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**APPROVED AGREEMENT**

**BOARD LETTER**

**AMENDMENT NUMBER SEVEN  
TO AGREEMENT NO. 77568  
FOR VOCATIONAL, LIFE SKILLS, AND GED PREPARATION  
AND TESTING SERVICES**

This Amendment Number Seven (hereinafter "Amendment") to Agreement Number 77568 (hereafter "Agreement") is entered into by and between the County of Los Angeles (hereinafter "County") and Human Services Consortium of the East San Gabriel Valley dba LA Works (hereinafter "Contractor"), effective upon execution by all parties.

- A. WHEREAS, on June 28, 2011, County and Contractor entered into the Agreement for Vocational, Life Skills and GED Preparation and Testing Services; and
- B. WHEREAS, on December 19, 2011, County and Contractor entered into Amendment Number One to the Agreement to add and delete instructors, and to increase the Maximum Contract Sum by \$1,459,992 for the additional Work; and
- C. WHEREAS, on May 15, 2012, County and Contractor entered into Amendment Number Two to the Agreement to add instructors and reallocate budget line items; and
- D. WHEREAS, on November 9, 2012, County and Contractor entered into Amendment Number Three to extend the Term of the Agreement beyond the Initial Term for the six (6) month Option Term; and
- E. WHEREAS, on June 18, 2013, County and Contractor entered into Amendment Number Four to extend the Term of the Agreement beyond the Initial Term and six-month Option Term, for an additional six (6) additional months; and
- F. WHEREAS, on December 17, 2013, County and Contractor entered into Amendment Number Five to extend the Term of the Agreement for an additional three (3) months; and
- G. WHEREAS, on December 30, 2013, County and Contractor entered into Amendment Number Six to include the County provision regarding County's Contract Database and Contractor Alert Reporting Database (CARD); and
- H. WHEREAS, the Term of the Agreement expires on March 26, 2014; and
- I. WHEREAS, County and Contractor agree to extend the Term of the Agreement for an additional sixty (60) calendar days from March 27, 2014 through May 26, 2014; and
- J. WHEREAS, County and Contractor agree to increase the Maximum Contract Sum by \$1,199,596 for the additional sixty (60) day extension period; and

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K. WHEREAS, on March 25, 2014, the County Board of Supervisors delegated authority to the Sheriff of Los Angeles County to execute this Amendment on their behalf.

NOW THEREFORE, in consideration of the mutual covenants herein, and for good and valuable consideration, County and Contractor hereby agree to amend the Agreement as follows:

1. The Term of the Agreement shall be extended for an additional sixty (60) calendar days from March 27, 2014 through and including May 26, 2014. The Sheriff, or his designee, shall have the authority to terminate the Agreement earlier, in whole or in part, with thirty (30) calendar days advance written notice to Contractor.
2. Paragraph 8 (Prices and Fees), Subparagraph 8.1 only, of the Agreement is deleted in its entirety and replaced as follows to increase the Maximum Contract Sum by \$1,199,596:
  - 8.1 The "Maximum Contract Sum" under this Agreement shall be the total monetary amount that would be payable by County to Contractor for providing all required Work under this Agreement for the Term, including all Option Terms. The Maximum Contract Sum for this Agreement, including applicable Taxes, authorized by County hereunder shall in no event, expressly or by implication, exceed \$22,734,373 and shall be allocated as set forth in Exhibit C (Price Sheet). The contract sum payable for the Initial Term shall not exceed \$12,227,547, the contract sum payable for the Option Term shall not exceed \$4,158,270, the contract sum payable for the six (6) month extension period pursuant to Amendment Number Four shall not exceed \$3,349,566, the contract sum payable for the three (3) month extension period pursuant to Amendment Number Five shall not exceed \$1,799,394, and the contract sum payable for the additional sixty (60) calendar day extension period pursuant to Amendment Number Seven shall not exceed \$1,199,596.
3. Exhibit C (Price Sheet) of the Agreement is deleted in its entirety and replaced with the revised Exhibit C (Price Sheet), attached hereto, which adds the monthly budget for the additional sixty (60) calendar day extension period from March 27, 2014 through May 26, 2014.

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4. Contractor represents and warrants that the revised Exhibit C (Price Sheet), attached hereto, is a true and correct budget.
5. Except as expressly provided in this Amendment, all other provisions and conditions of the Agreement shall remain the same and in full force and effect.
6. Contractor and the person executing this Amendment on behalf of Contractor hereby represent and warrant that the person executing this Amendment for Contractor is an authorized agent who has actual authority to bind Contractor to each and every item, condition, and obligation of the Amendment and that all requirements of Contractor have been fulfilled to provide such actual authority.

\* \* \* \* \*

**AMENDMENT NUMBER SEVEN  
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AND TESTING SERVICES**

IN WITNESS WHEREOF, the County of Los Angeles, by order of its Board of Supervisors, has caused this Amendment to be executed on its behalf by the Sheriff of Los Angeles County, and Contractor has caused this Agreement to be duly executed on its behalf by its authorized officer.

COUNTY OF LOS ANGELES

By   
JOHN L. SCOTT, SHERIFF

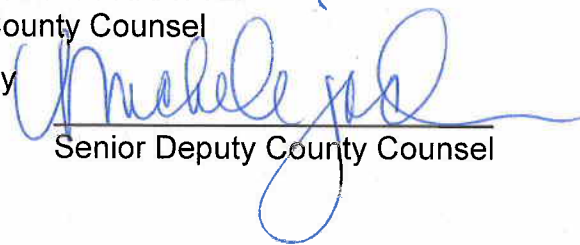
Date: 3/26/14

HUMAN SERVICES CONSORTIUM  
OF THE EAST SAN GABRIEL  
VALLEY dba LA WORKS

By   
Title: Chief Executive Officer

Date: 03/26/14

APPROVED AS TO FORM:  
JOHN F. KRATTLI  
County Counsel

By   
Senior Deputy County Counsel

**Budget for June 28, 2011 - December 27, 2012**  
**Exhibit C Restated Under Amendment Number Seven**

VOCATIONAL POSITIONS							
Vocation	Name	Facility	Hrs/wk	Proposed Salary	Salary Range/Step	Fringe Benefits	Total Personnel
Site Administrators	Karla Ruiz-Galindo	NCCF/CRDF	40	\$ 139,307	R4/S5	55,810	195,117
	Linda Babcock	PDC	40	\$ 149,075	R4/S5	58,716	207,791
Animal Grooming	Catherine Hitchcock	PDC	40	\$ 83,720	R1/S1	39,159	122,879
Art	Evelyn Larcou	Mira Loma	40	\$ 80,967	R3/S3	54,864	135,831
Auto Body/Dismantling	Roland Valencia	Fleet	40	\$ 98,720	R1/S5	42,736	141,456
Bicycle Repair	Julian Vasquez	PDC	40	\$ 98,720	R1/S5	42,736	141,456
Commercial Construction	Louis Garcia	TTCF	40	\$ 116,720	R3/S1	48,091	164,811
	Norman Phagans	PDC	40	\$ 55,648	R3/S1	15,581	71,229
Commercial Painting	Tarrie McBride	PDC	40	\$ 83,720	R1/S1	39,159	122,879
	Rich Conrad	MCJ/TTCF	40	\$ 131,720	R3/S5	52,553	184,273
	Anthony Beaver	PDC	40	\$ 100,220	R2/S1	43,182	143,402
	James Vidito	MCJ/TTCF	40	\$ 131,720	R3/S5	52,553	184,273
Commercial Printing	Donald Lynn	NCCF	40	\$ 120,470	R3/S2	49,207	169,677
	James Peterson	NCCF	40	\$ 120,470	R3/S2	49,207	169,677
	Kevin Williams	NCCF	40	\$ 100,220	R2/S1	43,182	143,402
Commercial Welding	Shawn Pamplin	PDC	40	\$ 131,720	R3/S5	52,553	184,273
Computer Instructor	Marco Cerna	CRDF	40	\$ 131,720	R3/S5	52,553	184,273
	Arnold Gamboa	MCJ	40	\$ 83,720	R1/S1	39,159	122,879
	Laura Marquez	MCJ	40	\$ 98,720	R1/S5	42,736	141,456
	Jeff Johansen	NCCF	40	\$ 83,720	R1/S1	39,159	122,879
	Angela Grana	TTCF	40	\$ 116,720	R3/S1	48,091	164,811
	Kimberly Miller	PDC	40	\$ 131,720	R3/S5	52,553	184,273
	Leonard Ruiz	PDC	40	\$ 61,856	R2/S5	54,864	116,720
	Jill Brown	Mira Loma	40	\$ 61,856	R3/S1	57,770	119,626
Culinary	William Zeko	NCCF	40	\$ 115,220	R2/S5	47,645	162,865
	Veronika Delvaux	CRDF	40	\$ 116,720	R3/S1	48,091	164,811
Custodial Building Maint	Marvin Osejo	CRDF	40	\$ 115,220	R2/S5	47,645	162,865
Landscape	Jarrett Carr	Mira Loma	40	\$ 79,198	R2/S5	39,291	118,489
	Robert Reyes	Mira Loma	40	\$ 111,470	R2/S4	46,529	157,999
Masonry	Kevin Kaplan	PDC	40	\$ 103,970	R2/S2	44,298	148,268
Nursery	John Windsor	PDC	40	\$ 115,220	R2/S5	47,645	162,865
Power Sewing	Ruben Acuna	NCCF	40	\$ 83,720	R1/S1	39,159	122,879
	Ragina Cox	CRDF	40	\$ 124,220	R3/S3	50,322	174,542
Sign Shop/Graphics	Ruben Rodriguez	TTCF/CRDF	40	\$ 131,720	R3/S5	52,553	184,273
Telecommunications	Francine Ballard	TTCF/CRDF	40	\$ 98,720	R1/S5	42,736	141,456
Woodworking	Mark Williams	PDC	40	\$ 115,220	R2/S5	47,645	162,865

Budget for June 28, 2011 - December 27, 2012  
 Exhibit C Restated Under Amendment Number Seven

Vocation	Name	Facility	Hrs/wk	Proposed Salary	Salary Range/ Step	Fringe Benefits	Total Personnel
<b>GED/LIFE SKILLS POSITIONS</b>							
GED Instructors	Joseph Guerrero	TTCF/MCJ	40	\$ 124,838	R5/S5	50,506	175,344
	Nick Giglio	TTCF/MCJ	40	\$ 124,838	R5/S5	50,506	175,344
	Mark Kleven	CRDF	40	\$ 124,838	R5/S5	50,506	175,344
	Carlos Sanchez	PDC	40	\$ 124,838	R5/S5	50,506	175,344
	David Suderman	PDC	40	\$ 124,838	R5/S5	50,506	175,344
GED Proctors	Annette Gallegos	TTCF/MCJ	40	\$ 49,421	R7/S5	28,389	77,810
	Julianne Gorham	TTCF/MCJ	40	\$ 49,421	R7/S5	28,389	77,810
	Cheryl Neville	TTCF/MCJ	40	\$ 49,422	R7/S5	28,389	77,811
	Cynthia Tallent	CRDF	40	\$ 49,422	R7/S5	28,389	77,811
	Allan Nunez	PDC	40	\$ 49,421	R7/S5	28,389	77,810
	Latoya Washington	PDC	40	\$ 47,164	R7/S5	28,430	75,594
	vacant	PDC	40	\$ 47,164	R7/S5	28,430	75,594
Life Skills Instructors	James Beard		40	\$ 134,567	R6/S5	53,400	187,967
	Johnny Duran		40	\$ 134,567	R6/S5	53,400	187,967
	Liz Curtis		40	\$ 134,567	R6/S5	53,400	187,967
	Clarence Brown		40	\$ 86,517	R6/S5	39,037	125,554
	Nancy Dunlap		40	\$ 86,517	R6/S5	39,037	125,554
	Edward Montcilh		40	\$ 86,517	R6/S5	39,037	125,554
	Rodney Jefferson		40	\$ 56,152	R6/S5	14,972	71,124
	Edverardo Carvajal		40	\$ 56,152	R6/S5	14,972	71,124
	Philip McCollum		40	\$ 56,152	R6/S5	14,972	71,124
	Thomas Haile		40	\$ 56,152	R6/S5	14,972	71,124
<b>SUPPORT STAFF POSITIONS</b>							
Project Manager	Jorge Hernandez		40	\$ 134,140		53,273	187,413
Prgm Dev Specialist	Stephanie Koontz		40	\$ 128,470		51,586	180,056
IIR Specialist	Rachel Vasquez		40	\$ 87,424		40,125	127,549
Accountant	Kristina Meza		40	\$ 84,478		38,397	122,875
Program Assistant II	Wendy Leo		40	\$ 61,024		32,034	93,058
Clerical	vacant		40	\$ 18,720		3,780	22,500
	vacant		40	\$ 18,720		3,780	22,500
				<b>6,210,248</b>		<b>2,691,242</b>	<b>8,901,490</b>

Instructor Salaries & Benefits	8,145,539
Support Staff Salaries & Benefits	755,951
Educational Services	1,028,830
Earned Unused vacation, sick, holiday time at 15 days per employee	215,059
Administrative Facilities and Office	487,270
<b>SUBTOTAL</b>	<b>10,632,649</b>
**15% Management Fee	1,594,898
<b>***TOTAL</b>	<b>12,227,547</b>



**Monthly Budget for December 28, 2012 - June 26, 2013**  
**Exhibit C Restated Under Amendment Number Seven**

VOCATIONAL POSITIONS							
Vocation	Name	Facility	Hrs/wk	Proposed Salary	Salary Range/ Step	Fringe Benefits	Total Personnel
Site Administrators	Karla Ruiz-Galindo	NCCF/CRDF	40	\$ 7,388	R4/S5	3,228	10,616
	Linda Babcock	PDC	40	\$ 7,788	R4/S5	3,410	11,198
Animal Grooming	Catherine Hitchcock	PDC	40	\$ 4,300	R1/S1	2,195	6,495
Art	Evelyn Lareau	Mira Loma	40	\$ 6,342	R3/S3	2,620	8,962
Auto Body/Dismantling	Roland Valencia	Fleet	40	\$ 5,133	R1/S5	2,474	7,607
Bicycle Repair	Julian Vasquez	PDC	40	\$ 5,133	R1/S5	2,474	7,607
Commercial Construction	Louis Garcia	TTCF	40	\$ 6,133	R3/S1	2,809	8,942
	Norman Phagans	PDC	40	\$ 6,342	R3/S1	2,620	8,962
Commercial Painting	Tarrie McBride	PDC	40	\$ 4,300	R1/S1	2,195	6,495
	Rich Conrad	MCJ/TTCF	40	\$ 6,967	R3/S5	3,087	10,054
	Anthony Beaver	PDC	40	\$ 5,217	R2/S1	2,502	7,719
	James Vidito	MCJ/TTCF	40	\$ 6,967	R3/S5	3,087	10,054
Commercial Printing	Donald Lynn	NCCF	40	\$ 6,342	R3/S2	2,878	9,220
	James Peterson	NCCF	40	\$ 6,342	R3/S2	2,878	9,220
	Kevin Williams	NCCF	40	\$ 5,217	R2/S1	2,502	7,719
Commercial Welding	Shawn Pamplin	PDC	40	\$ 6,967	R3/S5	3,087	10,054
Computer Instructor	Marco Cerna	CRDF	40	\$ 6,967	R3/S5	3,087	10,054
	Arnold Gamboa	MCJ	40	\$ 4,300	R1/S1	2,195	6,495
	Laura Marquez	MCJ	40	\$ 5,133	R1/S5	2,474	7,607
	Jeff Johansen	NCCF	40	\$ 4,300	R1/S1	2,195	6,495
	Angela Grana	TTCF	40	\$ 6,133	R3/S1	2,809	8,942
	Kimberly Miller	PDC	40	\$ 6,967	R3/S5	3,087	10,054
	Leonard Ruiz	PDC	40	\$ 4,508	R2/S5	2,065	6,573
	Jill Brown	Mira Loma	40	\$ 4,508	R1/S5	2,065	6,573
Culinary	William Zeko	NCCF	40	\$ 6,050	R2/S5	2,781	8,831
	Veronika Delvaux	CRDF	40	\$ 6,133	R3/S1	2,809	8,942
Custodial Building Maint	Marvin Osejo	CRDF	40	\$ 6,050	R2/S5	2,781	8,831
Landscape	Jarrett Carr	Mira Loma	40	\$ 5,842	R2/S5	2,469	8,311
	Robert Reyes	Mira Loma	40	\$ 5,842	R2/S4	2,711	8,553
Masonry	Kevin Kaplan	PDC	40	\$ 5,425	R2/S2	2,572	7,997
Nursery	John Windsor	PDC	40	\$ 6,050	R2/S5	2,781	8,831
Power Sewing	Ruben Acuna	NCCF	40	\$ 4,300	R1/S1	2,195	6,495
	Ragina Cox	CRDF	40	\$ 6,550	R3/S3	2,948	9,498
Sign Shop/Graphics	Ruben Rodriguez	TTCF/CRDF	40	\$ 6,967	R3/S5	3,087	10,054
Telecommunications	Francine Ballard	TTCF/CRDF	40	\$ 5,133	R1/S5	2,474	7,607
Woodworking	Mark Williams	PDC	40	\$ 6,050	R2/S5	2,781	8,831



Monthly Budget for December 28, 2012 - June 26, 2013  
 Exhibit C Restated Under Amendment Number Seven

Vocation	Name	Facility	Hrs/wk	Proposed Salary	Salary Range/ Step	Fringe Benefits	Total Personnel
<b>GED/LIFE SKILLS POSITIONS</b>							
GED Instructors	Joseph Guerrero	TTCF/MCJ	40	\$ 5,915	R5/S5	2,959	8,874
	Nick Giglio	TTCF/MCJ	40	\$ 5,915	R5/S5	2,959	8,874
	Mark Kleven	CRDF	40	\$ 5,915	R5/S5	2,959	8,874
	Carlos Sanchez	PDC	40	\$ 6,241	R5/S5	2,959	9,200
	David Suderman	PDC	40	\$ 5,915	R5/S5	2,959	8,874
GED Proctors	Annette Gallegos	TTCF/MCJ	40	\$ 2,395	R7/S5	1,558	3,952
	Julianne Gorham	TTCF/MCJ	40	\$ 2,395	R7/S5	1,558	3,952
	Cheryl Neville	TTCF/MCJ	40	\$ 2,395	R7/S5	1,558	3,952
	Cynthia Tallent	CRDF	40	\$ 2,395	R7/S5	1,558	3,952
	Allan Nunez	PDC	40	\$ 1,985	R7/S5	1,558	3,543
	Latoya Washington	PDC	40	\$ 2,269	R7/S5	1,045	3,314
	<i>vacant</i>	PDC	40	\$ 1,607	R7/S5	1,045	2,652
Life Skills Instructors	James Beard		40	\$ 7,125	R6/S5	3,140	10,265
	Johnny Duran		40	\$ 7,125	R6/S5	3,140	10,265
	Liz Curtis		40	\$ 7,125	R6/S5	3,140	10,265
	Clarence Brown		40	\$ 6,071	R6/S5	2,639	8,710
	Nancy Dunlap		40	\$ 6,071	R6/S5	2,639	8,710
	Edward Monteilh		40	\$ 6,405	R6/S5	2,639	9,044
	Rodney Jefferson		40	\$ 6,405	R6/S5	2,639	9,044
	Edverardo Carvajal		40	\$ 6,405	R6/S5	2,639	9,044
	Philip McCollum		40	\$ 6,405	R6/S5	2,639	9,044
	Thomas Haile		40	\$ 6,405	R6/S5	2,639	9,044
<b>SUPPORT STAFF POSITIONS</b>							
Project Manager	Jorge Hernandez		40	\$ 7,715		3,184	10,899
Prgm Dev Specialist	Stephanie Koontz		40	\$ 7,400		3,125	10,525
HR Specialist	Rachel Vasquez		40	\$ 5,120		2,741	7,861
Accountant	Kristina Meza		40	\$ 3,708		1,038	4,746
Program Assistant II	Wendy Leo		40	\$ 3,478		974	4,452
Clerical	<i>vacant</i>		40	\$ 3,120		630	3,750
	<i>vacant</i>		40	\$ 3,120		630	3,750
				<b>361,594</b>		<b>161,296</b>	<b>522,890</b>

Instructor Salaries & Benefits	469,947
Support Staff Salaries & Benefits	45,983
Educational Services	31,725
Earned Unused vacation, sick, holiday time at 5 days per employee	26,889
Administrative Facilities and Office	28,104
<b>SUBTOTAL</b>	<b>602,648</b>
**15% Management Fee	90,397
<b>***TOTAL</b>	<b>693,045</b>

**ADMINISTRATIVE OFFICE FACILITIES**

		<b>18 months</b>	<b>monthly</b>
Legal, Audit and other professional services		80,000	7,111
Travel and Conferences		15,000	1,000
Mileage		18,000	1,000
Dues and Membership		1,500	100
Home office Facilities/Rent		250,600	18,000
Phones		10,670	593
Home Office Desk and other Equip	<b>one time</b>	35,000	
Advertisement	<b>one time</b>	2,500	300
Staff Computers/Software/Printer/Scan	<b>one time</b>	74,000	
<b>TOTAL ADMINSTRATIVE, FACILITIES AND OFFICE</b>		<b>487,270</b>	<b>28,104</b>

**EDUCATIONAL SERVICES**

Classroom Computers/Start-up Classroom Equipment	<b>one time</b>	577,000	
On Going Instructional Material/Supplies		202,330	16,000
Classroom/Shop Textbooks		54,000	
Software		85,000	3,500
Copier		23,000	3,000
Computers/printers/wiring Maintenance & Support		80,000	8,500
GED Testing Services - to be provided by LA WORKS		7,500	725
<b>TOTAL EDUCATIONAL SERVICES</b>		<b>1,028,830</b>	<b>31,725</b>
<b>Total</b>		<b>1,516,100</b>	<b>59,829</b>
		18 months	month to month

Monthly Budget for June 27, 2013 - December 26, 2013  
 Exhibit C Restated Under Amendment Number Seven

VOCATIONAL POSITIONS						
Vocation	Name	Facility	Hrs/wk	Proposed Salary	Fringe Benefits	Total Personnel
Site Administrators	Karla Ruiz-Galindo	ALL	40	\$ 8,200	3,234	11,434
Site Coordinator/Sewing	Ragina Cox	CRDF	40	\$ 7,739	3,101	10,840
Animal Grooming	Catherine Hitchcock	PDC	40	\$ 5,122	1,996	7,118
Art	Evelyn Lareau	East	40	\$ 7,581	2,728	10,309
Auto Body/Dismantling	Roland Valencia	Fleet	40	\$ 5,747	3,041	8,788
Bicycle Repair	Mark Didia	PDC	40	\$ 5,832	2,556	8,388
Commercial Construction	Louis Garcia	TTCF	40	\$ 7,372	2,666	10,038
	Norman Phagans	MCJ	40	\$ 5,748	3,041	8,789
Commercial Painting	Tarrie McBride	PDC	40	\$ 7,164	3,096	10,260
	Rich Conrad	MCJ	40	\$ 7,581	2,728	10,309
	Anthony Beaver	PDC	40	\$ 6,664	2,146	8,810
	James Vidito	MCJ	40	\$ 7,372	3,157	10,529
Commercial Printing	Donald Lynn	NCCF	40	\$ 7,581	2,419	10,000
	James Peterson	CRDF	40	\$ 7,581	2,419	10,000
Commercial Welding	Shawn Pamplin	PDC	40	\$ 7,164	2,604	9,768
Culinary	William Zeko	NCCF	40	\$ 6,747	2,171	8,918
	Scott Storms	CRDF	40	\$ 6,747	2,749	9,496
Custodial Building Maint	Marvin Osejo	CRDF	40	\$ 7,164	3,463	10,627
Landscape	Jarrett Carr	PDC	40	\$ 7,164	3,463	10,627
	Robert Reyes	PDC	40	\$ 6,664	3,314	9,978
Masonry	Kevin Kaplan	PDC	40	\$ 6,747	2,171	8,918
Nursery	John Windsor	PDC	40	\$ 6,664	3,314	9,978
Embroidery	Ruben Acuna	NCCF	40	\$ 5,747	3,041	8,788
Sign Shop/Graphics	Ruben Rodriguez	PDC	40	\$ 7,581	3,587	11,168
Telecommunications	Francine Ballard	TTCF	40	\$ 5,747	2,182	7,929
Woodworking	Mark Williams	PDC	40	\$ 7,581	3,271	10,852
LIFE SKILLS POSITIONS						
Life Skills Instructors	James Beard	PDC	40	\$ 7,739	2,774	10,512
	Johnny Duran	MCJ	40	\$ 7,739	3,633	11,371
	Liz Curtis	NCCF	40	\$ 7,739	2,774	10,512
	Clarence Brown	PDC	40	\$ 7,164	3,463	10,627
	Nancy Dunlap	East	40	\$ 6,685	2,462	9,147
	Edward Monteilh	TTCF	40	\$ 7,164	2,295	9,459
	Rodney Jefferson	CRDF	40	\$ 6,685	2,462	9,147
	Edverardo Carvajal	CRDF	40	\$ 6,685	2,462	9,147
	Philip McCollum	TTCF	40	\$ 6,685	3,320	10,005
	Thomas Haile	PDC	40	\$ 7,164	3,463	10,627
	vacant	CRDF	40	\$ 7,739	1,787	9,526
	Cecil Polonio	MCJ	40	\$ 7,164	3,463	10,627

