

**COUNTY OF MENDOCINO
STANDARD SERVICES AGREEMENT**

This Agreement is by and between the COUNTY OF MENDOCINO, hereinafter referred to as the "COUNTY", and Mendocino County Youth Project, hereinafter referred to as the "CONTRACTOR".

WITNESSETH

WHEREAS, pursuant to Government Code Section 31000, COUNTY may retain independent contractors to perform special services to or for COUNTY or any department thereof; and,

WHEREAS, COUNTY desires to obtain CONTRACTOR for its community early intervention, prevention, education, and treatment services and Juvenile Hall facility intervention, education and treatment services; and,

WHEREAS, CONTRACTOR is willing to provide such services on the terms and conditions set forth in this Agreement and is willing to provide same to COUNTY.

NOW, THEREFORE it is agreed that COUNTY does hereby retain CONTRACTOR to provide the services described in Exhibit A, and CONTRACTOR accepts such engagement, on the General Terms and Conditions hereinafter specified in this Agreement, the Additional Provisions attached hereto, and the following described exhibits, all of which are incorporated into this Agreement by this reference:

- Exhibit A Definition of Services
- Exhibit B Payment Terms
- Exhibit C Insurance Requirements
- Exhibit D Mendocino County ePayables Information
- Exhibit E Contractor Requirements

The term of this Agreement shall be effective July 1, 2023, and shall continue through June 30, 2024.

The compensation payable to CONTRACTOR hereunder shall not exceed One Hundred Eighty-Four Thousand Six Hundred Nine Dollars (\$184,609) for the term of this Agreement.

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

[Signature] 11/28/23
DEPARTMENT HEAD DATE

Budgeted: Yes No

Budget Unit: 2550 & 2560

Line Item: 862189

Grant: Yes No

Grant No.: YOBG and JJCPA Grants

CONTRACTOR/COMPANY NAME

By: [Signature]

Date: 11/27/2023

NAME AND ADDRESS OF CONTRACTOR:

Mendocino County Youth Project

776 S. State Street

Ukiah, CA 95482

COUNTY OF MENDOCINO

By: [Signature]
~~Maureen Mulheren~~
CLERK OF SUPERVISORS, Chair
BOARD OF SUPERVISORS

Date: 01/09/2024

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement.

ATTEST:

DARCIE ANTLE, Clerk of said Board

By: [Signature]
Deputy 01/09/2024

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

DARCIE ANTLE, Clerk of said Board

By: [Signature]
Deputy 01/09/2024

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

CHRISTIAN M. CURTIS,
County Counsel

By: [Signature]
Deputy

Date: 12/07/2023

INSURANCE REVIEW:

By: [Signature]
Risk Management

Date: 12/07/2023

EXECUTIVE OFFICE/FISCAL REVIEW:

By: [Signature]
Deputy CEO or Designee

Date: 12/07/2023

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors

Exception to Bid Process Required/Completed

Mendocino County Business License: Valid

Exempt Pursuant to MCC Section: _____

GENERAL TERMS AND CONDITIONS

1. **INDEPENDENT CONTRACTOR:** No relationship of employer and employee is created by this Agreement; it being understood and agreed that CONTRACTOR is an Independent Contractor. CONTRACTOR is not the agent or employee of the COUNTY in any capacity whatsoever, and COUNTY shall not be liable for any acts or omissions by CONTRACTOR nor for any obligations or liabilities incurred by CONTRACTOR.

CONTRACTOR shall have no claim under this Agreement or otherwise, for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance medical care, hospital care, retirement benefits, social security, disability, Workers' Compensation, or unemployment insurance benefits, civil service protection, or employee benefits of any kind.

CONTRACTOR shall be solely liable for and obligated to pay directly all applicable payroll taxes (including federal and state income taxes) or contributions for unemployment insurance or old age pensions or annuities which are imposed by any governmental entity in connection with the labor used or which are measured by wages, salaries or other remuneration paid to its officers, agents or employees and agrees to indemnify and hold COUNTY harmless from any and all liability which COUNTY may incur because of CONTRACTOR's failure to pay such amounts.

