDO BEACH, CA, 90278	(310) 947-9348	
15190401	WOMEN WITH WINGS INC PO BOX 11134, TORRANCE, CA, 90510	(688) 339-6647 Ext:4600	
12212801	WORK SKILLS FIRST, INC. 12308 COLINSTONE FL., GLEN ALLEN, VA, 23069-7105	(804) 364-4121	
16696301	WORKFORCE CONNECTIONS, INC. 5150 CANDLEWOOD STREET, SUITE 6C, LAKEWOOD, CA, 90712	(310) 344-4398	
14195801	WORKFORCE CONSULTING 329 CARLSON CT., VISTA, CA, 92083	(760) 212-7801	
16747001	WORKMAN GROUP 25 PENNCRAFT AVENUE, SUITE 201, CHAMBERSBURG, PA, 17201 Ext:301	(800) 818-6165	

<<PREV PAGE Go to Page: 73 . NEXT PAGE>>
Page 73 of 75
Back to Last Window

**ATTACHMENT A
ISD Vendor List**

Sub-Class #	Description
918-85	CONSULTING SERVICES-PERSONNEL/EMPLOYMENT

Vendor ID	Company Name	Phone	LSBE Certified
50752812	XEROX STATE AND LOCAL SOLUTIONS	(213) 439-6211	
50752813	XEROX STATE AND LOCAL SOLUTIONS ACS GOVERNMENT SOLUTIONS - CFSMCS, 1410 SOUTH BROADWAY SUIE C, SANTA MARIA, CA, 93454	(805) 614-1398	
11844501	YASMIN MALIK 4425 PACIFIC COAST HWY., SUITE 117, TORRANCE, CA, 90505-5971	(310) 999-8872	
15963201	TOLADNA L LOCKRIDGE 1839 HELMICK STREET, CARSON, CA, 90746	(310) 639-4476	
14821001	TOLANDA Y WILLIAMS 15725 VISTA DEL MAR STREET, MORENO VALLEY, CA, 92655	(951) 567-9211	
15215801	YOUR LIFES PURPOSE CUSTOMER SERVICE EXPERTS DIANA PRICE & ASSOCIATES, 4859 W. SLAUSON AVENUE SUITE #470, LADERA HEIGHTS, CA, 90056	(949) 427-0068	View
05981901	ZINA WASHINGTON 1207 W. 83RD ST., LOS ANGELES, CA, 90044-2201	(323) 541-0341	
05981902	ZINA WASHINGTON PO BOX 4987, CULVER CITY, CA, 90231-4987	(323) 541-0341	
10425201	ZTA & ASSOC, INC. 2036 CULLIVAN ST., LOS ANGELES, CA, 90047-4635	(323) 754-1582	
15166601	ZTNET INC 5753G E SANTA ANA CANYON ROAD STE 576, ANAHEIM, CA, 92807	(714) 235-8927	

<<PREV PAGE Go to Page: 75 - NEXT PAGE>>

Page 75 of 75
Back to Last Window

EMPLOYMENT AGENCIES

3S Global Business Solutions

Mr. Sam Mookerjee, President/Director

Canoga Park, CA 91304-4706
Bus Phone: (818) 453-4403
Fax: (360) 899-0364
CBE Participation: MBE/DBE
Ethnicity: Asian/Indian

C3G Solutions dba C3G (fka

Ms. Linda Welsh, President/CEO

Cerritos, CA 90703-2206
Bus Phone: (855) 330-3320
Fax: (866) 249-6125
CBE Participation: WBE
Ethnicity: White

Absolute Employment Solutions, Inc.

Ms. Penelope Hunt, President

Los Angeles, CA 90231
Bus Phone: (323) 931-6262
Fax: (323) 931-6211
CBE Participation: MBE/WBE/DBE
Ethnicity: African American

Covington & Associates, LLC

Mr. Francis Covington, Managing Partner/COO

Palos Verdes Peninsula, CA 90274
Bus Phone: (310) 750-6674
Fax: (310) 541-3522
CBE Participation: MBE
Ethnicity: African American

AIM Staffing Inc., dba

Ms. Linda McKell, President/Owner

Mountain View, CA 94039-1210
Bus Phone: (650) 965-7900 Ext: 102
Fax: (650) 965-7774
CBE Participation: WBE
Ethnicity: White

Cranbrook Financial Office Services, Inc

Ms. Joanna Scott, CEO

Pasadena, CA 91101
Bus Phone: (626) 765-6366
Fax: (888) 893-8512
CBE Participation: MBE/WBE
Ethnicity: Asian/Pacific Islander

APR Consulting, Inc.

Ms. Erlinda Stone, CEO
22632 Golden Springs Drive Suite 380
Diamond Bar, CA 91765
Bus Phone: (909) 396-5375
Fax: (909) 396-5377
CBE Participation: MBE/WBE
Ethnicity: Filipino American

Good People, Inc.

Ms. Arlita Purser, President
9636 Tierra Grande Street Suite 104
San Diego, CA 92126
Bus Phone: (858) 467-1348
Fax: (858) 495-0648
CBE Participation: WBE

Buchanan & Associates

Mr. Gilbert Buchanan, Principal Consultant/Own

Alhambra, CA 91801
Bus Phone: (626) 533-1186
Fax: (626) 289-1174
CBE Participation: MBE
Ethnicity: African American

Human Potential Consultants, LLC.

Ms. Garnett Newcombe, Director/CEO

Carson, CA 90746
Bus Phone: (310) 756-1560
Fax: (310) 756-1652
CBE Participation: MBE/WBE/DBE
Ethnicity: African American

EMPLOYMENT AGENCIES**International Word Processing Services**

Ms. Mary Anna Jones, CEO/President

Downey, CA 90241

Bus Phone: (562) 900-8359

Fax: (866) 869-5114

CBE Participation: MBE/WBE/DBE

Ethnicity: African American

Paramount Enterprises

Ms. Komal Badar, President

Redlands, CA 92374

Bus Phone: (909) 363-4713

Fax: (909) 575-4775

CBE Participation: MBE/DBE

Ethnicity: Asian/Pacific Islander

Jenn International, Inc.

Ms. Jennifer Oracion, President/CEO

Los Angeles, CA 90010

Bus Phone: (213) 388-1688

Fax: (213) 388-9685

CBE Participation: MBE/WBE

Ethnicity: Asian/Pacific Islander

Partners In Diversity, Inc.

Ms. Arlene Apodaca, Vice President

South Pasadena, CA 91031

Bus Phone: (626) 793-0020

Fax: (626) 793-0022

CBE Participation: WBE/DBE

Ethnicity: White

LifeLung, Inc. dba

Ms. Annette Palazuelos, President

Glendale, CA 91205

Bus Phone: (626) 614-9581

Fax: N/A

CBE Participation: MBE/WBE

Ethnicity: Hispanic

PeopleWare Staffing, Inc.

Ms. Sheryl Rooker-Thaler, President

El Segundo, CA 90245

Bus Phone: (310) 640-2406

Fax: (310) 640-2629

CBE Participation: WBE

Ethnicity: Unknown

MDJC, Inc. dba Link Staffing Services

Ms. Johanna Mendez, CEO

Montebello, CA 90640

Bus Phone: (626) 919-0695

Fax: (626) 209-8141

CBE Participation: WBE

REBOOTTWICE, LLC

Mr. Mark McRae, President

Laguna Hills, CA 92654-3233

Bus Phone: (949) 831-8821

Fax: (949) 340-6716

CBE Participation: MBE/DBE

Ethnicity: African American

P. Murphy & Associates, Inc.

Ms. Phyliss Murphy, President

Burbank, CA 91506

Bus Phone: (818) 841-2002

Fax: (818) 841-0082

CBE Participation: WBE

Ethnicity: White

San Diego Personnel & Employment Ag

Ms. Arlita Purser, President

San Diego, CA 92192

Bus Phone: (858) 467-1348

Fax: (858) 495-0648

CBE Participation: WBE

Ethnicity: Unknown

EMPLOYMENT AGENCIES**Siracusa Enterprises Inc., dba**

Mr. Joe Alas, President

Granada Hills, CA 91344
Bus Phone: (818) 831-1130
Fax: (818) 831-1126
CBE Participation: MBE
Ethnicity: Hispanic

SuperbTech, Inc.

Ms. Jan Davis, President

Culver City, CA 90230
Bus Phone: (310) 645-1199
Fax: (310) 645-5401
CBE Participation: MBE/WBE
Ethnicity: African American

Worksters

Ms. Ania Kaminska, Manager

Granada Hills, CA 91344
Bus Phone: (650) 458-0600
Fax: (408) 280-7881
CBE Participation: WBE/DBE
Ethnicity: White

EMPLOYMENT AGENCIES

3S Global Business Solutions

Mr. Sam Mookerjee, President/Director

Canoga Park, CA 91304-4706
Bus Phone: (818) 453-4403
Fax: (360) 899-0364
CBE Participation: MBE/DBE
Ethnicity: Asian/Indian

C3G Solutions dba C3G (fka

Ms. Linda Welsh, President/CEO

Cerritos, CA 90703-2206
Bus Phone: (855) 330-3320
Fax: (866) 249-6125
CBE Participation: WBE
Ethnicity: White

Absolute Employment Solutions, Inc.

Ms. Penelope Hunt, President

Los Angeles, CA 90231
Bus Phone: (323) 931-6262
Fax: (323) 931-6211
CBE Participation: MBE/WBE/DBE
Ethnicity: African American

Covington & Associates, LLC

Mr. Francis Covington, Managing Partner/COO

Palos Verdes Peninsula, CA 90274
Bus Phone: (310) 750-6674
Fax: (310) 541-3522
CBE Participation: MBE
Ethnicity: African American

AIM Staffing Inc., dba

Ms. Linda McKell, President/Owner

Mountain View, CA 94039-1210
Bus Phone: (650) 965-7900 Ext: 102
Fax: (650) 965-7774
CBE Participation: WBE
Ethnicity: White

Cranbrook Financial Office Services, Inc

Ms. Joanna Scott, CEO

Pasadena, CA 91101
Bus Phone: (626) 765-6366
Fax: (888) 893-8512
CBE Participation: MBE/WBE
Ethnicity: Asian/Pacific Islander

APR Consulting, Inc.

Ms. Erlinda Stone, CEO
22632 Golden Springs Drive Suite 380
Diamond Bar, CA 91765
Bus Phone: (909) 396-5375
Fax: (909) 396-5377
CBE Participation: MBE/WBE
Ethnicity: Filipino American

Good People, Inc.

Ms. Arlita Purser, President
9636 Tierra Grande Street Suite 104
San Diego, CA 92126
Bus Phone: (858) 467-1348
Fax: (858) 495-0648
CBE Participation: WBE

Buchanan & Associates

Mr. Gilbert Buchanan, Principal Consultant/Own

Alhambra, CA 91801
Bus Phone: (626) 533-1186
Fax: (626) 289-1174
CBE Participation: MBE
Ethnicity: African American

Human Potential Consultants, LLC.

Ms. Garnett Newcombe, Director/CEO

Carson, CA 90746
Bus Phone: (310) 756-1560
Fax: (310) 756-1652
CBE Participation: MBE/WBE/DBE
Ethnicity: African American

EMPLOYMENT AGENCIES

International Word Processing Services

Ms. Mary Anna Jones, CEO/President

Downey, CA 90241
Bus Phone: (562) 900-8359
Fax: (866) 869-5114
CBE Participation: MBE/WBE/DBE
Ethnicity: African American

Paramount Enterprises

Ms. Komal Badar, President

Redlands, CA 92374
Bus Phone: (909) 363-4713
Fax: (909) 575-4775
CBE Participation: MBE/DBE
Ethnicity: Asian/Pacific Islander

Jenn International, Inc.

Ms. Jennifer Oracion, President/CEO

Los Angeles, CA 90010
Bus Phone: (213) 388-1688
Fax: (213) 388-9685
CBE Participation: MBE/WBE
Ethnicity: Asian/Pacific Islander

Partners In Diversity, Inc.

Ms. Arlene Apodaca, Vice President

South Pasadena, CA 91031
Bus Phone: (626) 793-0020
Fax: (626) 793-0022
CBE Participation: WBE/DBE
Ethnicity: White

LifeLung, Inc. dba

Ms. Annette Palazuelos, President

Glendale, CA 91205
Bus Phone: (626) 614-9581
Fax: N/A
CBE Participation: MBE/WBE
Ethnicity: Hispanic

PeopleWare Staffing, Inc.

Ms. Sheryl Rooker-Thaler, President

El Segundo, CA 90245
Bus Phone: (310) 640-2406
Fax: (310) 640-2629
CBE Participation: WBE
Ethnicity: Unknown

MDJC, Inc. dba Link Staffing Services

Ms. Johanna Mendez, CEO

Montebello, CA 90640
Bus Phone: (626) 919-0695
Fax: (626) 209-8141
CBE Participation: WBE

REBOOTTWICE, LLC

Mr. Mark McRae, President

Laguna Hills, CA 92654-3233
Bus Phone: (949) 831-8821
Fax: (949) 340-6716
CBE Participation: MBE/DBE
Ethnicity: African American

P. Murphy & Associates, Inc.

Ms. Phyliss Murphy, President

Burbank, CA 91506
Bus Phone: (818) 841-2002
Fax: (818) 841-0082
CBE Participation: WBE
Ethnicity: White

San Diego Personnel & Employment Ag

Ms. Arlita Purser, President

San Diego, CA 92192
Bus Phone: (858) 467-1348
Fax: (858) 495-0648
CBE Participation: WBE
Ethnicity: Unknown

EMPLOYMENT AGENCIES

Siracusa Enterprises Inc., dba

Mr. Joe Alas, President

Granada Hills, CA 91344
Bus Phone: (818) 831-1130
Fax: (818) 831-1126
CBE Participation: MBE
Ethnicity: Hispanic

SuperbTech, Inc.

Ms. Jan Davis, President

Culver City, CA 90230
Bus Phone: (310) 645-1199
Fax: (310) 645-5401
CBE Participation: MBE/WBE
Ethnicity: African American

Worksters

Ms. Ania Kaminska, Manager

Granada Hills, CA 91344
Bus Phone: (650) 458-0600
Fax: (408) 280-7881
CBE Participation: WBE/DBE
Ethnicity: White

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
COMMUNITY BUSINESS ENTERPRISE (CBE) INFORMATION SUMMARY**

Contractor	Howroyd-Wright, Inc. (dba AppleOne Employment Services)
-------------------	--

Total Number of Employees in Firm	1,700
--	-------

Owners/Partner/Associate Partners	
Black/African American	3
Hispanic/Latin American	
Asian or Pacific Islander	
American Indian	
Filipino	
White	
Total	3
Women (should be included in counts above and also reported here separately).	2

Managers	
Black/African American	32
Hispanic/Latin American	46
Asian or Pacific Islander	3
American Indian	41
Filipino	
White	271
Total	393
Women (should be included in counts above and also reported here separately).	265

Staff	
Black/African American	172
Hispanic/Latin American	285
Asian or Pacific Islander	4
American Indian	162
Filipino	0
White	594
Total	1217
Women (should be included in counts above and also reported here separately).	933

Percentage of Ownership	
Black/African American	100.0%
Hispanic/Latin American	
Asian or Pacific Islander	
American Indian	
Filipino	
White	
Total	100%
Women (should be included in counts above and also reported here separately).	50.5%

Current Certification as Minority/Women-Owned Firm	
State of California	
City of Los Angeles	
Federal Government	
County of Los Angeles	

*Did not provide information on CBE form.

Figures are based on information received from bidders on their proposals, therefore, some columns may not add to the correct totals.

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
COMMUNITY BUSINESS ENTERPRISE (CBE) INFORMATION SUMMARY**

Contractor	Library Associates, Inc. (dba LAC Group)
Total Number of Employees in Firm	318
Owners/Partner/Associate Partners	
Black/African American	
Hispanic/Latin American	
Asian or Pacific Islander	
American Indian	
Filipino	
White	1
Total	1
Women (should be included in counts above and also reported here separately).	1
Managers	
Black/African American	3
Hispanic/Latin American	1
Asian or Pacific Islander	2
American Indian	
Filipino	
White	17
Total	23
Women (should be included in counts above and also reported here separately).	13
Staff	
Black/African American	75
Hispanic/Latin American	32
Asian or Pacific Islander	23
American Indian	2
Filipino	3
White	144
Total	279
Women (should be included in counts above and also reported here separately).	146
Percentage of Ownership	
Black/African American	
Hispanic/Latin American	
Asian or Pacific Islander	
American Indian	
Filipino	
White	100.0%
Total	100%
Women (should be included in counts above and also reported here separately).	100.0%
Current Certification as Minority/Women-Owned Firm	
State of California	
City of Los Angeles	
Federal Government	WBE
County of Los Angeles	

*Did not provide information on CBE form.

Figures are based on information received from bidders on their proposals, therefore, some columns may not add to the correct totals.



CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

LIBRARY ASSOCIATES, INC. (dba LAC Group)

FOR

**TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT
PERSONNEL SERVICES**

78308

**CONTRACT PROVISIONS
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES**

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
RECITALS	1
1.0	APPLICABLE DOCUMENTS	1
2.0	DEFINITIONS	2
3.0	WORK	3
4.0	TERM OF CONTRACT	3
5.0	CONTRACT SUM	3
6.0	ADMINISTRATION OF CONTRACT- COUNTY	6
6.1	COUNTY CONTRACT PROJECT DIRECTOR	6
6.2	COUNTY CONTRACT PROJECT MANAGER	6
6.3	COUNTY CONTRACT PROJECT MONITOR	6
7.0	ADMINISTRATION OF CONTRACT - CONTRACTOR	6
7.1	CONTRACTOR PROJECT MANAGER.....	6
7.2	APPROVAL OF CONTRACTOR'S STAFF	7
7.3	CONTRACTOR'S STAFF IDENTIFICATION.....	7
7.4	CONTRACTOR EMPLOYEE CRIMINAL RECORDS	7
7.5	BACKGROUND AND SECURITY INVESTIGATIONS.....	8
7.6	CONFIDENTIALITY	8
8.0	STANDARD TERMS AND CONDITIONS	9
8.1	AMENDMENTS	9
8.2	ASSIGNMENT AND DELEGATION.....	9
8.3	AUTHORIZATION WARRANTY	10
8.4	BUDGET REDUCTIONS	10
8.5	COMPLAINTS	11
8.6	COMPLIANCE WITH APPLICABLE LAW	11
8.7	COMPLIANCE WITH CIVIL RIGHTS LAWS	12
8.8	COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM	12
8.9	CONFLICT OF INTEREST	14
8.10	CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST	14
8.11	CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS.....	14

CONTRACT PROVISIONS
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
8.12	CONTRACTOR RESPONSIBILITY AND DEBARMENT	15
8.13	CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW	17
8.14	CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM.....	17
8.15	COUNTY'S QUALITY ASSURANCE PLAN.....	18
8.16	DAMAGE TO COUNTY FACILITIES, BUILDINGS, GROUNDS OR EQUIPMENT	18
8.17	EMPLOYMENT ELIGIBILITY VERIFICATION.....	18
8.18	FACSIMILE REPRESENTATIONS.....	19
8.19	FAIR LABOR STANDARDS	19
8.20	FORCE MAJEURE	19
8.21	GOVERNING LAW, JURISDICTION, AND VENUE	20
8.22	INDEPENDENT CONTRACTOR STATUS.....	20
8.23	INDEMNIFICATION.....	21
8.24	GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE	21
8.25	INSURANCE COVERAGE	25
8.26	LIQUIDATED DAMAGES	26
8.27	MOST FAVORED PUBLIC ENTITY	27
8.28	NONDISCRIMINATION AND AFFIRMATIVE ACTION.....	27
8.29	NON EXCLUSIVITY.....	28
8.30	NOTICE OF DELAYS	28
8.31	NOTICE OF DISPUTES	29
8.32	NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT	29
8.33	NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW	29
8.34	NOTICES.....	29
8.35	PROHIBITION AGAINST INDUCEMENT OR PERSUASION	29
8.36	PUBLIC RECORDS ACT.....	30
8.37	PUBLICITY	30

**CONTRACT PROVISIONS
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES**

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
8.38	RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT	31
8.39	RECYCLED BOND PAPER.....	32
8.40	SUBCONTRACTING	32
8.41	TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM.....	33
8.42	TERMINATION FOR CONVENIENCE	33
8.43	TERMINATION FOR DEFAULT	34
8.44	TERMINATION FOR IMPROPER CONSIDERATION.....	35
8.45	TERMINATION FOR INSOLVENCY.....	35
8.46	TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE	36
8.47	TERMINATION FOR NON-APPROPRIATION OF FUNDS.....	36
8.48	VALIDITY.....	36
8.49	WAIVER.....	37
8.50	WARRANTY AGAINST CONTINGENT FEES.....	37
8.51	WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM	37
8.52	TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM.....	37
8.53	TIME OFF FOR VOTING.....	38
SIGNATURES		39

STANDARD EXHIBITS

A	STATEMENT OF WORK
B	PRICING SCHEDULE – HOURLY BILL RATES
C	CONTRACTOR'S EEO CERTIFICATION
D	COUNTY'S ADMINISTRATION
E	CONTRACTOR'S ADMINISTRATION
F	CONTRACTOR ACKNOWLEDGMENT AND CONFIDENTIALITY AGREEMENT
G	CONTRACTOR EMPLOYEE JURY SERVICE
H	SAFELY SURRENDERED BABY LAW
I	DEFAULTED PROPERTY TAX REDUCTION PROGRAM
J	DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT

**CONTRACT BETWEEN
COUNTY OF LOS ANGELES
AND
LIBRARY ASSOCIATES, INC., (dba LAC Group)
FOR
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT
PERSONNEL SERVICES**

This Contract and Exhibits made and entered into this 25th day of November, 2014 by and between the County of Los Angeles, hereinafter referred to as County and **Library Associates, Inc., (dba LAC Group)**, hereinafter referred to as Contractor. Library Associates, Inc. (dba LAC Group) is located at 10390 Santa Monica Blvd., Suite 230, Los Angeles, CA 90025.