**Monthly Budget for June 27, 2013 - December 26, 2013  
Exhibit C Restated Under Amendment Number Seven**

Vocation	Name	Facility	Hrs/wk	Proposed Salary	Fringe Benefits	Total Personnel
<b>SUPPORT STAFF POSITIONS</b>						
Project Manager	Jorge Hernandez	ALL	40	\$ 8,867	3,115	11,982
HR Specialist	Rachel Vasquez	LAW	40	\$ 5,120	1,465	6,585
Accountant	Kristina Meza	LAW	40	\$ 3,890	917	4,807
Program Assistant II	Wendy Leo	PDC	40	\$ 3,780	1,695	5,475
	Caroll Hill	TTCF/CRDF	40	\$ 3,653	1,719	5,372
Clerical	Valerie Arca	LAW	40	\$ 2,413	554	2,967
	LaToya Washington	TTCF/CRDF	40	\$ 2,744	1,330	4,074
	Carmen Gonzalez	PDC	40	\$ 2,744	1,622	4,366
				<b>298,563</b>	<b>120,438</b>	<b>419,001</b>

Instructor Salaries & Benefits	373,372
Support Staff Salaries & Benefits	45,629
Earned Unused vacation, sick, holiday time at 5 days per employee	26,100
Educational Services	14,555
Administrative Facilities	25,788
<b>SUBTOTAL</b>	<b>485,444</b>
15% Management Fee	72,817
<b>TOTAL</b>	<b>558,261</b>
CREDIT Back Monthly	(184,056)
<b>Monthly Not to Exceed</b>	<b>374,205</b>

**ADMINISTRATIVE OFFICE FACILITIES**

monthly

Legal, Audit and other professional services	4,990
Travel and Conferences	1,893
Mileage	1,280
Dues and Membership	550
Home office Facilities/Rent	9,320
Phones	330
Home Office Supplies & Postage	4,775
Staff Copy Machines	2,650

<b>TOTAL ADMINSTRATIVE, FACILITIES AND OFFICE</b>	<b>25,788</b>
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**EDUCATIONAL SERVICES**

On Going Instructional Material/Supplies	4,000
Classroom/Shop Textbooks	1,000
Software	3,100
Computers/Printers/Wiring Maintenance & Support	6,455

<b>TOTAL EDUCATIONAL SERVICES</b>	<b>14,555</b>
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<b>Total</b>	<b>40,343</b>
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month to month

**Monthly Budget for December 27, 2013 - March 26, 2014**  
**Exhibit C Restated Under Amendment Number Seven**

<b>VOCATIONAL POSITIONS</b>							
<b>Vocation</b>	<b>Name</b>	<b>Range/Step</b>	<b>Facility</b>	<b>Hrs/wk</b>	<b>Proposed Salary</b>	<b>Fringe Benefits</b>	<b>Total Personnel</b>
Site Administrator	Karla Ruiz-Galindo		ALL	40	\$ 8,402	2,987	11,389
Site Coordinator/Sewing	Ragina Cox		CRDF	40	\$ 8,402	2,683	11,085
Animal Grooming	Catherine Hitchcock	R1/S3	PDC	40	\$ 5,539	1,925	7,464
Art	Evelyn Lareau	R3/S5	East	40	\$ 7,372	2,416	9,788
Auto Body/Dismantling	Roland Valencia	R1/S5	Fleet	40	\$ 5,747	2,779	8,526
Bicycle Repair	Mark Didia	R2/S2	PDC	40	\$ 6,039	1,530	7,569
Commercial Construction	Louis Garcia	R3/S5	TTCF	40	\$ 7,581	2,472	10,053
	Norman Phagans	R1/S5	MCJ	40	\$ 5,748	2,779	8,527
Commercial Painting	Tarrie McBride	R3/S4	PDC	40	\$ 7,372	2,416	9,788
	Rich Conrad	R3/S5	MCJ	40	\$ 7,581	3,840	11,421
	Anthony Beaver	R2/S5	PDC	40	\$ 6,664	1,946	8,610
	James Vidito	R3/S5	MCJ	40	\$ 7,581	2,929	10,510
Commercial Printing	Donald Lynn	R3/S5	NCCF	40	\$ 7,581	2,192	9,773
	James Peterson	R3/S5	CRDF	40	\$ 7,581	2,192	9,773
Commercial Welding	Shawn Pamplin	R3/S4	PDC	40	\$ 7,372	2,416	9,788
Culinary	William Zeko	R3/S2	NCCF	40	\$ 6,664	1,946	8,610
	Scott Storms	R3/S2	CRDF	40	\$ 7,163	2,532	9,695
Custodial Building Maint	Marvin Osejo	R3/S4	CRDF	40	\$ 7,372	3,214	10,586
Landscape	Jarrett Carr	R3/S4	PDC	40	\$ 7,372	3,214	10,586
	Robert Reyes	R2/S5	PDC	40	\$ 6,664	3,025	9,689
Masonry	Kevin Kaplan	R3/S2	PDC	40	\$ 6,664	1,946	8,610
Nursery	John Windsor	R2/S5	PDC	40	\$ 6,664	3,025	9,688
Embroidery	Ruben Acuna	R1/S5	NCCF	40	\$ 5,747	2,779	8,526
Sign Shop/Graphics	Ruben Rodriguez	R3/S5	PDC	40	\$ 7,581	3,270	10,851
Telecommunications	Francine Ballard	R1/S5	TTCF	40	\$ 5,747	1,981	7,728
Woodworking	Mark Williams	R3/S5	PDC	40	\$ 7,581	3,098	10,679
<b>LIFE SKILLS POSITIONS</b>							
Life Skills Instructors	James Beard	R4/S5	PDC	40	\$ 7,739	2,512	10,251
	Johnny Duran	R4/S5	MCJ	40	\$ 7,739	3,311	11,049
	Liz Curtis	R4/S5	NCCF	40	\$ 7,739	2,512	10,251
	Clarence Brown	R3/S4	PDC	40	\$ 7,372	3,214	10,586
	Nancy Dunlap	R3/S2	East	40	\$ 7,019	2,322	9,341
	Edward Monteilh	R3/S4	TTCF	40	\$ 7,372	2,136	9,508
	Rodney Jefferson	R3/S3	CRDF	40	\$ 7,019	2,322	9,341
	Edverardo Carvajal	R3/S3	CRDF	40	\$ 7,019	2,322	9,341
	Philip McCollum	R3/S3	TTCF	40	\$ 7,019	3,119	10,138
	Thomas Haile	R3/S4	PDC	40	\$ 7,019	3,120	10,139
	Sheila Johnson	R3/S1	CRDF	40	\$ 7,370	2,569	9,939
	Cecil Polonio	R3/S4	MCJ	40	\$ 6,685	3,030	9,715

Monthly Budget for December 27, 2013 - March 26, 2014  
 Exhibit C Restated Under Amendment Number Seven

Vocation	Name	Range/Step	Facility	Hrs/wk	Proposed Salary	Fringe Benefits	Total Personnel
<b>SUPPORT STAFF POSITIONS</b>							
Project Manager	Jorge Hernandez		ALL	40	\$ 8,867	2,982	11,849
HR Specialist	Raquel Morales		LAW	40	\$ 4,673	1,245	5,918
Accountant	Kristina Meza		LAW	40	\$ 4,085	1,235	5,320
Program Assistants	Wendy Leo		PDC	40	\$ 3,780	1,632	5,412
	Paris Lopez		TTCF/MCJ	40	\$ 3,653	831	4,484
	Virginia Arzate		CRDF	40	\$ 3,453	1,112	4,565
Clerical	Sandra Schreiner		PDC	40	\$ 3,133	684	3,817
	Carmen Gonzalez		TTCF/MCJ	40	\$ 2,744	1,532	4,276
					<b>303,279</b>	<b>111,274</b>	<b>414,553</b>

Instructor Salaries & Benefits	368,911
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Earned Unused vacation, sick, holiday time	66,667
Educational Services	14,555
Administrative Facilities	25,788
<b>SUBTOTAL</b>	<b>521,563</b>
15% Management Fee	78,234
<b>TOTAL</b>	<b>599,798</b>



**ADMINISTRATIVE OFFICE FACILITIES**

monthly

Legal, Audit and other professional services	4,990
Travel and Conferences	1,893
Mileage	1,280
Dues and Membership	550
Home office Facilities/Rent	9,320
Phones	330
Home Office Supplies & Postage	4,775
Staff Copy Machines	2,650

<b>TOTAL ADMINSTRATIVE, FACILITIES AND OFFICE</b>	<b>25,788</b>
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**EDUCATIONAL SERVICES**

On Going Instructional Material/Supplies	4,000
Classroom/Shop Textbooks	1,000
Software	3,100
Computers/Printers/Wiring Maintenance & Support	6,455

<b>TOTAL EDUCATIONAL SERVICES</b>	<b>14,555</b>
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<b>Total</b>	<b>40,343</b>
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month to month

**Budget for March 27, 2014 – May 26, 2014**  
**Exhibit C Added Under Amendment Number Seven**

<b>VOCATIONAL POSITIONS</b>							
<b>Vocation</b>	<b>Name</b>	<b>Range/Step</b>	<b>Facility</b>	<b>Hrs/wk</b>	<b>Proposed Salary</b>	<b>Fringe Benefits</b>	<b>Total Personnel</b>
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15% Management Fee	78,234
<b>TOTAL</b>	<b>599,798</b>

**ADMINISTRATIVE OFFICE FACILITIES**

monthly

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Mileage	1,280
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Phones	330
Home Office Supplies & Postage	4,775
Staff Copy Machines	2,650

**TOTAL ADMINSTRATIVE, FACILITIES AND OFFICE** **25,788**

**EDUCATIONAL SERVICES**

On Going Instructional Material/Supplies	4,000
Classroom/Shop Textbooks	1,000
Software	3,100
Computers/Printers/Wiring Maintenance & Support	6,455

**TOTAL EDUCATIONAL SERVICES** **14,555**

**Total** **40,343**  
 month to month



JOHN L. SCOTT, SHERIFF

County of Los Angeles  
Sheriff's Department Headquarters  
4700 Ramona Boulevard  
Monterey Park, California 91754-2169  
*A Tradition of Service*



March 25, 2014

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

Dear Supervisors:

**APPROVE AGREEMENT WITH  
HUMAN SERVICES CONSORTIUM OF THE EAST SAN GABRIEL VALLEY  
(DBA LA WORKS)/LA WORKS INSTITUTE FOR  
CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES  
(ALL DISTRICTS) (3 VOTES)**

**SUBJECT**

The Los Angeles County Sheriff's Department (Department) is seeking the Board's approval of an Agreement with Human Services Consortium of the East San Gabriel Valley (DBA LA Works)/LA Works Institute (DBA LA Works) to provide career technical education and life skills courses to inmates housed in the Los Angeles County (County) jail system.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and instruct the Chairman of the Board to sign the attached Agreement by and between the County and LA Works to provide career technical education and life skills courses to inmates housed in the County jail system from March 27, 2014, through March 31, 2015, with options to extend for five additional one-year periods, for a total term not to exceed six years, with a Maximum Contract Sum of \$32,117,930 which will be funded by the Inmate Welfare Fund.
2. Delegate authority to the Sheriff or his designee to execute Change Orders and Amendments to the Agreement as set forth throughout the Agreement, including Change Orders and Amendments to: (a) effectuate modifications which do not materially affect any term of the Agreement; (b) add new or revised standard County contract provisions adopted by the Board as required from time to time; (c) exercise Option Term extensions of the Agreement; (d) effectuate an assignment of rights or delegation of duties pursuant to the Assignment by Contractor provision; (e) delete career technical education courses, life skills courses, instructors, and/or custody facilities; and (f) add career

technical education courses, life skills courses, instructors, and/or custody facilities that do not exceed 10 percent of the Maximum Contract Sum for the Term of the Agreement.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will allow the Department to maintain its current services to the inmate population by providing inmates access to career technical education and life skills courses while incarcerated. These career technical education and life skills courses play an integral role in the conservation camp early release program, which was implemented as a result of the recently amended California State Senate Bill 76.

### **Implementation of Strategic Plan Goals**

The services provided under this Agreement support the County's Strategic Plan, Goal 1, Operational Effectiveness, by enabling the Department to provide educational services to the inmate population.

### **FISCAL IMPACT/FINANCING**

Inmate Welfare Funds will be utilized to fund these educational services. The Maximum Contract Sum for this Agreement, including all Option Terms, shall not exceed \$32,117,930. The Department seeks delegated authority to increase the Maximum Contract Sum in an amount not to exceed 10 percent during the term of the Agreement in the event additional services are required by the County.

In addition to payments required under the Agreement, the County agrees to provide all necessary equipment and supplies to LA Works for use during the term of the Agreement.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The term of the Agreement will commence March 27, 2014, and shall terminate on March 31, 2015, with five one-year option term extensions, for a maximum term of the Agreement not to exceed six years. LA Works will be paid for services based upon an all-inclusive hourly labor rate for instructor services. The hourly labor rates range between \$71 to \$94 per hour depending on the course of instruction. The hourly labor rates set forth on the Price Sheet are firm and fixed for the term of the Agreement. Instructors shall maintain teaching credentials and/or possess required minimum work experience.

As necessary and agreed upon by the County and LA Works, the County shall provide all space, equipment, textbooks/books, educational/office supplies, and media players to LA Works for use during the term of the Agreement.

The County agrees to pay LA Works an initial advance payment of \$880,000. In future option term years, if exercised, the County shall pay the Contractor an advance that equates to the cost of no more than two months of services. Each advance payment shall be recouped in full as a credit against the Contractor's invoices no later than 30 days prior to the expiration of the then-current term of the Agreement.

County Counsel has reviewed and approved the Agreement as to form.

**CONTRACTING PROCESS**

On November 5, 2013, the Department released an Invitation for Bids (IFB) to solicit bids from vendors to provide career technical education courses and/or life skills courses. The information was posted on the County and the Department's websites. In addition, the Department sent notification of the IFB to 8 vendors via e-mail.

On January 7, 2014, the solicitation closed. During the IFB the Department received two bids for career technical education courses and three bids for life skills courses.

After a review of the bids, it was determined LA Works was the lowest priced, and most responsible bidder for both the career technical education courses and life skills courses. The Department is recommending LA Works for the Agreement award.

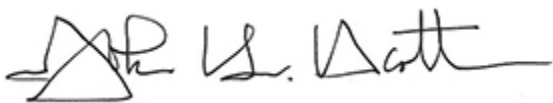
**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the Agreement will allow the Department to continue providing career technical education and life skills courses to its inmates.

**CONCLUSION**

Upon approval by the Board, please return two adopted copies of this Board letter and two original executed Agreements to the Department's Contracts Unit.

Sincerely,

A handwritten signature in black ink, appearing to read "John L. Scott". The signature is written in a cursive style with a large, stylized initial "J".

JOHN L. SCOTT

Sheriff

JLS:IS:is

Enclosures





**AGREEMENT**

**BY AND BETWEEN**

**COUNTY OF LOS ANGELES**

**AND**

**HUMAN SERVICES CONSORTIUM OF THE EAST SAN GABRIEL VALLEY (DBA LA  
WORKS)/LA WORKS INSTITUTE**

**FOR**

**CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES**

**FOR**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**AGREEMENT  
FOR  
CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES**

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**EXHIBITS**

EXHIBIT A –	ADDITIONAL TERMS AND CONDITIONS
EXHIBIT B –	STATEMENT OF WORK- CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES
ATTACHMENT B.1	INSTRUCTORS DUTIES AND MINIMUM QUALIFICATIONS FOR CAREER TECHNICAL EDUCATION COURSES
ATTACHMENT B.2	INSTRUCTORS DUTIES AND MINIMUM QUALIFICATIONS FOR LIFE SKILLS COURSES
ATTACHMENT B.3	CUSTODY FACILITIES
ATTACHMENT B.4	ENTRY APPLICATION FOR CUSTODY FACILITIES
EXHIBIT C –	PRICE SHEET
EXHIBIT D –	CONTRACTOR'S EEO CERTIFICATION
EXHIBIT E1 –	CONTRACTOR'S ACKNOWLEDGMENT, CONFIDENTIALITY, AND COPYRIGHT ASSIGNMENT AGREEMENT
EXHIBIT E2 -	CONTRACTOR'S EMPLOYEE ACKNOWLEDGMENT, CONFIDENTIALITY, AND COPYRIGHT ASSIGNMENT AGREEMENT
EXHIBIT E3 -	CONTRACTOR NON-EMPLOYEE ACKNOWLEDGMENT, CONFIDENTIALITY, AND COPYRIGHT ASSIGNMENT AGREEMENT
EXHIBIT F -	CONTRACT DISCREPANCY REPORT
EXHIBIT G -	SAFELY SURRENDERED BABY LAW
EXHIBIT H -	JURY SERVICE ORDINANCE
EXHIBIT I -	DEFAULTED PROPERTY TAX REDUCTION PROGRAM ORDINANCE
EXHIBIT J -	CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

EXHIBIT K - INVOICE DISCREPANCY REPORT  
EXHIBIT L - CHARITABLE CONTRIBUTIONS CERTIFICATION

DRAFT

**AGREEMENT  
FOR  
CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES**

THIS AGREEMENT is entered into by and between the County of Los Angeles ("County") and Human Services Consortium of the East San Gabriel Valley (DBA LA Works)/LA Works Institute, a Joint Powers Authority, located at 5200 Irwindale Avenue, Irwindale, California, 91706 ("Contractor"), to provide career technical education and life skills courses services for the Los Angeles County Sheriff's Department ("Department").

**RECITALS**

WHEREAS, County, through the Department, desires to contract with Human Services Consortium of the East San Gabriel Valley (DBA LA Works)/LA Works Institute to provide Career Technical Education and Life Skills Courses Services; and

WHEREAS, Contractor represents that it possesses the necessary special skills, knowledge and technical competence and sufficient staffing to provide such Career Technical Education and Life Skills Courses; and

WHEREAS, this Agreement (as defined below) is authorized pursuant to California Government Code Section 31000 and otherwise.

NOW THEREFORE, in consideration of the mutual covenants contained herein and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, County and Contractor agree as follows:

**1. AGREEMENT AND INTERPRETATION**

1.1 Agreement. This base document along with Exhibits A through L attached hereto, any Attachments attached hereto or thereto, and any fully executed Change Order or Amendments from time to time hereto or thereto collectively constitute and throughout and hereinafter are referred to as the "Agreement." This Agreement shall constitute the complete and exclusive statement of understanding between County and Contractor and supersedes any and all prior or contemporaneous agreements, written or oral, and all communications between the parties relating to the subject matter of this Agreement.

1.2 Interpretation. 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, subtask, deliverable, goods, service, or other Work, or otherwise, such conflict or inconsistency shall be resolved by giving precedence first to this base document, and then to the Exhibits and any attachments thereto, according to the following descending priority:

1.2.1 Exhibit A – Additional Terms and Conditions

1.2.2 Exhibit C – Price Sheet

- 1.2.3 Exhibit B Statement of Work Career Technical Education and Life Skills Courses
    - Attachment B.1 Instructors Duties and Minimum Qualifications for Career Technical Education Courses
    - Attachment B.2 Instructors Duties and Minimum Qualifications for Life Skills Courses
    - Attachment B.3 Custody Facilities
    - Attachment B.4 Entry Application for Custody Facilities
  - 1.2.4 Exhibit D – Contractor’s EEO Certification
  - 1.2.5 Exhibit E1 -Contractor’s Acknowledgement, Confidentiality, and Copyright Assignment Agreement
  - 1.2.6 Exhibit E2 –Contractor’s Employee Acknowledgement, Confidentiality, and Copyright Assignment Agreement
  - 1.2.7 Exhibit E3 –Contractor’s Non-Employee Acknowledgement, Confidentiality, and Copyright Assignment Agreement
  - 1.2.8 Exhibit F – Contract Discrepancy Report
  - 1.2.9 Exhibit G – Safely Surrendered Baby Law
  - 1.2.10 Exhibit H – Jury Service Ordinance
  - 1.2.11 Exhibit I – Defaulted Property Tax Reduction Program Ordinance
  - 1.2.12 Exhibit J - Certification of Compliance with the County’s Defaulted Property Tax Reduction Program
  - 1.2.13 Exhibit K - Invoice Discrepancy Report
  - 1.2.14 Exhibit L – Charitable Contributions Certification
- 1.3 Additional Terms and Conditions. Without limiting the generality of Paragraph 1.1 (Agreement), attached hereto as Exhibit A (Additional Terms and Conditions), are additional terms and conditions to this Agreement. Contractor acknowledges and agrees that it shall be bound by the additional terms and conditions enumerated in such Exhibit as if such terms and conditions were enumerated in the body of this base document.

- 1.4 Construction. The words “herein”, “hereof”, and “hereunder” and words of similar import used in this Agreement refer to this Agreement, including all annexes, attachments, Exhibits, and Schedules as the context may require. Wherever from the context it appears appropriate, each term stated in either the singular or plural shall include the singular and the plural. Whenever examples are used in this Agreement with the words “including”, “for example”, “e.g.”, “such as”, “etc.”, or any derivation of such words, such examples are intended to be illustrative and not limiting. Captions, Sections, and Paragraph headings used in the Agreement are for convenience only and are not a part of the Agreement and shall not be used in construing the Agreement. References in this Agreement to Federal, State and/or other governmental statutes, codes, rules, regulations, ordinances, guidelines, directives and/or policies, including those copies of which are attached to this Agreement, shall mean and shall be to such statutes, codes, rules, regulations, ordinances, guidelines, directives and/or policies as amended from time to time.

## 2. DEFINITIONS

The following terms and phrases shall have the following specific meaning when used in this Agreement.