In carrying out the work contemplated herein, CONTRACTOR shall comply with all applicable federal and state workers' compensation and liability laws and regulations with respect to the officers, agents and/or employees conducting and participating in the work; and agrees that such officers, agents, and/or employees will be considered as Independent Contractors and shall not be treated or considered in any way as officers, agents and/or employees of COUNTY.

CONTRACTOR does, by this Agreement, agree to perform his/her said work and functions at all times in strict accordance with all applicable federal, state and COUNTY laws, including but not limited to prevailing wage laws, ordinances, regulations, titles, departmental procedures and currently approved methods and practices in his/her field and that the sole interest of COUNTY is to ensure that said service shall be performed and rendered in a competent, efficient, timely and satisfactory manner and in accordance with the standards required by the COUNTY agency concerned.

Notwithstanding the foregoing, if the COUNTY determines that pursuant to state and federal law CONTRACTOR is an employee for purposes of income tax withholding, COUNTY may upon two (2) week's written notice to CONTRACTOR, withhold from payments to CONTRACTOR hereunder federal and state income taxes and pay said sums to the federal and state governments.

2. **INDEMNIFICATION:** To the furthest extent permitted by law (including without limitation California Civil Code sections 2782 and 2782.8, if applicable), CONTRACTOR shall assume the defense of, indemnify, and hold harmless the COUNTY, its officers, agents, and employees, from and against any and all claims, demands, damages, costs, liabilities, and losses whatsoever alleged to be occurring or resulting in connection with the CONTRACTOR's performance or its obligations under this Agreement, unless arising out of the sole negligence or willful misconduct of COUNTY. "CONTRACTOR's performance" includes CONTRACTOR's action or inaction and the action or inaction of CONTRACTOR's officers, employees, agents and subcontractors.
3. **INSURANCE AND BOND:** CONTRACTOR shall at all times during the term of the Agreement with the COUNTY maintain in force those insurance policies and bonds as designated in the attached Exhibit C, and will comply with all those requirements as stated therein.
4. **WORKERS' COMPENSATION:** CONTRACTOR shall provide Workers' Compensation insurance, as applicable, at CONTRACTOR's own cost and expense and further, neither the CONTRACTOR nor its carrier shall be entitled to recover from COUNTY any costs, settlements, or expenses of Workers' Compensation claims arising out of this Agreement.

CONTRACTOR affirms that s/he is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for the Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code and CONTRACTOR further assures that s/he will comply with such provisions before commencing the performance of work under this Agreement. CONTRACTOR shall furnish to COUNTY certificate(s) of insurance evidencing Worker's Compensation Insurance coverage to cover its employees, and CONTRACTOR shall require all subcontractors similarly to provide Workers' Compensation Insurance as required by the Labor Code of the State of California for all of subcontractors' employees.

5. **CONFORMITY WITH LAW AND SAFETY:**
 - a. In performing services under this Agreement, CONTRACTOR shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal, and local governing bodies, having jurisdiction over the scope of services, including all applicable provisions of the California Occupational Safety and Health Act. CONTRACTOR shall indemnify and hold COUNTY harmless from any and all liability, fines, penalties and consequences from any of CONTRACTOR's failures to comply with such laws, ordinances, codes and regulations.
 - b. **Accidents:** If a death, serious personal injury or substantial property damage occurs in connection with CONTRACTOR's performance of this

Agreement, CONTRACTOR shall immediately notify Mendocino County Risk Manager's Office by telephone. CONTRACTOR shall promptly submit to COUNTY a written report, in such form as may be required by COUNTY of all accidents which occur in connection with this Agreement. This report must include the following information: (1) name and address of the injured or deceased person(s); (2) name and address of CONTRACTOR's sub-contractor, if any; (3) name and address of CONTRACTOR's liability insurance carrier; and (4) a detailed description of the accident and whether any of COUNTY's equipment, tools, material, or staff were involved.