RECITALS

WHEREAS, the County may contract with private businesses for Temporary Librarian and Library Assistant Personnel Services when certain requirements are met; and

WHEREAS, the County desires to utilize two contractors to provide the Temporary Librarian and Library Assistant Personnel Services and, in turn, intends to execute two identical contracts for these services; and

WHEREAS, the Contractor is a private firm that is capable of providing Temporary Librarian and Library Assistant Personnel Services; and

WHEREAS, this Contract is therefore authorized under California Government Code, Section 31000.4 to contract for temporary help to assist during any peak load, temporary absence, or emergency other than a labor dispute;

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

1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I and J are attached to and form a part of this 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:

- EXHIBIT A - Statement of Work
- EXHIBIT B - Pricing Schedule – Hourly Bill Rates
- EXHIBIT C - Contractor's EEO Certification

- EXHIBIT D - County's Administration
- EXHIBIT E - Contractor's Administration
- EXHIBIT F - Contractor Acknowledgement and Confidentiality Agreement
- EXHIBIT G - Contractor Employee Jury Service
- EXHIBIT H - Safely Surrendered Baby Law
- EXHIBIT I - Defaulted Property Tax Reduction Program Certification
- EXHIBIT J - Determinations of Contractor Non-Responsibility and Contractor Debarment

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 the County and the Contractor. It sets forth the terms and conditions for the issuance and performance of Exhibit A, Statement of Work.
- 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 Exhibit A, Statement of Work.
- 2.3 **Contractor Project Manager:** The individual designated by the Contractor to administer the Contract operations after the Contract award.
- 2.4 **County:** County of Los Angeles
- 2.5 **County Contract Project Director:** The individual designated by the County with authority for the County on contractual or administrative matters relating to this Contract that cannot be resolved by the County Contract Project Manager.
- 2.6 **County Contract Project Manager:** The individual designated by the County Contract Project Director to manage the operations under this Contract. He/she is responsible for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.
- 2.7 **County Contract Project Monitor:** The individual designated to oversee the day to day activities of this Contract.
- 2.8 **County Librarian:** Head of the County of Los Angeles Public Library.
- 2.9 **Day(s):** Business day(s) unless otherwise specified.
- 2.10 **Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.

- 2.11 **Librarian:** An individual who performs professional library work.
- 2.12 **Library Assistant:** An individual who performs routine paraprofessional library tasks to assist librarians.
- 2.13 **Library Facility(ies):** Public Library location(s).
- 2.14 **Public Library:** County of Los Angeles Public Library

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 herein.
- 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 period of **four (4)** years commencing after execution by County's Board of Supervisors (Board) or December 1, 2014, whichever is later, unless sooner terminated or extended, in whole or in part, as provided in this Contract.
- 4.2 The County shall have the sole option to extend this Contract term for up to **one (1)** additional one-year option period and **six (6)** month to month extensions, for a maximum total Contract term of **five (5)** years and **six (6)** months. Each such option and extension shall be exercised at the sole discretion of the County Librarian or his/her designee as authorized by the Board.

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 Public Library when this Contract is within nine (9) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to Public Library at the address herein provided in Exhibit D - County's Administration.

5.0 CONTRACT SUM

- 5.1 The maximum contract sum under the terms of this Contract shall be the total monetary amount payable by the County to the Contractor for provision of the Temporary Librarian and Library Assistant Personnel Services specified herein in accordance with Exhibit B, Pricing Schedule –

Hourly Bill Rates, and shall not exceed a combined amount of **Six Hundred Thousand Dollars and Zero Cents (\$600,000.00)** each year of this Contract for each contract awarded. The Contractor shall be paid only for services, actual hours worked, and other services approved in writing by the County, except as set forth in Sub-Section 8.1 – Amendments.

- 5.2 The County does not guarantee a minimum usage, however, the County shall make a good faith effort to procure as needed services hereunder each year the Contract is in effect, contingent upon the Public Library's adopted budget and needs. Use of the awarded contracts will be alternated between the two contractors. Further, use of temporary workers are limited a period not to exceed ninety (90) work days for a maximum of seven hundred and twenty (720) hours.
- 5.3 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.
- 5.4 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 the Public Library at the address herein provided in Exhibit D - County's Administration.
- 5.5 **No Payment for Services Provided Following Expiration/ Termination of Contract**
- The Contractor shall have no claim against the 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 the County and shall immediately repay all such funds to the County. Payment by the County for services rendered after expiration/termination of this Contract shall not constitute a waiver of the County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract.
- 5.6 **Invoices and Payments**
- 5.6.1 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 Schedule - Hourly Bill Rates, 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.

5.6.2 The Contractor's invoices shall be priced in accordance with Exhibit B, Pricing Schedule – Hourly Bill Rates. Rates shall remain fixed and firm for the term of the Contract to include the option year and month-to-month extensions.

5.6.3 The Contractor's invoices shall contain the following information: contract number, employee's name, job classification, assignment location, hours and dates worked for which payment is claimed.

5.6.4 The Contractor shall submit invoices to the County by the 15th calendar day following the month of service.

5.6.5 All invoices under this Contract shall be submitted to the County Contract Project Manager and/or the County Contract Project Monitor at the physical or electronic address herein provided in Exhibit D - County's Administration.

5.6.6 **County Approval of Invoices**

All invoices submitted by the Contractor for payment must have the written approval of the County Contract Project Manager, or their designee, 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.

5.6.7 The County may deduct from payment, amounts assessed which may include but not limited to, liquidated damages, replacement cost of services, cost for damages to County equipment and/or facilities or any other offset in accordance with the terms and conditions of this Contract.

5.6.8 The Contractor will be paid approximately forty-five (45) days in arrears, after submission of undisputed invoices. Approval of invoices submitted will be subject to auditing requirements of the County.

5.6.9 **Local Small Business Enterprises (SBE) – 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 Sub-sections are designated in Exhibit D - County's Administration. The County shall notify the Contractor in writing of any change in the names or addresses shown.

6.1 County Contract Project Director

Responsibilities of the County Contract Project Director 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; and
- Approving unanticipated work as provided herein.

6.2 County Contract Project Manager

Responsibilities of the County Contract Project Manager include:

- Meeting with the Contractor's Project Manager 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 Contract Project Manager is not authorized to make any changes in any of the terms and conditions of this Contract and is not authorized to further obligate the County in any respect whatsoever.

6.3 County Contract Project Monitor

The County Contract Project Monitor is responsible for overseeing the day-to-day administration of this Contract. The County Contract Project Monitor reports to the County Contract Project Manager.

7.0 ADMINISTRATION OF CONTRACT – CONTRACTOR

7.1 Contractor Project Manager

7.1.1 The Contractor Project Manager is designated in Exhibit E - Contractor's Administration. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Project Manager.

7.1.2 The Contractor Project Manager shall be responsible for the Contractor's day-to-day activities as related to this Contract and shall coordinate with the County Contract Project Manager and the County Contract Project Monitor on a regular basis.

7.1.3 The Contractor's Project Manager must have three (3) years of demonstrated experience in the temporary personnel services industry to include but not limited to; providing qualified and experienced staff, overseeing of day-to-day operations, quality assurance and customer relations.

7.2 Approval of Contractor's Staff

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

7.3 Contractor's Staff Identification

The Public Library shall issue identification (ID) badges to Contractor employees assigned to work at Library locations. The Contractor's employees are required to have a County ID badge on their person and visible at all times while on duty and inside of a Public Library facility. No other ID badge is acceptable. Lost or damaged ID badges will be replaced at a replacement fee in accordance with the Public Library's Identification Card Policy. The Contractor is responsible to repay to the County the cost incurred for lost or damaged ID badges and stolen ID badges not reported to law enforcement.

7.3.1 The Contractor is responsible to ensure that staff obtains a Public Library ID badge by the date they are to begin a work assignment in a County facility. Contractor staff may be asked to leave a County facility by a County representative if they do not have the proper ID badge on their person.

7.3.2 The Contractor is responsible to ensure that staff report lost/stolen ID badges to a law enforcement agency within twenty-four (24) hours of discovery of loss/theft and provide to the County a copy of the police report or receipt for the police report.

7.3.3 The Contractor shall notify the County within one (1) business day when staff is terminated from working under this Contract. The Contractor shall retrieve and return the employee's ID badge to the County on the next business day after the employee has terminated employment with the Contractor.

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

7.3.5 Failure to return ID badges in accordance with this Sub-section will result in damages being assessed.

7.4 Contractor Employee Criminal Records

No personnel employed by the Contractor and providing the services herein shall have a criminal conviction record or pending criminal trial for, a felony or misdemeanor offense, unless such record has been disclosed and employment of the employee has been approved in writing by the County.

7.5 Background and Security Investigations

- 7.5.1 Each of Contractor's staff performing services under this Contract, who is in a designated sensitive position, as determined by County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with the background investigation shall be at the expense of the Contractor, regardless if the member of Contractor's staff passes or fails the background investigation.
- 7.5.2 If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be immediately removed from performing services under the Contract at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation.
- 7.5.3 County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.
- 7.5.4 Disqualification of any member of Contractor's staff pursuant to this Sub-section 7.5 shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

7.6 Confidentiality

- 7.6.1 The 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.
- 7.6.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with this Sub-section 7.6, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations

under this Sub-section 7.6 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

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

7.6.4 The Contractor shall sign and adhere to the provisions of "Contractor Acknowledgement and Confidentiality Agreement", Exhibit F.

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 Board.

8.1.2 The Board or Chief Executive Officer (CEO) 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 Board or CEO. To implement such changes, an Amendment to the Contract shall be prepared and executed by the Contractor and by the County Librarian or his/her designee.

8.1.3 The County Librarian or his/her designee or the Board, may at his/her sole discretion, authorize extensions of time as defined in Section 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 County Librarian or his/her designee or the Board.

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 the County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this Paragraph, the 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 the 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 the 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 the 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 the 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 the 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, the County shall be entitled to pursue the same remedies against the 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 Board adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly. 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 ten (10) 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 Contract Project 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 Contract Project 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, the 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 The Contractor shall indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising

from, connected with, or related to any failure by the Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by the County in its sole judgment. Any legal defense pursuant to the Contractor's indemnification obligations under this Sub-section 8.6 shall be conducted by the Contractor and performed by counsel selected by the Contractor and approved by the County. Notwithstanding the preceding sentence, the County shall have the right to participate in any such defense at its sole cost and expense, except that in the event the Contractor fails to provide the County with a full and adequate defense, as determined by the County in its sole judgment, the County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from the Contractor for all such costs and expenses incurred by the County in doing so. The 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 the County without the 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 C - 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 G 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 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 Paragraph. The provisions of this 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 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 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. Contractors shall report all job openings with job requirements to: GAINGROW@dpss.lacounty.gov to obtain a list of qualified GAIN/GROW job candidates.

- 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, a copy of which is attached as Exhibit J and incorporated by reference into and made a part of this Contract, 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 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 County will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the County shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.
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. The Board 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. The Board 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.

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, GROUNDS OR EQUIPMENT

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, the County may make any necessary repairs. All costs incurred by the County, as determined by the 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 Sub-section 8.1, 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 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, the 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 the Contractor to meet the required performance schedule. As used in this Paragraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.

- 8.20.3 In the event the Contractor's failure to perform arises out of a force majeure event, the 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 The Contractor shall adhere to the provisions stated in Sub-section 7.6 - Confidentiality.

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 the 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, the Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sub-sections 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 the County, and a copy of an Additional Insured endorsement confirming the County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to the County at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates shall be provided to the County not less than 10 days prior to the Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any

policy deductibles or self-insured retentions exceeding fifty thousand (\$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 the County Contract Project Monitor at the physical or electronic address herein provided in Exhibit D – County's Administration.

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

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 the 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. The 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 the County with, or the Contractor's insurance policies shall contain a provision that the 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 the 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

The 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 the County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. The County, at its sole discretion, may obtain damages from the Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to the 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

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

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

8.24.9 Deductibles and Self-Insured Retentions (SIRs)

The 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 the Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing the 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. The 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 the 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.

8.25.4 **Professional Liability/Errors and Omissions** insurance covering Contractor's liability arising from or related to this Contract, with limits of not less than \$1 million per claim and \$2 million aggregate. Further, Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following this Agreement's expiration, termination or cancellation.

8.25.5 Sexual Misconduct Liability

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

8.26 LIQUIDATED DAMAGES

- 8.26.1 If, in the judgment of the County Librarian, or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the County Librarian, 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 County Librarian, or his/her designee, in a written notice describing the reasons for said action.
- 8.26.2 If the County Librarian, or his/her designee, determines that there are deficiencies in the performance of this Contract that the County Librarian, or his/her designee, deems are correctable by the Contractor over a certain time span, the County Librarian, 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 County Librarian, 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 Two Hundred Dollars (\$200) per day per infraction, or as specified in the PRS Chart, as defined in Exhibit A - Statement of Work – Attachment IV, 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 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 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 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 C - 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 Public Library 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 Contract Project Manager and/or the County Contract Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Contract. If the County Contract Project Manager or County Contract Project Director is not able to resolve the dispute, the County Librarian, or his/her 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 H 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 Exhibit D - County's Administration and Exhibit E - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party. The County Librarian 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 Sub-section 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 Contract Project Director. 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 Sub-section 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 Sub-section 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 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.

8.39 RECYCLED BOND PAPER

Consistent with the Board's 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 Contract Project Director 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, the 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 the County Contract Project Manager at the physical or electronic address herein provided in Exhibit D - County's Administration 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 Sub-section 8.14 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Contract pursuant to Sub-section 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 Sub-section 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 Contract Project Director:

- 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 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 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 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 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 Sub-section 8.43, it is determined by the County that the Contractor was not in default under the provisions of this Sub-section 8.43, or that the default was excusable under the provisions of 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 Sub-section 8.42 - Termination for Convenience.
- 8.43.5 The rights and remedies of the County provided in this Sub-section 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, services, 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 Sub-section 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 Board 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 Sub-section 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

The Contractor acknowledges that the County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

Unless the Contractor qualifies for an exemption or exclusion, the 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 County Code Chapter 2.206, a copy of which is attached as Exhibit I and incorporated by reference into and made a part of this Contract.

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 Sub-section 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 contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

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.

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

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.

I hereby certify that pursuant to Section 25103 of the Government Code, a true and correct copy of this document has been made.

CONTRACTOR: LIBRARY ASSOCIATES INC.,
(dba LAC Group)

SACHI HAMAI
Executive Officer
Clerk of the Board of Supervisors

By [Signature]
Deputy

By [Signature]
ROBERT CORRAO
Chief Operating Officer



COUNTY OF LOS ANGELES

By [Signature]
Chairman, Board of Supervisors

ATTEST:

SACHI HAMAI
Executive Officer-Clerk
of the Board of Supervisors

By [Signature]
Deputy

ADOPTED
BOARD OF SUPERVISORS

15 NOV 25 2014

APPROVED AS TO FORM:

MARK SALADINO
County Counsel

By [Signature]
Deputy County Counsel

[Signature]
SACHI A. HAMAI
EXECUTIVE OFFICER

78308

EXHIBIT A

STATEMENT OF WORK

**TEMPORARY LIBRARIAN AND
LIBRARY ASSISTANT PERSONNEL SERVICES**

**STATEMENT OF WORK
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES**

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
1.0	SCOPE OF WORK	1
2.0	DEFINITIONS	1
3.0	QUALITY CONTROL	1
4.0	QUALITY ASSURANCE PLAN	2
5.0	RESPONSIBILITIES	3
 <u>COUNTY</u>		
5.1	Equipment	3
 <u>CONTRACTOR</u>		
5.2	Contractor Project Manager	3
5.3	Contractor Personnel	4
5.4	Contractor Employee Attendance	5
5.5	Qualified Personnel	6
5.6	Identification Badges	6
5.7	Training	7
5.8	Salaries	7
5.9	Contractor's Office.....	7
6.0	HOURS/DAYS OF WORK	8
7.0	LIBRARY CLOSURES	8
8.0	EDUCATION REQUIREMENTS	8
9.0	PHYSICAL CLASS REQUIREMENTS.....	9
10.0	JOB DESCRIPTIONS	9
11.0	TEMPORARY PERSONNEL REQUEST	11
12.0	USE OF COUNTY SEAL OR LETTERHEAD	11
13.0	GREEN INITIATIVES.....	11
14.0	PERFORMANCE REQUIREMENTS SUMMARY	12

ATTACHMENTS

- I LIBRARY FACILITIES AND SERVICE HOURS
- II JOB APPLICANT INFORMATION SHEET
- III CONTRACT DISCREPANCY REPORT
- IV PERFORMANCE REQUIREMENTS SUMMARY

EXHIBIT A STATEMENT OF WORK

1.0 SCOPE OF WORK

This Contract will cover all Public Library facilities. Current Public Library facilities are listed in Attachment I – Library Facilities and Service Hours. Changes to this list will be made at the discretion of the County. The Contractor will provide to the Public Library experienced Temporary Librarians and Library Assistants on an as-needed basis, to fill temporary assignments for traditional and alternative work schedules. The duties and responsibilities of the temporary Librarian and Library Assistant are provided in Section 10.0 – Job Descriptions of this Statement of Work (SOW).

Temporary personnel may be utilized to fill any single peak load, emergency or temporary absence and shall not in any event, exceed ninety (90) business days or seven hundred and twenty (720) hours.

2.0 DEFINITIONS

Throughout this SOW, references are made to certain persons, groups, or Departments/Agencies. For convenience, a description of specific definitions can be found in the Contract, Section 2.0 – Definitions. The headings are for convenience and reference only and are not intended to define the scope of any provision thereof.

3.0 QUALITY CONTROL

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

- 3.1 Method and frequency of monitoring to ensure that Contract requirements are being met.
- 3.2 Title/level and qualifications of personnel performing monitoring functions.
- 3.3 A record of all monitoring activities conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County upon request.
- 3.4 The Contractor shall maintain a written log of all complaints, the date, time, and the action taken or reason for the inaction. The log of complaints shall be open to inspection by the County either in person, mailed, faxed, or emailed to the County upon request.

- 3.5 All complaints shall be addressed as soon as possible by the Contractor. If a complaint is not abated within the time specified or to the satisfaction of the County, the County may correct the specific complaint and the total cost incurred by the County will be assessed from payment due to the Contractor from the County.
- 3.6 The Contractor shall maintain and keep all background investigation records performed on Librarians and Library Assistants providing services under this Contract.

4.0 QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance under this Contract using the quality assurance procedures as defined in this Contract, Section 8.0, Standard Terms and Conditions, Sub-section 8.15, County's Quality Assurance Plan.

4.1 Meetings

The Contractor is required to attend a minimum of one (1) scheduled meeting per month and any other meeting as needed. Advance notification will be given at least one (1) business day prior; however, depending on the importance of the issue, a meeting may be scheduled during the same business day. Contractor employees attending meetings must be at the level of the Contractor Project Manager or higher.

4.2 Annual Evaluation

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

4.3 Contract Discrepancy Report

Notification of a contract discrepancy will be made to the Contractor Project Manager as soon as possible whenever a contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the County and the Contractor but, in no case more than thirty (30) calendar days. Failure to resolve the problem within the time specified will result in issuing a formal Contract Discrepancy Report, Attachment III, with an assessment, retroactive to the initial report of the discrepancy.

Upon receipt of a Contract Discrepancy Report, the Contractor is required to respond in writing to the County Contract Project Monitor within two (2) 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 Contract Project Monitor within ten (10) business days.

4.4 County Observations

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

5.0 RESPONSIBILITIES

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

COUNTY

5.1 Equipment

The County shall provide whatever equipment, deemed necessary by the County, for temporary personnel to perform the duties described herein.

5.1.1 Equipment provided may include but is not limited to, computers, computer peripherals, copiers, scanners, and telephones.

CONTRACTOR

5.2 Contractor Project Manager

5.2.1 The Contractor shall provide a full-time Contractor Project Manager or designated alternate. The County must have access to the Contract Project Manager five (5) days a week, Monday – Friday, 7:00 a.m. – 6 p.m., Pacific Standard Time (PST). The Contractor shall provide a telephone number where the Contractor Project Manager can be reached during hours outside of office business hours.

5.2.2 The Contractor Project Manager or designated alternate shall act as a central point of contact with the County and have full authority to act for the Contractor on all matters relating to the daily operations of the Contract.

5.2.3 The Contractor Project Manager and alternate must be able to effectively communicate in English, both orally and in writing.

5.2.4 The Contractor Project Manager must have three (3) years of demonstrated experience in the temporary personnel services industry to include but not limited to; providing qualified and

experienced staff, overseeing of day-to-day operations, quality assurance and customer relations.

- 5.2.5 The Contractor Project Manager or designated alternate must provide to the County Contract Program Monitor, a copy of employee timesheets by the business day following the end of the pay period.
- 5.2.6 The Contractor Project Manager shall ensure no contractor employee works more than seven hundred and twenty (720) hours on an individual assignment and must provide notice to the County Contract Project Monitor when the employee is within 40 hours of reaching this maximum.
- 5.2.7 The Contractor Project Manager shall ensure no contractor employee works more than ninety (90) business days on an individual assignment and must provide notice to the County Contract Project Monitor when the employee has worked seventy-five (75) business days.

5.3 Contractor Personnel

- 5.3.1 The Contractor shall ensure a sufficient number of qualified personnel are readily available to meet the Public Library's temporary help needs.
- 5.3.2 The Contractor shall recruit; pre-screen, to include background check and select only qualified personnel to work at Public Library facilities.
- 5.3.3 No Contractor employee, while working under this Contract, shall also at the same time be employed by the County.
- 5.3.4 The Contractor's employees shall meet the education requirements as set forth in Section 8.0, Education Requirements of this SOW.
- 5.3.5 The Contractor's employees shall meet the physical class requirements as set forth in Section 9.0, Physical Class Requirements of this SOW.
- 5.3.6 Contractor employees performing services under this Contract must undergo and pass a background investigation to the satisfaction of the County as a condition of beginning and continuing to perform services under this Contract as set forth in Sub-section 7.5 – Background and Security Investigation, of the Contract.

No personnel employed by the Contractor and providing services herein shall have a criminal conviction record or pending criminal trial for, a felony or misdemeanor offense, unless such record has been

disclosed and employment of the employee has been approved in writing by the County.