- 2.1 “Agreement” has the meaning set forth in Paragraph 1.1 (Agreement).
- 2.2 “Amendment” has the meaning set forth in Section 6 (Change Orders and Amendments).
- 2.3 “Board” means the Los Angeles County Board of Supervisors.
- 2.4 “Business Day” means Monday through Friday, excluding County observed holidays.
- 2.5 “Change Order” has the meaning set forth in Section 6 (Change Orders and Amendments).
- 2.6 “Contractor Key Personnel” has the meaning set forth in Subparagraph 4.3.2.
- 2.7 “Contractor Project Director” has the meaning set forth in Paragraph 4.1 (Contractor Project Director).
- 2.8 “Contractor Project Manager” has the meaning set forth in Paragraph 4.2 (Contractor Project Manager).
- 2.9 “County” has the meaning set forth in the preamble.
- 2.10 “County Counsel” means County’s Office of the County Counsel.



- 2.11 "County Indemnitees" means the County, its Special Districts, elected and appointed officers, employees, agents, and volunteers.
- 2.12 "County Project Director" has the meaning set forth in Paragraph 3.1 (County Project Director).
- 2.13 "County Project Manager" has the meaning set forth in Paragraph 3.2 (County Project Manager).
- 2.14 "Custody Facility" or "Custody Facilities" means any or all, as the case may be, of the Department's custody or other facilities set forth on Attachment B.3 (Custody Facilities) of Exhibit B (Statement of Work).
- 2.15 "Custody Orientation" has the meaning set forth in Paragraph 3.3 (Custody Orientation and Ethical Training) of Exhibit B (Statement of Work).
- 2.16 "Department" has the meaning set forth in the preamble.
- 2.17 "Dispute Resolution Procedure" has the meaning set forth in Section 2.0 (Dispute Resolution Procedure) of Exhibit A (Additional Terms and Conditions).
- 2.18 "Hourly Labor Rate" means, for Contractor's personnel, the fully burdened hourly rates set forth in Exhibit C (Price Sheet), each of which such rates includes an allocated average of direct and indirect costs (including any applicable Taxes), overhead, and administrative expenses attributable to each personnel hour worked.
- 2.19 "Infringement Claims" has the meaning set forth in Section 13.0 (Intellectual Property Indemnification) of Exhibit A (Additional Terms and Conditions).
- 2.20 "Initial Term" has the meaning set forth in Section 7 (Term).
- 2.21 "Invoice Discrepancy Report" or "IDR" has the meaning set forth in Paragraph 10.7 (Invoice Discrepancy Report).
- 2.22 "Maximum Contract Sum" has the meaning set forth in Section 8 (Prices and Fees).
- 2.23 "Option Term" has the meaning set forth in Section 7 (Term).
- 2.24 "Sheriff" means the elected official who is the Sheriff of the County of Los Angeles.
- 2.25 "Statement of Work" or "SOW" means the Statement of Work, attached as Exhibit B (Statement of Work) to this Agreement, together with all attachments

thereto, as the same may be amended by any fully executed Change Order or Amendment.

2.26 “Tax” and “Taxes” means governmental fees (including license, filing and registration fees) and all taxes (including franchise, excise, stamp, value added, income, gross receipts, gross revenue, import, export, sales, use, transfer, and property taxes), withholdings, assessments, levies, imposts, duties, charges, or interest thereon imposed.

2.27 “Term” has the meaning set forth in Section 7 (Term).

2.28 “Work” means any and all tasks, subtasks, deliverables, goods, and other services performed by or on behalf of Contractor including the Work required pursuant to this Agreement, including Exhibit B (Statement of Work), and all the Exhibits, and fully executed Change Orders and Amendments hereto.

### **3. ADMINISTRATION OF AGREEMENT – COUNTY**

#### **3.1 County Project Director**

3.1.1 “County Project Director” for this Agreement shall be the following person:

Michael L. Bornman, Captain  
450 Bauchet Street, Room E888  
Los Angeles, California 90012  
Telephone: (213) 473-2974  
Fax: (323) 415-3550  
Email: [mlbornma@lasd.org](mailto:mlbornma@lasd.org)

3.1.2 County will notify Contractor of any change in the name or address of County Project Director.

3.1.3 Except as set forth in Section 6 (Change Orders and Amendments) of this Agreement, County Project Director is not authorized to make any changes in any of the terms and conditions of this Agreement and is not authorized to further obligate County in any respect whatsoever.

3.1.4 County Project Director shall have the right at all times to inspect any and all Work provided by or on behalf of Contractor.

#### **3.2 County Project Manager**

3.2.1 “County Project Manager” for this Agreement shall be the following person:

Brantley Choate, Director  
450 Bauchet Street, Room E888  
Los Angeles, California 90012  
Telephone: (213) 473-2974  
Fax: (213) 633-5126  
Email: [bchoate@lasd.org](mailto:bchoate@lasd.org)

Unless otherwise specifically noted, whenever this Agreement calls for a notice, report, or other delivery to be made by Contractor (or any representative thereof) to County Project Manager, such notice, report, or other delivery shall be made to County Project Manager in accordance with the notice information set forth above or in accordance with such other notice information as County may notify Contractor from time to time pursuant to Subparagraph 3.2.2.

- 3.2.2 County shall notify Contractor of any change in the name or address of the County Project Manager.
  - 3.2.3 County Project Manager shall be a resource for addressing the technical standards and requirements of this Agreement, shall interface regularly with Contractor and further shall have the duties from time to time given to such person by County.
  - 3.2.4 County Project Manager is not authorized to make any changes in any of the terms and conditions of this Agreement nor obligate County in any respect whatsoever.
  - 3.2.5 County Project Manager shall advise County Project Director as to Contractor's performance in areas relating to technical requirements and standards, County policy, information requirements, and procedural requirements.
  - 3.2.6 As further discussed in Section 8.0 (Contract Discrepancy Report) of Exhibit B (Statement of Work) of this Agreement, County Project Manager or designee shall issue a Contract Discrepancy Report or CDR to Contractor whenever an Agreement discrepancy is identified, at the discretion of County Project Director. A sample of the CDR form is attached to this Agreement as Exhibit F (Contract Discrepancy Report).
- 3.3 Consolidation of Duties. County reserves the right to consolidate the duties of the County Project Director, which duties are enumerated in Paragraph 3.1 (County Project Director), and the duties of the County Project Manager, which duties are enumerated in Paragraph 3.2 (County Project Manager), into one County position, and to assign all such duties to one individual who will act as County's liaison in all

matters relating to this Agreement. County will notify Contractor no later than five (5) calendar days prior to exercising its rights pursuant to this Paragraph 3.3.

- 3.4 County Personnel. All County personnel assigned to this Agreement shall be under the exclusive supervision of County. Contractor understands and agrees that all such County personnel are assigned only for the convenience of County.

#### 4. **ADMINISTRATION OF AGREEMENT – CONTRACTOR**

##### 4.1 Contractor Project Director

- 4.1.1 “Contractor Project Director” shall be the following person, who shall be a full-time employee of Contractor:

Kathryn Ford  
LA Works Institute  
5200 Irwindale Avenue  
Irwindale, California 91706  
Telephone: (626) 960-3964, Ext. 2234  
Fax: (626) 962-0064  
Email: [Kathy.ford@laworks.org](mailto:Kathy.ford@laworks.org)

- 4.1.2 Contractor Project Director shall be responsible for Contractor’s performance of all of the Work and ensuring Contractor’s compliance with this Agreement.

- 4.1.3 During the Term of this Agreement, Contractor Project Director shall be available to meet and confer with the County Project Director at least monthly, in person or by phone, to review project progress and discuss project coordination.

- 4.1.4. Contractor shall notify County in writing of any change in the name or address of the Contractor Project Director.

##### 4.2 Contractor Project Manager

- 4.2.1 “Contractor Project Manager” shall be the following person who shall be a full-time employee of Contractor:

Jorge Hernandez  
LA Works Institute  
5200 Irwindale Avenue  
Irwindale, California 91706  
Telephone: (626) 960-3964, Ext. 2292  
Fax: (626) 813-205

Email: [jorge.hernandez@laworks.org](mailto:jorge.hernandez@laworks.org)

- 4.2.2 Contractor Project Manager shall be responsible for Contractor's day-to-day activities as related to this Agreement.
  - 4.2.3 Contractor shall notify County in writing of any change in the name or address of the Contractor Project Manager.
- 4.3 Approval of Contractor's Staff
- 4.3.1 County approves the proposed Contractor Project Director and Contractor Project Manager listed in Subparagraphs 4.1.1 and 4.2.1. The County Project Director has the right to approve or disapprove any proposed replacement for the Contractor Project Director and the Contractor Project Manager. If Contractor desires to replace, or if County, at its discretion, requires removal of, either the Contractor Project Director or the Contractor Project Manager, Contractor shall provide County with a resume of each such proposed replacement, and an opportunity to interview such person prior to such person performing any Work hereunder. County shall not unreasonably delay its approval of a replacement of Contractor Project Director or Contractor Project Manager.
  - 4.3.2 Contractor shall endeavor to assure continuity during the Term of Contractor personnel performing key functions under this Agreement, including all instructors together with Contractor Project Director and Contractor Project Manager (collectively, "Contractor Key Personnel"). Notwithstanding the foregoing, the County Project Director may require removal of any Contractor Key Personnel.
  - 4.3.3 In the event Contractor should desire to remove any Contractor Key Personnel from performing Work under this Agreement, Contractor shall provide County with notice at least fifteen (15) calendar days in advance, except in circumstances in which such notice is not possible (e.g., a removal for cause or other egregious act), and shall work with County on a mutually agreeable transition plan so as to ensure project continuity.
  - 4.3.4 Contractor shall promptly fill any vacancy in Contractor Key Personnel with individuals having qualifications at least equivalent to those of Contractor Key Personnel being replaced or as required in this Agreement.
  - 4.3.5 All Contractor staff employed by and on behalf of Contractor shall be adults, 18 years of age and older, who are legally eligible to work under

the laws of the United States of America and the State of California. All Contractor Key Personnel and all other members of Contractor's staff who have direct contact with County (either by telephone, electronic or written correspondence, or in person) shall be fully fluent in both spoken and written English.

## **5. WORK**

- 5.1 Contractor shall fully and timely perform all Work under this Agreement, including pursuant to any fully executed Change Order or Amendment, in accordance with the terms and conditions of this Agreement.
- 5.2 Contractor acknowledges that, subject to this Section 5 (Work), all Work performed under this Agreement, including pursuant to any fully executed Change Order or Amendment, is payable in arrears on a monthly basis and in accordance with the terms and conditions of this Agreement, including but not limited to, this Section 5 (Work), Section 8 (Prices and Fees), and Section 10 (Invoices and Payments), of this Agreement.
- 5.3 Contractor further acknowledges that Contractor shall only be paid for actual Work provided at the all-inclusive Hourly Labor Rate per instructor set forth in Exhibit C (Price Sheet).
- 5.4 If Contractor provides any tasks, deliverables, goods, services, or work, other than as specified in this Agreement, the same shall be deemed to be a gratuitous effort on the part of Contractor, and Contractor shall have no claim whatsoever against County.
- 5.5 Contractor shall establish and maintain sufficient accounting, internal control, financial reporting, and administrative capacity to effectively administer the services required by this Agreement.

## **6. CHANGE ORDERS AND AMENDMENTS**

No representative of either County or Contractor, including those named in this Agreement, is authorized to make any changes in any of the terms, obligations, or conditions of this Agreement, except through the procedures set forth in this Section 6 (Change Orders and Amendments). County reserves the right to change any portion of the Work required under this Agreement, or amend such other terms and conditions, as may become necessary. Any such revision shall be accomplished in the following manner:

- 6.1 For any change which does not materially affect the scope of Work, period of performance, amount of payments, or any other term or condition included under

this Agreement, a Change Order shall be executed by both the County Project Director and Contractor Project Director.

- 6.2 The Board or County's Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Agreement during the term of this Agreement. County reserves the right to add and/or change such provisions as required by the Board or County's Chief Executive Officer. To implement such changes, an Amendment to this Agreement shall be executed by Sheriff and Contractor.
- 6.3 For any change that materially affects the scope of Work, period of performance, price, or any other term or condition included under this Agreement, an Amendment to this Agreement shall be executed by the Board and Contractor.
- 6.4 Notwithstanding Paragraph 6.3 above, for: (1) Option Term extensions of this Agreement, (2) modifications pursuant to Section 39.0 (Assignment by Contractor) of Exhibit A (Additional Terms and Conditions), (3) modifications to delete Career Technical Education Courses, Life Skills Courses, instructors, or Custody Facilities, and (4) modifications to add Career Technical Education Courses, Life Skills Courses, instructors, or Custody Facilities that do not increase the Maximum Contract Sum by more than ten percent (10%) for the Term of the Agreement, an Amendment to this Agreement shall be executed by Sheriff and Contractor

## **7. TERM**

- 7.1 The term of this Agreement shall commence on March 27, 2014 and shall terminate March 31, 2015 (the "Initial Term"), unless terminated earlier in whole or in part, as provided in this Agreement.
- 7.2 The County has the option, at the Sheriff's discretion and upon notice to Contractor prior to the end of the current period of the Agreement Term, to extend the term of this Agreement for up to five (5) additional one-year periods, (each an "Option Term"). Each such Option Term extension shall be in the form of a written Amendment pursuant to Paragraph 6.4 above. As used herein, the "Term" shall mean the Initial Term and, if extended, each Option Term, as the case may be.
- 7.3 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 an Option Term extension of the Agreement.
- 7.4 Contractor shall notify the Department when this Agreement is within six (6) months from the expiration of the Term as provided for hereinabove. Upon



occurrence of this event, Contractor shall send written notification to the County Project Director at the address herein provided in Subparagraph 3.1.1.

## **8. PRICES AND FEES**

- 8.1 All payments under this Agreement shall be in accordance with Exhibit C (Price Sheet) of this Agreement for actual Work provided. Contractor shall be paid at the Hourly Labor Rates set forth on Exhibit C (Price Sheet) of this Agreement for performing all tasks, deliverables, goods, services and any other Work required under this Agreement. Such all-inclusive Hourly Labor Rates shall be firm and fixed for the Term of this Agreement.
- 8.2 The "Maximum Contract Sum" shall be the total monetary amount that would be payable by County to Contractor for providing the required Work under this Agreement for the Term, including all Option Terms. The Maximum Contract Sum for this Agreement, including applicable Taxes, shall in no event, expressly or by implication, exceed \$32,117,930.
- 8.3 County shall pay Contractor an initial advance payment of \$880,000. In future Agreement years, County shall pay Contractor an advance that equates to the cost of no more than two months of services, based upon the level of services provided during the last month of the previous Term of the Agreement, calculated at the Hourly Labor Rates set forth on Exhibit C (Price Sheet) for the new Agreement year. Contractor shall invoice County for the advance payment within thirty (30) calendar days of the commencement of this Agreement and each subsequent Agreement year if Option Terms are exercised. Contractor shall credit County the full advance amount no later than thirty (30) calendar days prior to the expiration of the then-current Term of the Agreement.
- 8.4 Contractor shall not be entitled to payment or reimbursement for any tasks, deliverables, goods, services and any other Work, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified in this Agreement.
- 8.5 Contractor shall have no claim against County for payment of any money or reimbursement of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Agreement. Should Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/termination of this Agreement shall not constitute a waiver of County's right to recover such payment from Contractor. This provision shall survive the expiration or other termination of this Agreement.

## **9. COUNTY'S OBLIGATION FOR FUTURE FISCAL YEARS**

Notwithstanding any other provision of this Agreement, either expressly or by implication, County shall not be obligated for Contractor's performance hereunder or by any provision of this Agreement during any of County's future fiscal years unless and until the Board appropriates funds for this Agreement in County's budget for each such future fiscal year. In the event that funds are not appropriated for this Agreement, then this Agreement shall terminate as of June 30 of the last fiscal year for which funds were appropriated and such termination shall be deemed a termination for convenience pursuant to Section 6.0 (Termination for Convenience) of Exhibit A (Additional Terms and Conditions). County shall endeavor to notify Contractor in writing of any such non-appropriation of funds at the earliest possible date.

## **10. INVOICES AND PAYMENTS**

### **10.1 Approval of Invoices**

All invoices submitted by Contractor for payment must have the written approval of the County Project Director or County Project Manager, as evidenced by the County Project Director's or County Project Manager's signature, prior to any payment thereof. In no event shall County be liable or responsible for any payment prior to such written approval.

### **10.2 Detail. Each invoice submitted by Contractor shall include:**

The tasks, subtasks, deliverables, goods, services, or other Work as described in Exhibit B (Statement of Work) and Exhibit C (Price Sheet) for which payment is claimed and the amount of payment therefore.

Contractor shall prepare invoice format and content in the following manner:

- 10.2.1 County's Agreement number
- 10.2.2 Contractor's name and address
- 10.2.3 Date of invoice
- 10.2.4 Brief description of services for which payment is claimed
- 10.2.5 Period of performance of work being invoiced
- 10.2.6 Instructor name, course title, date services were provided, name of facility where services were provided, hours worked
- 10.2.7 If course instruction was not provided for County-approved reason, indicate reason (i.e. "lock down")
- 10.2.8 Instructor all-inclusive Hourly Labor Rate multiplied by number of hours per day, multiplied by number of days in the period of performance being invoiced
- 10.2.9 Total amount of invoice
- 10.2.10 Credits to County resulting from advance payment, if applicable

Final invoice format and required information will be as requested by County.

10.3 No Out-of-Pocket Expenses.

Contractor acknowledges that out-of-pocket expenses, including travel, meal, and lodging expenses, are not reimbursable by County. Accordingly, Contractor's invoices shall not include out-of-pocket expenses.

10.4 Contractor Responsibility

Contractor is responsible for the accuracy of invoices submitted to County. Further, it is the responsibility of Contractor to reconcile or otherwise correct inaccuracies or inconsistencies in the invoices submitted by Contractor.

10.5 Submission of Invoices

Contractor shall submit an original invoice and a copy (including any required documents) to the following addresses:

ORIGINAL TO:

Los Angeles County Sheriff's Department  
Brantley Choate, Director  
450 Bauchet Street, Room E888  
Los Angeles, California 90012

COPY TO:

Los Angeles County Sheriff's Department  
Special Fund Accounting – Contracts Billing  
4700 Ramona Boulevard  
Monterey Park, California 91754

10.6 County's Right to Withhold

In addition to any rights of County provided in this Agreement, or at law or in equity, County may, upon notice to Contractor, withhold payment for any Work while Contractor is in default hereunder, or at any time that Contractor has not provided County approved Work.

10.7 Invoice Discrepancy Report

The County Project Manager or designee shall review all invoices for any discrepancies and issue an Invoice Discrepancy Report or IDR to Contractor within ten (10) Business Days of receipt of invoice if payment amounts are disputed. Contractor shall review the disputed charges and submit to the County

Project Manager a written explanation detailing the basis for the charges within ten (10) Business Days of receipt of the IDR from the County Project Manager. If the County Project Manager does not receive a written response from Contractor within ten (10) Business Days of County's notice to Contractor of an IDR, then County payment will be made, less the disputed charges. None of the foregoing shall preclude County from seeking remedy from Contractor for invoice discrepancies discovered at any time during the Term of this Agreement. A sample of the IDR form is attached to this Agreement as Exhibit K (Invoice Discrepancy Report).

10.8 Invoices shall reflect Contractor's costs incurred in the provision of services in accordance with Exhibit C (Price Sheet). Contractor shall maintain all documentation that supports Contractor's invoices and shall make such documentation available for inspection by County immediately upon request by County. Unsupported invoices may be rejected and unpaid by County in County's sole discretion. Documentation of expenditures shall be supported by, but shall not be limited to:

- 10.8.1 Records documenting procurement of goods and services
- 10.8.2 Contracts for goods and services
- 10.8.3 Invoices
- 10.8.4 Billing statements
- 10.8.5 Cancelled checks
- 10.8.6 Timecards signed by employees and supervisors
- 10.8.7 Payroll registers
- 10.8.8 Payroll tax records
- 10.8.9 Benefit payment records
- 10.8.10 Bank statements
- 10.8.11 Bank reconciliations
- 10.8.12 All other documentation to support the invoiced costs

## **11. LIQUIDATED DAMAGES**

11.1 If, in the judgment of the County Project Director, Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the County Project Director, at such person's option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from Contractor's invoice for Work not performed. Information regarding the Work not performed and the amount to be withheld or deducted from payments to the Contractor from County will be forwarded to Contractor by the County Project Director in a written notice describing the reasons for said action.

11.2 If the County Project Director determines that there are deficiencies in the performance of this Agreement that are correctable over a certain time span, the County Project Director will provide a written notice to Contractor to correct the

deficiency within specified time frames. Should Contractor fail to correct deficiencies within said time frame, the County Project Director may:

- 11.2.1 Deduct from Contractor's payment, pro rata, those applicable portions of the monthly payment; and/or
  - 11.2.2 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 Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is one-hundred dollars (\$100) per day per infraction, and that Contractor shall be liable to County for liquidated damages in the said amount. Said amount shall be deducted from County's payment to Contractor; and/or
  - 11.2.3 Upon giving five (5) Business Days notice to Contractor for failure to correct the deficiencies, County may correct any and all deficiencies and the total costs incurred by 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 County, as determined by County.
- 11.3 The action noted in Paragraph 11.2 shall not be construed as a penalty, but as an adjustment of payment to Contractor to recover County cost due to the failure of Contractor to complete or comply with the provisions of this Agreement.
- 11.4 This Section 11, Liquidated Damages, shall not, in any manner, restrict or limit County's right to damages for any breach of this Agreement provided by law or as specified in Paragraph 11.2, and shall not, in any manner, restrict or limit County's right to terminate the Agreement as agreed to herein.

## **12. NOTICES**

All notices or demands required or permitted to be given or made under this Agreement, unless otherwise specified, shall be in writing and shall be addressed to the parties at the following addresses and delivered: (a) by hand with signed receipt; (b) by first-class registered or certified mail, postage prepaid; (c) by facsimile or electronic mail transmission followed within twenty-four (24) hours by a confirmation copy mailed by first-class registered or certified mail, postage prepaid; or (d) by overnight commercial carrier, with signed receipt. Notice is deemed given at the time of signed receipt in the case of hand delivery, three (3) days after deposit in the United States mail as set forth above, on the date of facsimile or electronic mail transmission if followed by timely confirmation mailing, or on the date of signature receipt by the receiving part of any overnight commercial carrier delivery. Addresses may be changed by either party

giving ten (10) days prior notice in accordance with the procedures set forth above, to the other party.

To County: (1) Los Angeles County Sheriff's Department  
Michael L. Bornman, Captain  
450 Bauchet Street, Room E888  
Los Angeles, California 90012  
Fax: (323) 415-3550  
Email: [mlbornma@lasd.org](mailto:mlbornma@lasd.org)

with a copy to:

(2) Los Angeles County Sheriff's Department  
4700 Ramona Boulevard, Room 214  
Monterey Park, CA 91754-2169  
Attention: Susie Cousins, Assistant Director  
Facsimile: (323) 415-6874  
E-mail: [scousins@lasd.org](mailto:scousins@lasd.org)

To Contractor: Human Services Consortium of the East San Gabriel Valley (dba LA Works)/LA Works Institute  
5200 Irwindale Avenue  
Irwindale, California 91706  
Attention: Salvador Velasquez  
Facsimile: (626) 962-0064  
Email: [salvador.velasquez@laworks.org](mailto:salvador.velasquez@laworks.org)

The County Project Director shall have the authority to issue all notices or demands, which are required or permitted by County under this Agreement.

### **13. ARM'S LENGTH NEGOTIATIONS**

This Agreement is the product of an arm's length negotiation between Contractor and County. Each party has had at all times the opportunity to receive advice from independent counsel of its own choosing. Accordingly, this Agreement is to be interpreted fairly as between the parties, and not strictly construed as against either party as drafter or creator.

### **14. SURVIVAL**

The following Sections of this Agreement shall survive its expiration or termination for any reason: Section 1 (Agreement and Interpretation), Section 2 (Definitions), Section 5 (Work), Section 6 (Changes Orders and Amendments), Section 8 (Prices and Fees), Section 10 (Invoices and Payments), Section 11 (Liquidated Damages), Section 12

(Notices), Section 13 (Arm's Length Negotiations), Section 14 (Survival), and all the terms and conditions set forth in Exhibit A (Additional Terms and Conditions) of this Agreement. In addition, any other Sections, Paragraphs, Subparagraphs of, or Exhibits and Attachments to, this Agreement that by their nature may reasonably be presumed to survive any termination or expiration of this Agreement, shall so survive.

\*\*\*\*\*

DRAFT

**AGREEMENT  
FOR  
CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES**

IN WITNESS WHEREOF, the County of Los Angeles, by order of its Board of Supervisors has caused this Agreement 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, and Contractor has caused this Agreement to be duly executed on its behalf by its authorized officer.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Chairman, Board of Supervisors

ATTEST:  
SACHI A. HAMAI  
Executive Officer  
Los Angeles County  
Board of Supervisors

By \_\_\_\_\_  
Deputy

HUMAN SERVICES CONSORTIUM OF THE EAST  
SAN GABRIEL VALLEY (DBA LA WORKS)/LA  
WORKS INSTITUTE

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

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

APPROVED AS TO FORM:  
JOHN KRATTLI  
County Counsel

By \_\_\_\_\_  
Senior Deputy County Counsel



# **EXHIBIT A**

## **ADDITIONAL TERMS AND CONDITIONS**

### **CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES**

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**EXHIBIT A  
ADDITIONAL TERMS AND CONDITIONS**

The following additional terms and conditions are applicable to, and form a part of, the Agreement. Capitalized terms not otherwise defined in this Exhibit A (Additional Terms and Conditions) as used herein (this “Exhibit”) have the meanings given to such terms in the Section 2 (Definitions) of the Agreement.

**1.0 SUBCONTRACTING**

1.1 General

County has relied, in entering into the Agreement, on the reputation of, and on obtaining the personal performance of Contractor itself. Consequently, no performance of the Agreement, or any portion thereof, shall be subcontracted by Contractor except in accordance with the procedures set forth in this Section 1.0 (Subcontracting). Any attempt by Contractor to subcontract any performance, obligation, or responsibility under the Agreement, except in accordance with the procedures set forth in this Section 1.0 (Subcontracting), shall be null and void and shall constitute a material breach of the Agreement, upon which County may immediately terminate the Agreement.

1.2 Procedure for Subcontracting

If Contractor desires to subcontract any portion of its performance, obligations, or responsibilities under the Agreement to any subcontractor, Contractor shall adhere to the following procedures.

1.2.1 Contractor shall notify the County Project Director of its desire to subcontract a portion of the Work, which notice shall include the reason for the proposed subcontract, and a description of the Work to be performed under the proposed subcontract.

1.2.2 The identity of such subcontractor and why such subcontractor was selected.

1.2.3 A certificate of insurance from the proposed subcontractor which establishes that the subcontractor maintains all the programs of insurance required by the Agreement.

1.2.4 If the proposed Work is to be performed by a subcontractor, then in addition to the foregoing, Contractor shall provide:

- i. A draft copy of the proposed subcontract. The material provisions of any approved subcontract between Contractor and a third party may be changed or amended, as applicable, only with the prior

written approval of the County Project Director, which approval shall not be unreasonably withheld; and

- ii. Any other information and/or certifications reasonably requested by County.

The County Project Director will review Contractor's request to subcontract and determine, in his discretion, whether or not to consent to such request on an individual basis. Without limiting in any way County's prior approval rights, Contractor shall deliver to the County Project Director a fully executed copy of each subcontract entered into by Contractor pursuant to this Subparagraph 1.2.4, on or immediately after the effective date of the subcontract but in no event later than the date any Work is performed under the subcontract.

- 1.2.5 Contractor shall obtain an executed Exhibit E3 (Contractor Non-Employee Acknowledgement, Confidentiality, and Copyright Assignment Agreement), for each of subcontractor's employees performing Work under the subcontract. Such Agreements shall be delivered to the County Project Director on or immediately after the effective date of the particular subcontract but in no event later than the date any such employee commences performing Work under the subcontract.

### 1.3 Contractor Responsibilities

- 1.3.1 Notwithstanding any County consent to any subcontracting, Contractor shall remain responsible for any and all performance required of it under the Agreement, including the obligation to properly supervise, coordinate, and perform all Work required hereunder, and no subcontract shall bind or purport to bind County. Further, County approval of any subcontract shall not be construed to limit in any way Contractor's performance, obligations, or responsibilities to County.

- 1.3.2 In the event that County consents to any subcontracting, such consent shall be subject to County's right to reject any and all subcontractor personnel providing services under such subcontract.

- 1.3.3 In the event that County consents to any subcontracting, Contractor shall cause the subcontractor, on behalf of itself, its successors and administrators, to assume and be bound by, and shall be deemed to have assumed and agreed to be bound by, each and all of the provisions of the Agreement and any fully executed Change Order or Amendment hereto as it relates to or affects the Work performed by subcontractor hereunder.

- 1.3.4 Contractor shall be solely liable and responsible for any and all payments and other compensation to all subcontractors and their officers, employees, and agents. County shall have no liability or responsibility whatsoever for any payment or other compensation for any subcontractors or their officers, employees, and agents.

## **2.0 DISPUTE RESOLUTION PROCEDURE**

### **2.1 General**

Contractor and County agree to act immediately to resolve mutually any disputes that may arise with respect to the Agreement. All such disputes shall be subject to the provisions of this Section 2.0 (Dispute Resolution Procedure) (such provisions are collectively referred to as the "Dispute Resolution Procedures"). Time is of the essence in the resolution of disputes.

### **2.2 Continued Work**

Contractor and County agree that, the existence and details of a dispute notwithstanding, both parties shall continue without delay their performance hereunder, except for any performance, other than payment by County for approved Work, which the parties mutually determine should be delayed as a result of such dispute.

2.2.1 If Contractor fails to continue without delay its performance hereunder that County, in its discretion, determines should not be delayed as a result of such dispute, then any additional costs which may be incurred by Contractor or County as a result of Contractor's failure to continue to so perform shall be borne by Contractor, and Contractor shall make no claim whatsoever against County for such costs. Contractor shall promptly reimburse County for such County costs, as determined by the County, or County may deduct or offset all such additional costs from any amounts due to Contractor from County.

2.2.2 If County fails to continue without delay to perform its responsibilities under the Agreement which County, in its discretion, determines should not be delayed as a result of such dispute, then any additional costs incurred by Contractor or County as a result of County's failure to continue to so perform shall be borne by County, and County shall make no claim whatsoever against Contractor for such costs. County shall promptly reimburse Contractor for all such additional Contractor costs subject to the approval of such costs by County.



### 2.3 Dispute Resolution Procedures

In the event of any dispute between the parties with respect to the Agreement, Contractor and County shall submit the matter as follows:

- 2.3.1 Contractor and County shall first submit the matter to the County Project Manager and Contractor Project Manager for the purpose of endeavoring to resolve such dispute.
- 2.3.2 If the County Project Manager and Contractor Project Manager are unable to resolve the dispute within a reasonable time, not to exceed five (5) Business Days from the date of submission of the dispute, then the matter immediately shall be submitted to the County Project Director and Contractor Project Director for further consideration and discussion to attempt to resolve the dispute.
- 2.3.3 If the County Project Director and Contractor Project Director are unable to resolve the dispute within a reasonable time not to exceed five (5) Business Days, then the matter shall be immediately submitted to Contractor's president or chief operating officer and the Sheriff. These persons shall have five (5) Business Days to attempt to resolve the dispute.
- 2.3.4 In the event that at these levels, there is not a resolution of the dispute acceptable to both parties, then each party may assert its other rights and remedies provided under the Agreement and its rights and remedies as provided by law.

### 2.4 Documentation of Dispute Resolution Procedures

All disputes utilizing the Dispute Resolution Procedure shall be documented in writing by each party and shall state the specifics of each alleged dispute and all actions taken. The parties shall act in good faith to resolve all disputes. At all three (3) levels described in Paragraph 2.3 (Dispute Resolution Procedures), the efforts to resolve a dispute shall be undertaken by conference between the parties' respective representatives, either orally, by face-to-face meeting or by telephone, or in writing by exchange of correspondence.

### 2.5 Not Applicable to County's Right to Terminate

Notwithstanding any other provision of the Agreement, County's right to terminate the Agreement pursuant to Section 4.0 (Termination for Insolvency), Section 5.0 (Termination for Default), Section 6.0 (Termination for Convenience), or Section 7.0 (Termination for Improper Consideration), in each case, of this Exhibit, or any other termination provision under the Agreement, shall not be subject to the Dispute Resolution Procedure. The preceding sentence is

intended only as a clarification of County's rights, and shall not be deemed to impair any claims that Contractor may have against County or Contractor's rights to assert such claims after any such termination or such injunctive relief has been obtained.

### **3.0 CONFIDENTIALITY**

#### **3.1 General**

3.1.1 Contractor shall maintain the confidentiality of all records and information, events or circumstances which occur during the course of Contractor's performance under the Agreement, in accordance with all applicable Federal, State, and local laws, rules, regulations, ordinances, guidelines, policies and procedures, and directives relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.

3.1.2 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 Section 3.0 (Confidentiality), as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Section 3.0 (Confidentiality) 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.

3.1.3 Contractor shall inform all of its directors, officers, shareholders, employees, subcontractors and agents providing services hereunder of the confidentiality provisions of the Agreement. Contractor shall provide to County an executed Exhibit E1 (Contractor Acknowledgement, Confidentiality, and Copyright Assignment Agreement), for all of its employees performing Work under the Agreement and/or an executed Exhibit E2 (Contractor Employee Acknowledgement,

Confidentiality and Copyright Assignment Agreement), for each of its employees performing Work under the Agreement, and an executed Exhibit E3 (Contractor Non-Employee Acknowledgement, Confidentiality, and Copyright Assignment Agreement), for each of its non-employees performing Work under the Agreement. Notwithstanding anything herein to the contrary, Contractor acknowledges and agrees that it is responsible for any breach of the obligations of confidentiality set forth herein by any person, or entity to which Contractor discloses such confidential information.

### 3.2 Disclosure of Information

3.2.1 With respect to any confidential information obtained by Contractor pursuant to the Agreement, Contractor shall: (a) not use any such records or information for any purpose whatsoever other than carrying out the express terms of the Agreement; (b) promptly transmit to County all requests for disclosure of any such records or information; (c) not disclose, except as otherwise specifically permitted by the Agreement, any such records or information to any person or organization other than County without County's prior written authorization that the records are, or information is, releasable; and (d) at the expiration or termination of the Agreement, return all such records and information to County or maintain such records and information according to the written procedures sent to Contractor by County for this purpose.

3.2.2 Without limiting the generality of Subparagraph 3.2.1 of this Exhibit, in the event Contractor receives any court or administrative agency order, service of process, or request by any person or entity (other than Contractor's professionals) for disclosure of any such details, Contractor shall immediately notify the County Project Director. Thereafter, Contractor shall comply with such order, process, or request only to the extent required by applicable law. Notwithstanding the preceding sentence, to the extent permitted by law, Contractor shall delay such compliance and cooperate with County to obtain relief from such obligations to disclose until County shall have been given a reasonable opportunity to obtain such relief.

### 3.3 Contractor Information

Any and all confidential or proprietary information which is developed or was originally acquired by Contractor outside the scope of the Agreement, which Contractor desires to use hereunder, and which Contractor considers to be proprietary or confidential, must be specifically identified by Contractor to the County Project Director as proprietary or confidential, and shall be plainly and prominently marked by Contractor as "proprietary" or "confidential." County shall undertake reasonably to maintain the confidentiality of materials marked by

Contractor as “proprietary” or “confidential.” Notwithstanding any other provision of the Agreement, County shall not be obligated in any way under the Agreement for:

- 3.3.1 Any of Contractor’s proprietary and/or confidential materials not plainly and prominently marked with restrictive legends;
- 3.3.2 Any disclosure of any materials which County is required to make under the California Public Records Act or otherwise by law; and
- 3.3.3 Any materials indicating the volume, frequency and type of goods and services provided by Contractor, including, but not limited to use under Section 24.0 (Resolicitation of Bids, Proposals, or Information).

#### 3.4 Use of County Name

In recognizing Contractor’s need to identify its services and related clients to sustain itself, County shall not inhibit Contractor from publishing its role under the Agreement within the following conditions:

- 3.4.1 Contractor shall develop all publicity material in a professional manner.
- 3.4.2 During the Term, Contractor shall not publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of County without the prior written consent of the County Project Director, which shall not be unreasonably withheld or delayed.
- 3.4.3 Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded the Agreement with County, provided that the requirements of this Paragraph 3.4 (Use of County Name) (other than the requirements set forth in Subparagraph 3.4.2) shall apply.
- 3.4.4 Notwithstanding anything herein to the contrary, County reserves the right to object to any use of County’s name and Contractor shall cure promptly and prospectively any use of County’s name that has been objected to by County.

#### 3.5 Injunctive Relief

Contractor acknowledges that a breach by Contractor of this Section 3.0 (Confidentiality) may result in irreparable injury to County that may not be adequately compensated by monetary damages and that, in addition to County’s other rights under the Agreement and at law and in equity, County shall have the right to injunctive relief to enforce the provisions of this Section 3.0 (Confidentiality).

#### **4.0 TERMINATION FOR INSOLVENCY**

- 4.1 County may terminate the Agreement immediately at any time following the occurrence of any of the following:
- 4.1.1 Contractor has ceased to pay or has admitted in writing its inability to pay its debts for at least sixty (60) calendar 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 United States Bankruptcy Code and whether or not Contractor is insolvent within the meaning of the United States Bankruptcy Code, provided that Contractor shall not be deemed insolvent if it has ceased in the normal course of business to pay debts that Contractor disputes in good faith;
  - 4.1.2 The filing of a voluntary or involuntary petition (which involuntary petition is not dismissed within sixty (60) calendar days) regarding Contractor under the United States Bankruptcy Code;
  - 4.1.3 The appointment of a receiver or trustee for Contractor; or
  - 4.1.4 The execution by Contractor of a general assignment for the benefit of creditors other than in the course of arranging financial lines of credit.
- 4.2 The rights and remedies of County provided in this Section 4.0 (Termination for Insolvency) shall not be exclusive and are in addition to any other rights and remedies provided at law or in equity, or under the Agreement.
- 4.3 Contractor agrees that if Contractor as a debtor-in-possession, or if a trustee in bankruptcy, rejects the Agreement, County may elect to retain its rights under the Agreement, as provided under Section 365(n) of the United States Bankruptcy Code (11 U.S.C. Section 365(n)). Upon written request by County to Contractor or the trustee in bankruptcy, as applicable, Contractor or such trustee shall allow County to exercise all of its rights and benefits under the Agreement. The foregoing shall survive the termination or expiration of the Agreement for any reason whatsoever.

#### **5.0 TERMINATION FOR DEFAULT**

- 5.1 County may, by written notice to Contractor, terminate the whole or any part of the Agreement, if, in the judgment of County's Project Director:
- Contractor has materially breached the Agreement; or
  - Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under the Agreement; or

- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under the Agreement, or of any obligations of the Agreement and in either case, fails to demonstrate convincing progress toward a cure within five (5) Business Days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

5.2 In the event that County terminates the Agreement in whole or in part as provided in Paragraph 5.1, County may procure, upon such terms and in such manner as County may deem appropriate, goods and services similar to those so terminated. Contractor shall be liable to County for any and all excess costs incurred by County, as determined by County, for such similar goods and services. Contractor shall continue the performance of the Agreement to the extent not terminated under the provisions of this Paragraph.

5.3 If, after County has given notice of termination under the provisions of this Section 5.0 (Termination for Default), it is determined by County that Contractor was not in default under the provisions of this Section 5.0 (Termination for Default), the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Section 6.0 (Termination for Convenience).

5.4 The rights and remedies of County provided in this Section 5.0 (Termination for Default) shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Agreement.

## **6.0 TERMINATION FOR CONVENIENCE**

### **6.1 Termination for Convenience**

The Agreement may be terminated, in whole or in part from time to time, by County in its sole discretion for any reason. Termination of Work hereunder shall be effected by delivery to Contractor of a notice of termination 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 thirty (30) calendar days after notice.

### **6.2 No Prejudice; Sole Remedy**

Nothing in this Section 6.0 (Termination for Convenience) is deemed to prejudice any right of Contractor to make a claim against the County in accordance with the Agreement and applicable law and County procedures for payment for Work through the effective date of termination. Contractor, however, acknowledges that the rights and remedies set forth in this Paragraph 6.2 (No Prejudice; Sole Remedy) shall be the only remedy available to Contractor in the event of a

termination or suspension pursuant to this Section 6.0 (Termination for Convenience) by County.

## **7.0 TERMINATION FOR IMPROPER CONSIDERATION**

- 7.1 County may, upon written notice to Contractor, immediately terminate the right of Contractor to proceed under the Agreement if it is found that consideration, in any form, was offered or given by Contractor, either directly or through an intermediary, to any County officer, employee or agent with the intent of securing the Agreement or securing favorable treatment with respect to the award, amendment or extension of the Agreement or the making of any determinations with respect to Contractor's performance pursuant to the Agreement. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.
- 7.2 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 County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.
- 7.3 Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

## **8.0 EFFECT OF TERMINATION**

### **8.1 Remedies**

In the event that County terminates the Agreement in whole or in part as provided in Section 4.0 (Termination for Insolvency), Section 5.0 (Termination for Default), Section 6.0 (Termination for Convenience), Section 7.0 (Termination for Improper Consideration), in each case, of this Exhibit, then:

- 8.1.1 Contractor shall (a) stop performing Work under the Agreement on the date and to the extent specified in such notice, (b) promptly transfer and deliver to County copies of all completed Work and Work that is in process, in a media reasonably requested by County, (c) promptly transfer and deliver all items previously paid for by County, and (d) complete performance of such part of the Work as shall not have been terminated by such notice;
- 8.1.2 Unless County has terminated the Agreement pursuant to Section 6.0 (Termination for Convenience) of this Exhibit, County shall have the right to procure, upon such terms and in such a manner as County may determine appropriate, goods, services, and other Work, similar and competitive to those so terminated, and Contractor shall be liable to County for, and shall promptly pay to County by cash payment, any and all

excess costs reasonably incurred by County, as determined by County, to procure and furnish such similar goods, services, and other Work;

8.1.3 Contractor shall promptly return to County any and all of County's confidential information that relates to that portion of the Agreement or Work terminated by County;

8.1.4 Contractor shall tender promptly payment to County, and shall continue to tender payment for the duration of any liquidated damages levied pursuant to Section 11.0 (Liquidated Damages) of the Agreement, to the extent applicable; and

8.1.5 Contractor and County shall continue the performance of the Agreement to the extent not otherwise terminated.

## 8.2 Transition Services

Contractor agrees that in the event of any termination of the Agreement, as a result of the breach hereof by either party, or for any other reason, including expiration, Contractor shall fully cooperate with County in the transition by County to a new contractor, so that there shall be no interruption of the County's day to day operations due to the unavailability of the Work during such transition. Contractor agrees that if County terminates the Agreement pursuant to Section 6.0 (Termination for Convenience) of this Exhibit or Paragraph 5.3 of this Exhibit, Contractor shall perform transition services, and shall invoice County for such transition services determined in accordance with the rates specified in Exhibit C (Price Sheet) of the Agreement, and the agreed upon maximum amount in accordance with a transition plan to be agreed upon, in advance, by the County Project Director and the Contractor Project Director. Contractor further agrees that in the event that County terminates the Agreement for any breach by Contractor, Contractor shall perform transition services at no cost to County. In connection with the provision of any transition services pursuant to this Paragraph 8.2 (Transition Services), Contractor shall provide to the County Project Director, upon request by the County Project Director, documentation that reasonably details the source and amount of the expenses Contractor purports to have incurred in the provision of such transition services.

## 8.3 Remedies Not Exclusive

The rights and remedies of County set forth in this Section 8.0 (Effect of Termination) are not exclusive of any other rights and remedies available to County at law or in equity, or under the Agreement.



## **9.0 WARRANTY AGAINST CONTINGENT FEES**

- 9.1 Contractor warrants that no person or selling agency has been employed or retained to solicit or secure the Agreement upon any agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Contractor for the purpose of securing business.
- 9.2 For breach of this warranty, County shall have the right to terminate the Agreement and, in its discretion, deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

## **10.0 AUTHORIZATION WARRANTY**

Contractor and the person executing the Agreement on behalf of Contractor hereby represent and warrant that the person executing the Agreement for Contractor is an authorized agent who has actual authority to bind Contractor to each and every term, condition, and obligation of the Agreement and that all requirements of Contractor have been fulfilled to provide such actual authority.

## **11.0 FURTHER WARRANTIES**

In addition to the warranties elsewhere in this Agreement, Contractor represents, warrants and further covenants and agrees to the following:

- 11.1 Contractor bears the full risk of loss due to total or partial destruction of all or any part of any goods acquired from Contractor, as applicable, until acceptance by the County.
- 11.2 At the time of delivery to and acceptance by County, all goods shall be new, in good working order, in conformity with manufacturer's published specifications and descriptions, and free from defects in workmanship and materials, as determined by County.
- 11.3 Contractor shall, in the performance of all Work, strictly comply with the descriptions and representations (including performance capabilities, accuracy, completeness, characteristics, specifications, configurations, standards, functions, qualifications, and requirements) as set forth in the Agreement, including Exhibit B (Statement of Work).
- 11.4 All Work shall be performed in a timely and professional manner by qualified personnel.
- 11.5 Contractor and each of its personnel performing Work hereunder have all permits, licenses, and certifications necessary to perform Contractor's obligations under the Agreement.

## **12.0 INDEMNIFICATION AND INSURANCE**

### **12.1 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 the Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

### **12.2 General Provisions for All Insurance Coverage**

Without limiting Contractor's indemnification of County, and in the performance of the Agreement and until all of its obligations pursuant to the Agreement have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Paragraphs 12.2 (General Provisions for All Insurance Coverage) and 12.3 (Insurance Coverage) of the Agreement. These minimum insurance coverage terms, types and limits (the “Required Insurance”) also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to the Agreement. County in no way warrants that the Required Insurance is sufficient to protect Contractor for liabilities which may arise from or relate to the Agreement.

#### **12.2.1 Evidence of Coverage and Notice to County**

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor’s General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under the Agreement.
- Renewal Certificates shall be provided to County not less than ten (10) calendar days prior to Contractor’s policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or subcontractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference the Agreement by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of Contractor identified as the contracting party in the Agreement. Certificates shall provide the full name of each insurer providing

coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.

- Neither County's failure to obtain, nor 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 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:

Los Angeles County Sheriff's Department  
Contracts Unit  
4700 Ramona Boulevard, Room 214  
Monterey Park, California 91754  
Attention: Contract Compliance Manager

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

#### **12.2.2 Additional Insured Status and Scope of Coverage**

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

### **12.2.3 Cancellation of or Changes in Insurance**

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

### **12.2.4 Failure to Maintain Insurance**

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

### **12.2.5 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.

### **12.2.6 Contractor's Insurance Shall Be Primary**

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

### **12.2.7 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 the Agreement. The Contractor shall require its insurers to execute any

waiver of subrogation endorsements which may be necessary to effect such waiver.

#### **12.2.8 Subcontractor Insurance Coverage Requirements**

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

#### **12.2.9 Deductibles and Self-Insured Retentions (SIRs)**

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

#### **12.2.10 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 the Agreement. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Agreement expiration, termination or cancellation.

#### **12.2.11 Application of Excess Liability Coverage**

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

#### **12.2.12 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.

### 12.2.13 Alternative Risk Financing Programs

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. County and its Agents shall be designated as an Additional Covered Party under any approved program.