- 5.3.7 All Contractor employees providing service under this Contract are required to wear clothing and shoes suitable to their job classification and must maintain a neat and professional appearance in the performance of their duties.
- 5.3.8 All Contractor employees must be courteous and have the ability to handle irrational and difficult customers in a professional manner.
- 5.3.9 At no time are the Contractor's employees allowed to use County equipment for their personal use.
- 5.3.10 Contractor employees assigned by the Contractor to perform services under this Contract shall at all times be employees of the Contractor. The Contractor shall have the sole right to hire, suspend, discipline or discharge its employee without influence from the County. However, the County, at its sole discretion, may remove any Contractor employee from working on the Contract.

5.4 Contractor Employee Attendance

Contractor employees providing services under this Contract must be dependable and observe assigned working hours. Failure to observe working hours includes tardiness in arriving at or returning to an assigned work station and leaving the work station without authorization.

The County may remove or request a replacement of Contractor employees who fail to comply with attendance requirements. Such removal does not relieve the Contractor of its obligation to perform under this Contract.

5.4.1 Observance of Work Hours

Contractor employees are to observe working hours.

5.4.2 Unscheduled Absences

Contractor employees who will be late or absent must notify their employer (Contractor) within an hour before their scheduled starting time. The Contractor upon receipt of this notification must immediately inform the County's Contract Project Monitor. The Contractor must provide a replacement employee upon request.

5.4.3 Scheduled Absences

Contractor employees shall make a request to their employer (Contractor) to be absent from work as soon they become aware of the need. The Contractor upon receipt of this request must send written notification to the County's Contract Project Monitor. The

County's Contract Project Monitor will notify the Contractor if a replacement is needed.

5.5 Qualified Personnel

5.5.1 In the event a Contractor employee is unable to perform the prescribed services under this Contract and/or it is discovered subsequent to hire, that an employee working on the Contract does not meet the education or physical requirements, the Contractor shall immediately remove that employee from working on the Contract.

5.5.2 The County may at any time remove or replace a Contractor employee whose conduct is, in the reasonable belief of the County, detrimental to the interest of the public or other employees.

5.5.3 At the County's sole discretion, the Contractor shall have twenty-four (24) hours to replace an unqualified employee. Thereafter, the County reserves the right to procure services from alternative sources.

5.6 Identification Badges

The Public Library shall issue County identification (ID) badges to Contractor employees assigned to work at Public Library facility.

5.6.1 The Contractor's employees are required to have a County ID badge on their person and visible at all times while on duty and inside of a Public Library facility. No other ID badge is acceptable.

5.6.2 The Contractor is responsible to ensure that employees have obtained a County ID badge by the date they are to begin a work assignment at a Public Library facility. Contractor employees may be asked to leave a Public Library facility by a County representative if they do not have the proper County ID badge on their person.

5.6.3 The Contractor is responsible to ensure that employees report stolen County ID badges to a law enforcement agency within twenty-four (24) hours of discovery of theft and provide to the County a copy of the police report or receipt for police report.

5.6.4 Lost or damaged County ID badges will be replaced at a replacement fee in accordance with the Public Library's Identification Card Policy. The Contractor is responsible to repay to the County the cost incurred for lost or damaged County ID badges and stolen County ID badges not reported to law enforcement.

- 5.6.5 The Contractor shall notify the County within one (1) business day when an employee is terminated from working under this Contract. The Contractor shall retrieve and return the employee's County ID badge to the County on the next business day after the employee has terminated employment with the Contractor.
- 5.6.6 If the County requests the removal of a Contractor's employee, the Contractor shall retrieve and return the employee's County ID badge to the County on the next business day after the employee has been removed from working on the Contract.
- 5.6.7 Failure to return County ID badges in accordance with this Sub-section will result in damages being assessed.

5.7 Training

- 5.7.1 The Contractor shall provide training programs for all new employees and continuing in-service training for all employees.
- 5.7.2 All company training records must include a course outline of subjects trained in and a signature from the employee acknowledging training and understanding. Training records must be available for inspection at the request of the County. The County may evaluate course outline and materials to ensure appropriateness for positions covered under this Contract.
- 5.7.3 The Contractor is responsible for ensuring that each Contractor employee is familiar with the services to be provided under the Contract.

5.8 Salaries

The Contractor is solely responsible for providing to its employees all legally required employee benefits and wages. The County shall not be called upon to assume any liability for the direct payment of salaries, wages, benefits or any other compensation to any Contractor employee. The County is responsible only to pay the Contractor for services provided in accordance with Exhibit B, Pricing Schedule – Hourly Bill Rates, of the Contract.

5.9 Contractor's Office

The Contractor must maintain an office with telephone service in the company's name where the Contractor conducts business.

5.9.1 Business Hours

The Contractor's office shall be staffed during the hours of 7:00 a.m. to 5 p.m. PST, Monday – Friday, by at least one employee who can respond to inquiries and complaints, which may be received about the Contractor's performance of the Contract. If an answering

service receives the call during normal business hours, the Contractor must respond within thirty (30) minutes of receipt of call.

5.9.2 After-Hours

When the Contractor's office is closed, the Contractor Project Manager's after-hours number will be utilized to address inquiries and complaints. If a voicemail is utilized, the Contractor Project Manager must respond within thirty (30) minutes of receipt of call.

6.0 HOURS/DAYS OF WORK

Contract employees will be assigned to work varying full-time and part-time shifts, to include traditional and alternative work schedules, depending on the work location and the individual needs of the Public Library facility requesting the service, between the hours of 7:00 a.m. to 10 p.m. PST, Monday – Sunday, not to exceed 40 hours per week. **No overtime will be accumulated or paid.**

An alternative work schedule is defined as any regularly scheduled workweek requiring an employee to work more than eight (8) hours in a twenty-four (24) hour period.

7.0 LIBRARY CLOSURES

7.1 The Contractor is not required to provide services on the following holidays:

-New Year's Day	-Labor Day
-Dr. Martin Luther King Jr. Day	-Columbus Day
-Presidents' Day	-Veteran's Day
-Memorial Day	-Thanksgiving Day and following Friday
-Independence Day	-Christmas Day

7.2 The Contractor will be notified of any other Public Library closures as necessary.

8.0 EDUCATION REQUIREMENTS

8.1 Librarian

A Master of Library Science degree from an accredited college or university
-OR- completion of thirty-six (36) graduate quarter units in a library science curriculum leading to a Master of Library Science degree.

8.2 Library Assistant

Completion of two (2) years in an accredited college or university, including six (6) units of technical library course work. One year of clerical or technical experience in an organized library may be accepted for each year of college.

9.0 PHYSICAL CLASS REQUIREMENTS

Physical Class is a designation of the physical effort required in the performance of the work assigned to the position. The County's class applicable to Librarian and Library Assistant is as follows:

3-Moderate: Requires standing or walking most of the time, with bending, stooping, squatting, twisting, reaching, working on irregular surfaces, occasional lifting of objects weighing over 25 pounds, and frequent lifting of objects weighing 10-25 pounds.

10.0 JOB DESCRIPTIONS

The below listed duties and responsibilities are provided only as general functions of the Librarian and Library Assistant. The Contractor acknowledges that duties and responsibilities of its employees are not limited to those listed below and that the duties and/or responsibilities may be modified over the contract term to maintain alignment with the Class Specifications of the County.

10.1 Librarian

The Librarian works under the administrative and technical supervision of a higher-level librarian and is responsible for performing standard and professional librarian work in any of the following areas: 1) adult services, children's services, teen services, government services, periodicals, internet or technical services; 2) classifying and cataloging all library materials; 3) providing department-wide program support for areas such as adult services and youth services. Positions at this level perform professional library duties of increasing difficulty and have an understanding of established policies, methods, procedures, and standards to resolve problems. Librarians must exercise knowledge of the basic principles of librarianship and be able to provide individual and group instruction. Librarians must also possess expertise to use current technology to perform librarian duties, and have an understanding of the public and technical aspects of professional library services.

10.1.1 Example of Librarian Duties

1. Promotes library services in a community by answering the more difficult reference questions; maintaining local library collections; presenting book-talks, developing, coordinating and conducting library programs, and performing community outreach.
2. Coordinates reading programs for young people, conducts school and class visits, prepares bibliographies and special exhibits; and maintains government publications, audio-visual, or other special collection.

3. Classifies and catalogues books, documents, serials and other library materials; evaluates periodicals for the department, and implements procedures for technical services functions such as authority control and updating bibliographic records.
4. Maintains library records and prepares reports, as assigned.
5. Serves on committees to develop programs, policies, procedures, and training.
6. Provides department-wide program support such as reference services, youth services, internet services, and assists with other specialized assignments.
7. Conducts individual and may conduct group instruction in the proper use of library technology and resources.

10.2 Library Assistant

The Library Assistant is responsible for performing general and varied paraprofessional library tasks, in functional areas such as circulation, acquisition, cataloging, special programs, and the physical upkeep of library and inventory materials within the Public Library. Library Assistants must exercise a practical knowledge of library functions and services and have the ability to apply specific library rules, procedures, and practices pertaining to their particular area of assignment.

10.2.1 Example of Library Assistant Duties

1. Assists customers by 1) locating books; 2) finding reference materials utilizing online reference services; 3) giving library program presentations; 4) providing information regarding specialized programs; and 5) answering simple reference questions while referring the more difficult questions to higher level staff.
2. Assists professional staff in technical services or specialized service programs such as acquisitions, business research, literacy, cataloging of library materials, and conducting online searches, ordering, and online maintenance of the computerized library catalog.
3. Assists in maintaining library records regarding inter-library loan requests, circulation, registration, book stock, literacy programs, business research and the collection of fines.
4. Assists professional staff in library materials evaluation activities such as searching review media, online data bases, Internet resources, and bibliographic tools.
5. Assists in collection maintenance by searching for information concerning additions, replacements, and withdrawals.

6. Issues, receives, and tracks library materials and supplies including requesting books and reference materials from regional and department headquarters.
7. Coordinates literacy services in an assigned region.
8. Registers borrowers and enforces library rules.
9. Maintains statistical records and prepares reports as assigned.

11.0 TEMPORARY PERSONNEL REQUEST

- 11.1 The County will notify the Contractor when a temporary employee is needed.
- 11.2 The Contractor must respond to the County within twenty-four (24) hours providing the following for each potential candidate:
 1. a resume; and
 2. a degree or proof of meeting education requirement; and
 3. a completed Job Applicant Information Sheet - Attachment II of this SOW.
- 11.3 The County, upon receiving the required information, may proceed with the assignment process to include but not limited to interviewing and fingerprinting of a potential candidate.
- 11.4 The County reserves the right to cancel the request for the Contractor's failure to respond within the specified time or the Contractor's failure to provide the required documents; and may, at any time, for any reason, cancel or end an assignment.

12.0 USE OF COUNTY SEAL OR LETTERHEAD

The Contractor nor its employees shall not use or display the County or the Public Library official seal, letterhead or name of the County of Los Angeles or the County of Los Angeles Public Library in any communication without written approval.

13.0 GREEN INITIATIVES

- 13.1 The Contractor shall use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits.
- 13.2 The Contractor shall provide the County with the Contractor's new established or planned green practices prior to the contract's commencement.

14.0 PERFORMANCE REQUIREMENTS SUMMARY (PRS)

The PRS is a listing of requirements that are intended to be completely consistent with the Contract and the SOW and are not meant in any case to create, extend, revise, or expand any obligation of the Contractor beyond that defined in the Contract and the SOW. Refer to SOW Attachment IV – Performance Requirement Summary. 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 or the SOW will prevail. If any requirement seems to be created in this PRS, which is not clearly and forthrightly set forth in the Contract and the SOW, that apparent requirement will be null and void and place no requirement on the Contractor. 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:

- Require the 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.
- Reduce payment to the Contractor by a computed amount based on the penalty fee(s) in the PRS.
- Reduce, suspend or cancel this Contract for systematic, deliberate misrepresentations or unacceptable levels of performance.

This section 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 the Contract, Section 8.0 – Standard Terms and Conditions, Sub-section 8.42 – Termination for Convenience.

/

/

/

/

/

/

/

/

/

/

/

**TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
LIBRARY FACILITIES AND SERVICE HOURS**

LIBRARY FACILITY	ADDRESS	CITY	ZIP CODE
A C Bilbrew Library	150 E. El Segundo Boulevard	Los Angeles	90061
Acton Agua Dulce Library	33792 Crown Valley Road	Acton	93510
Agoura Hills Library	29901 Ladyface Court	Agoura Hills	91301
Alondra Library	11949 Alondra Boulevard	Norwalk	90650
Angelo M. Iacoboni Library	4990 Clark Avenue	Lakewood	90712
Anthony Quinn Library	3965 Cesar E. Chavez Avenue	Los Angeles	90063
Artesia Library	18722 Clarkdale Avenue	Artesia	90701
Avalon Library	215 Sumner Avenue	Avalon	90704
Baldwin Park Library	4181 Baldwin Park Boulevard	Baldwin Park	91706
Bell Gardens Library	7110 S. Garfield Avenue	Bell Gardens	90201
Bell Library	4411 E. Gage Avenue	Bell	90201
Carson Library	151 E. Carson Street	Carson	90745
Castaic Library	27971 Sloan Canyon Road	Castaic	91384
Charter Oak Library	20540 K Arrow Highway	Covina	91724
Chet Holifield Library	1060 S. Greenwood Avenue	Montebello	90640
City Terrace Library	4025 E. City Terrace Drive	Los Angeles	90063
Claremont Library	208 N. Harvard Avenue	Claremont	91711
Clifton M. Brakensiek Library	9945 E. Flower Street	Bellflower	90706
Compton Library	240 W. Compton Boulevard	Compton	90220
Cudahy Library	5218 Santa Ana Street	Cudahy	90201
Culver City Julian Dixon Library	4975 Overland Avenue	Culver City	90230
Diamond Bar Library	21800 Copley Drive	Diamond Bar	91765
Dr. Martin Luther King Jr. Library	17906 S. Avalon Boulevard	Carson	90746
Duarte Library	1301 Buena Vista Street	Duarte	91010
East Los Angeles Library	4837 E. 3rd Street	Los Angeles	90022
East Rancho Dominguez Library	4420 E. Rose Street	E. Rancho Dominguez	90221
El Camino Real Library	4264 E. Whittier Boulevard	Los Angeles	90023
El Monte Library	3224 Tyler Avenue	El Monte	91731
Florence Library	1610 E. Florence Avenue	Los Angeles	90001
Gardena Mayme Dear Library	1731 W. Gardena Boulevard	Gardena	90247
George Nye Jr. Library	6600 Del Amo Boulevard	Lakewood	90713
Graham Library	1900 E. Firestone Boulevard	Los Angeles	90001
Hacienda Heights Library	16010 La Monde Street	Hacienda Heights	91745
Hawaiian Gardens Library	11940 Carson Street	Hawaiian Gardens	90716
Hawthorne Library	12700 Grevillea Avenue	Hawthorne	90250
Hermosa Beach Library	550 Pier Avenue	Hermosa Beach	90254
Hollydale Library	12000 S. Garfield Avenue	South Gate	90280
Huntington Park Library	6518 Miles Avenue	Huntington Park	90255
La Canada Flintridge Library	4545 N. Oakwood Avenue	La Canada Flintridge	91011
La Crescenta Library	2809 Foothill Boulevard	La Crescenta	91214
La Mirada Library	13800 La Mirada Boulevard	La Mirada	90638
La Puente Library	15920 E. Central Avenue	La Puente	91744
La Verne Library	3640 D Street	La Verne	91750

**TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
LIBRARY FACILITIES AND SERVICE HOURS**

LIBRARY FACILITY	ADDRESS	CITY	ZIP CODE
Lake Los Angeles Library	16921 E. Avenue O, #A	Palmdale	93591
Lancaster Library	601 W. Lancaster Boulevard	Lancaster	93534
Lawndale Library	14615 Burin Avenue	Lawndale	90260
Leland R. Weaver Library	4035 Tweedy Boulevard	South Gate	90280
Lennox Library	4359 Lennox Boulevard	Lennox	90304
Littlerock Library	35119 80th St. East	Littlerock	93543
Live Oak Library	4153 E. Live Oak Avenue	Arcadia	91006
Lloyd Taber-Marina del Rey Library	4533 Admiralty Way	Marina del Rey	90292
Lomita Library	24200 Narbonne Avenue	Lomita	90717
Los Nietos Library	11644 E. Slauson Avenue	Whittier	90606
Lynwood Library	11320 Bullis Road	Lynwood	90262
Malibu Library	23519 W. Civic Center Way	Malibu	90265
Manhattan Beach Library	1320 Highland Avenue	Manhattan Beach	90266
Masao W. Satow Library	14433 Crenshaw Boulevard	Gardena	90249
Maywood Cesar Chavez Library	4323 E. Slauson Avenue	Maywood	90270
Montebello Library	1550 W. Beverly Boulevard	Montebello	90640
Norwalk Library	12350 Imperial Highway	Norwalk	90650
Norwood Library	4550 N. Peck Road	El Monte	91732
Paramount Library	16254 Colorado Avenue	Paramount	90723
Pico Rivera Library	9001 Mines Avenue	Pico Rivera	90660
Quartz Hill Library	42018 N. 50th St. West	Quartz Hill	93536
Rivera Library	7828 S. Serapis Avenue	Pico Rivera	90660
Rosemead Library	8800 Valley Boulevard	Rosemead	91770
Rowland Heights Library	1850 Nogales Street	Rowland Heights	91748
San Dimas Library	145 N. Walnut Avenue	San Dimas	91773
San Fernando Library	217 N. Maclay Avenue	San Fernando	91340
San Gabriel Library	500 S. Del Mar Avenue	San Gabriel	91776
Sorensen Library	6934 Broadway Avenue	Whittier	90606
South El Monte Library	1430 N. Central Avenue	South El Monte	91733
South Whittier Library	14433 Leffingwell Road	Whittier	90604
Stevenson Ranch Express Library	26233 W. Faulkner Drive	Stevenson Ranch	91381
Sunkist Library	840 N. Puente Avenue	La Puente	91745
Temple City Library	5939 Golden West Avenue	Temple City	91780
Topanga Library	122 N. Topanga Canyon Boulevard	Topanga	90290
View Park Library	3854 W. 54th Street	Los Angeles	90043
Walnut Library	21155 La Puente Road	Walnut	91789
West Covina Library	1601 W. Covina Parkway	West Covina	91790
West Hollywood Library	625 N. San Vicente Boulevard	West Hollywood	90069
Westlake Village Library	31220 Oak Crest Drive	Westlake Village	91361
Willowbrook Library	11838 Wilmington Avenue	Los Angeles	90059
Wisburn Library	5335 W. 135th Street	Hawthorne	90250
Woodcrest Library	1340 W. 106th Street	Los Angeles	90044
Antelope Valley Bookmobile	601 W. Lancaster Boulevard	Lancaster	93534

**TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
LIBRARY FACILITIES AND SERVICE HOURS**

LIBRARY FACILITY	ADDRESS	CITY	ZIP CODE
Santa Clarita Valley Bookmobile	33792 Crown Valley Road	Acton	93510
Urban Outreach Bookmobile	1601 West Covina Parkway	West Covina	91790
Library Headquarters	7400 E. Imperial Highway	Downey	90242
North Regional Office	21182 Centre Pointe Pkwy #130	Santa Clarita	91350
West Regional Office	150 E. 216 th Street	Carson	90745
South Regional Office	12348 Imperial Highway	Norwalk	90650
Central Regional Office	1550 West Beverly Boulevard	Montebello	90640
East Regional Office	1601 West Covina Parkway	West Covina	91790
Books by Mail	601 W. Lancaster Boulevard	Lancaster	93534
Juvenile Hall	1605 Eastlake Avenue	Los Angeles	90033

CONFIDENTIAL

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
JOB APPLICANT INFORMATION SHEET**

Date _____

Name _____

Last 4 digits
of Soc. Sec. No.

Home Address _____
Street
City
Zip Code

Home Phone () _____ Cell/Message Phone () _____

E-mail address _____

Position Applied For: _____
Title
Location

Instructions: This form is to be completed by candidates who are eligible for employment with the County of Los Angeles Public Library. It will be used as part of the job placement and selection interview process. If you have provided a resume, only complete those questions that request information that is not contained in your resume.

1. List any former names which you have used in employment _____

2. Are you a citizen of the United States of America? Yes No

If No, can you show proof of government permission to work? Yes No

3. If you are fluent in any language in addition to English, please list. Speak Read Write
(Please check if fluent)

4. Do you possess any other special skills that may be helpful on the job, such as typing or computer skills? If so, please describe and include skill level (for example, type 40 words per minute):

5. Do you have any relatives currently employed with our organization? If so, please complete:

Name	Relationship	Work Location
------	--------------	---------------

6. Education (Check one): High School Diploma G.E.D. Certificate

Name of College, University, Vocational School or Institute	Location/Address	Major	Degree/Certificate

7. List your work and volunteer experience for the last 10 years. If employed by the County of Los Angeles Public Library, include the position held and library/section. (Continue on reverse side or attach resume.)

Company/Dept. Name & Address	Phone No.	Position & Description of Duties	Dates Employed	Reason for Leaving

[] Check if experience is continued on a separate sheet.

I hereby certify that all statements made on or in connection with this application are true to the best of my knowledge and belief. I understand that should I be selected for this position, my employment with the Department is contingent upon a background check for past criminal convictions, verification of suitability for the position and successful completion of a medical and/or psychological examination (if required).

I further understand that should disqualifying information be discovered, or it is found that I have falsified any information for this position (including the application), I will be immediately discharged, released or disqualified from employment.

Candidate Signature

Date



7400 E. IMPERIAL HWY. • P.O. BOX 7011 • DOWNEY, CA 90241-7011 • PHONE: 562-940-8485 • FAX: 562-803-0016

CONTRACT DISCREPANCY REPORT

Date Submitted to Contractor: **February 3, 2009**

TO: (Contractor) **John Doe**
ABC Temporary Personnel Agency

FROM:	Jane Smith Contract Services Unit	Phone No.: (562) 940 – 0000 Fax No.: (562) 803 – 0016
-------	--	--

CONTRACT NO.	12345	CONTRACT TITLE:	TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
--------------	--------------	------------------------	---

TYPE OF DISCREPANCY:

DISCREPANCY DETAILS:

SAMPLE

CONTRACTOR RESPONSE INSTRUCTIONS:

1. Acknowledge the receipt of the Contract Discrepancy Report to the County Contract Project Manager.
2. Review the discrepancy.
3. Review the Contract reference for compliance.
4. Identify the cause of the problem and determine a corrective action.
5. Respond to the Contract Discrepancy Report in writing by submitting a formal letter of response to the Contract Services Coordinator.