### 12.2.14 County Review and Approval of Insurance Requirements

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

## 12.3 Insurance Coverage

12.3.1 **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

12.3.2 **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 the Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

12.3.3 **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) calendar 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.

#### 12.3.4 **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.

#### 12.3.5 **Professional Liability/Errors and Omissions**

Insurance covering Contractor's liability arising from or related to this Agreement, 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 the Agreement's expiration, termination or cancellation.

### 13.0 **INTELLECTUAL PROPERTY INDEMNIFICATION**

13.1 **Indemnification Obligation.** Contractor shall indemnify, hold harmless and defend County Indemnitees from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, including, but not limited to, defense costs and legal, accounting and other expert, consulting or professional fees and attorney's fees, as such are incurred, for or by reason of any actual or alleged infringement of any third party's patent or copyright, or any actual or alleged unauthorized trade secret disclosure or misappropriation, arising from or related to the software or other tasks, deliverables, goods, services or other Work licensed or acquired hereunder or the operation and utilization of Contractor's work under the Agreement (collectively in this Section 13.0 [Intellectual Property Indemnification] "Infringement Claim(s)"). Any legal defense pursuant to Contractor's indemnification obligations under this Section 13.0 (Intellectual Property Indemnification) shall be conducted by Contractor and performed by counsel selected by Contractor and approved in writing by County (which approval shall not be unreasonably withheld). 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 required by law or the Agreement, County shall be entitled to reimbursement for all such costs and expenses.

13.2 **Procedures.** County shall notify Contractor, in writing, as soon as practicable of any claim or action alleging such infringement or unauthorized disclosure. Upon such notice, Contractor shall, at no cost to County, as remedial measures, either: (i) procure the right, by license or otherwise, for County to continue to use the software or other tasks, deliverables, goods, services or other work licensed or acquired hereunder, or part(s) or component(s) thereof, to the same extent of County's license or ownership rights under the Agreement; or (ii) to the extent

Contractor is unable to procure such right, replace or modify the software or other tasks, deliverables, goods, services or other work licensed or acquired hereunder, or part(s) or component(s) thereof, with another software or product of services, or part(s) or component(s) thereof, of at least equivalent quality and performance capabilities, in County's determination, until it is determined by County that the software or other tasks, deliverables, goods, services or other work licensed or acquired hereunder and all parts and components become non-infringing, non-misappropriating and non-disclosing.

**13.3 Remedial Acts.** If Contractor fails to complete the remedial measures in Paragraph 13.2 above within forty-five (45) calendar days of the date of the written notice from County or County has not approved in writing (such approval not to be unreasonably withheld) Contractor's plan of completing such remediation, then, County shall have the right to take such remedial acts as County determines to be reasonable to mitigate any impairment of its use of the software or damages or other costs or expenses in this Paragraph 13.3 (County's Remedial Acts). Contractor shall indemnify County under Paragraph 13.1 (Indemnification Obligation), for all amounts paid and all direct and indirect costs associated with County's Remedial Acts. Failure by Contractor to pay such amounts within ten (10) calendar days of invoice by County shall, in addition to, and cumulative to all other remedies, entitle County to immediately withhold payments due to Contractor under the Agreement up to the total of the amounts paid in connection with County's Remedial Acts.

#### **14.0 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, County reserves the right to reduce its payment obligation correspondingly for that fiscal year and any subsequent fiscal year during the Term of the Agreement (including any extensions), and the services to be provided by Contractor under the Agreement shall also be reduced correspondingly. County's notice to Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentences, Contractor shall continue to provide all of the services set forth in the Agreement.

#### **15.0 FORCE MAJEURE**

Except with respect to defaults of any subcontractors, Contractor shall not be liable for any such excess costs, if its failure to perform the Agreement arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by Contractor or any of Contractor's subcontractors), freight embargoes, or other similar acts 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 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 Contractor and subcontractor, and without any fault or negligence of either of them, 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 Contractor to meet the required performance schedule. Contractor agrees to use commercially reasonable best efforts to obtain such goods or services from other sources, and to mitigate the damages and reduce the delay caused by any of the above mentioned *force majeure* events. As used in this Section 15.0 (Force Majeure), the term “subcontractor” and “subcontractors” mean subcontractors at any tier.

## **16.0 CONTRACTOR RESPONSIBILITY AND DEBARMENT**

- 16.1 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 Agreement. It is the County's policy to conduct business only with responsible Contractors.
- 16.2 Contractor is hereby notified that, in accordance with Chapter 2.202 of the Los Angeles County Code, if County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, County may, in addition to other remedies provided in the Agreement, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which will not exceed five (5) years, but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing contracts Contractor may have with County.
- 16.3 County may debar a Contractor if the Board finds, in its discretion, that Contractor has done any of the following: (a) violated a term of a contract, including the Agreement, with County or a nonprofit corporation created by County, (b) committed an act or omission which negatively reflects on Contractor's quality, fitness or capacity to perform a contract with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same, (c) committed an act or offense which indicated a lack of business integrity or business honesty, or (d) made or submitted a false claim against County or any other public entity.
- 16.4 If there is evidence that Contractor may be subject to debarment, the Sheriff's Department will notify Contractor in writing of the evidence which is the basis for the proposed debarment and will advise Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- 16.5 The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. Contractor and/or 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 Contractor should be debarred, and, if so, the appropriate length of time of the debarment. Contractor and the Sheriff's Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.

- 16.6 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.
- 16.7 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. County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that 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 County.
- 16.8 The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) 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.

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.

- 16.9 These terms shall also apply to subcontractors of County Contractors.

## **17.0 COMPLIANCE WITH APPLICABLE LAW**

- 17.1 In the performance of the Agreement, Contractor's shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, guidelines, directives, policies and procedures, and all provisions required thereby to be included in the Agreement are hereby incorporated herein by reference.
- 17.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, agents, and volunteers from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Section 17.0 (Compliance with Applicable Law) shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

## **18.0 FAIR LABOR STANDARDS**

Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act, and shall indemnify, defend, and hold harmless County, its officers, employees, agents, and volunteers from any and all liability, including damages, losses, wages, overtime pay, liquidated damages, penalties, court costs, fees and other expenses (including attorneys' fees) arising under any wage and hour law, including the Federal Fair Labor Standards Act for Work performed by Contractor's employees.

## **19.0 NONDISCRIMINATION, AFFIRMATIVE ACTION, AND ASSURANCES**

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, or physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

- 19.1 Contractor shall certify to, and comply with, the provisions of Contractor's EEO Certification, attached as Exhibit D (Contractor's EEO Certification) of the Agreement.
- 19.2 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, or 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.
- 19.3 Contractor certifies and agrees that it will deal with its bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, or physical or mental disability, marital status, or political affiliation.
- 19.4 Contractor certifies and agrees that it, its affiliates, subsidiaries or holding companies, shall comply with all applicable Federal and State laws and regulations, including but not limited to:
- 19.4.1 Title VII, Civil Rights Act of 1964;
  - 19.4.2 Section 504, Rehabilitation Act of 1973;
  - 19.4.3 Age Discrimination Act of 1975;
  - 19.4.4. Title IX, Education Amendments of 1973, as applicable; and
  - 19.4.5 Title 43, part 17, Code of Federal Regulations, subparts a & b;
  - 19.4.6 Fair Employment and Housing Act (California Government Code Section 12990 (a-f) et seq.) and the applicable regulations promulgated hereunder (California Code of Regulations, Title 2, Section 7285 et seq.)
- And that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, or 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 the Agreement, or under any project, program, or activity supported by the Agreement.
- 19.5 Contractor shall allow County representatives access to Contractor's employment records during regular business hours to verify compliance with the provisions of this Section 19.0 (Nondiscrimination, Affirmative Action, and Assurances) when so requested by County; provided that County's access to such employment records of Contractor shall be limited to access that does not constitute an unlawful invasion of the privacy rights of any such employee. If

County finds that any of the provisions of this Section 19.0 (Nondiscrimination, Affirmative Action, and Assurances) have been violated, such violation shall, at the election of County, constitute a material breach of the Agreement upon which County may immediately terminate or suspend the Agreement. While County reserves the right to determine independently that the anti-discrimination provisions of the Agreement have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that Contractor has violated State or Federal anti-discrimination laws or regulations such determination shall constitute a finding by County that Contractor has violated the anti-discrimination provisions of the Agreement. All determinations of violations made pursuant to this Paragraph 19.5 shall be appealable by Contractor in accordance with applicable laws and regulations, and separately pursuant to Paragraph 2.3 (Dispute Resolution Procedures), of this Exhibit.

19.6 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of the Agreement, 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 the Agreement.

## **20.0 NONDISCRIMINATION IN SERVICES**

Contractor shall not discriminate in the provision of services hereunder because of race, color, religion, national origin, ancestry, sex, age, or physical or mental handicap, in accordance with all applicable requirements of Federal and State law. For the purpose of this Section 20.0 (Nondiscrimination in Services), discrimination in the provision of services may include the following: (a) denying any person any service or benefit or the availability of the facility, (b) providing any service or benefit to any person which is not equivalent or is not provided in an equivalent manner or at an equivalent time to that provided to others, (c) subjecting any person to segregation or separate treatment in any manner related to the receipt of any service, (d) restricting any person in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit, and (e) treating any person differently from others in determining admission, enrollment quota, eligibility, membership, or any other requirements or conditions which persons must meet in order to be provided any service or benefit.

## **21.0 EMPLOYMENT ELIGIBILITY VERIFICATION**

21.1 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 the Agreement meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. Contractor shall obtain, from all employees performing Work hereunder, all verification and other documentation of employment eligibility status required by Federal statutes and regulations as they currently exist and as they may be

hereafter amended. Contractor shall retain all such documentation for the period prescribed by law.

21.2 Contractor shall indemnify, defend, and hold harmless County Indemnitees pursuant to Paragraph 12.1 (Indemnification) of this Exhibit from and against any and all liability (alleged or actual), including damages, losses, fees, costs, and expenses (including defense costs and legal, accounting and other expert witness, consulting or professional fees) arising out of or in connection with any employer sanctions and any other liability which may be assessed against Contractor or County 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 hereunder.

## **22.0 HIRING OF EMPLOYEES**

Contractor and County agree that, during the Term of the Agreement and for a period of one (1) year thereafter, except with the prior written consent of the other party, neither party shall in any way intentionally induce or solicit any Project Director, Project Manager or other employee, of one party to become an employee or agent of the other party. Notwithstanding the foregoing, County shall be entitled to make offers of employment to employees of Contractor necessary or desirable to perform Work described in the Agreement, in the event that: (a) County has the right to terminate the Agreement pursuant to Section 4.0 (Termination for Insolvency) of this Exhibit, (b) the Agreement is terminated by County due to Contractor's default pursuant to Section 5.0 (Termination for Default) of this Exhibit, (c) without resolution acceptable to both parties, Contractor and County have followed Paragraph 2.3 (Dispute Resolution Procedures) of this Exhibit, or (d) Contractor either announces the withdrawal of support of, or otherwise no longer provides services County deems essential to, the ongoing support of the Work as applicable.

## **23.0 CONFLICT OF INTEREST**

23.1 No County employee whose position with County enables such employee to influence the award of the Agreement or any competing agreement, and no spouse or economic dependent of such employee, shall be employed in any capacity by Contractor or have any other direct or indirect financial interest in the Agreement. No officer or employee of Contractor, who may financially benefit from the performance of Work hereunder, shall in any way participate in County's approval, or ongoing evaluation, of such Work, or in any way attempt to unlawfully influence County's approval or ongoing evaluation of such Work.

23.2 Contractor shall comply with all conflict of interest laws, ordinances and regulations now in effect or hereafter to be enacted during the Term of the Agreement. Contractor warrants that it is not now aware of any facts that do or could create a conflict of interest. If Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall

immediately make full written disclosure of such facts to 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 Section 23.0 (Conflict of Interest) shall be a material breach of the Agreement.

#### **24.0 RESOLICITATION OF BIDS, PROPOSALS, OR INFORMATION**

24.1 Contractor acknowledges that, prior to the expiration or earlier termination of the Agreement, County, in its discretion, may exercise its right to invite bids, request information, or request proposals for the continued provision of the goods and services delivered or contemplated under the Agreement. County shall make the determination to re-solicit bids, request information, or request proposals in accordance with applicable County policies.

24.2 Contractor acknowledges that County, in its discretion, may enter into an agreement for the future provision of goods and services, based upon the bids, information, or proposals received, with a provider or providers other than Contractor. Further, Contractor acknowledges that it obtains no greater right to be selected through any future invitation for bids, request for information, or request for proposals by virtue of its present status as Contractor.

#### **25.0 TERMINATION FOR NON-ADHERENCE TO COUNTY LOBBYIST ORDINANCE**

Contractor and each County Lobbyist or County Lobbying Firm, as defined in Los Angeles County Code Section 2.160.010, retained by Contractor shall fully comply with the County Lobbyist Ordinance, Los Angeles County Code Chapter 2.160. Failure on the part of Contractor or any County Lobbyist or County Lobbying Firm retained by Contractor to fully comply with County Lobbyist Ordinance shall constitute a material breach of the Agreement upon which County may immediately terminate or suspend the Agreement.

#### **26.0 CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS**

Should Contractor require additional or replacement personnel after the effective date of the Agreement, Contractor shall give consideration for any such employment openings to participants in County's Department of Public Social Services' Greater Avenues for Independence (in this Section, "GAIN") or General Relief Opportunity for Work (in this Section, "GROW") programs who meet Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that Contractor will interview qualified candidates. County will refer GAIN participants by job category to Contractor. In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first opportunity.

**27.0 STAFF PERFORMANCE WHILE UNDER THE INFLUENCE**

Subject to all applicable laws and regulations, Contractor shall use reasonable efforts to ensure that no employee will perform services hereunder while under the influence of any alcoholic beverage, medication, narcotic, or other substance, which might reasonably, or have been observed to, impair such person’s physical or mental performance.

**28.0 CONTRACTOR PERFORMANCE DURING CIVIL UNREST**

Contractor recognizes that County provides services essential to the residents of the communities it serves, and that these services are of particular importance at the time of a riot, insurrection, civil unrest, natural disaster or similar event. Notwithstanding any other provision of this Exhibit or the Agreement, full performance by Contractor during any riot, insurrection, civil unrest, natural disaster or similar event is not excused if such performance remains physically possible without related danger to Contractor’s employees or suppliers. During any such event in which the health or safety of any of Contractor’s staff members would be endangered by performing their services on-site, such staff members may perform any or all of their services remotely. Failure to comply with this requirement shall be considered a material breach of the Agreement by Contractor, for which County may immediately terminate the Agreement.

**29.0 CONTRACTOR’S ACKNOWLEDGEMENT OF COUNTY’S COMMITMENT TO CHILD SUPPORT ENFORCEMENT**

29.1 Contractor acknowledges that County places a high priority on the enforcement of child support laws and the apprehension of child support evaders. Contractor understands that it is County’s policy to encourage all County Contractors to voluntarily post County’s “L. A.’s Most Wanted: Delinquent Parents” poster in a prominent position at Contractor’s place of business. County’s Child Support Services Department (CSSD) will supply Contractor with the poster to be used.

29.2 The CSSD will maintain and periodically update the “L.A.’s Most Wanted: Delinquent Parents” list on the Internet. The list may be televised before and after Board meetings.

**30.0 CONTRACTOR’S WARRANTY OF ADHERENCE TO COUNTY’S CHILD SUPPORT COMPLIANCE PROGRAM**

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



- 30.2 As required by County's Child Support Compliance Program (Los Angeles County Code chapter 2.200) and without limiting Contractor's duty under the Agreement to comply with all applicable provisions of law, Contractor warrants that it is now in compliance and shall during the Term of the Agreement maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 U.S.C. Section 653a) and California Unemployment Insurance Code Section 1088.55, and shall implement all lawfully served Wage and Earnings Withholding Orders or County's CSSD Notices of Wage and Earnings Assignment for Child, Family, or Spousal Support, pursuant to California Code of Civil Procedure Section 706.031 and California Family Code Section 5246(b).
- 30.3 Failure of Contractor to maintain compliance with the requirements set forth in this Section 30.0 (Contractor's Warranty of Adherence to County's Child Support Compliance Program) shall constitute a default under the Agreement. Without limiting the rights and remedies available to County under any other provision of the Agreement, failure of Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which County may terminate the Agreement pursuant to Section 5.0 (Termination for Default) and pursue debarment of Contractor, pursuant to County Code Chapter 2.202.

### **31.0 RECYCLED-CONTENT PAPER**

Consistent with the Board's policy to reduce the amount of solid waste deposited at County landfills, Contractor agrees to use recycled-content paper to the maximum extent possible in Contractor's provision of Work pursuant to the Agreement.

### **32.0 COMPLIANCE WITH JURY SERVICE PROGRAM**

#### **32.1 Jury Service Program**

The Agreement is subject to the provisions of County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit H (Jury Service Ordinance) of the Agreement.

#### **32.2 Written Employee Jury Service Policy.**

32.2.1 Unless Contractor has demonstrated to County's satisfaction either that Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the Los Angeles County Code) or that Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the Los Angeles County Code), Contractor shall have and adhere to a written policy that provides that its employees shall receive from Contractor, on an annual basis, no less than five (5) days of regular pay for actual jury service. The policy may provide that

employees deposit any fees received for such jury service with Contractor or that Contractor deduct from the employees' regular pay the fees received for jury service.

- 32.2.2 For purposes of this Section 32.0 (Compliance with Jury Service Program), "Contractor" means a person, partnership, corporation or other entity which has a contract with County or a subcontract with a County contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full time employee of Contractor. "Full time" means 40 hours or more worked per week, or a lesser number of hours if: (a) the lesser number is a recognized industry standard as determined by County, or (b) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses any subcontractor to perform services for County under the Agreement, the subcontractor shall also be subject to the provisions of this Section 32.0 (Compliance with Jury Service Program). The provisions of this Section 32.0 (Compliance with Jury Service Program) shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.
- 32.2.3 If Contractor is not required to comply with the Jury Service Program when the Agreement commences, Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Contractor shall immediately notify County if Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if Contractor no longer qualifies for an exception to the Jury Service Program. In either event, Contractor shall immediately implement a written policy consistent with the Jury Service Program. County may also require, at any time during the Term and at its sole discretion, that Contractor demonstrate to County's satisfaction that Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" or that Contractor continues to qualify for an exception to the Jury Service Program.
- 32.2.4 Contractor's violation of this Section 32.0 (Compliance with Jury Service Program) of this Exhibit may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement or bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

### **33.0 BACKGROUND AND SECURITY INVESTIGATIONS**

- 33.1 Each of Contractor's staff performing services under the Agreement shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under the Agreement. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with the background investigation shall be at the expense of the Contractor, regardless if the member of Contractor's staff passes or fails the background investigation.
- 33.2 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 Agreement at any time during the term of the Agreement. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation.
- 33.3 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.
- 33.4 Disqualification of any member of Contractor's staff pursuant to this Section 33.0 (Background and Security Investigations) shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of the Agreement.

### **34.0 ACCESS TO COUNTY FACILITIES**

Contractor, its employees, and agents will be granted access to County facilities, subject to Contractor's prior notification to and approval by the County Project Director, for the purpose of executing Contractor's obligations hereunder. Contractor shall have no tenancy, or any other property or other rights in County facilities. While present at County facilities, Contractor's personnel shall be accompanied by County personnel at all times, unless this requirement is waived in writing prior to such event by the County Project Director.

### **35.0 COUNTY FACILITY OFFICE SPACE**

In order for Contractor to perform services hereunder and only for the performance of such services, County may elect, subject to County's standard administrative and security requirements, to provide Contractor with office space and equipment, as determined at the discretion of the County Project Director, at County facilities, on a non-exclusive use basis. County may also provide Contractor with reasonable telephone service and network connections in such office space for use only for

purposes of the Agreement. County disclaims any and all responsibility for the loss, theft or damage of any property or material left at such County office space by Contractor.

### **36.0 DAMAGE TO COUNTY FACILITIES, BUILDINGS, OR GROUNDS**

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

36.2 If Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be repaid by Contractor by cash payment upon demand, or without limitation of all County's other rights and remedies provided at law or equity, or under the Agreement, County may deduct such costs from any amounts due to Contractor from County under the Agreement.

### **37.0 PHYSICAL ALTERATIONS**

Contractor shall not in any way physically alter or improve any County facility without the prior written approval of the County Project Director, and County's Director of Internal Services Department, in their discretion.

### **38.0 FEDERAL EARNED INCOME TAX CREDIT**

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 1015. Copies of the Notice can be obtained by calling 1-800-829-3676 or from the IRS website at [www.irs.gov](http://www.irs.gov).

### **39.0 ASSIGNMENT BY CONTRACTOR**

39.1 Contractor shall not assign its rights or delegate its duties under the Agreement, or both, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this Paragraph 39.1, County consent shall require a written amendment to the Agreement, which is formally approved and executed by the parties, and which may be executed by the Sheriff, on behalf of the County with the written concurrence of County Counsel. Any payments by County to any approved delegate or assignee on any claim under this Agreement shall be deductible, at County's discretion, against claims which Contractor may have against County.

- 39.2 Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of Contractor to any person, corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Agreement, such disposition is an assignment requiring the prior written consent of County in accordance with Paragraph 39.1 of this Exhibit.
- 39.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of the Agreement which may result in the termination of the Agreement. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

#### **40.0 INDEPENDENT CONTRACTOR STATUS**

- 40.1 The Agreement is by and between County and 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 County and 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. Contractor shall function as, and in all respects is, an independent Contractor.
- 40.2 Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing Work pursuant to the Agreement all compensation and benefits. 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 Contractor.
- 40.3 Contractor understands and agrees that all persons performing Work pursuant to the Agreement are, for purposes of workers' compensation liability, the sole employees of Contractor and not employees of County. County shall have no obligation to furnish, or liability for, 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 Contractor pursuant to the Agreement.
- 40.4 Contractor shall adhere to the provisions stated in Section 3.0 (Confidentiality), of this Exhibit.

## **41.0 RECORDS AND AUDITS**

- 41.1 Contractor shall maintain accurate and complete financial records of its activities and operations relating to the Agreement, including any termination hereof, in accordance with generally accepted accounting principles. Contractor shall also maintain accurate and complete employment and other records relating to its performance of the Agreement. Contractor agrees that County, or its authorized representatives, shall, with reasonable notice and during regular business hours, have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent transaction, activity, or records of Contractor relating to the Agreement. Should the examination and audit be performed by a non-County entity or should a non-County entity be requested by County to review information received pursuant to an audit or examination under this Section 41.0 (Records and Audits), Contractor may require the non-County examiner or auditor, as the case may be, to execute a nondisclosure contract prior to any disclosure. The nondisclosure Agreement shall limit the non-County entity's use of information received or reviewed in connection with the examination and audit to work performed specifically for the benefit of County. All such material, including all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets, and other time and employment records, shall be kept and maintained by Contractor and shall be made available to County during the Term of the Agreement and for a period of five (5) years thereafter unless County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then at Contractor's option, Contractor shall either (a) provide County with access to such material at a mutually agreed upon location inside Los Angeles County, or (b) pay County for travel, per diem, and other costs and expenses incurred by County to examine, audit, excerpt, copy or transcribe such material at such outside location.
- 41.2 If an audit is conducted of Contractor specifically regarding the Agreement by any Federal or State auditor, or by an auditor or accountant employed by Contractor or otherwise, then Contractor shall file a copy of such audit report with County's Auditor Controller and the County Project Director within thirty (30) calendar days of Contractor's receipt thereof, unless otherwise provided by applicable federal or state law or under the Agreement.
- 41.3 If, at any time during or after the Term, representatives of County conduct an audit of Contractor, as and to the extent permitted hereunder, regarding the Work performed under the Agreement, the results of such audit, including any final determination in respect of an underpayment or overpayment, if any by County under the Agreement, shall be provided in writing to Contractor. Contractor shall have thirty (30) calendar days to review the findings contained in such audit and notify County of any objection to the same. Such notice must include, in reasonable detail, the basis for Contractor's objection and any supporting

documentation and analysis for Contractor's objection. If the parties cannot agree, within fifteen (15) calendar days of receipt of Contractor's objection to the findings contained in County's audit, on the amount of underpayment or overpayment, if any, by County to Contractor hereunder, then either party may submit such matter to the Dispute Resolution Procedure, provided such matter shall be submitted initially, directly to the County Project Director and the Contractor Project Director. If Contractor fails to notify County of any objection it has to the findings of County's audit within the thirty (30) day period set forth above, Contractor waives any right to object to the findings of such audit, including any determination of overpayment by County. If such audit, whether initially following a waiver by Contractor of its right of objection or upon final determination pursuant to the Dispute Resolution Procedure, finds that County's dollar liability for any such Work is less than payments made by County to Contractor, then the difference, together with County's reasonable costs of audit, shall be either repaid by Contractor to County by cash payment upon demand or, at the discretion of the County Project Director, deducted from any amounts due to Contractor from County. If such audit finds that County's dollar liability for such Work is more than the payments made by County to Contractor, then the difference shall be paid to Contractor by County, but in no event shall County's payments to Contractor exceed the Maximum Contract Sum.

41.4 Failure on the part of Contractor to comply with any of the provisions of this Section 41.0 (Records and Audits) of this Exhibit, shall constitute a material breach upon which County may terminate or suspend the Agreement.

#### **42.0 LICENSES, PERMITS, REGISTRATIONS, ACCREDITATION, AND CERTIFICATES**

Contractor shall obtain, and maintain in effect during the Term of the Agreement, all licenses, permits, registrations, accreditation, and certificates required by all Federal, State, and local laws, ordinances, rules, and regulations, which are applicable to Contractor's services under the Agreement. Contractor shall further ensure that all of its officers, employees, and agents who perform services hereunder, shall obtain and maintain in effect during the Term of the Agreement all licenses, permits, registrations, accreditation, and certificates which are applicable to their performance hereunder. If and to the extent requested by County, Contractor shall provide copy of each such license, permit, registration, accreditation, and certificate, in duplicate, to:

Los Angeles County Sheriff's Department  
Contracts Unit, Room 214  
Attn: Contracts Manager  
4700 Ramona Boulevard  
Monterey Park, CA 91754.

**43.0 NO THIRD PARTY BENEFICIARIES**

Notwithstanding any other provision of the Agreement, Contractor and County do not in any way intend that any person or entity shall acquire any rights as a third party beneficiary of the Agreement, except that this Section 43.0 (No Third Party Beneficiaries) shall not be construed to diminish Contractor's indemnification obligations hereunder.

**44.0 MOST FAVORED PUBLIC ENTITY**

If Contractor's prices decline, or should Contractor, at any time during the Term of the Agreement, provide the same goods and/or substantially similar services under similar quantity, delivery, and other applicable terms and conditions to the State of California or any county, municipality, public agency, or district within California at prices below those set forth in the Agreement, then such lower prices shall be extended immediately to County.

**45.0 COUNTY'S QUALITY ASSURANCE PLAN**

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

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

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

**47.0 CONTRACTOR TO NOTIFY COUNTY WHEN IT HAS REACHED 75% OF MAXIMUM CONTRACT SUM**

Contractor shall maintain a system of record keeping that will allow Contractor to determine when it has incurred seventy-five percent (75%) of the Maximum Contract Sum. Upon occurrence of this event, Contractor shall send written notification to the County Project Director and the County Project Manager.



**48.0 NO PAYMENT FOR SERVICES PROVIDED FOLLOWING EXPIRATION OR TERMINATION OF AGREEMENT**

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

**49.0 SAFELY SURRENDERED BABY LAW**

49.1 Notice to Employees

Contractor shall notify and provide to its employees and shall require each subcontractor performing Work under the Agreement 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 G (Safely Surrendered Baby Law) of the Agreement and is also available on the Internet at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

49.2 Contractor's Acknowledgement of County's Commitment to the Safely Surrendered Baby Law

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

**50.0 PROHIBITION AGAINST INDUCEMENT OR PERSUASION**

Contractor and County agree that, during the term of the Agreement and for a period of one (1) 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.

## **51.0 PUBLIC RECORDS ACT**

51.1 Any documents submitted by Contractor, all information obtained in connection with County's right to audit and inspect Contractor's documents, books, and accounting records, pursuant to Section 41.0 (Records and Audits) of this Exhibit; as well as those documents which were required to be submitted in response to the Invitation for Bids (IFB) used in the solicitation process for the Agreement, become the exclusive property of 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." 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.

51.2 In the event 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 bid/proposal marked "Trade Secret," "Confidential," or "Proprietary," Contractor agrees to defend and indemnify County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

## **52.0 WAIVER**

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

## **53.0 GOVERNING LAW, JURISDICTION, AND VENUE**

The Agreement shall be governed by, and construed in accordance with, the substantive and procedural laws of the State of California applicable to contracts made and to be performed within that state. Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California (except with respect to claims that are subject to exclusive Federal subject matter jurisdiction, as to which Contractor agrees and consents to the exclusive jurisdiction of the United States District Court of the Central District of California) for all purposes regarding the Agreement and further agrees and consents that venue of any action brought hereunder shall be exclusively in the Central District of the Superior Court for the County of Los Angeles, California.

#### **54.0 SEVERABILITY**

If any provision of the Agreement is adjudged void or invalid for any reason whatsoever, but would be valid if part of the wording thereof were deleted or changed, then such provision shall apply with such modifications as may be necessary to make it valid and effective. In the event that one or more of the provisions of the Agreement is found to be invalid, illegal or unenforceable in any respect, such provision shall be deleted here from and the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby, unless the Agreement fails of its essential purpose because of such deletion.

#### **55.0 RIGHTS AND REMEDIES**

The rights and remedies of County provided in any given Section, as well as throughout the Agreement, including throughout this Exhibit, are non-exclusive and cumulative with any and all other rights and remedies under the Agreement, at law, or in equity.

#### **56.0 NON EXCLUSIVITY**

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

#### **57.0 FACSIMILE**

Except for the parties initial signatures to the Agreement, which must be provided in "original" form, and not by facsimile, County and Contractor hereby agree to regard facsimile representations of original signatures of authorized officials of each party, when appearing in appropriate places on change notices or in other correspondence, notices, etc. requiring signatures, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed thereto, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

#### **58.0 TERMINATION FOR NON APPROPRIATION OF FUNDS**

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

**59.0 WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

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

59.2 Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of the Agreement will maintain compliance, with Los Angeles County Code Chapter 2.206, which is attached as Exhibit I (Defaulted Property Tax Reduction Program Ordinance) of the Agreement. Contractor's Certification of Compliance with the County's Defaulted Property Tax Reduction Program is attached Exhibit J (Certification of Compliance with the County's Defaulted Property Tax Reduction Program) of the Agreement.

**60.0 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 Section 59.0 (Warranty of Compliance with County's Defaulted Property Tax Reduction Program) shall constitute default under the Agreement. Without limiting the rights and remedies available to County under any other provision of the Agreement, failure of Contractor to cure such default within ten (10) calendar days of notice shall be grounds upon which County may terminate the Agreement and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

**61.0 CONTRACTOR'S CHARITABLE ACTIVITIES COMPLIANCE**

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete Exhibit L (Charitable Contributions Certification) of the Agreement, the County seeks to ensure that all County Contractors which receive or raise charitable contributions comply with California law in order to protect the County and its taxpayers. A Contractor which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either contract termination or debarment proceedings or both. (County Code Chapter 2.202)

**62.0 COMPLAINTS**

Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to inmates' complaints.

- 62.1 Within five (5) Business Days after the effective date of the Agreement, Contractor shall provide County with Contractor's policy for receiving, investigating, and responding to inmates' complaints.
- 62.2 County will review Contractor's policy and provide Contractor with approval of said plan or with requested changes.
- 62.3 If County requests changes in Contractor's policy, Contractor shall make such changes and resubmit the plan within five (5) Business Days for County approval.
- 62.4 If, at any time, Contractor wishes to change Contractor's policy, Contractor shall submit proposed changes to County for approval before implementation.
- 62.5 Contractor shall preliminarily investigate all complaints and notify County Project Manager in writing of the status of the investigation within five (5) Business Days of receiving the complaint.
- 62.6 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.
- 62.7 Copies of all written responses shall be sent to County Project Manager within three (3) Business Days of mailing to the complainant.

### **63.0 OWNERSHIP OF MATERIALS, SOFTWARE AND COPYRIGHT**

- 63.1 County shall be the sole owner of all right, title, and interest, including copyright, in and to all software, plans, diagrams, facilities, documents, data, curriculum, program materials, handouts, audio and visual aids, assessment and evaluation tools, instructional aids, and other tools (hereafter "materials") which are originated, developed, or created through Contractor's Work pursuant to this Agreement. Contractor, for valuable consideration herein provided, shall execute all documents necessary to assign and transfer to, and vest in County all of Contractor's right, title, and interest in and to such original materials, including any copyright, patent and trade secret rights which arise pursuant to Contractor's work under the Agreement. Contractor and its employees, Contractor's subcontractors and their employees, and Contractor's agents shall execute and comply with the applicable Exhibit E1 (Contractor's Acknowledgement, Confidentiality, and Copyright Assignment Agreement), Exhibit E2 (Contractor's Employee Acknowledgment, Confidentiality, and Copyright Assignment Agreement), and Exhibit E3 (Contractor's Non-Employee Acknowledgement, Confidentiality, and Copyright Assignment Agreement), attached hereto.

- 63.2 During the Term of the Agreement and for five (5) years thereafter, Contractor shall maintain and provide security for all of Contractor's working papers prepared under this Agreement. County shall have the right to inspect, copy, and use at any time during and subsequent to the Term of the Agreement, any and all such working papers and all information contained therein.
- 63.3 Any and all materials, software, and tools which are developed or were originally acquired by the Contractor outside the scope of the Agreement, which Contractor desires to use hereunder, and which Contractor considers to be proprietary or confidential, must be specifically identified by Contractor to the County Project Manager as proprietary marked by Contractor as "Proprietary" or "Confidential" on each appropriate page of any document containing such material.
- 63.4 County will use reasonable means to ensure that Contractor's proprietary and/or confidential items are safeguarded and held in confidence. County agrees not to reproduce, distribute, or disclose to non-County entities any such proprietary and/or confidential items without the prior written consent of Contractor.
- 63.5 Notwithstanding any other provision of the Agreement, County will not be obligated to the Contractor in any way under Subparagraph 63.4 for any of Contractor's proprietary and/or confidential items which are not plainly and prominently marked with restrictive legends as required by Subparagraph 63.3 or for any disclosure which County is required to make under any state or federal law or order of court.

\* \* \* \* \*

# **EXHIBIT B**

## **STATEMENT OF WORK**

### **CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES**

DRAFT

**EXHIBIT B**

**STATEMENT OF WORK**

**CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES**

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# STATEMENT OF WORK

## CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES

This Statement of Work (SOW) defines the duties and responsibilities of Contractor to provide Career Technical Education and Life Skills Courses to inmates incarcerated in the Los Angeles County Sheriff's Department (Department) Custody Facilities. Contractor responsibilities do not include, and expressly exclude, the provision of any special education services required by California Education Code Section 56041, or any other federal or California law.

### 1.0 SCOPE OF WORK

#### 1.1 Career Technical Education Courses

1.1.1 Contractor shall develop, offer, facilitate, and provide Career Technical Education Courses to inmates incarcerated in Department Custody Facilities, which are set forth in Attachment B.3 (Custody Facilities) of this SOW. Contractor shall be responsible for providing Career Technical Education Courses at Department Custody Facilities as designated by the County Project Manager. Such Career Technical Education Courses shall be provided by qualified, certificated instructors in accordance with Attachment B.1 (Instructors Duties and Minimum Qualifications for Career Technical Education Courses) of this SOW. The Department reserves the right to add and/or delete Career Technical Education Courses during the Term of the Agreement in accordance with Paragraph 6.4 of the Agreement.

1.1.2 Throughout the Term of the Agreement, Contractor shall provide the indicated number of instructors in the following Career Technical Education Courses. Contractor's instructors shall provide instruction and supervision of inmates at Custody Facilities. Contractor, through its instructors, shall provide and perform the duties set forth on Attachment B.1 (Instructors Duties and Minimum Qualifications For Career Technical Education Courses) of this SOW. The Department reserves the right to add and/or delete instructors during the Term of the Agreement in accordance with Paragraph 6.4 of the Agreement.

Number of Instructors	Career Technical Education Course
1	Bicycle Repair
2	Commercial Construction
4	Commercial Painting

<b>Number of Instructors</b>	<b>Career Technical Education Course</b>
2	Commercial Printing
2	Computer Technology*
2	Culinary Arts
1	Custodial Building Maintenance
1	Embroidery
1	Farming
2	Landscaping
1	Masonry
1	Pet Grooming
1	Recycling
2	Sewing
1	Welding
1	Woodworking

\*Computer Technology courses will require additional hours of daily service, as set forth in Paragraph 5.1 of this SOW.

## **1.2 Life Skills Courses**

1.2.1 Contractor shall develop, offer, facilitate, and provide Life Skills Courses to inmates incarcerated in Department Custody Facilities, which are set forth in Attachment B.3 (Custody Facilities) of this SOW. Contractor shall be responsible for providing Life Skills Courses at Department Custody Facilities designated by the County Project Manager. Such Life Skills Courses shall be provided by qualified, certificated instructors in accordance with Attachment B.2 (Instructors Duties and Minimum Qualifications For Life Skills Courses) of this SOW. The Department reserves the right to add and/or delete Life Skills Courses during the Term of the Agreement in accordance with Paragraph 6.4 of the Agreement.

1.2.2 Throughout the Term of the Agreement, Contractor shall provide the indicated number of instructors in the following Life Skills Courses. Contractor's instructors shall provide instruction and supervision of inmates at Custody Facilities. Contractor, through its instructors, shall provide and perform the duties set forth on Attachment B.2 (Instructors Duties and Minimum Qualifications for Life Skills Courses) of this SOW. The Department reserves the right to add and/or delete instructors during the Term of the Agreement in accordance with Paragraph 6.4 of the Agreement.

<b>Number of Instructors</b>	<b>Life Skills Course</b>
5	Parenting, Anger Management, Addictions, and Relationships

1	Parenting, Anger Management, Addictions, and Relationships for Deaf Population – taught in American Sign Language
3	Financial Literacy/Budgeting
3	Resume Writing/Interviewing Skills
4	Disturbance Mediation: Gang Violence Intervention, Gang Violence Prevention Gang Mediation, Conflict Resolution and/or Mediation

- 1.3 Contractor shall be Regionally Accredited by Western Association of Schools and Colleges (WASC).
- 1.4 The Department reserves the right to add and/or delete Custody Facilities during the Term of the Agreement in accordance with Paragraph 6.4 of the Agreement.
- 1.5 The Department reserves the right to add Career Technical Education Courses and/or Life Skills Courses which are not already provided by Contractor under the Agreement at any time during the Term of the Agreement in accordance with Paragraph 6.4 of the Agreement. County and Contractor shall negotiate a mutually agreeable Hourly Labor Rate for instructors. County and Contractor shall also mutually agree upon the duties and minimum qualifications of the instructors.

**2.0 CONTRACTOR’S RESPONSIBILITIES**

- 2.1 Prior to entrance into a Custody Facility, Contractor’s personnel and Contractor’s subcontractors and their employees performing Work under the Agreement shall comply with current Department Custody Division and Custody Facility entry requirements, which may include the exchange of a government-issued identification card for a Custody Facility pass. Passes shall be displayed at all times. Any lost or stolen passes must be immediately reported by Contractor’s personnel to the Contractor Project Manager and the concerned on-duty Watch Commander. Contractor Project Manager shall provide telephonic or in person notification to County Project Manager of any lost or stolen pass as soon as feasible. Contractor Project Manager shall, within twenty-four (24) hours of notification, send an email to County Project Manager specifying the Contractor personnel involved and articulating the factual circumstances associated with the loss or theft. Contractor’s personnel shall be responsible for returning any issued Custody Facility pass to appropriate Custody Facility personnel, prior to leaving the concerned Custody Facility.

- 2.2 Contractor's personnel, Contractor's subcontractors and their employees, and Contractor's agents performing Work under the Agreement shall undergo and pass a background check conducted by the Department prior to commencing Work under the Agreement in accordance with Paragraph 3.2 of this SOW and Exhibit A (Additional Terms and Conditions), Section 33.0 (Background and Security Investigations) of the Agreement. Contractor's personnel hired to perform Work under the Agreement during the Term of the Agreement shall undergo and pass this same background check prior to commencing Work under the Agreement.
- 2.3 Contractor and Contractor's personnel, Contractor's subcontractors and their employees, and Contractor's agents performing Work under the Agreement shall acknowledge and adhere to all County and Department policies, procedures and regulations while performing Work under the Agreement. County Project Manager or designee will provide County and Department policies, procedures and regulations to Contractor during Custody Orientation, which is detailed in Paragraph 3.3 (Custody Orientation and Ethical Training) of this SOW.
- 2.4 Contractor and Contractor's personnel, Contractor's subcontractors and their employees, and Contractor's agents performing Work under the Agreement shall adhere to the terms and conditions specified in Exhibit E1 (Contractor's Acknowledgment, Confidentiality, and Copyright Assignment Agreement), Exhibit E2 (Contractor's Employee Acknowledgment, Confidentiality, and Copyright Assignment Agreement), and Exhibit E3 (Contractor's Non-Employee Acknowledgment, Confidentiality, and Copyright Assignment Agreement), as the case may be.
- 2.5 Contractor shall submit all reports, correspondence and other documents in a legible, concise format approved by County Project Manager or designee.
- 2.6 Contractor shall prepare reports, correspondence and other documents in Microsoft Word unless specified by County Project Manager or designee.
- 2.7 Contractor shall be available to meet and confer as necessary but no less frequently than monthly, with County Project Manager or designee. County Project Manager will determine the date, time and location of such meetings.
- 2.8 Contractor shall ensure that all instructors providing services under this Agreement have the appropriate credentials in the subject matter they are teaching.
- 2.9 Contractor shall provide a copy of the appropriate credentials for each instructor to County Project Director or designee prior to instructors beginning Work under the Agreement.

- 2.10 Contractor shall work collaboratively with existing inmate programs offered in the Custody Facilities.
- 2.11 Contractor's curriculum for Career Technical Education Courses shall only include classes that (1) lead to industry standard certification, and/or (2) provide the requisite training and work experience necessary for future employment in the particular field.
- 2.12 Contractor's curriculum shall be approved by County Project Director or County Project Manager prior to the commencement of any classes.

### **3.0 CONTRACTOR'S PERSONNEL REQUIREMENTS**

#### **3.1 Contractor Personnel Roster**

- 3.1.1 Contractor shall submit to County Project Manager a current roster, including all Contractor's personnel and Contractor's subcontractors and their employees, and Contractor's agents that are required to enter Custody Facilities to perform services under the Agreement.
- 3.1.2 The roster shall be kept current and up-dated by Contractor as required and submitted to County Project Manager on a monthly basis with noted changes.
- 3.1.3 All personnel on the roster shall possess photo identification, and shall meet County's requirements for admission into Custody Facilities.
- 3.1.4 Contractor, Contractor's subcontractors, and Contractor's agents shall immediately notify County Project Manager regarding any personnel discharge, resignation, or termination of employment, so that the personnel may be removed from the Custody Facility access roster. Notifications regarding any such action shall be submitted verbally, within twenty-four (24) hours, followed by written notification, which may include e-mail, within five (5) Business Days.

#### **3.2 Entry Application for Custody Facilities**

- 3.2.1 Consistent with the requirements set forth in the Agreement, all Contractor's personnel, Contractor's subcontractors and their employees, and Contractor's agents that are required to enter Custody Facilities, are required to undergo and pass a background check, which shall be initiated by preparing Attachment B.4 (Entry Application for Custody Facilities) of this SOW. Contractor shall be required to submit an Attachment B.4 (Entry Application for Custody

Facilities) for all Contractor personnel, Contractor's subcontractors and their employees, and Contractor's agents requiring access to Custody Facilities to perform services under the Agreement. The Entry Application for Custody Facilities form shall be submitted to Correctional Services Division, Education Based Incarceration Bureau, 450 Bauchet Street, Los Angeles, California 90012. Forms should be received at least seventy-two (72) hours prior to the requested admittance into the Custody Facility.

- 3.2.2 Consistent with the requirements set forth in the Agreement, the background check will be conducted in accordance with Exhibit A, Additional Terms and Conditions, Section 33.0 (Background and Security Investigations), of the Agreement.
- 3.2.3 All Contractor's personnel, Contractor's subcontractors and their employees, and Contractor's agents performing Work under the Agreement must successfully pass the background check prior to commencing Work under the Agreement.
- 3.2.4 Contractor will only be notified of the final security determination of its personnel, Contractor's subcontractors and their employees, and Contractor's agents. Specific details of the background check will remain confidential and will not be provided.
- 3.2.5 Contractor, Contractor's subcontractors, and Contractor's agents shall be required to provide written notification, which may include e-mail, to County Project Manager no less than seventy-two (72) hours in advance, of its intent to bring visitor(s) to Custody Facilities. Visitors shall be required to complete Attachment B.4 (Entry Application for Custody Facilities) of this SOW, unless otherwise excused in writing by County Project Manager.

### 3.3 Custody Orientation and Ethical Training

Contractor shall train, or facilitate training, in ethical conduct for Contractor's personnel, Contractor's subcontractors and their employees, and Contractor's agents performing Work under the Agreement. The ethical training shall focus on the importance of both lawful and appropriate conduct within a custody setting. The Department shall provide Custody Orientation, which all Contractor personnel, Contractor's subcontractors and their employees, and Contractor's agents performing Work under the Agreement must attend prior to commencing Work under the Agreement.

- 3.3.1 All Contractor's personnel and Contractor's subcontractors and their employees, and Contractor's agents performing Work under the Agreement shall receive no less than two (2) hours of ethical conduct training prior to performing Work at a Custody Facility. The ethical conduct training shall be intended to raise Contractor personnel's awareness of the common temptations associated with working an assignment of special trust, such as that of contractors inside a custody environment, and the consequences of inappropriate or criminal behavior in this setting. Contractor shall submit a course outline to County Project Director for review and approval prior to the training date. This topic shall be reinforced in the Department's mandatory four (4) hour Custody Orientation (Refer to Subparagraph 3.3.3 below).
- 3.3.2 Contractor may seek to partner with an outside organization to meet the (2) two hour ethical conduct training requirement; however, the training provider must be pre-approved, in writing, by County Project Director. Contractor shall bear all costs associated with providing the aforementioned (2) two hour ethical conduct training as described in this Subparagraph 3.3.2 and Subparagraph 3.3.1 above.
- 3.3.3 All Contractor personnel and Contractor's subcontractors and their employees, and Contractor's agents performing Work under the Agreement shall attend the mandatory (4) four-hour Custody Orientation prior to performing Work in Custody Facilities. The mandatory (4) four-hour Custody Orientation will be provided by the Department to all Contractor personnel and will reference the Department Manual of Policy and Procedures sections listed in Attachment B.4 (Entry Application for Custody Facilities) of this SOW. Contractor shall bear all costs associated with Contractor personnel's attendance at the Custody Orientation, including, but not limited to, any wages and/or overtime payment for specified training or shift coverage for Contractor personnel attending specified training.
- 3.3.4 Contractor shall maintain ethical conduct training and Custody Orientation class rosters and training completion certifications of which copies shall be provided to County Project Manager on a monthly basis for those Contractor's personnel who have attended the ethical conduct training.
- 3.3.5 Contractor will only be notified of the final security determination of its personnel, Contractor's subcontractors and their employees, and Contractor's agents performing Work under the Agreement. Specific details will remain confidential and will not be provided.