COUNTY EVALUATION OF CONTRACTOR RESPONSE:

The Contract Services Coordinator will evaluate the Contractor's response and will reply to the Contractor indicating satisfactory or unsatisfactory completion of the corrective action.

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
Contract: Paragraph 3.0, Sub-paragraph 3.1	Work	Contractor must perform and deliver all tasks, deliverables, services and other work on time.	Inspection and Observation	\$200 per occurrence
Contract: Paragraph 4.0, Sub-paragraph 4.3	Term of Contract	Contractor must notify Library when Contract is within nine (9) months from expiration.	Receipt of notification	\$200 per occurrence
Contract: Paragraph 5.0, Sub-paragraph 5.4	Contract Sum	Contractor must send written notification that the Contractor has incurred 75% of the total contract authorization.	Receipt of document	\$200 per occurrence
Contract: Paragraph 7.0 Sub-paragraph 7.1.1	Administration of Contract – Contractor – Contractor Project Manager	Contractor shall notify County in writing of any changes in Exhibit E – Contractor’s Administration.	Receipt of document	\$200 per occurrence
Contract: Paragraph 7.0 Sub-paragraph 7.1.2	Administration of Contract – Contractor – Contractor Project Manager	Contractor Project Manager shall coordinate with County Contract Project Manager on a regular basis.	Inspection and Observation	\$200 per occurrence
Contract: Paragraph 7.0 Sub-paragraph 7.1.3	Administration of Contract – Contractor – Contractor Project Manager	Contractor Project Manager must have required experience.	Inspection, Observation and Receipt of document	\$500 per occurrence
Contract: Sub-paragraph 7.3, Section 7.3.1	Contractor’s Employee Identification	Contractor must comply with the requirements specified in Sub-paragraph 7.3, section 7.3.1.	Inspection and Observation	\$200 per occurrence
Contract: Sub-paragraph 7.4	Contractor Employee Criminal Records	Contractor must comply with the requirements specified in Sub-paragraph 7.4.	Inspection and Observation and Receipt of document	\$500 per occurrence
Contract: Sub-paragraph 7.5, Section 7.5.1	Background and Security Investigations	Contractor employees must undergo and pass a background investigation to satisfaction of County before beginning work.	Inspection, Observation, Receipt of documents and Audit of Records	\$500 per occurrence

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
Contract: Sub-paragraph 7.5, Section 7.5.2	Background and Security Investigations	Contractor cannot allow employees that do not pass background investigation to work on Contract without prior approval.	Inspection and Observation and Receipt of document and/or Audit of Records	\$500 per occurrence
Contract: Sub-paragraph 7.5, Section 7.5.4	Background and Security Investigations	Contractor must provide replacement for employees disqualified through a background and security investigation.	Observation, Receipt of documents	\$200 per occurrence
Contract: Sub-paragraph 7.6	Confidentiality	Contractor must comply with the requirements specified in Sub-paragraph 7.6.	Inspection and Observation and Receipt of document and/or Audit of Records	\$500 per occurrence
Contract: Sub-paragraph 8.2	Assignment and Delegation	Contractor must comply with the requirements specified in Sub-paragraph 8.2.	Inspection, Observation and Receipt of document and/or Audit of Records	\$500 per occurrence
Contract: Sub-paragraph 8.5	Complaints	Contractor must comply with the requirements specified in Sub-paragraph 8.5.	Inspection and Observation and Receipt of document and/or Audit of Records	\$200 per occurrence
Contract: Sub-paragraph 8.6	Compliance with Applicable Law	Contractor must comply with the requirements specified in Sub-paragraph 8.6.	Inspection and Observation and Receipt of document and/or Audit of Records	\$500 per occurrence

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
Contract: Sub-paragraph 8.7	Compliance with Civil Rights Laws	Contractor must comply with Sub-paragraph 8.7.	Inspection and Observation and Receipt of document and/or Audit of Records	\$500 per occurrence
Contract: Sub-paragraph 8.8	Compliance with the County's Jury Service Program	Contractor must comply with the requirements specified Sub-paragraph 8.8.	Inspection and Observation and Receipt of document and/or Audit of Records	\$500 per occurrence
Contract: Sub-paragraph 8.14	Contractor's Warranty of Adherence to County's Child Support Compliance Program	Contractor must comply with the requirements specified in Sub-paragraph 8.14.	Inspection, Observation and Receipt of document	\$500 per occurrence
Contract: Sub-paragraph 8.16	Damage to County Facilities, Buildings, Grounds or Equipment	Contractor must comply with the requirements specified in Sub-paragraph 8.16.	Inspection and Observation	\$500 per occurrence
Contract: Sub-paragraph 8.23	Indemnification	Contractor must comply with Sub-paragraph 8.23.	Receipt of document	\$500 per occurrence
Contract: Sub-paragraph 8.24	General Provisions For All Insurance Coverage	Compliance with Contract Insurance Requirements.	Receipt of document	\$500 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.25	Insurance Coverage	Compliance with Contract Insurance Requirements.	Receipt of document	\$500 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.28	Nondiscrimination and Affirmative Action	Contractor must comply with the requirements specified in Sub-paragraph 8.28.	Inspection of files	\$500 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.38	Record Retention and Inspection/Audit Settlement	Contractor to maintain all required documents as specified in Sub-paragraph 8.38.	Inspection of files	\$500 per occurrence; possible termination for default of contract.

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
Contract: Sub-paragraph 8.40	Subcontracting	Contractor must comply with the requirements specified in Sub-paragraph 8.40.	Inspection of files	\$500 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.51	Warranty of Compliance with County's Defaulted Property Tax Reduction Program	Contractor must maintain compliance with program during the entire term of the Contract.	Inspection of files and/or notification from other sources i.e., County Dept.	\$500 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.53	Time Off for Voting	Contractor must comply with the requirements specified in Sub-paragraph 8.53.	Inspection and Observation	\$500 per occurrence
SOW: Section 3.0	Quality Control	Contractor must comply with specified requirements in Section 3.0.	Inspection, Observation and Receipt of document	\$200 per occurrence
SOW: Sub-section 4.1	Quality Assurance Plan - Meetings	Contractor attendance is required in County meetings.	Inspection and Observation	\$200 per occurrence
SOW: Sub-section 4.3	Contract Discrepancy Report	Contractor is required to respond in writing within 2 days acknowledging receipt of a contract discrepancy.	Inspection, Observation and Receipt of document	\$200 per occurrence
SOW: Sub-section 4.3	Contract Discrepancy Report	Contractor shall resolve problem with a time period mutually agreed upon and is done within (30) calendar days.	Inspection, Observation and Receipt of document	\$200 per occurrence
SOW: Sub-Section 5.2, Paragraph 5.2.1	Contractor – Contractor Project Manager	Contractor Project Manager must be accessible Monday – Friday, 7 am – 6 pm.	Inspection and Observation	\$500 per occurrence
SOW: Sub-Section 5.2, Paragraph 5.2.4	Contractor – Contractor Project Manager	Contractor Project Manager must have required experience.	Inspection, Observation and Receipt of document	\$500 per occurrence

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW: Sub-Section 5.2, Paragraph 5.2.5	Contractor – Contractor Project Manager	Contractor Project Manager must provide to County a copy of employee timesheets by the next business day following the end of the pay period.	Inspection, Observation and Receipt of document	\$200 per occurrence
SOW: Sub-Section 5.2, Paragraph 5.2.6	Contractor – Contractor Project Manager	Contractor Project Manager must notify County of all assignments that are within 40 hours of reaching requested number of hours.	Inspection, Observation and Receipt of document	\$500 per occurrence
SOW: Sub-Section 5.2, Paragraph 5.2.7	Contractor – Contractor Project Manager	Contractor Project Manager must ensure no contractor employee works more than ninety (90) business days on an individual assignment.	Inspection, Observation and Receipt of document	\$500 per occurrence
SOW: Sub-Section 5.3	Contractor – Contractor Personnel	Contractor must comply with all requirements of Sub-section 5.3.	Inspection and Observation	\$500 per occurrence
SOW: Sub-Section 5.4	Contractor – Contractor Employee Attendance	Contractor and Contractor’s staff must comply with requirements specified in Sub-section 5.4.	Inspection, Observation and Receipt of document	\$200 per occurrence
SOW: Sub-Section 5.5	Contractor – Qualified Personnel	Contractor must comply with the requirements specified in Sub-section 5.5.	Inspection and Observation	\$500 per occurrence
SOW: Sub-Section 5.6	Contractor – Identification Badges	Contractor must comply with the requirements specified in Sub-section 5.6.	Inspection and Observation	\$200 per occurrence
SOW: Sub-Section 5.7	Contractor – Training	Contractor must comply with the requirements specified in Sub-section 5.7.	Inspection and Observation	\$200 per occurrence

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW: Sub-Section 5.9	Contractor – Contractor’s Office	Contractor must comply with the requirements specified in Sub-section 5.9.	Inspection and Observation	\$200 per occurrence
SOW: Section 6.0	Hours/Days of Work	Contractor must comply with the requirements specified in Section 6.0.	Inspection and Observation	\$500 per occurrence
SOW: Section 8.0	Education Requirements	Contractor employees must meet the education requirements in Section 8.0.	Inspection and Observation and Receipt of document	\$500 per occurrence
SOW: Section 9.0	Physical Class Requirements	Contractor employees must meet the physical class requirements in Section 9.0.	Inspection and Observation	\$200 per occurrence
SOW: Section 11.0, Sub-section 11.2	Temporary Personnel Request	Contractor must provide required documents for each candidate as specified in Sub-section 11.2.	Receipt of Documents	\$200 per occurrence
SOW: Section 12.0	Use of County Seal or Letterhead	Contractor must comply with Section 12.0.	Inspection and Observation	\$500 per occurrence
SOW: Section 13.0	Green Initiatives	Contractor must comply with Section 13.0.	Inspection, Observation and Receipt of document	\$200 per occurrence

This chart covers deductions/fees for contract non-compliance. Sections of the contract may contain deductions for specific violations not addressed here.

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
Contract: Paragraph 3.0, Sub-paragraph 3.1	Work	Contractor must perform and deliver all tasks, deliverables, services and other work on time.	Inspection and Observation	\$200 per occurrence
Contract: Paragraph 4.0, Sub-paragraph 4.3	Term of Contract	Contractor must notify Library when Contract is within nine (9) months from expiration.	Receipt of notification	\$200 per occurrence
Contract: Paragraph 5.0, Sub-paragraph 5.4	Contract Sum	Contractor must send written notification that the Contractor has incurred 75% of the total contract authorization.	Receipt of document	\$200 per occurrence
Contract: Paragraph 7.0 Sub-paragraph 7.1.1	Administration of Contract – Contractor – Contractor Project Manager	Contractor shall notify County in writing of any changes in Exhibit E – Contractor’s Administration.	Receipt of document	\$200 per occurrence
Contract: Paragraph 7.0 Sub-paragraph 7.1.2	Administration of Contract – Contractor – Contractor Project Manager	Contractor Project Manager shall coordinate with County Contract Project Manager on a regular basis.	Inspection and Observation	\$200 per occurrence
Contract: Paragraph 7.0 Sub-paragraph 7.1.3	Administration of Contract – Contractor – Contractor Project Manager	Contractor Project Manager must have required experience.	Inspection, Observation and Receipt of document	\$500 per occurrence
Contract: Sub-paragraph 7.3, Section 7.3.1	Contractor’s Employee Identification	Contractor must comply with the requirements specified in Sub-paragraph 7.3, section 7.3.1.	Inspection and Observation	\$200 per occurrence
Contract: Sub-paragraph 7.4	Contractor Employee Criminal Records	Contractor must comply with the requirements specified in Sub-paragraph 7.4.	Inspection and Observation and Receipt of document	\$500 per occurrence
Contract: Sub-paragraph 7.5, Section 7.5.1	Background and Security Investigations	Contractor employees must undergo and pass a background investigation to satisfaction of County before beginning work.	Inspection, Observation, Receipt of documents and Audit of Records	\$500 per occurrence

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
Contract: Sub-paragraph 7.5, Section 7.5.2	Background and Security Investigations	Contractor cannot allow employees that do not pass background investigation to work on Contract without prior approval.	Inspection and Observation and Receipt of document and/or Audit of Records	\$500 per occurrence
Contract: Sub-paragraph 7.5, Section 7.5.4	Background and Security Investigations	Contractor must provide replacement for employees disqualified through a background and security investigation.	Observation, Receipt of documents	\$200 per occurrence
Contract: Sub-paragraph 7.6	Confidentiality	Contractor must comply with the requirements specified in Sub-paragraph 7.6.	Inspection and Observation and Receipt of document and/or Audit of Records	\$500 per occurrence
Contract: Sub-paragraph 8.2	Assignment and Delegation	Contractor must comply with the requirements specified in Sub-paragraph 8.2.	Inspection, Observation and Receipt of document and/or Audit of Records	\$500 per occurrence
Contract: Sub-paragraph 8.5	Complaints	Contractor must comply with the requirements specified in Sub-paragraph 8.5.	Inspection and Observation and Receipt of document and/or Audit of Records	\$200 per occurrence
Contract: Sub-paragraph 8.6	Compliance with Applicable Law	Contractor must comply with the requirements specified in Sub-paragraph 8.6.	Inspection and Observation and Receipt of document and/or Audit of Records	\$500 per occurrence

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
Contract: Sub-paragraph 8.7	Compliance with Civil Rights Laws	Contractor must comply with Sub-paragraph 8.7.	Inspection and Observation and Receipt of document and/or Audit of Records	\$500 per occurrence
Contract: Sub-paragraph 8.8	Compliance with the County's Jury Service Program	Contractor must comply with the requirements specified Sub-paragraph 8.8.	Inspection and Observation and Receipt of document and/or Audit of Records	\$500 per occurrence
Contract: Sub-paragraph 8.14	Contractor's Warranty of Adherence to County's Child Support Compliance Program	Contractor must comply with the requirements specified in Sub-paragraph 8.14.	Inspection, Observation and Receipt of document	\$500 per occurrence
Contract: Sub-paragraph 8.16	Damage to County Facilities, Buildings, Grounds or Equipment	Contractor must comply with the requirements specified in Sub-paragraph 8.16.	Inspection and Observation	\$500 per occurrence
Contract: Sub-paragraph 8.23	Indemnification	Contractor must comply with Sub-paragraph 8.23.	Receipt of document	\$500 per occurrence
Contract: Sub-paragraph 8.24	General Provisions For All Insurance Coverage	Compliance with Contract Insurance Requirements.	Receipt of document	\$500 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.25	Insurance Coverage	Compliance with Contract Insurance Requirements.	Receipt of document	\$500 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.28	Nondiscrimination and Affirmative Action	Contractor must comply with the requirements specified in Sub-paragraph 8.28.	Inspection of files	\$500 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.38	Record Retention and Inspection/Audit Settlement	Contractor to maintain all required documents as specified in Sub-paragraph 8.38.	Inspection of files	\$500 per occurrence; possible termination for default of contract.

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
Contract: Sub-paragraph 8.40	Subcontracting	Contractor must comply with the requirements specified in Sub-paragraph 8.40.	Inspection of files	\$500 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.51	Warranty of Compliance with County's Defaulted Property Tax Reduction Program	Contractor must maintain compliance with program during the entire term of the Contract.	Inspection of files and/or notification from other sources i.e., County Dept.	\$500 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.53	Time Off for Voting	Contractor must comply with the requirements specified in Sub-paragraph 8.53.	Inspection and Observation	\$500 per occurrence
SOW: Section 3.0	Quality Control	Contractor must comply with specified requirements in Section 3.0.	Inspection, Observation and Receipt of document	\$200 per occurrence
SOW: Sub-section 4.1	Quality Assurance Plan - Meetings	Contractor attendance is required in County meetings.	Inspection and Observation	\$200 per occurrence
SOW: Sub-section 4.3	Contract Discrepancy Report	Contractor is required to respond in writing within 2 days acknowledging receipt of a contract discrepancy.	Inspection, Observation and Receipt of document	\$200 per occurrence
SOW: Sub-section 4.3	Contract Discrepancy Report	Contractor shall resolve problem with a time period mutually agreed upon and is done within (30) calendar days.	Inspection, Observation and Receipt of document	\$200 per occurrence
SOW: Sub-Section 5.2, Paragraph 5.2.1	Contractor – Contractor Project Manager	Contractor Project Manager must be accessible Monday – Friday, 7 am – 6 pm.	Inspection and Observation	\$500 per occurrence
SOW: Sub-Section 5.2, Paragraph 5.2.4	Contractor – Contractor Project Manager	Contractor Project Manager must have required experience.	Inspection, Observation and Receipt of document	\$500 per occurrence

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
 TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
 PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW: Sub-Section 5.2, Paragraph 5.2.5	Contractor – Contractor Project Manager	Contractor Project Manager must provide to County a copy of employee timesheets by the next business day following the end of the pay period.	Inspection, Observation and Receipt of document	\$200 per occurrence
SOW: Sub-Section 5.2, Paragraph 5.2.6	Contractor – Contractor Project Manager	Contractor Project Manager must notify County of all assignments that are within 40 hours of reaching requested number of hours.	Inspection, Observation and Receipt of document	\$500 per occurrence
SOW: Sub-Section 5.2, Paragraph 5.2.7	Contractor – Contractor Project Manager	Contractor Project Manager must ensure no contractor employee works more than ninety (90) business days on an individual assignment.	Inspection, Observation and Receipt of document	\$500 per occurrence
SOW: Sub-Section 5.3	Contractor – Contractor Personnel	Contractor must comply with all requirements of Sub-section 5.3.	Inspection and Observation	\$500 per occurrence
SOW: Sub-Section 5.4	Contractor – Contractor Employee Attendance	Contractor and Contractor’s staff must comply with requirements specified in Sub-section 5.4.	Inspection, Observation and Receipt of document	\$200 per occurrence
SOW: Sub-Section 5.5	Contractor – Qualified Personnel	Contractor must comply with the requirements specified in Sub-section 5.5.	Inspection and Observation	\$500 per occurrence
SOW: Sub-Section 5.6	Contractor – Identification Badges	Contractor must comply with the requirements specified in Sub-section 5.6.	Inspection and Observation	\$200 per occurrence
SOW: Sub-Section 5.7	Contractor – Training	Contractor must comply with the requirements specified in Sub-section 5.7.	Inspection and Observation	\$200 per occurrence

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW: Sub-Section 5.9	Contractor – Contractor’s Office	Contractor must comply with the requirements specified in Sub-section 5.9.	Inspection and Observation	\$200 per occurrence
SOW: Section 6.0	Hours/Days of Work	Contractor must comply with the requirements specified in Section 6.0.	Inspection and Observation	\$500 per occurrence
SOW: Section 8.0	Education Requirements	Contractor employees must meet the education requirements in Section 8.0.	Inspection and Observation and Receipt of document	\$500 per occurrence
SOW: Section 9.0	Physical Class Requirements	Contractor employees must meet the physical class requirements in Section 9.0.	Inspection and Observation	\$200 per occurrence
SOW: Section 11.0, Sub-section 11.2	Temporary Personnel Request	Contractor must provide required documents for each candidate as specified in Sub-section 11.2.	Receipt of Documents	\$200 per occurrence
SOW: Section 12.0	Use of County Seal or Letterhead	Contractor must comply with Section12.0.	Inspection and Observation	\$500 per occurrence
SOW: Section 13.0	Green Initiatives	Contractor must comply with Section13.0.	Inspection, Observation and Receipt of document	\$200 per occurrence

This chart covers deductions/fees for contract non-compliance. Sections of the contract may contain deductions for specific violations not addressed here.

PRICING SCHEDULE
LIBRARY ASSOCIATES, INC. (dba LAC Group)

YEAR ONE (1):

<u>Job Classification</u>	<u>Hourly Rate</u>
Librarian	<u>\$39.79</u>
Library Assistant	<u>\$31.31</u>

YEAR TWO (2):

<u>Job Classification</u>	<u>Hourly Rate</u>
Librarian	<u>\$40.98</u>
Library Assistant	<u>\$32.25</u>

YEAR THREE (3):

<u>Job Classification</u>	<u>Hourly Rate</u>
Librarian	<u>\$42.21</u>
Library Assistant	<u>\$33.22</u>

YEAR FOUR (4):

<u>Job Classification</u>	<u>Hourly Rate</u>
Librarian	<u>\$43.48</u>
Library Assistant	<u>\$34.22</u>

OPTION YEAR:

<u>Job Classification</u>	<u>Hourly Rate</u>
Librarian	<u>\$44.78</u>
Library Assistant	<u>\$35.25</u>

REQUIRED FORMS - EXHIBIT 8
 PROPOSER'S EEO CERTIFICATION

LIBRARY ASSOCIATES, INC
 Company Name


10390 SANTA MONICA BLVD, SUITE 230, LOS ANGELES, CA 90025
 Address

95-4208617
 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

4/17/2014
 Date

Kristen E. Kneussl
 V.P., Finance & Administration
 Name and Title of Signer (please print)

COUNTY'S ADMINISTRATION

CONTRACT NO. _____

COUNTY CONTRACT PROJECT DIRECTOR:

Name: Amylen Clarke

Title: Assistant Director, Administrative Services

Address: 7400 E. Imperial Highway, Room 201

Downey, CA 90242

Telephone: (562) 940-8406 Facsimile: (562) 803-3032

E-Mail Address: AClarke@library.lacounty.gov

COUNTY CONTRACT PROJECT MANAGER:

Name: Elsa Muñoz

Title: Head, Support Services

Address: 7400 E. Imperial Highway, Room 221

Downey, CA 90242

Telephone: (562) 940-8450 Facsimile: (562) 803-0330

E-Mail Address: emunoz@library.lacounty.gov

COUNTY CONTRACT PROJECT MONITOR:

Name: Gilbert A. Garcia

Title: Contract Services Coordinator

Address: 7400 E. Imperial Highway, Room 206

Downey, CA 90242

Telephone: (562) 940-8485 Facsimile: (562) 803-0016

E-Mail Address: ggarcia@library.lacounty.gov

Contract Analyst

Leticia Isunza (562) 940-6918 lisunza@library.lacounty.gov

Maria Vadai (562) 940-8423 mvadai@library.lacounty.gov

CONTRACTOR'S ADMINISTRATION**CONTRACTOR'S NAME:** Library Associates, Inc., (dba LAC Group)**CONTRACT NO:** _____**CONTRACTOR'S PROJECT MANAGER:**

Name: Brad Rogers
Title: Director of Recruiting
Address: 10390 Santa Monica Blvd., Suite 230
Los Angeles, CA 90025
Telephone: 323-302-9434 (direct)
Facsimile: 323-852-1093
E-Mail Address: brogers@lac-group.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: Deborah L. Schwarz
Title: President & CEO
Address: 10390 Santa Monica Blvd., Suite 230
Los Angeles, CA 90025
Telephone: 323-302-9431 (direct)
Facsimile: 323-852-1093
E-Mail Address: dschwarz@lac-group.com

Name: Kristen E. Kneussl
Title: VP, Finance & Administration
Address: 51 Monroe Street, Suite PE-04
Rockville, MD 20850
Telephone: 240-292-0509 (direct)
Facsimile: 301-231-5990
E-Mail Address: k2@lac-group.com

Notices to Contractor shall be sent to the following:

Name: Kristen E. Kneussl
Title: VP, Finance & Administration
Address: 51 Monroe Street, Suite PE-04
Rockville, MD 20850
Telephone: 240-292-0509 (direct)
Facsimile: 301-231-5990
E-Mail Address: k2@lac-group.com

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR NAME: Library Associates, Inc. (dba LAC Group)
Contract No. _____

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staffs performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

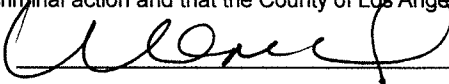
Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: 

DATE: 8/13/14

PRINTED NAME: KRISTEN E. KNEUSSL
VICE PRESIDENT

POSITION: FINANCE & ADMINISTRATION

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.010 Findings.