3.3.6 The Department will maintain information on Contractor's personnel and Contractor's subcontractors and their employees, and Contractor's agents performing Work under the Agreement for safety and security purposes. Any additional information disclosed on any Contractor personnel during the Term of this Agreement will be decided on a case-by-case basis by County Project Manager.

3.4 Violation of the procedures set forth in this Section 3.0 (Contractor's Personnel Requirements) may result in loss of security clearance to enter Custody Facilities.

#### **4.0 PROHIBITION AGAINST FRATERNIZING**

Contractor and Contractor's personnel, Contractor's subcontractors and their employees, and Contractor's agents performing Work under this Agreement shall not fraternize with inmates and/or detainees held in the Department's Custody Facilities.

#### **5.0 DAYS AND HOURS OF OPERATION**

5.1 Contractor's instructors will generally provide Work thirty (30) hours a week, unless otherwise specified, Monday through Friday, six (6) hours per day, excluding County approved holidays. Work hours will vary and shall be provided to Contractor by County Project Manager or designee. All Computer Technology instructors will work forty (40) hours a week, unless otherwise specified, Monday through Friday, eight (8) hours per day, excluding County approved holidays.

5.1.2 Each eight (8) hour course or six (6) hour course, as the case may be, shall begin with an initial 0.5 hour instructor preparation period followed by 7.5 hours of actual course instruction for each eight (8) hour course or 5.5 hours of actual course instruction for each six (6) hour course, as the case may be. The preparation period and instruction period shall be contiguous over the eight (8) or six (6) hour course, as the case may be.

5.2 Contractor shall be paid at the Hourly Labor Rates for instructors during "lock down" or other circumstances preventing Contractor's instructors from providing classroom instruction. Should a "lock down" or other circumstances preventing Contractor's instructors from providing classroom instruction, Contractor's instructors shall prepare the next day's classes or perform other Work requested by County.

5.3 Contractor shall only be paid for actual Work provided as specified in Paragraph 5.1 above or for other circumstances preventing instruction as set



forth in Paragraph 5.2 above, and at the Hourly Labor Rates specified in Exhibit C (Price Sheet).

## **6.0 OFFICE SPACE, EQUIPMENT, AND SUPPLIES**

- 6.1 County shall provide the following to Contractor for use during the Term of the Agreement. All such equipment and materials shall remain the property of the County.
  - 6.1.1 Access to space to implement the various required Career Technical Education and Life Skills Courses.
  - 6.1.2 Equipment and equipment maintenance necessary and agreed upon by Contractor and County Project Director or designee, to operate the various required Career Technical Education and Life Skills Courses.
  - 6.1.3 Textbooks/books, educational/office supplies, as necessary and agreed upon by the Contractor and County Project Director or designee, to provide required Career Technical Education and Life Skills Courses.
  - 6.1.4 Access to televisions, media players, and other technology, as agreed upon by Contractor and County Project Director or designee, to provide required Career Technical Education and Life Skills Courses.
- 6.2 Upon expiration, termination, or cancellation of the Agreement, Contractor shall return all equipment provided by County in their original condition, less normal wear. Missing or damaged equipment shall be replaced and/or repaired by Contractor. In lieu of replacing missing or damaged equipment, County shall deduct from Contractor's most current invoice, the fair market value for said equipment or seek reimbursement from Contractor for same. In the event County seeks reimbursement and County and Contractor have mutually agreed to the fair market value of the equipment in question, Contractor shall pay County the agreed sum within thirty (30) calendar days of notification by County.

## **7.0 MONTHLY STATUS REPORTS**

- 7.1 Contractor shall provide to County Project Manager or designee a written monthly status report of the progress of the Career Technical Education and Life Skills Courses specified in Section 1.0 (Scope of Work) of this SOW and otherwise in the Agreement.
- 7.2 The monthly status report shall also contain additional information as requested by County Project Manager or designee.

7.3 County Project Manager or designee shall advise Contractor of the due date for the monthly status report.

## **8.0 CONTRACT DISCREPANCY REPORT**

8.1 Verbal notification of a contract discrepancy will be made to Contractor as soon as possible whenever a contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by County Project Manager and Contractor.

8.2 County Project Manager or designee will determine whether a formal Exhibit F (Contract Discrepancy Report) of the Agreement will be issued. Upon receipt of such report, Contractor is required to respond in writing to County Project Manager or designee within five (5) Business Days, acknowledging the reported discrepancies or presenting contrary evidence. Contractor must submit its plan to correct the deficiency(s) identified in Exhibit F (Contract Discrepancy Report) to County Project Manager or designee within ten (10) Business Days of receipt of Exhibit F (Contract Discrepancy Report).

## **9.0 QUALITY CONTROL**

Contractor shall establish and maintain a comprehensive Quality Control Plan to assure County a consistently high level of service throughout the Term of the Agreement that meets or exceeds all requirements, including policies and procedures for all Contractor personnel. The Quality Control Plan shall be submitted to County Project Manager or designee for review ten (10) Business Days after the effective date of the Agreement. In the event that requirements and/or policies and procedures change during the Term of the Agreement, Contractor shall update the Quality Control Plan, and submit such updated plan to County Project Manager or designee within ten (10) Business Days of notification.

The Quality Control Plan shall include, but is not limited to the following:

9.1 Method and frequency of monitoring to ensure that all of the Agreement requirements are being met. The monitoring system must specify methods for identifying and preventing deficiencies in the quality of services performed before the level of performance becomes unacceptable.

9.2 Specific activities to be monitored either on a scheduled or unscheduled basis.

9.3 Samples of forms to be used in monitoring.

9.4 Job title and level of Contractor personnel performing monitoring functions.

**ATTACHMENT B.1**

**INSTRUCTOR DUTIES AND MINIMUM QUALIFICATIONS FOR  
CAREER TECHNICAL EDUCATION COURSES**

**TO**

**EXHIBIT B**

**STATEMENT OF WORK  
CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES**

**INSTRUCTORS DUTIES AND MINIMUM QUALIFICATIONS  
FOR CAREER TECHNICAL EDUCATION COURSES**

<b>CAREER TECHNICAL EDUCATION</b>	<b>DUTIES AND MINIMUM QUALIFICATIONS</b>
Bicycle Repair	<p>Duties: Instructs inmates in bike repair and maintenance, including brake assembly, disassemble and re-assemble of bikes, complete bike tune-up, tire repair, hub overhaul, etc., for various types of bikes.</p> <p>Minimum Qualifications: Possession of a Preliminary Full-Time Designated Subjects Career Technical Education Teaching Credential or a Full-Time Designated Subjects Technical Education Teaching Credential in the designated subject matter, or industry appropriate certification. Instructor must have at least five (5) years work experience in the bike repair field.</p>
Commercial Construction	<p>Duties: Instructs inmates in general construction trade, including rough framing, drywall, electrical, plumbing, roofing, job site safety, code compliance and inspection procedures.</p> <p>Minimum Qualifications: Possession of a Preliminary Full-Time Designated Subjects Career Technical Education Teaching Credential or a Full-Time Designated Subjects Technical Education Teaching Credential in the designated subject matter, or industry appropriate certification. Instructor must have at least five (5) years work experience in the construction field.</p>

<p>Commercial Painting</p>	<p>Duties: Instructs inmates on skills to paint various surfaces and/or structures, including wood, drywall, stucco, masonry, and metal. Surface preparation includes, surface priming, masking, protection of surrounding area, application of the paint, and clean up.</p> <p>Minimum Qualifications: Possession of a Preliminary Full-Time Designated Subjects Career Technical Education Teaching Credential or a Full-Time Designated Subjects Technical Education Teaching Credential in the designated subject matter, or industry appropriate certification. Instructor must have at least five (5) years work experience in the commercial painting field.</p>
<p>Commercial Printing</p>	<p>Duties: Instructs inmates on skills for bindery and finishing, paper cutting, folding devices, assembling processes, collating, inserting, adhesive binding, side binding, saddle stitching, and self-covers. Including offset printing, layout, plate making, offset operations, job planning, layout, halftone, camera ready copy operation, plate making, plate exposures, general care of offset plates, arrangement of main cylinders, feeder and delivery features, dampening system, foundation solutions, PH values, inking systems, and pressure checks of systems. Including Pre-Press basic methods and practices for layout, stripping and plate making, job planning and layout, printers measure and proofreading, copy preparation, line photography, halftone, imposition, color management, digital file preparation for output to plate makers, copiers and digital offset presses.</p> <p>Minimum Qualifications: Possession of a Preliminary Full-Time Designated Subjects Career Technical Education Teaching Credential or a Full-Time Designated Subjects Technical Education Teaching Credential in the designated subject matter, or industry appropriate certification. Instructor must have at least five (5) years work experience in the commercial printing field.</p>

<p>Computer Technology</p>	<p>Duties: Instructs inmates on the basics of computer operations and the use of Microsoft Suite, which includes Word, PowerPoint, Excel, and Access. Duties also include servicing the computer lab with basic intranet needs and software management.</p> <p>Minimum Qualifications: Must be A+ and Microsoft Office Professional certified.</p>
<p>Culinary Arts</p>	<p>Duties: Instructs inmates in proper use of kitchen tools, equipment, portion control, measuring items, plan menus and figure costs, sanitation, safety, personal hygiene, and hospitality management.</p> <p>Minimum Qualifications: Possession of a Preliminary Full-Time Designated Subjects Career Technical Education Teaching Credential or a Full-Time Designated Subjects Technical Education Teaching Credential in the designated subject matter, or industry appropriate certification. Instructor must have at least five (5) years work experience in the culinary arts field.</p>
<p>Custodial Building Maintenance</p>	<p>Duties: Instructs inmates in occupational health and safety, adhering to work schedules and job time requirements, purchase, use, care and storage of maintenance materials and equipment, general housekeeping duties including dusting, dust mopping, wet mopping, stairways, lavatory cleaning, drinking fountains and service sinks. Floor care which includes carpeted, resilient, hard floors, floor cleaning data, spot and stain removal, and cleaners.</p> <p>Minimum Qualifications: Possession of a Preliminary Full-Time Designated Subjects Career Technical Education Teaching Credential or a Full-Time Designated Subjects Technical Education Teaching Credential in the designated subject matter, or industry appropriate certification. Instructor must have at least five (5) years work experience in the custodial building maintenance field.</p>

<p>Embroidery</p>	<p>Duties: Instructs inmates in embroidery machine operation and graphic design using Adobe projects.</p> <p>Minimum Qualifications: Possession of a Preliminary Full-Time Designated Subjects Career Technical Education Teaching Credential or a Full-Time Designated Subjects Technical Education Teaching Credential in the designated subject matter, or industry appropriate certification. Instructor must have at least five (5) years work experience in the embroidery field.</p>
<p>Farming</p>	<p>Duties: Instructs inmates in the areas of farm management, irrigation, soil conditioning, and crop efficiency.</p> <p>Minimum Qualifications: Instructor must have the ability to operate and provide basic maintenance on farming equipment. Instructor must have at least five (5) years work experience in the farming industry.</p>
<p>Landscaping</p>	<p>Duties: Instructs inmates in the skills for landscaping fields, including, but not limited to, sod laying, grass planting, tree and shrub planting, as well as the maintenance skills necessary for the aforementioned plants and grass.</p> <p>Minimum Qualifications: Possession of a Preliminary Full-Time Designated Subjects Career Technical Education Teaching Credential or a Full-Time Designated Subjects Technical Education Teaching Credential in the designated subject matter, or industry appropriate certification. Instructor must have at least five (5) years work experience in the landscaping field.</p>

<p>Masonry</p>	<p>Duties: Instructs inmates in the skills required to be successful in the Masonry trade. Topics covered include concrete laying, block and brick wall construction, form setting, paver installation, ceramic tile installation, and construction of other structures utilizing masonry materials (i.e. BBQ's, etc.)</p> <p>Minimum Qualifications: Possession of a Preliminary Full-Time Designated Subjects Career Technical Education Teaching Credential or a Full-Time Designated Subjects Technical Education Teaching Credential in the designated subject matter, or industry appropriate certification. Instructor must have at least five (5) years work experience in the masonry field.</p>
<p>Pet Grooming</p>	<p>Duties: Instructs inmates on skills to bathe and groom dogs, animal handling, basic hair trimming techniques, flea dips, blow drying, brushing, teeth and nail cleaning, shaving cats, and trimming bird wings.</p> <p>Minimum Qualifications: Possession of a Preliminary Full-Time Designated Subjects Career Technical Education Teaching Credential or a Full-Time Designated Subjects Technical Education Teaching Credential in the designated subject matter, or industry appropriate certification. Instructor must have at least five (5) years work experience in the pet-grooming field.</p>
<p>Recycling</p>	<p>Duties: Instructs inmates in the area of recycling management. Instructor will be in charge of a recycling center and management of inmate workers.</p> <p>Minimum Qualifications: Instructor must have at least two years experience in the recycling field.</p>



Sewing	<p>Duties: Instructs inmates in the operation of Semi-Automatic Sewing Machines, fabric preparation, operation and care of various pieces of power sewing equipment, tool and equipment use, single needle, over-lock, bar-tack, elastic, and double needle.</p> <p>Minimum Qualifications: Possession of a Preliminary Full-Time Designated Subjects Career Technical Education Teaching Credential or a Full-Time Designated Subjects Technical Education Teaching Credential in the designated subject matter, or industry appropriate certification. Instructor must have at least five (5) years work experience in the sewing field.</p>
Welding	<p>Duties: Instructs inmates in various types of welding such as Arc, TIG, and MIG used in metal fabrication, metal cutting utilizing acetylene torch and plasma cutters.</p> <p>Minimum Qualifications: Possession of a Preliminary Full-Time Designated Subjects Career Technical Education Teaching Credential or a Full-Time Designated Subjects Technical Education Teaching Credential in the designated subject matter, or industry appropriate certification. Instructor must have at least five (5) years work experience in the welding field.</p>
Woodworking	<p>Duties: Instructs inmates in tool use, basic geometry and measuring, safety, use of power tools, sanding, and adding finishes.</p> <p>Minimum Qualifications: Possession of a Preliminary Full-Time Designated Subjects Career Technical Education Teaching Credential or a Full-Time Designated Subjects Technical Education Teaching Credential in the designated subject matter, or industry appropriate certification. Instructor must have at least five (5) years work experience in the woodworking field.</p>

**ATTACHMENT B.2**

**INSTRUCTOR DUTIES AND MINIMUM QUALIFICATIONS  
FOR LIFE SKILLS COURSES**

**TO**

**EXHIBIT B**

**STATEMENT OF WORK  
CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES**

**ATTACHMENT B.2**

**INSTRUCTORS DUTIES AND MINIMUM QUALIFICATIONS  
FOR LIFE SKILLS COURSES**

<b>LIFE SKILLS COURSES</b>	<b>DUTIES AND MINIMUM QUALIFICATIONS</b>
Parenting Anger Management Addictions Relationships	<p>Duties: Instructs inmates in effective parenting skills, child growth and development, relating in a non-judgmental way to peers, parents, children, others and self-acceptance with knowledge of past patterns and future goals. Instructs inmates in areas of substance abuse prevention, drug court and diversion, behavioral health, community reintegration, vocational readiness, gang intervention, anger, aggression, and violence as it relates to substance abuse. Instructs inmates in effective communication that develops healthy family and community relationships, productive learning to better understand the dynamics of their lives, knowledge and skills which help eliminate violence in their lives and relationships, and the ability to work through the process of forgiveness.</p> <p>Minimum Qualifications: Possession of a Preliminary Full-Time Designated Subjects Career Technical Education Teaching Credential or a Full-Time Designated Subjects Technical Education Teaching Credential in the designated subject matter or proper industry certifications. Must have at least five (5) years experience in a related field.</p>

<p>Parenting          Anger Management          Addictions          Relationships For Deaf Population –          taught in American Sign Language</p>	<p>Duties: Instructs inmates in effective parenting skills, child growth and development, relating in a non-judgmental way to peers, parents, children, others, and self-acceptance with knowledge of past patterns and future goals. Instructs inmates in areas of substance abuse prevention, drug court and diversion, behavioral health, community reintegration, vocational readiness, gang intervention, anger, aggression, and violence as it relates to substance abuse and gang involvement. Instructs inmates in effective communication that develops healthy family and community relationships, productive learning to better understand the dynamics of their lives, knowledge and skills which help eliminate violence in their lives and relationships, and the ability to work through the process of forgiveness.</p> <p>Minimum Qualifications: Possession of a Preliminary Full-Time Designated Subjects Career Technical Education Teaching Credential or a Full-Time Designated Subjects Technical Education Teaching Credential in the designated subject matter or industry certifications. Must have at least five (5) years experience in a related field.</p>
<p>Financial Literacy/Budgeting</p>	<p>Duties: Instructs inmates in financial literacy skills including budgeting, family finances, investments, and money saving techniques.</p> <p>Minimum Qualifications: Possession of a Preliminary Full-Time Designated Subjects Career Technical Education Teaching Credential or a Full-Time Designated Subjects Technical Education Teaching Credential in the designated subject matter or proper industry certifications. Must have at least five (5) years experience in a related field.</p>
<p>Resume Writing/Interviewing Skills</p>	<p>Duties: Instructs inmates in effective resume writing and interviewing.</p> <p>Minimum Qualifications: Possession of a Preliminary Full-Time Designated Subjects Career Technical Education Teaching Credential or a Full-Time Designated Subjects Technical Education Teaching Credential in the designated subject matter or industry certifications. Must have at least five (5) years experience in a related field and working knowledge of Microsoft Word.</p>

<p>Disturbance Mediation: Gang Violence Intervention, Gang Violence Prevention Gang Mediation, Conflict Resolution and/or Mediation</p>	<p>Duties: Instructs inmates in effective parenting skills, child growth and development, relating in a non-judgmental way to peers, parents, children, others, and self-acceptance with knowledge of past patterns and future goals. Instructs inmates in areas of substance abuse prevention, drug court and diversion, behavioral health, community reintegration, vocational readiness, gang intervention, anger, aggression, and violence as it relates to substance abuse and gang involvement. Instructs inmates in effective communication that develops healthy family and community relationships, productive learning to better understand the dynamics of their lives, knowledge and skills which help eliminate violence in their lives and relationships, and the ability to work through the process of forgiveness.</p> <p>Minimum Qualifications: Possession of a Preliminary Full-Time Designated Subjects Career Technical Education Teaching Credential or a Full-Time Designated Subjects Technical Education Teaching Credential in the designated subject matter or industry certifications. Must have at least five (5) years experience in a related field.</p>
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## ATTACHMENT B.3

### EXHIBIT B

#### STATEMENT OF WORK

#### CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES

#### CUSTODY FACILITIES

##### **Century Regional Detention Facility**

11705 South Alameda St.  
Lynwood, CA 90262

##### **Fleet Management**

1104 North Eastern Avenue  
Los Angeles, CA 90063

##### **Men's Central Jail**

441 Bauchet Street  
Los Angeles, CA 90012

##### **Twin Towers Correctional Facility**

450 Bauchet Street  
Los Angeles, CA 90012

##### **Pitchess Detention Center**

East Facility  
29310 The Old Road  
Castaic, CA 91384

##### South Facility

29330 The Old Road  
Castaic, CA 91384

##### **\*North Facility**

29320 The Old Road  
Castaic, CA 91384

##### **North County Correctional Facility**

29340 The Old Road  
Castaic, CA 91384

**\*North Facility is currently closed, but may open in the near future.**

County of Los Angeles  
Sheriff's Department  
LA Works Institute

Exhibit B, SOW, Attachment B.3  
Custody Facilities

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**ATTACHMENT B.4  
EXHIBIT B  
STATEMENT OF WORK  
CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
ENTRY APPLICATION FOR CUSTODY FACILITIES**

**CONTRACTOR:** \_\_\_\_\_

**AGREEMENT NO.:** \_\_\_\_\_

PLEASE READ CAREFULLY BEFORE FILLING OUT THIS APPLICATION

All applications will be denied for the following reasons:

- Untruthful or incomplete statements on applications;
- Illegal use of drugs within the past three (3) years;
- Convicted of bringing a controlled substance into federal prison, state prison, or county jail;
- Any convictions for drug sales;
- Applicant is currently on Parole/Probation;
- Incarcerated in any jail/prison within the last three (3) years;
- Have been convicted for any of the following: murder, sex crime (other than misdemeanor prostitution), weapons law violations, felonious assault or spousal abuse;
- Outstanding warrants

**If any of the above apply to you, SUBMIT YOUR APPLICATION (Complete Attachment). All information will be verified by a CRIMINAL BACKGROUND CHECK. If your application is denied, you will be notified and we will not discuss the reason for denial with anyone except you.**

Please initial here:

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Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Home Address \_\_\_\_\_  
Street City Zip Code

C.D.L. / I.D. # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work # \_\_\_\_\_

Sex \_\_\_\_\_ Race \_\_\_\_\_ Hair \_\_\_\_\_ Eyes \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Work Address \_\_\_\_\_  
Street City Zip Code



**ATTACHMENT B.4  
EXHIBIT B  
STATEMENT OF WORK  
CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
ENTRY APPLICATION FOR CUSTODY FACILITIES**

APPROVED / DISAPPROVED \_\_\_\_\_ DATE \_\_\_\_\_

**CONTACT IN CASE OF EMERGENCY:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip Code

Telephone # (\_\_\_\_) \_\_\_\_\_

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**Organization:**

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip Code

Telephone # (\_\_\_\_) \_\_\_\_\_

What service will you provide? \_\_\_\_\_

How Often? \_\_\_\_\_

**Entry Criteria:**

If you answer **YES** to any question, please attach an explanation to this application.

1. What kind(s) of illegal drug(s) have you used? \_\_\_\_\_
2. When is the last time you used drugs? \_\_\_\_\_
3. Are you currently on Parole/Probation? \_\_\_\_\_
4. Have you been incarcerated within the last five years? (Prison/Jail/Youth Authority/Camp) \_\_\_\_\_

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5. Do you have any relatives/friends incarcerated within the Los Angeles County Jail system?

**If yes, provide the following information:**

Name of Inmate	Booking #	Facility	Relationship
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**ATTACHMENT B.4  
EXHIBIT B  
STATEMENT OF WORK  
CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
ENTRY APPLICATION FOR CUSTODY FACILITIES**

- 
- 
6. Have you ever been arrested for murder? \_\_\_\_\_
7. Have you ever been convicted of a sex crime? \_\_\_\_\_
8. Have you ever been convicted of a Weapons Violation? \_\_\_\_\_
9. Are you filling out this application as a condition of employment? \_\_\_\_\_

**Please read carefully before signing:**

I certify that all information on this application is accurate. I understand that the Los Angeles County Sheriff's Department will verify the information prior to approving my application. I will be expected to obey all Rules, Regulations and Security Procedures. My failure to do so will result in my revocation of my security clearance with the Los Angeles County Sheriff's Department.