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

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

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

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

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

2.203.030 Applicability.

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

2.203.040 Contractor Jury Service Policy.

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

2.203.050 Other Provisions.

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

2.203.060 Enforcement and Remedies.

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

1. Recommend to the board of supervisors the termination of the contract; and/or,

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

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)

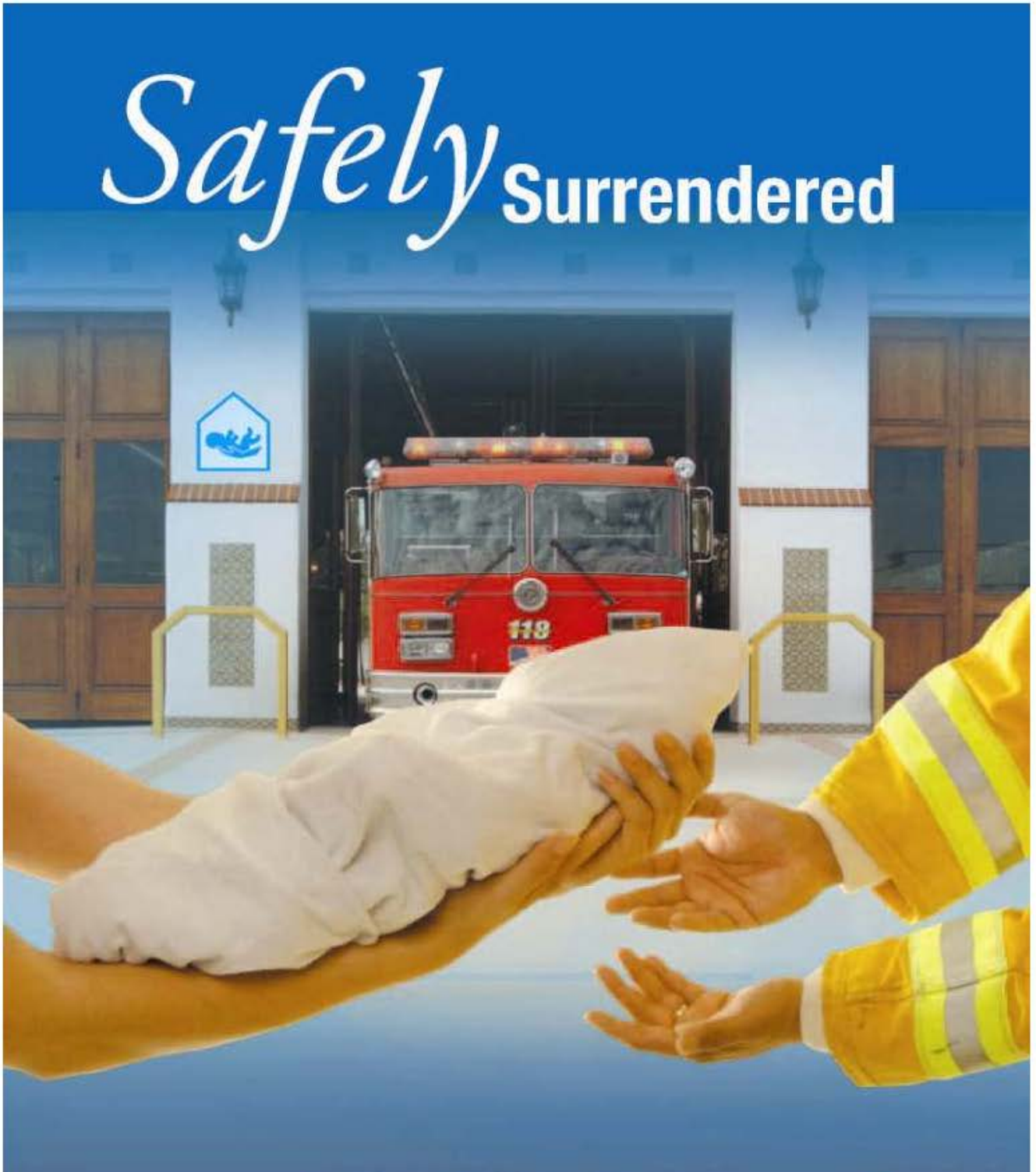
2.203.090. Severability.

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)

EXHIBIT H

SAFELY SURRENDERED BABY LAW

Safely Surrendered



No shame. No blame. No names.

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

www.babysafe.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.

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

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 brazalete y el padre/madre o el adulto que lo entregue recibirá un brazalete 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 brazalete 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.



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.)

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;

Title 2 ADMINISTRATION
Chapter 2.206
DEFAULTED PROPERTY TAX REDUCTION PROGRAM

- 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;
 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

Title 2 ADMINISTRATION
Chapter 2.206
DEFAULTED PROPERTY TAX REDUCTION PROGRAM

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 2 ADMINISTRATION
DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY
AND CONTRACTOR DEBARMENT

[2.202.010 Findings and declarations.](#)

[2.202.020 Definitions.](#)

[2.202.030 Determination of contractor non-responsibility.](#)

[2.202.040 Debarment of contractors.](#)

[2.202.050 Pre-emption.](#)

[2.202.060 Severability.](#)

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 Internal Services Department.

(Ord. 2014-0035 § 1, 2014: 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 of their respective officers, directors, owners, co-owners, shareholders, partners, managers, employees, or other individuals associated with the contractor, subcontractor, or vendor who participated in, knew of, or should reasonably have known of conduct that results in a finding of non-responsibility or debarment.
- 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.

Title 2 ADMINISTRATION
DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY
AND CONTRACTOR DEBARMENT

- 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.
- 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. 2014-0035 § 2, 2014: 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

Title 2 ADMINISTRATION
DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY
AND CONTRACTOR DEBARMENT

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 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

Title 2 ADMINISTRATION
DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY
AND CONTRACTOR DEBARMENT

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.
 - (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 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.

Title 2 ADMINISTRATION
DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY
AND CONTRACTOR DEBARMENT

- (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.
(Ord. 2014-0035 § 4, 2014: Ord. 2005-0066 § 4, 2005: Ord. 2004-0009 § 3, 2004: Ord. 2000-0011 § 1 (part), 2000.)
- 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 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

Title 2 ADMINISTRATION
DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY
AND CONTRACTOR DEBARMENT

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.)



CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

**HOWROYD-WRIGHT, INC.
(dba APPLEONE EMPLOYMENT SERVICES)**

FOR

**TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT
PERSONNEL SERVICES**

78309

**CONTRACT PROVISIONS
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES**

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
RECITALS	1
1.0	APPLICABLE DOCUMENTS	1
2.0	DEFINITIONS	2
3.0	WORK	3
4.0	TERM OF CONTRACT	3
5.0	CONTRACT SUM	3
6.0	ADMINISTRATION OF CONTRACT- COUNTY	6
6.1	COUNTY CONTRACT PROJECT DIRECTOR	6
6.2	COUNTY CONTRACT PROJECT MANAGER	6
6.3	COUNTY CONTRACT PROJECT MONITOR	6
7.0	ADMINISTRATION OF CONTRACT - CONTRACTOR	6
7.1	CONTRACTOR PROJECT MANAGER.....	6
7.2	APPROVAL OF CONTRACTOR'S STAFF	7
7.3	CONTRACTOR'S STAFF IDENTIFICATION.....	7
7.4	CONTRACTOR EMPLOYEE CRIMINAL RECORDS	7
7.5	BACKGROUND AND SECURITY INVESTIGATIONS.....	8
7.6	CONFIDENTIALITY	8
8.0	STANDARD TERMS AND CONDITIONS	9
8.1	AMENDMENTS	9
8.2	ASSIGNMENT AND DELEGATION.....	9
8.3	AUTHORIZATION WARRANTY	10
8.4	BUDGET REDUCTIONS	10
8.5	COMPLAINTS	11
8.6	COMPLIANCE WITH APPLICABLE LAW	11
8.7	COMPLIANCE WITH CIVIL RIGHTS LAWS	12
8.8	COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM	12
8.9	CONFLICT OF INTEREST	14
8.10	CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST.....	14
8.11	CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS.....	14

CONTRACT PROVISIONS
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
8.12	CONTRACTOR RESPONSIBILITY AND DEBARMENT	15
8.13	CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW	17
8.14	CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM.....	17
8.15	COUNTY'S QUALITY ASSURANCE PLAN.....	18
8.16	DAMAGE TO COUNTY FACILITIES, BUILDINGS, GROUNDS OR EQUIPMENT	18
8.17	EMPLOYMENT ELIGIBILITY VERIFICATION.....	18
8.18	FACSIMILE REPRESENTATIONS.....	19
8.19	FAIR LABOR STANDARDS	19
8.20	FORCE MAJEURE	19
8.21	GOVERNING LAW, JURISDICTION, AND VENUE	20
8.22	INDEPENDENT CONTRACTOR STATUS.....	20
8.23	INDEMNIFICATION.....	21
8.24	GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE	21
8.25	INSURANCE COVERAGE	25
8.26	LIQUIDATED DAMAGES	26
8.27	MOST FAVORED PUBLIC ENTITY	27
8.28	NONDISCRIMINATION AND AFFIRMATIVE ACTION.....	27
8.29	NON EXCLUSIVITY.....	28
8.30	NOTICE OF DELAYS	28
8.31	NOTICE OF DISPUTES	29
8.32	NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT	29
8.33	NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW	29
8.34	NOTICES.....	29
8.35	PROHIBITION AGAINST INDUCEMENT OR PERSUASION	29
8.36	PUBLIC RECORDS ACT.....	30
8.37	PUBLICITY	30

CONTRACT PROVISIONS
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
8.38	RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT	31
8.39	RECYCLED BOND PAPER.....	32
8.40	SUBCONTRACTING	32
8.41	TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM.....	33
8.42	TERMINATION FOR CONVENIENCE	33
8.43	TERMINATION FOR DEFAULT	34
8.44	TERMINATION FOR IMPROPER CONSIDERATION.....	35
8.45	TERMINATION FOR INSOLVENCY.....	35
8.46	TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE	36
8.47	TERMINATION FOR NON-APPROPRIATION OF FUNDS.....	36
8.48	VALIDITY.....	36
8.49	WAIVER.....	37
8.50	WARRANTY AGAINST CONTINGENT FEES.....	37
8.51	WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM	37
8.52	TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM.....	37
8.53	TIME OFF FOR VOTING.....	38
SIGNATURES		39

STANDARD EXHIBITS

A	STATEMENT OF WORK
B	PRICING SCHEDULE – HOURLY BILL RATES
C	CONTRACTOR'S EEO CERTIFICATION
D	COUNTY'S ADMINISTRATION
E	CONTRACTOR'S ADMINISTRATION
F	CONTRACTOR ACKNOWLEDGMENT AND CONFIDENTIALITY AGREEMENT
G	CONTRACTOR EMPLOYEE JURY SERVICE
H	SAFELY SURRENDERED BABY LAW
I	DEFAULTED PROPERTY TAX REDUCTION PROGRAM
J	DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT

**CONTRACT BETWEEN
COUNTY OF LOS ANGELES
AND
HOWROYD-WRIGHT, INC., (dba APPLEONE EMPLOYMENT SERVICES)
FOR
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT
PERSONNEL SERVICES**

This Contract and Exhibits made and entered into this 25th day of November, 2014 by and between the County of Los Angeles, hereinafter referred to as County and **Howroyd-Wright, Inc., (dba AppleOne Employment Services)**, hereinafter referred to as Contractor. Howroyd-Wright, Inc., (dba AppleOne Employment Services) is located at 3900 Kilroy Airport Way, Suite 180, Long Beach, CA 90806.

RECITALS

WHEREAS, the County may contract with private businesses for Temporary Librarian and Library Assistant Personnel Services when certain requirements are met; and

WHEREAS, the County desires to utilize two contractors to provide the Temporary Librarian and Library Assistant Personnel Services and, in turn, intends to execute two identical contracts for these services; and

WHEREAS, the Contractor is a private firm that is capable of providing Temporary Librarian and Library Assistant Personnel Services; and

WHEREAS, this Contract is therefore authorized under California Government Code, Section 31000.4 to contract for temporary help to assist during any peak load, temporary absence, or emergency other than a labor dispute;

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

1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I and J are attached to and form a part of this 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:

- EXHIBIT A - Statement of Work
- EXHIBIT B - Pricing Schedule – Hourly Bill Rates
- EXHIBIT C - Contractor's EEO Certification

- EXHIBIT D - County's Administration
- EXHIBIT E - Contractor's Administration
- EXHIBIT F - Contractor Acknowledgement and Confidentiality Agreement
- EXHIBIT G - Contractor Employee Jury Service
- EXHIBIT H - Safely Surrendered Baby Law
- EXHIBIT I - Defaulted Property Tax Reduction Program Certification
- EXHIBIT J - Determinations of Contractor Non-Responsibility and Contractor Debarment

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 the County and the Contractor. It sets forth the terms and conditions for the issuance and performance of Exhibit A, Statement of Work.
- 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 Exhibit A, Statement of Work.
- 2.3 **Contractor Project Manager:** The individual designated by the Contractor to administer the Contract operations after the Contract award.
- 2.4 **County:** County of Los Angeles
- 2.5 **County Contract Project Director:** The individual designated by the County with authority for the County on contractual or administrative matters relating to this Contract that cannot be resolved by the County Contract Project Manager.
- 2.6 **County Contract Project Manager:** The individual designated by the County Contract Project Director to manage the operations under this Contract. He/she is responsible for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.
- 2.7 **County Contract Project Monitor:** The individual designated to oversee the day to day activities of this Contract.
- 2.8 **County Librarian:** Head of the County of Los Angeles Public Library.
- 2.9 **Day(s):** Business day(s) unless otherwise specified.
- 2.10 **Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.

- 2.11 **Librarian:** An individual who performs professional library work.
- 2.12 **Library Assistant:** An individual who performs routine paraprofessional library tasks to assist librarians.
- 2.13 **Library Facility(ies):** Public Library location(s).
- 2.14 **Public Library:** County of Los Angeles Public Library

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 herein.
- 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 period of **four (4)** years commencing after execution by County's Board of Supervisors (Board) or December 1, 2014, whichever is later, unless sooner terminated or extended, in whole or in part, as provided in this Contract.
- 4.2 The County shall have the sole option to extend this Contract term for up to **one (1)** additional one-year option period and **six (6)** month to month extensions, for a maximum total Contract term of **five (5)** years and **six (6)** months. Each such option and extension shall be exercised at the sole discretion of the County Librarian or his/her designee as authorized by the Board.

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 Public Library when this Contract is within nine (9) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to Public Library at the address herein provided in Exhibit D - County's Administration.

5.0 CONTRACT SUM

- 5.1 The maximum contract sum under the terms of this Contract shall be the total monetary amount payable by the County to the Contractor for provision of the Temporary Librarian and Library Assistant Personnel Services specified herein in accordance with Exhibit B, Pricing Schedule –

Hourly Bill Rates, and shall not exceed a combined amount of **Six Hundred Thousand Dollars and Zero Cents (\$600,000.00)** each year of this Contract for each contract awarded. The Contractor shall be paid only for services, actual hours worked, and other services approved in writing by the County, except as set forth in Sub-Section 8.1 – Amendments.

- 5.2 The County does not guarantee a minimum usage, however, the County shall make a good faith effort to procure as needed services hereunder each year the Contract is in effect, contingent upon the Public Library's adopted budget and needs. Use of the awarded contracts will be alternated between the two contractors. Further, use of temporary workers are limited a period not to exceed ninety (90) work days for a maximum of seven hundred and twenty (720) hours.
- 5.3 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.
- 5.4 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 the Public Library at the address herein provided in Exhibit D - County's Administration.
- 5.5 **No Payment for Services Provided Following Expiration/ Termination of Contract**
- The Contractor shall have no claim against the 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 the County and shall immediately repay all such funds to the County. Payment by the County for services rendered after expiration/termination of this Contract shall not constitute a waiver of the County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract.
- 5.6 **Invoices and Payments**
- 5.6.1 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 Schedule - Hourly Bill Rates, 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.

5.6.2 The Contractor's invoices shall be priced in accordance with Exhibit B, Pricing Schedule – Hourly Bill Rates. Rates shall remain fixed and firm for the term of the Contract to include the option year and month-to-month extensions.

5.6.3 The Contractor's invoices shall contain the following information: contract number, employee's name, job classification, assignment location, hours and dates worked for which payment is claimed.

5.6.4 The Contractor shall submit invoices to the County by the 15th calendar day following the month of service.

5.6.5 All invoices under this Contract shall be submitted to the County Contract Project Manager and/or the County Contract Project Monitor at the physical or electronic address herein provided in Exhibit D - County's Administration.

5.6.6 **County Approval of Invoices**

All invoices submitted by the Contractor for payment must have the written approval of the County Contract Project Manager, or their designee, 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.

5.6.7 The County may deduct from payment, amounts assessed which may include but not limited to, liquidated damages, replacement cost of services, cost for damages to County equipment and/or facilities or any other offset in accordance with the terms and conditions of this Contract.

5.6.8 The Contractor will be paid approximately forty-five (45) days in arrears, after submission of undisputed invoices. Approval of invoices submitted will be subject to auditing requirements of the County.

5.6.9 **Local Small Business Enterprises (SBE) – 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 Sub-sections are designated in Exhibit D - County's Administration. The County shall notify the Contractor in writing of any change in the names or addresses shown.

6.1 County Contract Project Director

Responsibilities of the County Contract Project Director 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; and
- Approving unanticipated work as provided herein.

6.2 County Contract Project Manager

Responsibilities of the County Contract Project Manager include:

- Meeting with the Contractor's Project Manager 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 Contract Project Manager is not authorized to make any changes in any of the terms and conditions of this Contract and is not authorized to further obligate the County in any respect whatsoever.

6.3 County Contract Project Monitor

The County Contract Project Monitor is responsible for overseeing the day-to-day administration of this Contract. The County Contract Project Monitor reports to the County Contract Project Manager.

7.0 ADMINISTRATION OF CONTRACT – CONTRACTOR

7.1 Contractor Project Manager

7.1.1 The Contractor Project Manager is designated in Exhibit E - Contractor's Administration. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Project Manager.

7.1.2 The Contractor Project Manager shall be responsible for the Contractor's day-to-day activities as related to this Contract and shall coordinate with the County Contract Project Manager and the County Contract Project Monitor on a regular basis.

7.1.3 The Contractor's Project Manager must have three (3) years of demonstrated experience in the temporary personnel services industry to include but not limited to; providing qualified and experienced staff, overseeing of day-to-day operations, quality assurance and customer relations.

7.2 Approval of Contractor's Staff

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

7.3 Contractor's Staff Identification

The Public Library shall issue identification (ID) badges to Contractor employees assigned to work at Library locations. The Contractor's employees are required to have a County ID badge on their person and visible at all times while on duty and inside of a Public Library facility. No other ID badge is acceptable. Lost or damaged ID badges will be replaced at a replacement fee in accordance with the Public Library's Identification Card Policy. The Contractor is responsible to repay to the County the cost incurred for lost or damaged ID badges and stolen ID badges not reported to law enforcement.

7.3.1 The Contractor is responsible to ensure that staff obtains a Public Library ID badge by the date they are to begin a work assignment in a County facility. Contractor staff may be asked to leave a County facility by a County representative if they do not have the proper ID badge on their person.

7.3.2 The Contractor is responsible to ensure that staff report lost/stolen ID badges to a law enforcement agency within twenty-four (24) hours of discovery of loss/theft and provide to the County a copy of the police report or receipt for the police report.

7.3.3 The Contractor shall notify the County within one (1) business day when staff is terminated from working under this Contract. The Contractor shall retrieve and return the employee's ID badge to the County on the next business day after the employee has terminated employment with the Contractor.

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

7.3.5 Failure to return ID badges in accordance with this Sub-section will result in damages being assessed.

7.4 Contractor Employee Criminal Records

No personnel employed by the Contractor and providing the services herein shall have a criminal conviction record or pending criminal trial for, a felony or misdemeanor offense, unless such record has been disclosed and employment of the employee has been approved in writing by the County.

7.5 Background and Security Investigations

- 7.5.1 Each of Contractor's staff performing services under this Contract, who is in a designated sensitive position, as determined by County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with the background investigation shall be at the expense of the Contractor, regardless if the member of Contractor's staff passes or fails the background investigation.
- 7.5.2 If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be immediately removed from performing services under the Contract at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation.
- 7.5.3 County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.
- 7.5.4 Disqualification of any member of Contractor's staff pursuant to this Sub-section 7.5 shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

7.6 Confidentiality

- 7.6.1 The 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.
- 7.6.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with this Sub-section 7.6, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations

under this Sub-section 7.6 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

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

7.6.4 The Contractor shall sign and adhere to the provisions of "Contractor Acknowledgement and Confidentiality Agreement", Exhibit F.

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 Board.

8.1.2 The Board or Chief Executive Officer (CEO) 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 Board or CEO. To implement such changes, an Amendment to the Contract shall be prepared and executed by the Contractor and by the County Librarian or his/her designee.

8.1.3 The County Librarian or his/her designee or the Board, may at his/her sole discretion, authorize extensions of time as defined in Section 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 County Librarian or his/her designee or the Board.

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 the County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this Paragraph, the 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 the 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 the 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 the 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 the 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 the 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, the County shall be entitled to pursue the same remedies against the 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 Board adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly. 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 ten (10) 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 Contract Project 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 Contract Project 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, the 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 The Contractor shall indemnify, defend, and hold harmless the County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising

from, connected with, or related to any failure by the Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by the County in its sole judgment. Any legal defense pursuant to the Contractor's indemnification obligations under this Sub-section 8.6 shall be conducted by the Contractor and performed by counsel selected by the Contractor and approved by the County. Notwithstanding the preceding sentence, the County shall have the right to participate in any such defense at its sole cost and expense, except that in the event the Contractor fails to provide the County with a full and adequate defense, as determined by the County in its sole judgment, the County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from the Contractor for all such costs and expenses incurred by the County in doing so. The 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 the County without the 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 C - 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 G 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 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 Paragraph. The provisions of this 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 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 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. Contractors shall report all job openings with job requirements to: GAINGROW@dpss.lacounty.gov to obtain a list of qualified GAIN/GROW job candidates.

- 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, a copy of which is attached as Exhibit J and incorporated by reference into and made a part of this Contract, 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 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 County will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the County shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.
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. The Board 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. The Board 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.

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, GROUNDS OR EQUIPMENT

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, the County may make any necessary repairs. All costs incurred by the County, as determined by the 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 Sub-section 8.1, 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 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, the 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 the Contractor to meet the required performance schedule. As used in this Paragraph, the term "subcontractor" and "subcontractors" mean subcontractors at any tier.

- 8.20.3 In the event the Contractor's failure to perform arises out of a force majeure event, the 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 The Contractor shall adhere to the provisions stated in Sub-section 7.6 - Confidentiality.

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 the 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, the Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sub-sections 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 the County, and a copy of an Additional Insured endorsement confirming the County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to the County at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates shall be provided to the County not less than 10 days prior to the Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Sub-Contractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any

policy deductibles or self-insured retentions exceeding fifty thousand (\$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 the County Contract Project Monitor at the physical or electronic address herein provided in Exhibit D – County's Administration.

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

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 the 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. The 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 the County with, or the Contractor's insurance policies shall contain a provision that the 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 the 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

The 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 the County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. The County, at its sole discretion, may obtain damages from the Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to the 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

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

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

8.24.9 Deductibles and Self-Insured Retentions (SIRs)

The 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 the Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing the 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. The 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 the 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.

8.25.4 **Professional Liability/Errors and Omissions** insurance covering Contractor's liability arising from or related to this Contract, with limits of not less than \$1 million per claim and \$2 million aggregate. Further, Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following this Agreement's expiration, termination or cancellation.

8.25.5 Sexual Misconduct Liability

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

8.26 LIQUIDATED DAMAGES

- 8.26.1 If, in the judgment of the County Librarian, or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the County Librarian, 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 County Librarian, or his/her designee, in a written notice describing the reasons for said action.
- 8.26.2 If the County Librarian, or his/her designee, determines that there are deficiencies in the performance of this Contract that the County Librarian, or his/her designee, deems are correctable by the Contractor over a certain time span, the County Librarian, 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 County Librarian, 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 Two Hundred Dollars (\$200) per day per infraction, or as specified in the PRS Chart, as defined in Exhibit A - Statement of Work – Attachment IV, 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 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 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 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 C - 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 Public Library 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 Contract Project Manager and/or the County Contract Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Contract. If the County Contract Project Manager or County Contract Project Director is not able to resolve the dispute, the County Librarian, or his/her 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 H 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 Exhibit D - County's Administration and Exhibit E - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party. The County Librarian 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 Sub-section 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 Contract Project Director. 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 Sub-section 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 Sub-section 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 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.

8.39 RECYCLED BOND PAPER

Consistent with the Board's 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 Contract Project Director 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, the 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 the County Contract Project Manager at the physical or electronic address herein provided in Exhibit D - County's Administration 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 Sub-section 8.14 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Contract pursuant to Sub-section 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 Sub-section 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 Contract Project Director:

- 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 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 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 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 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 Sub-section 8.43, it is determined by the County that the Contractor was not in default under the provisions of this Sub-section 8.43, or that the default was excusable under the provisions of 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 Sub-section 8.42 - Termination for Convenience.
- 8.43.5 The rights and remedies of the County provided in this Sub-section 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, services, 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 Sub-section 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 Board 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 Sub-section 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

The Contractor acknowledges that the County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

Unless the Contractor qualifies for an exemption or exclusion, the 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 County Code Chapter 2.206, a copy of which is attached as Exhibit I and incorporated by reference into and made a part of this Contract.

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 Sub-section 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 contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

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.

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

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.

I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

CONTRACTOR: HOWROYD-WRIGHT, INC.,
(dba AppleOne Employment Services)

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By [Signature]
Deputy

By [Signature]
RICHARD WILKE
REGIONAL VICE PRESIDENT



COUNTY OF LOS ANGELES

By [Signature]
Chairman, Board of Supervisors

ATTEST:

SACHI HAMAI
Executive Officer-Clerk
of the Board of Supervisors

By [Signature]
Deputy

ADOPTED
BOARD OF SUPERVISORS

15 NOV 25 2014

[Signature]
SACHI A. HAMAI
EXECUTIVE OFFICER

APPROVED AS TO FORM:

MARK SALADINO
County Counsel

By [Signature]
Deputy County Counsel

78309

EXHIBIT A

STATEMENT OF WORK

**TEMPORARY LIBRARIAN AND
LIBRARY ASSISTANT PERSONNEL SERVICES**

**STATEMENT OF WORK
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES**

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
1.0	SCOPE OF WORK	1
2.0	DEFINITIONS	1
3.0	QUALITY CONTROL	1
4.0	QUALITY ASSURANCE PLAN	2
5.0	RESPONSIBILITIES	3
 <u>COUNTY</u>		
5.1	Equipment	3
 <u>CONTRACTOR</u>		
5.2	Contractor Project Manager	3
5.3	Contractor Personnel	4
5.4	Contractor Employee Attendance	5
5.5	Qualified Personnel	6
5.6	Identification Badges	6
5.7	Training	7
5.8	Salaries	7
5.9	Contractor's Office.....	7
6.0	HOURS/DAYS OF WORK	8
7.0	LIBRARY CLOSURES	8
8.0	EDUCATION REQUIREMENTS	8
9.0	PHYSICAL CLASS REQUIREMENTS.....	9
10.0	JOB DESCRIPTIONS	9
11.0	TEMPORARY PERSONNEL REQUEST	11
12.0	USE OF COUNTY SEAL OR LETTERHEAD	11
13.0	GREEN INITIATIVES.....	11
14.0	PERFORMANCE REQUIREMENTS SUMMARY	12

ATTACHMENTS

- I LIBRARY FACILITIES AND SERVICE HOURS
- II JOB APPLICANT INFORMATION SHEET
- III CONTRACT DISCREPANCY REPORT
- IV PERFORMANCE REQUIREMENTS SUMMARY

EXHIBIT A STATEMENT OF WORK

1.0 SCOPE OF WORK

This Contract will cover all Public Library facilities. Current Public Library facilities are listed in Attachment I – Library Facilities and Service Hours. Changes to this list will be made at the discretion of the County. The Contractor will provide to the Public Library experienced Temporary Librarians and Library Assistants on an as-needed basis, to fill temporary assignments for traditional and alternative work schedules. The duties and responsibilities of the temporary Librarian and Library Assistant are provided in Section 10.0 – Job Descriptions of this Statement of Work (SOW).

Temporary personnel may be utilized to fill any single peak load, emergency or temporary absence and shall not in any event, exceed ninety (90) business days or seven hundred and twenty (720) hours.

2.0 DEFINITIONS

Throughout this SOW, references are made to certain persons, groups, or Departments/Agencies. For convenience, a description of specific definitions can be found in the Contract, Section 2.0 – Definitions. The headings are for convenience and reference only and are not intended to define the scope of any provision thereof.

3.0 QUALITY CONTROL

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

- 3.1 Method and frequency of monitoring to ensure that Contract requirements are being met.
- 3.2 Title/level and qualifications of personnel performing monitoring functions.
- 3.3 A record of all monitoring activities conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County upon request.
- 3.4 The Contractor shall maintain a written log of all complaints, the date, time, and the action taken or reason for the inaction. The log of complaints shall be open to inspection by the County either in person, mailed, faxed, or emailed to the County upon request.

- 3.5 All complaints shall be addressed as soon as possible by the Contractor. If a complaint is not abated within the time specified or to the satisfaction of the County, the County may correct the specific complaint and the total cost incurred by the County will be assessed from payment due to the Contractor from the County.
- 3.6 The Contractor shall maintain and keep all background investigation records performed on Librarians and Library Assistants providing services under this Contract.

4.0 QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance under this Contract using the quality assurance procedures as defined in this Contract, Section 8.0, Standard Terms and Conditions, Sub-section 8.15, County's Quality Assurance Plan.

4.1 Meetings

The Contractor is required to attend a minimum of one (1) scheduled meeting per month and any other meeting as needed. Advance notification will be given at least one (1) business day prior; however, depending on the importance of the issue, a meeting may be scheduled during the same business day. Contractor employees attending meetings must be at the level of the Contractor Project Manager or higher.

4.2 Annual Evaluation

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

4.3 Contract Discrepancy Report

Notification of a contract discrepancy will be made to the Contractor Project Manager as soon as possible whenever a contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the County and the Contractor but, in no case more than thirty (30) calendar days. Failure to resolve the problem within the time specified will result in issuing a formal Contract Discrepancy Report, Attachment III, with an assessment, retroactive to the initial report of the discrepancy.

Upon receipt of a Contract Discrepancy Report, the Contractor is required to respond in writing to the County Contract Project Monitor within two (2) 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 Contract Project Monitor within ten (10) business days.

4.4 County Observations

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

5.0 RESPONSIBILITIES

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

COUNTY

5.1 Equipment

The County shall provide whatever equipment, deemed necessary by the County, for temporary personnel to perform the duties described herein.

5.1.1 Equipment provided may include but is not limited to, computers, computer peripherals, copiers, scanners, and telephones.

CONTRACTOR

5.2 Contractor Project Manager

5.2.1 The Contractor shall provide a full-time Contractor Project Manager or designated alternate. The County must have access to the Contract Project Manager five (5) days a week, Monday – Friday, 7:00 a.m. – 6 p.m., Pacific Standard Time (PST). The Contractor shall provide a telephone number where the Contractor Project Manager can be reached during hours outside of office business hours.

5.2.2 The Contractor Project Manager or designated alternate shall act as a central point of contact with the County and have full authority to act for the Contractor on all matters relating to the daily operations of the Contract.

5.2.3 The Contractor Project Manager and alternate must be able to effectively communicate in English, both orally and in writing.

5.2.4 The Contractor Project Manager must have three (3) years of demonstrated experience in the temporary personnel services industry to include but not limited to; providing qualified and

experienced staff, overseeing of day-to-day operations, quality assurance and customer relations.

- 5.2.5 The Contractor Project Manager or designated alternate must provide to the County Contract Program Monitor, a copy of employee timesheets by the business day following the end of the pay period.
- 5.2.6 The Contractor Project Manager shall ensure no contractor employee works more than seven hundred and twenty (720) hours on an individual assignment and must provide notice to the County Contract Project Monitor when the employee is within 40 hours of reaching this maximum.
- 5.2.7 The Contractor Project Manager shall ensure no contractor employee works more than ninety (90) business days on an individual assignment and must provide notice to the County Contract Project Monitor when the employee has worked seventy-five (75) business days.

5.3 Contractor Personnel

- 5.3.1 The Contractor shall ensure a sufficient number of qualified personnel are readily available to meet the Public Library's temporary help needs.
- 5.3.2 The Contractor shall recruit; pre-screen, to include background check and select only qualified personnel to work at Public Library facilities.
- 5.3.3 No Contractor employee, while working under this Contract, shall also at the same time be employed by the County.
- 5.3.4 The Contractor's employees shall meet the education requirements as set forth in Section 8.0, Education Requirements of this SOW.
- 5.3.5 The Contractor's employees shall meet the physical class requirements as set forth in Section 9.0, Physical Class Requirements of this SOW.
- 5.3.6 Contractor employees performing services under this Contract must undergo and pass a background investigation to the satisfaction of the County as a condition of beginning and continuing to perform services under this Contract as set forth in Sub-section 7.5 – Background and Security Investigation, of the Contract.

No personnel employed by the Contractor and providing services herein shall have a criminal conviction record or pending criminal trial for, a felony or misdemeanor offense, unless such record has been

disclosed and employment of the employee has been approved in writing by the County.

- 5.3.7 All Contractor employees providing service under this Contract are required to wear clothing and shoes suitable to their job classification and must maintain a neat and professional appearance in the performance of their duties.
- 5.3.8 All Contractor employees must be courteous and have the ability to handle irrational and difficult customers in a professional manner.
- 5.3.9 At no time are the Contractor's employees allowed to use County equipment for their personal use.
- 5.3.10 Contractor employees assigned by the Contractor to perform services under this Contract shall at all times be employees of the Contractor. The Contractor shall have the sole right to hire, suspend, discipline or discharge its employee without influence from the County. However, the County, at its sole discretion, may remove any Contractor employee from working on the Contract.

5.4 Contractor Employee Attendance

Contractor employees providing services under this Contract must be dependable and observe assigned working hours. Failure to observe working hours includes tardiness in arriving at or returning to an assigned work station and leaving the work station without authorization.

The County may remove or request a replacement of Contractor employees who fail to comply with attendance requirements. Such removal does not relieve the Contractor of its obligation to perform under this Contract.

5.4.1 Observance of Work Hours

Contractor employees are to observe working hours.

5.4.2 Unscheduled Absences

Contractor employees who will be late or absent must notify their employer (Contractor) within an hour before their scheduled starting time. The Contractor upon receipt of this notification must immediately inform the County's Contract Project Monitor. The Contractor must provide a replacement employee upon request.

5.4.3 Scheduled Absences

Contractor employees shall make a request to their employer (Contractor) to be absent from work as soon they become aware of the need. The Contractor upon receipt of this request must send written notification to the County's Contract Project Monitor. The

County's Contract Project Monitor will notify the Contractor if a replacement is needed.

5.5 Qualified Personnel

5.5.1 In the event a Contractor employee is unable to perform the prescribed services under this Contract and/or it is discovered subsequent to hire, that an employee working on the Contract does not meet the education or physical requirements, the Contractor shall immediately remove that employee from working on the Contract.

5.5.2 The County may at any time remove or replace a Contractor employee whose conduct is, in the reasonable belief of the County, detrimental to the interest of the public or other employees.

5.5.3 At the County's sole discretion, the Contractor shall have twenty-four (24) hours to replace an unqualified employee. Thereafter, the County reserves the right to procure services from alternative sources.

5.6 Identification Badges

The Public Library shall issue County identification (ID) badges to Contractor employees assigned to work at Public Library facility.

5.6.1 The Contractor's employees are required to have a County ID badge on their person and visible at all times while on duty and inside of a Public Library facility. No other ID badge is acceptable.

5.6.2 The Contractor is responsible to ensure that employees have obtained a County ID badge by the date they are to begin a work assignment at a Public Library facility. Contractor employees may be asked to leave a Public Library facility by a County representative if they do not have the proper County ID badge on their person.

5.6.3 The Contractor is responsible to ensure that employees report stolen County ID badges to a law enforcement agency within twenty-four (24) hours of discovery of theft and provide to the County a copy of the police report or receipt for police report.

5.6.4 Lost or damaged County ID badges will be replaced at a replacement fee in accordance with the Public Library's Identification Card Policy. The Contractor is responsible to repay to the County the cost incurred for lost or damaged County ID badges and stolen County ID badges not reported to law enforcement.

- 5.6.5 The Contractor shall notify the County within one (1) business day when an employee is terminated from working under this Contract. The Contractor shall retrieve and return the employee's County ID badge to the County on the next business day after the employee has terminated employment with the Contractor.
- 5.6.6 If the County requests the removal of a Contractor's employee, the Contractor shall retrieve and return the employee's County ID badge to the County on the next business day after the employee has been removed from working on the Contract.
- 5.6.7 Failure to return County ID badges in accordance with this Sub-section will result in damages being assessed.

5.7 Training

- 5.7.1 The Contractor shall provide training programs for all new employees and continuing in-service training for all employees.
- 5.7.2 All company training records must include a course outline of subjects trained in and a signature from the employee acknowledging training and understanding. Training records must be available for inspection at the request of the County. The County may evaluate course outline and materials to ensure appropriateness for positions covered under this Contract.
- 5.7.3 The Contractor is responsible for ensuring that each Contractor employee is familiar with the services to be provided under the Contract.

5.8 Salaries

The Contractor is solely responsible for providing to its employees all legally required employee benefits and wages. The County shall not be called upon to assume any liability for the direct payment of salaries, wages, benefits or any other compensation to any Contractor employee. The County is responsible only to pay the Contractor for services provided in accordance with Exhibit B, Pricing Schedule – Hourly Bill Rates, of the Contract.

5.9 Contractor's Office

The Contractor must maintain an office with telephone service in the company's name where the Contractor conducts business.

5.9.1 Business Hours

The Contractor's office shall be staffed during the hours of 7:00 a.m. to 5 p.m. PST, Monday – Friday, by at least one employee who can respond to inquiries and complaints, which may be received about the Contractor's performance of the Contract. If an answering

service receives the call during normal business hours, the Contractor must respond within thirty (30) minutes of receipt of call.

5.9.2 After-Hours

When the Contractor's office is closed, the Contractor Project Manager's after-hours number will be utilized to address inquiries and complaints. If a voicemail is utilized, the Contractor Project Manager must respond within thirty (30) minutes of receipt of call.

6.0 HOURS/DAYS OF WORK

Contract employees will be assigned to work varying full-time and part-time shifts, to include traditional and alternative work schedules, depending on the work location and the individual needs of the Public Library facility requesting the service, between the hours of 7:00 a.m. to 10 p.m. PST, Monday – Sunday, not to exceed 40 hours per week. **No overtime will be accumulated or paid.**

An alternative work schedule is defined as any regularly scheduled workweek requiring an employee to work more than eight (8) hours in a twenty-four (24) hour period.

7.0 LIBRARY CLOSURES

7.1 The Contractor is not required to provide services on the following holidays:

-New Year's Day	-Labor Day
-Dr. Martin Luther King Jr. Day	-Columbus Day
-Presidents' Day	-Veteran's Day
-Memorial Day	-Thanksgiving Day and following Friday
-Independence Day	-Christmas Day

7.2 The Contractor will be notified of any other Public Library closures as necessary.

8.0 EDUCATION REQUIREMENTS

8.1 Librarian

A Master of Library Science degree from an accredited college or university
-OR- completion of thirty-six (36) graduate quarter units in a library science curriculum leading to a Master of Library Science degree.

8.2 Library Assistant

Completion of two (2) years in an accredited college or university, including six (6) units of technical library course work. One year of clerical or technical experience in an organized library may be accepted for each year of college.

9.0 PHYSICAL CLASS REQUIREMENTS

Physical Class is a designation of the physical effort required in the performance of the work assigned to the position. The County's class applicable to Librarian and Library Assistant is as follows:

3-Moderate: Requires standing or walking most of the time, with bending, stooping, squatting, twisting, reaching, working on irregular surfaces, occasional lifting of objects weighing over 25 pounds, and frequent lifting of objects weighing 10-25 pounds.

10.0 JOB DESCRIPTIONS

The below listed duties and responsibilities are provided only as general functions of the Librarian and Library Assistant. The Contractor acknowledges that duties and responsibilities of its employees are not limited to those listed below and that the duties and/or responsibilities may be modified over the contract term to maintain alignment with the Class Specifications of the County.

10.1 Librarian

The Librarian works under the administrative and technical supervision of a higher-level librarian and is responsible for performing standard and professional librarian work in any of the following areas: 1) adult services, children's services, teen services, government services, periodicals, internet or technical services; 2) classifying and cataloging all library materials; 3) providing department-wide program support for areas such as adult services and youth services. Positions at this level perform professional library duties of increasing difficulty and have an understanding of established policies, methods, procedures, and standards to resolve problems. Librarians must exercise knowledge of the basic principles of librarianship and be able to provide individual and group instruction. Librarians must also possess expertise to use current technology to perform librarian duties, and have an understanding of the public and technical aspects of professional library services.

10.1.1 Example of Librarian Duties

1. Promotes library services in a community by answering the more difficult reference questions; maintaining local library collections; presenting book-talks, developing, coordinating and conducting library programs, and performing community outreach.
2. Coordinates reading programs for young people, conducts school and class visits, prepares bibliographies and special exhibits; and maintains government publications, audio-visual, or other special collection.

3. Classifies and catalogues books, documents, serials and other library materials; evaluates periodicals for the department, and implements procedures for technical services functions such as authority control and updating bibliographic records.
4. Maintains library records and prepares reports, as assigned.
5. Serves on committees to develop programs, policies, procedures, and training.
6. Provides department-wide program support such as reference services, youth services, internet services, and assists with other specialized assignments.
7. Conducts individual and may conduct group instruction in the proper use of library technology and resources.

10.2 Library Assistant

The Library Assistant is responsible for performing general and varied paraprofessional library tasks, in functional areas such as circulation, acquisition, cataloging, special programs, and the physical upkeep of library and inventory materials within the Public Library. Library Assistants must exercise a practical knowledge of library functions and services and have the ability to apply specific library rules, procedures, and practices pertaining to their particular area of assignment.