I AM AWARE THAT IN THE EVENT OF A HOSTAGE SITUATION, THE SHERIFF'S DEPARTMENT POLICY IS NOT TO ALLOW A PRISONER TO ESCAPE WITH A HOSTAGE. Please initial here: \_\_\_\_\_

I AM ALSO AWARE OF THE SEXUAL HARASSMENT AND RETALIATION POLICY FOR CONTRACTOR AND SUBCONTRACTOR. Please initial here: \_\_\_\_\_

These policies apply to all sworn, civilian, volunteer, contractor personnel, subcontractor and subcontractor personnel. The Manual of Policy and Procedures sections listed below shall be addressed during the Department's Custody Orientation

- |                            |   |
|----------------------------|---|
| <b>Section 5-06/110.00</b> | <b>Hostage and Barricaded Suspect;</b>  |
| <b>Section 3-01/030.72</b> | <b>Sexual Harassment and Retaliation Policy.</b>  |
| <b>Section 3-01/121.00</b> | <b>Policy of Equality and its subsections to be determined by the County</b>              |
| <b>Section 3-01/122.00</b> | <b>Policy of Equality – Procedures and its subsections to be determined by the County</b> |



**ATTACHMENT B.4  
EXHIBIT B  
STATEMENT OF WORK  
CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
ENTRY APPLICATION FOR CUSTODY FACILITIES**

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

DRAFT

# **EXHIBIT C**

## **PRICE SHEET**

### **CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES**

**EXHIBIT C**  
**PRICE SHEET**

<b>YEAR ONE - CAREER TECHNICAL EDUCATION COURSES</b>	
<b>CAREER TECHNICAL EDUCATION COURSE</b>	<b>INSTRUCTOR HOURLY LABOR RATE – ALL INCLUSIVE</b>
Bicycle Repair	\$82.21
Commercial Construction	\$82.21
Commercial Painting	\$85.44
Commercial Printing	\$85.44
Computer Technology	\$86.67
Culinary Arts	\$85.44
Custodial Building Maintenance	\$86.67
Embroidery	\$83.78
Farming	\$82.21
Landscaping	\$85.44
Masonry	\$85.44
Pet Grooming	\$82.21
Recycling	\$86.67
Sewing	\$86.67
Welding	\$82.21
Woodworking	\$83.78

<b>YEAR TWO - CAREER TECHNICAL EDUCATION COURSES</b>	
<b>CAREER TECHNICAL EDUCATION COURSE</b>	<b>INSTRUCTOR HOURLY LABOR RATE – ALL INCLUSIVE</b>
Bicycle Repair	\$83.03
Commercial Construction	\$83.03
Commercial Painting	\$86.29
Commercial Printing	\$86.29
Computer Technology	\$87.54
Culinary Arts	\$86.29
Custodial Building Maintenance	\$87.54
Embroidery	\$84.62
Farming	\$83.03
Landscaping	\$86.29
Masonry	\$86.29
Pet Grooming	\$83.03
Recycling	\$87.54
Sewing	\$87.54
Welding	\$83.03
Woodworking	\$84.62

## EXHIBIT C

### PRICE SHEET

<b>YEAR THREE - CAREER TECHNICAL EDUCATION COURSES</b>	
<b>CAREER TECHNICAL EDUCATION COURSE</b>	<b>INSTRUCTOR HOURLY LABOR RATE – ALL INCLUSIVE</b>
Bicycle Repair	<b>\$83.86</b>
Commercial Construction	<b>\$83.86</b>
Commercial Painting	<b>\$87.16</b>
Commercial Printing	<b>\$87.16</b>
Computer Technology	<b>\$88.41</b>
Culinary Arts	<b>\$87.16</b>
Custodial Building Maintenance	<b>\$88.41</b>
Embroidery	<b>\$85.46</b>
Farming	<b>\$83.86</b>
Landscaping	<b>\$87.16</b>
Masonry	<b>\$87.16</b>
Pet Grooming	<b>\$83.86</b>
Recycling	<b>\$88.41</b>
Sewing	<b>\$88.41</b>
Welding	<b>\$83.86</b>
Woodworking	<b>\$85.46</b>

<b>YEAR FOUR - CAREER TECHNICAL EDUCATION COURSES</b>	
<b>CAREER TECHNICAL EDUCATION COURSE</b>	<b>INSTRUCTOR HOURLY LABOR RATE – ALL INCLUSIVE</b>
Bicycle Repair	<b>\$84.70</b>
Commercial Construction	<b>\$84.70</b>
Commercial Painting	<b>\$88.03</b>
Commercial Printing	<b>\$88.03</b>
Computer Technology	<b>\$89.30</b>
Culinary Arts	<b>\$88.03</b>
Custodial Building Maintenance	<b>\$89.30</b>
Embroidery	<b>\$86.32</b>
Farming	<b>\$84.70</b>
Landscaping	<b>\$88.03</b>
Masonry	<b>\$88.03</b>
Pet Grooming	<b>\$84.70</b>
Recycling	<b>\$89.30</b>
Sewing	<b>\$89.30</b>
Welding	<b>\$84.70</b>
Woodworking	<b>\$86.32</b>

**EXHIBIT C**  
**PRICE SHEET**

<b>YEAR FIVE - CAREER TECHNICAL EDUCATION COURSES</b>	
<b>CAREER TECHNICAL EDUCATION COURSE</b>	<b>INSTRUCTOR HOURLY LABOR RATE – ALL INCLUSIVE</b>
Bicycle Repair	<b>\$85.55</b>
Commercial Construction	<b>\$85.55</b>
Commercial Painting	<b>\$88.91</b>
Commercial Printing	<b>\$88.91</b>
Computer Technology	<b>\$90.19</b>
Culinary Arts	<b>\$88.91</b>
Custodial Building Maintenance	<b>\$90.19</b>
Embroidery	<b>\$87.18</b>
Farming	<b>\$85.55</b>
Landscaping	<b>\$88.91</b>
Masonry	<b>\$88.91</b>
Pet Grooming	<b>\$85.55</b>
Recycling	<b>\$90.19</b>
Sewing	<b>\$90.19</b>
Welding	<b>\$85.55</b>
Woodworking	<b>\$87.18</b>

<b>YEAR SIX - CAREER TECHNICAL EDUCATION COURSES</b>	
<b>CAREER TECHNICAL EDUCATION COURSE</b>	<b>INSTRUCTOR HOURLY LABOR RATE – ALL INCLUSIVE</b>
Bicycle Repair	<b>\$86.40</b>
Commercial Construction	<b>\$86.40</b>
Commercial Painting	<b>\$89.80</b>
Commercial Printing	<b>\$89.80</b>
Computer Technology	<b>\$91.09</b>
Culinary Arts	<b>\$89.80</b>
Custodial Building Maintenance	<b>\$91.09</b>
Embroidery	<b>\$88.05</b>
Farming	<b>\$86.40</b>
Landscaping	<b>\$89.80</b>
Masonry	<b>\$89.80</b>
Pet Grooming	<b>\$86.40</b>
Recycling	<b>\$91.09</b>
Sewing	<b>\$91.09</b>
Welding	<b>\$86.40</b>
Woodworking	<b>\$88.05</b>



## EXHIBIT C

### PRICE SHEET

<b>YEAR ONE – LIFE SKILLS COURSES</b>	
<b>LIFE SKILLS COURSE</b>	<b>INSTRUCTOR HOURLY LABOR RATE – ALL INCLUSIVE</b>
Parenting, Anger Management, Addictions, and Relationships	<b>\$74.24</b>
Parenting, Anger Management, Addictions, and Relationships For Deaf Population – taught in American Sign Language	<b>\$74.24</b>
Financial Literacy/Budgeting	<b>\$70.96</b>
Resume Writing/Interviewing Skills	<b>\$70.96</b>
Disturbance Mediation: Gang Violence Intervention, Gang Violence Prevention Gang Mediation, Conflict Resolution and/or Mediation	<b>\$74.24</b>

<b>YEAR TWO - LIFE SKILLS COURSES</b>	
<b>LIFE SKILLS COURSE</b>	<b>INSTRUCTOR HOURLY LABOR RATE – ALL INCLUSIVE</b>
Parenting, Anger Management, Addictions, and Relationships	<b>\$74.98</b>
Parenting, Anger Management, Addictions, and Relationships For Deaf Population – taught in American Sign Language	<b>\$74.98</b>
Financial Literacy/Budgeting	<b>\$71.67</b>
Resume Writing/Interviewing Skills	<b>\$71.67</b>
Disturbance Mediation: Gang Violence Intervention, Gang Violence Prevention Gang Mediation, Conflict Resolution and/or Mediation	<b>\$74.98</b>

## EXHIBIT C

### PRICE SHEET

<b>YEAR THREE - LIFE SKILLS COURSES</b>	
<b>LIFE SKILLS COURSE</b>	<b>INSTRUCTOR HOURLY LABOR RATE – ALL INCLUSIVE</b>
Parenting, Anger Management, Addictions, and Relationships	<b>\$75.73</b>
Parenting, Anger Management, Addictions, and Relationships For Deaf Population – taught in American Sign Language	<b>\$75.73</b>
Financial Literacy/Budgeting	<b>\$72.39</b>
Resume Writing/Interviewing Skills	<b>\$72.39</b>
Disturbance Mediation: Gang Violence Intervention, Gang Violence Prevention Gang Mediation, Conflict Resolution and/or Mediation	<b>\$75.73</b>

<b>YEAR FOUR - LIFE SKILLS COURSES</b>	
<b>LIFE SKILLS COURSE</b>	<b>INSTRUCTOR HOURLY LABOR RATE – ALL INCLUSIVE</b>
Parenting, Anger Management, Addictions, and Relationships	<b>\$76.49</b>
Parenting, Anger Management, Addictions, and Relationships For Deaf Population – taught in American Sign Language	<b>\$76.49</b>
Financial Literacy/Budgeting	<b>\$73.11</b>
Resume Writing/Interviewing Skills	<b>\$73.11</b>
Disturbance Mediation: Gang Violence Intervention, Gang Violence Prevention Gang Mediation, Conflict Resolution and/or Mediation	<b>\$76.49</b>

## EXHIBIT C

### PRICE SHEET

<b>YEAR FIVE - LIFE SKILLS COURSES</b>	
<b>LIFE SKILLS COURSE</b>	<b>INSTRUCTOR HOURLY LABOR RATE – ALL INCLUSIVE</b>
Parenting, Anger Management, Addictions, and Relationships	<b>\$77.25</b>
Parenting, Anger Management, Addictions, and Relationships For Deaf Population – taught in American Sign Language	<b>\$77.25</b>
Financial Literacy/Budgeting	<b>\$73.84</b>
Resume Writing/Interviewing Skills	<b>\$73.84</b>
Disturbance Mediation: Gang Violence Intervention, Gang Violence Prevention Gang Mediation, Conflict Resolution and/or Mediation	<b>\$77.25</b>

<b>YEAR SIX - LIFE SKILLS COURSES</b>	
<b>LIFE SKILLS COURSE</b>	<b>INSTRUCTOR HOURLY LABOR RATE – ALL INCLUSIVE</b>
Parenting, Anger Management, Addictions, and Relationships	<b>\$78.03</b>
Parenting, Anger Management, Addictions, and Relationships For Deaf Population – taught in American Sign Language	<b>\$78.03</b>
Financial Literacy/Budgeting	<b>\$74.58</b>
Resume Writing/Interviewing Skills	<b>\$74.58</b>
Disturbance Mediation: Gang Violence Intervention, Gang Violence Prevention Gang Mediation, Conflict Resolution and/or Mediation	<b>\$78.03</b>

# **EXHIBIT D**

## **CONTRACTOR'S EEO CERTIFICATION**

### **CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES**

# CONTRACTOR'S EEO CERTIFICATION

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Contractor Name

---

Address

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Internal Revenue Service Employer Identification Number

## GENERAL CERTIFICATION

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

## CONTRACTOR'S SPECIFIC CERTIFICATIONS

1. Contractor has a written policy statement prohibiting discrimination in all phases of employment. Yes  No
2. Contractor periodically conducts a self analysis or utilization analysis of its work force. Yes  No
3. Contractor has a system for determining if its employment practices are discriminatory against protected groups. Yes  No
4. Where problem areas are identified in employment practices, Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. Yes  No

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Authorized Official's Printed Name and Title

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Authorized Official's Signature

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Date

**EXHIBIT E1**

**CONTRACTOR ACKNOWLEDGEMENT,  
CONFIDENTIALITY, AND COPYRIGHT  
ASSIGNMENT AGREEMENT**

**EXHIBIT E2**

**CONTRACTOR'S EMPLOYEE ACKNOWLEDGEMENT,  
CONFIDENTIALITY, AND COPYRIGHT  
ASSIGNMENT AGREEMENT**

**EXHIBIT E3**

**CONTRACTOR'S NON-EMPLOYEE  
ACKNOWLEDGEMENT, CONFIDENTIALITY, AND  
COPYRIGHT ASSIGNMENT AGREEMENT**

**CAREER TECHNICAL EDUCATION  
AND  
LIFE SKILLS COURSES**

**CONTRACTOR ACKNOWLEDGEMENT, CONFIDENTIALITY, AND COPYRIGHT ASSIGNMENT AGREEMENT**

Page 1 of 2

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

CONTRACTOR NAME \_\_\_\_\_ AGREEMENT No. \_\_\_\_\_

**GENERAL INFORMATION:**

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

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

**CONFIDENTIALITY AGREEMENT:**

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

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, 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-

**CONTRACTOR ACKNOWLEDGEMENT, CONFIDENTIALITY, AND COPYRIGHT ASSIGNMENT AGREEMENT**

referenced Agreement. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff shall keep such information confidential.

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

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

**COPYRIGHT ASSIGNMENT AGREEMENT**

Contractor and Contractor's Staff agree that all materials, documents, software programs and documentation, written designs, plans, diagrams, reports, software development tools and aids, diagnostic aids, computer processable media, source codes, object codes, conversion aids, training documentation and aids, and other information and/or tools of all types, developed or acquired by Contractor and Contractor's Staff in whole or in part pursuant to the above referenced Agreement, and all works based thereon, incorporated therein, or derived therefrom shall be the sole property of the County. In this connection, Contractor and Contractor's Staff hereby assign and transfer to the County in perpetuity for all purposes all my right, title, and interest in and to all such items, including, but not limited to, all unrestricted and exclusive copyrights, patent rights, trade secret rights, and all renewals and extensions thereof. Whenever requested by the County, Contractor and Contractor's Staff agree to promptly execute and deliver to County all papers, instruments, and other documents requested by the County, and to promptly perform all other acts requested by the County to carry out the terms of this agreement, including, but not limited to, executing an assignment and transfer of copyright.

The County shall have the right to register all copyrights in the name of the County of Los Angeles and shall have the right to assign, license, or otherwise transfer any and all of the County's right, title, and interest, including, but not limited to, copyrights, in and to the items described above.

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

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINTED NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_



**CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT, CONFIDENTIALITY, AND COPYRIGHT ASSIGNMENT AGREEMENT**

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name \_\_\_\_\_ Agreement No. \_\_\_\_\_

Employee Name \_\_\_\_\_

**GENERAL INFORMATION:**

Your employer referenced above has entered into an Agreement with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Employee Acknowledgement, Confidentiality, and Copyright Assignment Agreement.

**EMPLOYEE ACKNOWLEDGEMENT:**

I understand and agree that the Contractor referenced above is my sole employer for purposes of the above-referenced Agreement. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced Agreement.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced Agreement is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future Agreement.

**CONFIDENTIALITY AGREEMENT:**

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by my employer for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Agreement between my employer and the County of

**CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT, CONFIDENTIALITY, AND COPYRIGHT ASSIGNMENT AGREEMENT**

Los Angeles. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.

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

I agree to report to my immediate supervisor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of the Agreement or termination of my employment with my employer, whichever occurs first.

**COPYRIGHT ASSIGNMENT AGREEMENT**

I agree that all materials, documents, software programs and documentation, written designs, plans, diagrams, reports, software development tools and aids, diagnostic aids, computer processable media, source codes, object codes, conversion aids, training documentation and aids, and other information and/or tools of all types, developed or acquired by me in whole or in part pursuant to the above referenced Agreement, and all works based thereon, incorporated therein, or derived therefrom shall be the sole property of the County. In this connection, I hereby assign and transfer to the County in perpetuity for all purposes all my right, title, and interest in and to all such items, including, but not limited to, all unrestricted and exclusive copyrights, patent rights, trade secret rights, and all renewals and extensions thereof. Whenever requested by the County, I agree to promptly execute and deliver to County all papers, instruments, and other documents requested by the County, and to promptly perform all other acts requested by the County to carry out the terms of this agreement, including, but not limited to, executing an assignment and transfer of copyright.

The County shall have the right to register all copyrights in the name of the County of Los Angeles and shall have the right to assign, license, or otherwise transfer any and all of the County's right, title, and interest, including, but not limited to, copyrights, in and to the items described above.

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

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINTED NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

**CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT, CONFIDENTIALITY, AND COPYRIGHT ASSIGNMENT AGREEMENT**

Page 1 of 2

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name \_\_\_\_\_ Agreement No. \_\_\_\_\_

Non-Employee Name \_\_\_\_\_

**GENERAL INFORMATION:**

The Contractor referenced above has entered into an Agreement with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Non-Employee Acknowledgement, Confidentiality, and Copyright Assignment Agreement.

**NON-EMPLOYEE ACKNOWLEDGEMENT:**

I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced Agreement. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced Agreement.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced Agreement. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced Agreement is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future agreement.

**CONFIDENTIALITY AGREEMENT:**

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between the above-referenced Contractor and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to the above-referenced Contractor.

**CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT, CONFIDENTIALITY, AND COPYRIGHT ASSIGNMENT AGREEMENT**

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

I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of the Agreement or termination of my services hereunder, whichever occurs first.

**COPYRIGHT ASSIGNMENT AGREEMENT**

I agree that all materials, documents, software programs and documentation, written designs, plans, diagrams, reports, software development tools and aids, diagnostic aids, computer processable media, source codes, object codes, conversion aids, training documentation and aids, and other information and/or tools of all types, developed or acquired by me in whole or in part pursuant to the above referenced Agreement, and all works based thereon, incorporated therein, or derived therefrom shall be the sole property of the County. In this connection, I hereby assign and transfer to the County in perpetuity for all purposes all my right, title, and interest in and to all such items, including, but not limited to, all unrestricted and exclusive copyrights, patent rights, trade secret rights, and all renewals and extensions thereof. Whenever requested by the County, I agree to promptly execute and deliver to County all papers, instruments, and other documents requested by the County, and to promptly perform all other acts requested by the County to carry out the terms of this agreement, including, but not limited to, executing an assignment and transfer of copyright.

The County shall have the right to register all copyrights in the name of the County of Los Angeles and shall have the right to assign, license, or otherwise transfer any and all of the County's right, title, and interest, including, but not limited to, copyrights, in and to the items described above.

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

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINTED NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

# **EXHIBIT F**

## **CONTRACT DISCREPANCY REPORT**

### **CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES**

# CONTRACT DISCREPANCY REPORT

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

DATES:      Prepared by County: \_\_\_\_\_      Received by Contractor: \_\_\_\_\_

                 Returned by Contractor: \_\_\_\_\_

                 Action Completed: \_\_\_\_\_

DISCREPANCY PROBLEMS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of County Representative

\_\_\_\_\_  
Date

CONTRACTOR RESPONSE (Cause and Corrective Action): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Contractor Representative

\_\_\_\_\_  
Date

COUNTY EVALUATION OF CONTRACTOR RESPONSE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of County Representative

\_\_\_\_\_  
Date

COUNTY ACTIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONTRACTOR NOTIFIED OF ACTION:

County Representative's Signature and Date \_\_\_\_\_

Contractor Representative's Signature and Date \_\_\_\_\_

DRAFT

# EXHIBIT G

## SAFELY SURRENDERED BABY LAW

### CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES



# *Safely* Surrendered *Baby Law*



*Babies can be safely surrendered  
to staff at any hospital or fire station in Los Angeles County*

No shame. No blame. No names.

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

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



# Safely Surrendered Baby Law

## 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?

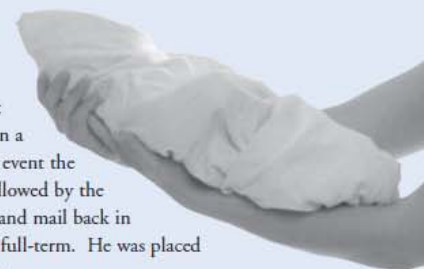
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

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



# Ley de Entrega de Bebés Sin Peligro

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

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

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

## ¿Cómo funciona?

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

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

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

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

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

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

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

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

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

## ¿Qué pasará con el bebé?

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

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

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

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

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

## Historia de un bebé

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





# **EXHIBIT H**

## **JURY SERVICE ORDINANCE**

## **CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES**

Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

**2.203.010 Findings.**

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

**2.203.020 Definitions.**

The following definitions shall be applicable to this chapter:

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

Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

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

### **2.203.030 Applicability.**

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

### **2.203.040 Contractor Jury Service Policy.**

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

### **2.203.050 Other Provisions.**

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

### **2.203.060 Enforcement and Remedies.**

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

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

Title 2 ADMINISTRATION  
Chapter 2.203.010 through 2.203.090  
CONTRACTOR EMPLOYEE JURY SERVICE

**2.203.070. Exceptions.**

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

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

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

**2.203.090. Severability.**

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



# **EXHIBIT I**

## **DEFAULTED PROPERTY TAX REDUCTION PROGRAM**

## **CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES**

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;
- 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,

Title 2 ADMINISTRATION  
Chapter 2.206  
DEFAULTED PROPERTY TAX REDUCTION PROGRAM

and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles Purchasing Policy and Procedures Manual, section P-3700 or a successor provision;

10. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, section 4.6.0 or a successor provision;

11. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section P-2810 or a successor provision;

12. A non-agreement purchase worth a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section A-0300 or a successor provision; or

13. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual section P-0900 or a successor provision;

14. Other contracts for mission critical goods and/or services where the Board of Supervisors determines that an exemption is justified.

B. Other laws. This chapter shall not be interpreted or applied to any Contractor in a manner inconsistent with the laws of the United States or California. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.070 Enforcement and remedies.**

A. The information furnished by each Contractor certifying that it is in compliance with this chapter shall be under penalty of perjury.

B. No Contractor shall willfully and knowingly make a false statement certifying compliance with this chapter for the purpose of obtaining or retaining a County contract.

C. For Contractor's violation of any provision of this chapter, the County department head responsible for administering the contract may do one or more of the following:

1. Recommend to the Board of Supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor; and/or,
3. Recommend to the Board of Supervisors that an exemption is justified pursuant to Section 2.206.060.A.14 of this chapter or payment deferral as provided pursuant to the California Revenue and Taxation Code. (Ord. No. 2009-0026 § 1 (part), 2009.)

**2.206.080 Severability.**

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

# **EXHIBIT J**

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

### **CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES**

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

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

The Contractor certifies that:

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

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

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

- OR -

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

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

Print Name:	Title:
Signature:	Date:

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

# **EXHIBIT K**

## **INVOICE DISCREPANCY REPORT**

### **CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES**

**EXHIBIT K**  
**INVOICE DISCREPANCY REPORT**

1. **INVOICE DISCREPANCY** to be completed by County Project Director

Today's Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Subject Invoice: \_\_\_\_\_

Description of Issues with Subject Invoice:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
County Project Manager

2. **REVIEWED:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
County Project Director

3. **CONTRACTOR RESPONSE** (to be completed by Contractor Project Director)

Date received from County Project Director: \_\_\_\_\_

Explanation regarding Issues with Subject Invoice: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Corrective Action Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor Project Director

4. **COUNTY EVALUATION** of Contractor's Response and Action taken.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **Approved by COUNTY:**

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

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

6. **Contractor Notified on** \_\_\_\_\_ (Date)

**INSTRUCTIONS**

County Project Manager: Forward IDR to the Contractor for investigation and response.

Contractor: Must respond to County Project Director in writing within ten (10) days of receipt of IDR.

Copy LASD [Master Contract File]



# **EXHIBIT L**

## **CHARITABLE CONTRIBUTIONS CERTIFICATION**

### **CAREER TECHNICAL EDUCATION AND LIFE SKILLS COURSES**

## CHARITABLE CONTRIBUTIONS CERTIFICATION

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Company Name

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Address

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Internal Revenue Service Employer Identification Number

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

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

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

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

**OR**

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

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Signature

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Date

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Name and Title of Signer (please print)