10.2.1 Example of Library Assistant Duties

1. Assists customers by 1) locating books; 2) finding reference materials utilizing online reference services; 3) giving library program presentations; 4) providing information regarding specialized programs; and 5) answering simple reference questions while referring the more difficult questions to higher level staff.
2. Assists professional staff in technical services or specialized service programs such as acquisitions, business research, literacy, cataloging of library materials, and conducting online searches, ordering, and online maintenance of the computerized library catalog.
3. Assists in maintaining library records regarding inter-library loan requests, circulation, registration, book stock, literacy programs, business research and the collection of fines.
4. Assists professional staff in library materials evaluation activities such as searching review media, online data bases, Internet resources, and bibliographic tools.
5. Assists in collection maintenance by searching for information concerning additions, replacements, and withdrawals.

6. Issues, receives, and tracks library materials and supplies including requesting books and reference materials from regional and department headquarters.
7. Coordinates literacy services in an assigned region.
8. Registers borrowers and enforces library rules.
9. Maintains statistical records and prepares reports as assigned.

11.0 TEMPORARY PERSONNEL REQUEST

- 11.1 The County will notify the Contractor when a temporary employee is needed.
- 11.2 The Contractor must respond to the County within twenty-four (24) hours providing the following for each potential candidate:
 1. a resume; and
 2. a degree or proof of meeting education requirement; and
 3. a completed Job Applicant Information Sheet - Attachment II of this SOW.
- 11.3 The County, upon receiving the required information, may proceed with the assignment process to include but not limited to interviewing and fingerprinting of a potential candidate.
- 11.4 The County reserves the right to cancel the request for the Contractor's failure to respond within the specified time or the Contractor's failure to provide the required documents; and may, at any time, for any reason, cancel or end an assignment.

12.0 USE OF COUNTY SEAL OR LETTERHEAD

The Contractor nor its employees shall not use or display the County or the Public Library official seal, letterhead or name of the County of Los Angeles or the County of Los Angeles Public Library in any communication without written approval.

13.0 GREEN INITIATIVES

- 13.1 The Contractor shall use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits.
- 13.2 The Contractor shall provide the County with the Contractor's new established or planned green practices prior to the contract's commencement.

14.0 PERFORMANCE REQUIREMENTS SUMMARY (PRS)

The PRS is a listing of requirements that are intended to be completely consistent with the Contract and the SOW and are not meant in any case to create, extend, revise, or expand any obligation of the Contractor beyond that defined in the Contract and the SOW. Refer to SOW Attachment IV – Performance Requirement Summary. 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 or the SOW will prevail. If any requirement seems to be created in this PRS, which is not clearly and forthrightly set forth in the Contract and the SOW, that apparent requirement will be null and void and place no requirement on the Contractor. 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:

- Require the 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.
- Reduce payment to the Contractor by a computed amount based on the penalty fee(s) in the PRS.
- Reduce, suspend or cancel this Contract for systematic, deliberate misrepresentations or unacceptable levels of performance.

This section 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 the Contract, Section 8.0 – Standard Terms and Conditions, Sub-section 8.42 – Termination for Convenience.

/

/

/

/

/

/

/

/

/

/

/

**TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
LIBRARY FACILITIES AND SERVICE HOURS**

LIBRARY FACILITY	ADDRESS	CITY	ZIP CODE
A C Bilbrew Library	150 E. El Segundo Boulevard	Los Angeles	90061
Acton Agua Dulce Library	33792 Crown Valley Road	Acton	93510
Agoura Hills Library	29901 Ladyface Court	Agoura Hills	91301
Alondra Library	11949 Alondra Boulevard	Norwalk	90650
Angelo M. Iacoboni Library	4990 Clark Avenue	Lakewood	90712
Anthony Quinn Library	3965 Cesar E. Chavez Avenue	Los Angeles	90063
Artesia Library	18722 Clarkdale Avenue	Artesia	90701
Avalon Library	215 Sumner Avenue	Avalon	90704
Baldwin Park Library	4181 Baldwin Park Boulevard	Baldwin Park	91706
Bell Gardens Library	7110 S. Garfield Avenue	Bell Gardens	90201
Bell Library	4411 E. Gage Avenue	Bell	90201
Carson Library	151 E. Carson Street	Carson	90745
Castaic Library	27971 Sloan Canyon Road	Castaic	91384
Charter Oak Library	20540 K Arrow Highway	Covina	91724
Chet Holifield Library	1060 S. Greenwood Avenue	Montebello	90640
City Terrace Library	4025 E. City Terrace Drive	Los Angeles	90063
Claremont Library	208 N. Harvard Avenue	Claremont	91711
Clifton M. Brakensiek Library	9945 E. Flower Street	Bellflower	90706
Compton Library	240 W. Compton Boulevard	Compton	90220
Cudahy Library	5218 Santa Ana Street	Cudahy	90201
Culver City Julian Dixon Library	4975 Overland Avenue	Culver City	90230
Diamond Bar Library	21800 Copley Drive	Diamond Bar	91765
Dr. Martin Luther King Jr. Library	17906 S. Avalon Boulevard	Carson	90746
Duarte Library	1301 Buena Vista Street	Duarte	91010
East Los Angeles Library	4837 E. 3rd Street	Los Angeles	90022
East Rancho Dominguez Library	4420 E. Rose Street	E. Rancho Dominguez	90221
El Camino Real Library	4264 E. Whittier Boulevard	Los Angeles	90023
El Monte Library	3224 Tyler Avenue	El Monte	91731
Florence Library	1610 E. Florence Avenue	Los Angeles	90001
Gardena Mayme Dear Library	1731 W. Gardena Boulevard	Gardena	90247
George Nye Jr. Library	6600 Del Amo Boulevard	Lakewood	90713
Graham Library	1900 E. Firestone Boulevard	Los Angeles	90001
Hacienda Heights Library	16010 La Monde Street	Hacienda Heights	91745
Hawaiian Gardens Library	11940 Carson Street	Hawaiian Gardens	90716
Hawthorne Library	12700 Grevillea Avenue	Hawthorne	90250
Hermosa Beach Library	550 Pier Avenue	Hermosa Beach	90254
Hollydale Library	12000 S. Garfield Avenue	South Gate	90280
Huntington Park Library	6518 Miles Avenue	Huntington Park	90255
La Canada Flintridge Library	4545 N. Oakwood Avenue	La Canada Flintridge	91011
La Crescenta Library	2809 Foothill Boulevard	La Crescenta	91214
La Mirada Library	13800 La Mirada Boulevard	La Mirada	90638
La Puente Library	15920 E. Central Avenue	La Puente	91744
La Verne Library	3640 D Street	La Verne	91750

**TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
LIBRARY FACILITIES AND SERVICE HOURS**

LIBRARY FACILITY	ADDRESS	CITY	ZIP CODE
Lake Los Angeles Library	16921 E. Avenue O, #A	Palmdale	93591
Lancaster Library	601 W. Lancaster Boulevard	Lancaster	93534
Lawndale Library	14615 Burin Avenue	Lawndale	90260
Leland R. Weaver Library	4035 Tweedy Boulevard	South Gate	90280
Lennox Library	4359 Lennox Boulevard	Lennox	90304
Littlerock Library	35119 80th St. East	Littlerock	93543
Live Oak Library	4153 E. Live Oak Avenue	Arcadia	91006
Lloyd Taber-Marina del Rey Library	4533 Admiralty Way	Marina del Rey	90292
Lomita Library	24200 Narbonne Avenue	Lomita	90717
Los Nietos Library	11644 E. Slauson Avenue	Whittier	90606
Lynwood Library	11320 Bullis Road	Lynwood	90262
Malibu Library	23519 W. Civic Center Way	Malibu	90265
Manhattan Beach Library	1320 Highland Avenue	Manhattan Beach	90266
Masao W. Satow Library	14433 Crenshaw Boulevard	Gardena	90249
Maywood Cesar Chavez Library	4323 E. Slauson Avenue	Maywood	90270
Montebello Library	1550 W. Beverly Boulevard	Montebello	90640
Norwalk Library	12350 Imperial Highway	Norwalk	90650
Norwood Library	4550 N. Peck Road	El Monte	91732
Paramount Library	16254 Colorado Avenue	Paramount	90723
Pico Rivera Library	9001 Mines Avenue	Pico Rivera	90660
Quartz Hill Library	42018 N. 50th St. West	Quartz Hill	93536
Rivera Library	7828 S. Serapis Avenue	Pico Rivera	90660
Rosemead Library	8800 Valley Boulevard	Rosemead	91770
Rowland Heights Library	1850 Nogales Street	Rowland Heights	91748
San Dimas Library	145 N. Walnut Avenue	San Dimas	91773
San Fernando Library	217 N. Maclay Avenue	San Fernando	91340
San Gabriel Library	500 S. Del Mar Avenue	San Gabriel	91776
Sorensen Library	6934 Broadway Avenue	Whittier	90606
South El Monte Library	1430 N. Central Avenue	South El Monte	91733
South Whittier Library	14433 Leffingwell Road	Whittier	90604
Stevenson Ranch Express Library	26233 W. Faulkner Drive	Stevenson Ranch	91381
Sunkist Library	840 N. Puente Avenue	La Puente	91745
Temple City Library	5939 Golden West Avenue	Temple City	91780
Topanga Library	122 N. Topanga Canyon Boulevard	Topanga	90290
View Park Library	3854 W. 54th Street	Los Angeles	90043
Walnut Library	21155 La Puente Road	Walnut	91789
West Covina Library	1601 W. Covina Parkway	West Covina	91790
West Hollywood Library	625 N. San Vicente Boulevard	West Hollywood	90069
Westlake Village Library	31220 Oak Crest Drive	Westlake Village	91361
Willowbrook Library	11838 Wilmington Avenue	Los Angeles	90059
Wisburn Library	5335 W. 135th Street	Hawthorne	90250
Woodcrest Library	1340 W. 106th Street	Los Angeles	90044
Antelope Valley Bookmobile	601 W. Lancaster Boulevard	Lancaster	93534

**TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
LIBRARY FACILITIES AND SERVICE HOURS**

LIBRARY FACILITY	ADDRESS	CITY	ZIP CODE
Santa Clarita Valley Bookmobile	33792 Crown Valley Road	Acton	93510
Urban Outreach Bookmobile	1601 West Covina Parkway	West Covina	91790
Library Headquarters	7400 E. Imperial Highway	Downey	90242
North Regional Office	21182 Centre Pointe Pkwy #130	Santa Clarita	91350
West Regional Office	150 E. 216 th Street	Carson	90745
South Regional Office	12348 Imperial Highway	Norwalk	90650
Central Regional Office	1550 West Beverly Boulevard	Montebello	90640
East Regional Office	1601 West Covina Parkway	West Covina	91790
Books by Mail	601 W. Lancaster Boulevard	Lancaster	93534
Juvenile Hall	1605 Eastlake Avenue	Los Angeles	90033

CONFIDENTIAL

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
JOB APPLICANT INFORMATION SHEET**

Date _____

Name _____

Last 4 digits
of Soc. Sec. No.

Home Address _____
Street
City
Zip Code

Home Phone () _____ Cell/Message Phone () _____

E-mail address _____

Position Applied For: _____
Title
Location

Instructions: This form is to be completed by candidates who are eligible for employment with the County of Los Angeles Public Library. It will be used as part of the job placement and selection interview process. If you have provided a resume, only complete those questions that request information that is not contained in your resume.

1. List any former names which you have used in employment _____

2. Are you a citizen of the United States of America? Yes No

If No, can you show proof of government permission to work? Yes No

3. If you are fluent in any language in addition to English, please list. Speak Read Write
(Please check if fluent)

4. Do you possess any other special skills that may be helpful on the job, such as typing or computer skills? If so, please describe and include skill level (for example, type 40 words per minute):

5. Do you have any relatives currently employed with our organization? If so, please complete:

Name

Relationship

Work Location

6. Education (Check one): High School Diploma G.E.D. Certificate

Name of College, University, Vocational School or Institute	Location/Address	Major	Degree/Certificate

7. List your work and volunteer experience for the last 10 years. If employed by the County of Los Angeles Public Library, include the position held and library/section. (Continue on reverse side or attach resume.)

Company/Dept. Name & Address	Phone No.	Position & Description of Duties	Dates Employed	Reason for Leaving

[] Check if experience is continued on a separate sheet.

I hereby certify that all statements made on or in connection with this application are true to the best of my knowledge and belief. I understand that should I be selected for this position, my employment with the Department is contingent upon a background check for past criminal convictions, verification of suitability for the position and successful completion of a medical and/or psychological examination (if required).

I further understand that should disqualifying information be discovered, or it is found that I have falsified any information for this position (including the application), I will be immediately discharged, released or disqualified from employment.

Candidate Signature

Date



7400 E. IMPERIAL HWY. • P.O. BOX 7011 • DOWNEY, CA 90241-7011 • PHONE: 562-940-8485 • FAX: 562-803-0016

CONTRACT DISCREPANCY REPORT

Date Submitted to Contractor: **February 3, 2009**

TO: (Contractor) **John Doe**
ABC Temporary Personnel Agency

FROM:	Jane Smith Contract Services Unit	Phone No.: (562) 940 – 0000 Fax No.: (562) 803 – 0016
-------	--	--

CONTRACT NO.	12345	CONTRACT TITLE:	TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
--------------	--------------	------------------------	---

TYPE OF DISCREPANCY:

DISCREPANCY DETAILS:

SAMPLE

CONTRACTOR RESPONSE INSTRUCTIONS:

1. Acknowledge the receipt of the Contract Discrepancy Report to the County Contract Project Manager.
2. Review the discrepancy.
3. Review the Contract reference for compliance.
4. Identify the cause of the problem and determine a corrective action.
5. Respond to the Contract Discrepancy Report in writing by submitting a formal letter of response to the Contract Services Coordinator.

COUNTY EVALUATION OF CONTRACTOR RESPONSE:

The Contract Services Coordinator will evaluate the Contractor's response and will reply to the Contractor indicating satisfactory or unsatisfactory completion of the corrective action.

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
Contract: Paragraph 3.0, Sub-paragraph 3.1	Work	Contractor must perform and deliver all tasks, deliverables, services and other work on time.	Inspection and Observation	\$200 per occurrence
Contract: Paragraph 4.0, Sub-paragraph 4.3	Term of Contract	Contractor must notify Library when Contract is within nine (9) months from expiration.	Receipt of notification	\$200 per occurrence
Contract: Paragraph 5.0, Sub-paragraph 5.4	Contract Sum	Contractor must send written notification that the Contractor has incurred 75% of the total contract authorization.	Receipt of document	\$200 per occurrence
Contract: Paragraph 7.0 Sub-paragraph 7.1.1	Administration of Contract – Contractor – Contractor Project Manager	Contractor shall notify County in writing of any changes in Exhibit E – Contractor’s Administration.	Receipt of document	\$200 per occurrence
Contract: Paragraph 7.0 Sub-paragraph 7.1.2	Administration of Contract – Contractor – Contractor Project Manager	Contractor Project Manager shall coordinate with County Contract Project Manager on a regular basis.	Inspection and Observation	\$200 per occurrence
Contract: Paragraph 7.0 Sub-paragraph 7.1.3	Administration of Contract – Contractor – Contractor Project Manager	Contractor Project Manager must have required experience.	Inspection, Observation and Receipt of document	\$500 per occurrence
Contract: Sub-paragraph 7.3, Section 7.3.1	Contractor’s Employee Identification	Contractor must comply with the requirements specified in Sub-paragraph 7.3, section 7.3.1.	Inspection and Observation	\$200 per occurrence
Contract: Sub-paragraph 7.4	Contractor Employee Criminal Records	Contractor must comply with the requirements specified in Sub-paragraph 7.4.	Inspection and Observation and Receipt of document	\$500 per occurrence
Contract: Sub-paragraph 7.5, Section 7.5.1	Background and Security Investigations	Contractor employees must undergo and pass a background investigation to satisfaction of County before beginning work.	Inspection, Observation, Receipt of documents and Audit of Records	\$500 per occurrence

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
Contract: Sub-paragraph 7.5, Section 7.5.2	Background and Security Investigations	Contractor cannot allow employees that do not pass background investigation to work on Contract without prior approval.	Inspection and Observation and Receipt of document and/or Audit of Records	\$500 per occurrence
Contract: Sub-paragraph 7.5, Section 7.5.4	Background and Security Investigations	Contractor must provide replacement for employees disqualified through a background and security investigation.	Observation, Receipt of documents	\$200 per occurrence
Contract: Sub-paragraph 7.6	Confidentiality	Contractor must comply with the requirements specified in Sub-paragraph 7.6.	Inspection and Observation and Receipt of document and/or Audit of Records	\$500 per occurrence
Contract: Sub-paragraph 8.2	Assignment and Delegation	Contractor must comply with the requirements specified in Sub-paragraph 8.2.	Inspection, Observation and Receipt of document and/or Audit of Records	\$500 per occurrence
Contract: Sub-paragraph 8.5	Complaints	Contractor must comply with the requirements specified in Sub-paragraph 8.5.	Inspection and Observation and Receipt of document and/or Audit of Records	\$200 per occurrence
Contract: Sub-paragraph 8.6	Compliance with Applicable Law	Contractor must comply with the requirements specified in Sub-paragraph 8.6.	Inspection and Observation and Receipt of document and/or Audit of Records	\$500 per occurrence

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
Contract: Sub-paragraph 8.7	Compliance with Civil Rights Laws	Contractor must comply with Sub-paragraph 8.7.	Inspection and Observation and Receipt of document and/or Audit of Records	\$500 per occurrence
Contract: Sub-paragraph 8.8	Compliance with the County's Jury Service Program	Contractor must comply with the requirements specified Sub-paragraph 8.8.	Inspection and Observation and Receipt of document and/or Audit of Records	\$500 per occurrence
Contract: Sub-paragraph 8.14	Contractor's Warranty of Adherence to County's Child Support Compliance Program	Contractor must comply with the requirements specified in Sub-paragraph 8.14.	Inspection, Observation and Receipt of document	\$500 per occurrence
Contract: Sub-paragraph 8.16	Damage to County Facilities, Buildings, Grounds or Equipment	Contractor must comply with the requirements specified in Sub-paragraph 8.16.	Inspection and Observation	\$500 per occurrence
Contract: Sub-paragraph 8.23	Indemnification	Contractor must comply with Sub-paragraph 8.23.	Receipt of document	\$500 per occurrence
Contract: Sub-paragraph 8.24	General Provisions For All Insurance Coverage	Compliance with Contract Insurance Requirements.	Receipt of document	\$500 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.25	Insurance Coverage	Compliance with Contract Insurance Requirements.	Receipt of document	\$500 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.28	Nondiscrimination and Affirmative Action	Contractor must comply with the requirements specified in Sub-paragraph 8.28.	Inspection of files	\$500 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.38	Record Retention and Inspection/Audit Settlement	Contractor to maintain all required documents as specified in Sub-paragraph 8.38.	Inspection of files	\$500 per occurrence; possible termination for default of contract.

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
Contract: Sub-paragraph 8.40	Subcontracting	Contractor must comply with the requirements specified in Sub-paragraph 8.40.	Inspection of files	\$500 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.51	Warranty of Compliance with County's Defaulted Property Tax Reduction Program	Contractor must maintain compliance with program during the entire term of the Contract.	Inspection of files and/or notification from other sources i.e., County Dept.	\$500 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.53	Time Off for Voting	Contractor must comply with the requirements specified in Sub-paragraph 8.53.	Inspection and Observation	\$500 per occurrence
SOW: Section 3.0	Quality Control	Contractor must comply with specified requirements in Section 3.0.	Inspection, Observation and Receipt of document	\$200 per occurrence
SOW: Sub-section 4.1	Quality Assurance Plan - Meetings	Contractor attendance is required in County meetings.	Inspection and Observation	\$200 per occurrence
SOW: Sub-section 4.3	Contract Discrepancy Report	Contractor is required to respond in writing within 2 days acknowledging receipt of a contract discrepancy.	Inspection, Observation and Receipt of document	\$200 per occurrence
SOW: Sub-section 4.3	Contract Discrepancy Report	Contractor shall resolve problem with a time period mutually agreed upon and is done within (30) calendar days.	Inspection, Observation and Receipt of document	\$200 per occurrence
SOW: Sub-Section 5.2, Paragraph 5.2.1	Contractor – Contractor Project Manager	Contractor Project Manager must be accessible Monday – Friday, 7 am – 6 pm.	Inspection and Observation	\$500 per occurrence
SOW: Sub-Section 5.2, Paragraph 5.2.4	Contractor – Contractor Project Manager	Contractor Project Manager must have required experience.	Inspection, Observation and Receipt of document	\$500 per occurrence

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW: Sub-Section 5.2, Paragraph 5.2.5	Contractor – Contractor Project Manager	Contractor Project Manager must provide to County a copy of employee timesheets by the next business day following the end of the pay period.	Inspection, Observation and Receipt of document	\$200 per occurrence
SOW: Sub-Section 5.2, Paragraph 5.2.6	Contractor – Contractor Project Manager	Contractor Project Manager must notify County of all assignments that are within 40 hours of reaching requested number of hours.	Inspection, Observation and Receipt of document	\$500 per occurrence
SOW: Sub-Section 5.2, Paragraph 5.2.7	Contractor – Contractor Project Manager	Contractor Project Manager must ensure no contractor employee works more than ninety (90) business days on an individual assignment.	Inspection, Observation and Receipt of document	\$500 per occurrence
SOW: Sub-Section 5.3	Contractor – Contractor Personnel	Contractor must comply with all requirements of Sub-section 5.3.	Inspection and Observation	\$500 per occurrence
SOW: Sub-Section 5.4	Contractor – Contractor Employee Attendance	Contractor and Contractor’s staff must comply with requirements specified in Sub-section 5.4.	Inspection, Observation and Receipt of document	\$200 per occurrence
SOW: Sub-Section 5.5	Contractor – Qualified Personnel	Contractor must comply with the requirements specified in Sub-section 5.5.	Inspection and Observation	\$500 per occurrence
SOW: Sub-Section 5.6	Contractor – Identification Badges	Contractor must comply with the requirements specified in Sub-section 5.6.	Inspection and Observation	\$200 per occurrence
SOW: Sub-Section 5.7	Contractor – Training	Contractor must comply with the requirements specified in Sub-section 5.7.	Inspection and Observation	\$200 per occurrence

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW: Sub-Section 5.9	Contractor – Contractor’s Office	Contractor must comply with the requirements specified in Sub-section 5.9.	Inspection and Observation	\$200 per occurrence
SOW: Section 6.0	Hours/Days of Work	Contractor must comply with the requirements specified in Section 6.0.	Inspection and Observation	\$500 per occurrence
SOW: Section 8.0	Education Requirements	Contractor employees must meet the education requirements in Section 8.0.	Inspection and Observation and Receipt of document	\$500 per occurrence
SOW: Section 9.0	Physical Class Requirements	Contractor employees must meet the physical class requirements in Section 9.0.	Inspection and Observation	\$200 per occurrence
SOW: Section 11.0, Sub-section 11.2	Temporary Personnel Request	Contractor must provide required documents for each candidate as specified in Sub-section 11.2.	Receipt of Documents	\$200 per occurrence
SOW: Section 12.0	Use of County Seal or Letterhead	Contractor must comply with Section12.0.	Inspection and Observation	\$500 per occurrence
SOW: Section 13.0	Green Initiatives	Contractor must comply with Section13.0.	Inspection, Observation and Receipt of document	\$200 per occurrence

This chart covers deductions/fees for contract non-compliance. Sections of the contract may contain deductions for specific violations not addressed here.

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
Contract: Paragraph 3.0, Sub-paragraph 3.1	Work	Contractor must perform and deliver all tasks, deliverables, services and other work on time.	Inspection and Observation	\$200 per occurrence
Contract: Paragraph 4.0, Sub-paragraph 4.3	Term of Contract	Contractor must notify Library when Contract is within nine (9) months from expiration.	Receipt of notification	\$200 per occurrence
Contract: Paragraph 5.0, Sub-paragraph 5.4	Contract Sum	Contractor must send written notification that the Contractor has incurred 75% of the total contract authorization.	Receipt of document	\$200 per occurrence
Contract: Paragraph 7.0 Sub-paragraph 7.1.1	Administration of Contract – Contractor – Contractor Project Manager	Contractor shall notify County in writing of any changes in Exhibit E – Contractor’s Administration.	Receipt of document	\$200 per occurrence
Contract: Paragraph 7.0 Sub-paragraph 7.1.2	Administration of Contract – Contractor – Contractor Project Manager	Contractor Project Manager shall coordinate with County Contract Project Manager on a regular basis.	Inspection and Observation	\$200 per occurrence
Contract: Paragraph 7.0 Sub-paragraph 7.1.3	Administration of Contract – Contractor – Contractor Project Manager	Contractor Project Manager must have required experience.	Inspection, Observation and Receipt of document	\$500 per occurrence
Contract: Sub-paragraph 7.3, Section 7.3.1	Contractor’s Employee Identification	Contractor must comply with the requirements specified in Sub-paragraph 7.3, section 7.3.1.	Inspection and Observation	\$200 per occurrence
Contract: Sub-paragraph 7.4	Contractor Employee Criminal Records	Contractor must comply with the requirements specified in Sub-paragraph 7.4.	Inspection and Observation and Receipt of document	\$500 per occurrence
Contract: Sub-paragraph 7.5, Section 7.5.1	Background and Security Investigations	Contractor employees must undergo and pass a background investigation to satisfaction of County before beginning work.	Inspection, Observation, Receipt of documents and Audit of Records	\$500 per occurrence

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
Contract: Sub-paragraph 7.5, Section 7.5.2	Background and Security Investigations	Contractor cannot allow employees that do not pass background investigation to work on Contract without prior approval.	Inspection and Observation and Receipt of document and/or Audit of Records	\$500 per occurrence
Contract: Sub-paragraph 7.5, Section 7.5.4	Background and Security Investigations	Contractor must provide replacement for employees disqualified through a background and security investigation.	Observation, Receipt of documents	\$200 per occurrence
Contract: Sub-paragraph 7.6	Confidentiality	Contractor must comply with the requirements specified in Sub-paragraph 7.6.	Inspection and Observation and Receipt of document and/or Audit of Records	\$500 per occurrence
Contract: Sub-paragraph 8.2	Assignment and Delegation	Contractor must comply with the requirements specified in Sub-paragraph 8.2.	Inspection, Observation and Receipt of document and/or Audit of Records	\$500 per occurrence
Contract: Sub-paragraph 8.5	Complaints	Contractor must comply with the requirements specified in Sub-paragraph 8.5.	Inspection and Observation and Receipt of document and/or Audit of Records	\$200 per occurrence
Contract: Sub-paragraph 8.6	Compliance with Applicable Law	Contractor must comply with the requirements specified in Sub-paragraph 8.6.	Inspection and Observation and Receipt of document and/or Audit of Records	\$500 per occurrence

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
Contract: Sub-paragraph 8.7	Compliance with Civil Rights Laws	Contractor must comply with Sub-paragraph 8.7.	Inspection and Observation and Receipt of document and/or Audit of Records	\$500 per occurrence
Contract: Sub-paragraph 8.8	Compliance with the County's Jury Service Program	Contractor must comply with the requirements specified Sub-paragraph 8.8.	Inspection and Observation and Receipt of document and/or Audit of Records	\$500 per occurrence
Contract: Sub-paragraph 8.14	Contractor's Warranty of Adherence to County's Child Support Compliance Program	Contractor must comply with the requirements specified in Sub-paragraph 8.14.	Inspection, Observation and Receipt of document	\$500 per occurrence
Contract: Sub-paragraph 8.16	Damage to County Facilities, Buildings, Grounds or Equipment	Contractor must comply with the requirements specified in Sub-paragraph 8.16.	Inspection and Observation	\$500 per occurrence
Contract: Sub-paragraph 8.23	Indemnification	Contractor must comply with Sub-paragraph 8.23.	Receipt of document	\$500 per occurrence
Contract: Sub-paragraph 8.24	General Provisions For All Insurance Coverage	Compliance with Contract Insurance Requirements.	Receipt of document	\$500 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.25	Insurance Coverage	Compliance with Contract Insurance Requirements.	Receipt of document	\$500 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.28	Nondiscrimination and Affirmative Action	Contractor must comply with the requirements specified in Sub-paragraph 8.28.	Inspection of files	\$500 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.38	Record Retention and Inspection/Audit Settlement	Contractor to maintain all required documents as specified in Sub-paragraph 8.38.	Inspection of files	\$500 per occurrence; possible termination for default of contract.

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
 TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
 PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
Contract: Sub-paragraph 8.40	Subcontracting	Contractor must comply with the requirements specified in Sub-paragraph 8.40.	Inspection of files	\$500 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.51	Warranty of Compliance with County's Defaulted Property Tax Reduction Program	Contractor must maintain compliance with program during the entire term of the Contract.	Inspection of files and/or notification from other sources i.e., County Dept.	\$500 per occurrence; possible termination for default of contract.
Contract: Sub-paragraph 8.53	Time Off for Voting	Contractor must comply with the requirements specified in Sub-paragraph 8.53.	Inspection and Observation	\$500 per occurrence
SOW: Section 3.0	Quality Control	Contractor must comply with specified requirements in Section 3.0.	Inspection, Observation and Receipt of document	\$200 per occurrence
SOW: Sub-section 4.1	Quality Assurance Plan - Meetings	Contractor attendance is required in County meetings.	Inspection and Observation	\$200 per occurrence
SOW: Sub-section 4.3	Contract Discrepancy Report	Contractor is required to respond in writing within 2 days acknowledging receipt of a contract discrepancy.	Inspection, Observation and Receipt of document	\$200 per occurrence
SOW: Sub-section 4.3	Contract Discrepancy Report	Contractor shall resolve problem with a time period mutually agreed upon and is done within (30) calendar days.	Inspection, Observation and Receipt of document	\$200 per occurrence
SOW: Sub-Section 5.2, Paragraph 5.2.1	Contractor – Contractor Project Manager	Contractor Project Manager must be accessible Monday – Friday, 7 am – 6 pm.	Inspection and Observation	\$500 per occurrence
SOW: Sub-Section 5.2, Paragraph 5.2.4	Contractor – Contractor Project Manager	Contractor Project Manager must have required experience.	Inspection, Observation and Receipt of document	\$500 per occurrence

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW: Sub-Section 5.2, Paragraph 5.2.5	Contractor – Contractor Project Manager	Contractor Project Manager must provide to County a copy of employee timesheets by the next business day following the end of the pay period.	Inspection, Observation and Receipt of document	\$200 per occurrence
SOW: Sub-Section 5.2, Paragraph 5.2.6	Contractor – Contractor Project Manager	Contractor Project Manager must notify County of all assignments that are within 40 hours of reaching requested number of hours.	Inspection, Observation and Receipt of document	\$500 per occurrence
SOW: Sub-Section 5.2, Paragraph 5.2.7	Contractor – Contractor Project Manager	Contractor Project Manager must ensure no contractor employee works more than ninety (90) business days on an individual assignment.	Inspection, Observation and Receipt of document	\$500 per occurrence
SOW: Sub-Section 5.3	Contractor – Contractor Personnel	Contractor must comply with all requirements of Sub-section 5.3.	Inspection and Observation	\$500 per occurrence
SOW: Sub-Section 5.4	Contractor – Contractor Employee Attendance	Contractor and Contractor’s staff must comply with requirements specified in Sub-section 5.4.	Inspection, Observation and Receipt of document	\$200 per occurrence
SOW: Sub-Section 5.5	Contractor – Qualified Personnel	Contractor must comply with the requirements specified in Sub-section 5.5.	Inspection and Observation	\$500 per occurrence
SOW: Sub-Section 5.6	Contractor – Identification Badges	Contractor must comply with the requirements specified in Sub-section 5.6.	Inspection and Observation	\$200 per occurrence
SOW: Sub-Section 5.7	Contractor – Training	Contractor must comply with the requirements specified in Sub-section 5.7.	Inspection and Observation	\$200 per occurrence

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
TEMPORARY LIBRARIAN AND LIBRARY ASSISTANT PERSONNEL SERVICES
PERFORMANCE REQUIREMENTS SUMMARY**

SECTION	SPECIFIC PERFORMANCE REFERENCE/ REQUIRED SERVICE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW: Sub-Section 5.9	Contractor – Contractor’s Office	Contractor must comply with the requirements specified in Sub-section 5.9.	Inspection and Observation	\$200 per occurrence
SOW: Section 6.0	Hours/Days of Work	Contractor must comply with the requirements specified in Section 6.0.	Inspection and Observation	\$500 per occurrence
SOW: Section 8.0	Education Requirements	Contractor employees must meet the education requirements in Section 8.0.	Inspection and Observation and Receipt of document	\$500 per occurrence
SOW: Section 9.0	Physical Class Requirements	Contractor employees must meet the physical class requirements in Section 9.0.	Inspection and Observation	\$200 per occurrence
SOW: Section 11.0, Sub-section 11.2	Temporary Personnel Request	Contractor must provide required documents for each candidate as specified in Sub-section 11.2.	Receipt of Documents	\$200 per occurrence
SOW: Section 12.0	Use of County Seal or Letterhead	Contractor must comply with Section12.0.	Inspection and Observation	\$500 per occurrence
SOW: Section 13.0	Green Initiatives	Contractor must comply with Section13.0.	Inspection, Observation and Receipt of document	\$200 per occurrence

This chart covers deductions/fees for contract non-compliance. Sections of the contract may contain deductions for specific violations not addressed here.

PRICING SCHEDULE

HOWROYD-WRIGHT, INC. (dba AppleOne Employment Services)

YEAR ONE (1):

<u>Job Classification</u>	<u>Hourly Rate</u>
Librarian	<u>\$34.10</u>
Library Assistant	<u>\$24.88</u>

YEAR TWO (2):

<u>Job Classification</u>	<u>Hourly Rate</u>
Librarian	<u>\$34.58</u>
Library Assistant	<u>\$25.30</u>

YEAR THREE (3):

<u>Job Classification</u>	<u>Hourly Rate</u>
Librarian	<u>\$35.06</u>
Library Assistant	<u>\$25.72</u>

YEAR FOUR (4):

<u>Job Classification</u>	<u>Hourly Rate</u>
Librarian	<u>\$35.54</u>
Library Assistant	<u>\$26.14</u>

OPTION YEAR:

<u>Job Classification</u>	<u>Hourly Rate</u>
Librarian	<u>\$36.02</u>
Library Assistant	<u>\$26.56</u>

**REQUIRED FORMS - EXHIBIT 8
PROPOSER'S EEO CERTIFICATION**

AppleOne Employment Services

Company Name

1999 W. 190th Street, Torrance, CA 90504

Address

95-2580864

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

4/7/14
Date

Michael A. Hoyal, Chief Financial Officer
Name and Title of Signer (please print)

COUNTY'S ADMINISTRATION

CONTRACT NO. _____

COUNTY CONTRACT PROJECT DIRECTOR:

Name: Amylen Clarke

Title: Assistant Director, Administrative Services

Address: 7400 E. Imperial Highway, Room 201
Downey, CA 90242

Telephone: (562) 940-8406 Facsimile: (562) 803-3032

E-Mail Address: AClarke@library.lacounty.gov

COUNTY CONTRACT PROJECT MANAGER:

Name: Elsa Muñoz

Title: Head, Support Services

Address: 7400 E. Imperial Highway, Room 221
Downey, CA 90242

Telephone: (562) 940-8450 Facsimile: (562) 803-0330

E-Mail Address: emunoz@library.lacounty.gov

COUNTY CONTRACT PROJECT MONITOR:

Name: Gilbert A. Garcia

Title: Contract Services Coordinator

Address: 7400 E. Imperial Highway, Room 206
Downey, CA 90242

Telephone: (562) 940-8485 Facsimile: (562) 803-0016

E-Mail Address: ggarcia@library.lacounty.gov

Contract Analyst

Leticia Isunza (562) 940-6918 lisunza@library.lacounty.gov

Maria Vadai (562) 940-8423 mvadai@library.lacounty.gov

CONTRACTOR'S ADMINISTRATION**CONTRACTOR'S NAME:** AppleOne Employment Services**CONTRACT NO:** _____**CONTRACTOR'S PROJECT MANAGER:**

Name: Angela Feiga
 Title: Sr. Account Executive
 Address: 5901 Green Valley Circle, Suite 466
Culver City, CA 90230
 Telephone: (310) 242-9977
 Facsimile: (310) 242-9978
 E-Mail Address: afeiga@appleone.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: Richard J. Wilke
 Title: Regional Vice President
 Address: 3900 Kilroy Airport Way, Suite 180
Long Beach, California 90806
 Telephone: (562) 637-1001
 Facsimile: (562) 637-1017
 E-Mail Address: rwilkie@appleone.com

Name: Linda Madigan
 Title: Vice President, Operations & Government Solutions
 Address: 1999 W. 190th Street
Torrance, CA 90504
 Telephone: (310) 750-3400
 Facsimile: (310) 750-1111
 E-Mail Address: lmadigan@appleone.com

Notices to Contractor shall be sent to the following:

Name: Richard J. Wilkie
 Title: Regional Vice President
 Address: 3900 Kilroy Airport Way, Suite 180
Long Beach, California 90806
 Telephone: (562) 637-1001
 Facsimile: (562) 637-1017
 E-Mail Address: rwilkie@appleone.com

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR NAME: AppleOne Employment Services
 Contract No. _____

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:


Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE:  DATE: 08 / 14 / 2014

PRINTED NAME: Richard J. Wilke

POSITION: Regional Vice President

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.010 Findings.

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

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

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

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

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

2.203.030 Applicability.

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

2.203.040 Contractor Jury Service Policy.

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

2.203.050 Other Provisions.

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

2.203.060 Enforcement and Remedies.

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

1. Recommend to the board of supervisors the termination of the contract; and/or,

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

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)

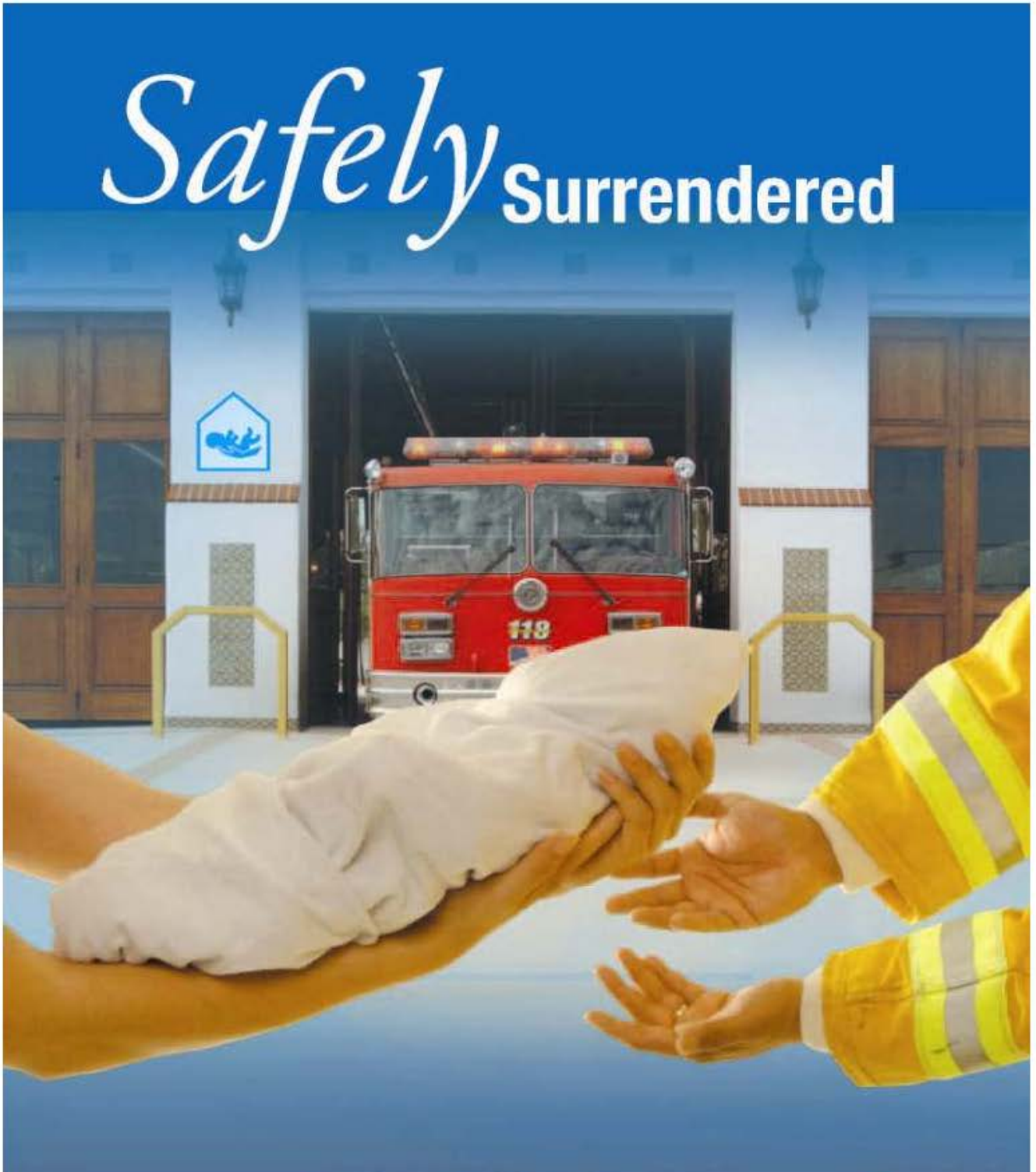
2.203.090. Severability.

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)

EXHIBIT H

SAFELY SURRENDERED BABY LAW

Safely Surrendered



No shame. No blame. No names.

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

www.babysafeLA.org



Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

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

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

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?

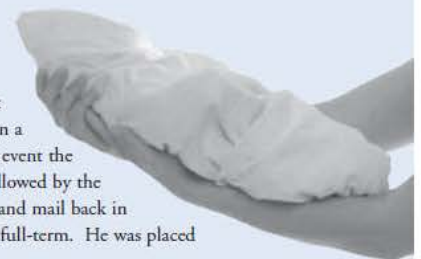
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

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 brazalete y el padre/madre o el adulto que lo entregue recibirá un brazalete 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 brazalete 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.



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.)

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;

Title 2 ADMINISTRATION
Chapter 2.206
DEFAULTED PROPERTY TAX REDUCTION PROGRAM

- 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;
 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

Title 2 ADMINISTRATION
Chapter 2.206
DEFAULTED PROPERTY TAX REDUCTION PROGRAM

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 2 ADMINISTRATION
DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY
AND CONTRACTOR DEBARMENT

[2.202.010 Findings and declarations.](#)

[2.202.020 Definitions.](#)

[2.202.030 Determination of contractor non-responsibility.](#)

[2.202.040 Debarment of contractors.](#)

[2.202.050 Pre-emption.](#)

[2.202.060 Severability.](#)

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 Internal Services Department.

(Ord. 2014-0035 § 1, 2014: 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 of their respective officers, directors, owners, co-owners, shareholders, partners, managers, employees, or other individuals associated with the contractor, subcontractor, or vendor who participated in, knew of, or should reasonably have known of conduct that results in a finding of non-responsibility or debarment.
- 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.

Title 2 ADMINISTRATION
DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY
AND CONTRACTOR DEBARMENT

- 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.
- 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. 2014-0035 § 2, 2014: 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

Title 2 ADMINISTRATION
DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY
AND CONTRACTOR DEBARMENT

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 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

Title 2 ADMINISTRATION
DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY
AND CONTRACTOR DEBARMENT

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.
 - (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 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.

Title 2 ADMINISTRATION
DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY
AND CONTRACTOR DEBARMENT

- (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.
(Ord. 2014-0035 § 4, 2014: Ord. 2005-0066 § 4, 2005: Ord. 2004-0009 § 3, 2004: Ord. 2000-0011 § 1 (part), 2000.)
- 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 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

Title 2 ADMINISTRATION
DETERMINATIONS OF CONTRACTOR NON-RESPONSIBILITY
AND CONTRACTOR DEBARMENT

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.)