- c. CONTRACTOR further agrees to take all reasonable steps to preserve all physical evidence and information which may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and to grant to the COUNTY the opportunity to review and inspect such evidence, including the scene of the accident.
6. PAYMENT: For services performed in accordance with this Agreement, payment shall be made to CONTRACTOR as provided in Exhibit B hereto as funding permits.

If COUNTY over pays CONTRACTOR for any reason, CONTRACTOR agrees to return the amount of such overpayment to COUNTY, or at COUNTY's option, permit COUNTY to offset the amount of such overpayment against future payments owed to CONTRACTOR under this Agreement or any other Agreement.

In the event CONTRACTOR claims or receives payment from COUNTY for a service, reimbursement for which is later disallowed by COUNTY, State of California or the United States Government, the CONTRACTOR shall promptly refund the disallowance amount to COUNTY upon request, or at its option COUNTY may offset the amount disallowed from any payment due or that becomes due to CONTRACTOR under this Agreement or any other Agreement.

All invoices, receipts, or other requests for payment under this contract must be submitted by CONTRACTOR to COUNTY in a timely manner and consistent with the terms specified in Exhibit B. In no event shall COUNTY be obligated to pay any request for payment for which a written request for payment and all required documentation was first received more than six (6) months after this Agreement has terminated, or beyond such other time limit as may be set forth in Exhibit B.

7. TAXES: Payment of all applicable federal, state, and local taxes shall be the sole responsibility of the CONTRACTOR.
8. OWNERSHIP OF DOCUMENTS: CONTRACTOR hereby assigns the COUNTY and its assignees all copyright and other use rights in any and all proposals, plans, specification, designs, drawings, sketches, renderings, models, reports

and related documents (including computerized or electronic copies) respecting in any way the subject matter of this Agreement, whether prepared by the COUNTY, the CONTRACTOR, the CONTRACTOR's subcontractors or third parties at the request of the CONTRACTOR (collectively, "Documents and Materials"). This explicitly includes the electronic copies of all above stated documentation.

CONTRACTOR shall be permitted to retain copies, including reproducible copies and computerized copies, of said Documents and Materials. CONTRACTOR agrees to take such further steps as may be reasonably requested by COUNTY to implement the aforesaid assignment. If for any reason said assignment is not effective, CONTRACTOR hereby grants the COUNTY and any assignee of the COUNTY an express royalty – free license to retain and use said Documents and Materials. The COUNTY's rights under this paragraph shall apply regardless of the degree of completion of the Documents and Materials and whether or not CONTRACTOR's services as set forth in Exhibit A of this Agreement have been fully performed or paid for.

The COUNTY's rights under this Paragraph 8 shall not extend to any computer software used to create such Documents and Materials.

9. CONFLICT OF INTEREST: The CONTRACTOR covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of services required under this Agreement.
10. NOTICES: All notices, requests, demands, or other communications under this Agreement shall be in writing. Notices shall be given for all purposes as follows:

Personal delivery: When personally delivered to the recipient, notices are effective on delivery.

First Class Mail: When mailed first class to the last address of the recipient known to the party giving notice, notice is effective three (3) mail delivery days after deposit in a United States Postal Service office or mailbox. Certified Mail: When mailed certified mail, return receipt requested, notice is effective on receipt, if delivery is confirmed by a return receipt.

Overnight Delivery: When delivered by overnight delivery (Federal Express/Airborne/United Parcel Service/DHL WorldWide Express) with charges prepaid or charged to the sender's account, notice is effective on delivery, if delivery is confirmed by the delivery service.

Facsimile transmission: When sent by facsimile to the facsimile number of the recipient known to the party giving notice, notice is effective on receipt, provided that, (a) a duplicate copy of the notice is promptly given by first-class or certified mail or by overnight delivery, or (b) the receiving party delivers a written confirmation of receipt. Any notice given facsimile shall be deemed received on

the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice are as follows:

To COUNTY: COUNTY OF MENDOCINO
589 Low Gap Road
Ukiah, CA 95482
Attn: Cathy White

To CONTRACTOR: Mendocino County Youth Project
776 S. State Street
Ukiah, CA 95482
Attn: Amanda Archer

Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger, or overnight delivery service.

Any party may change its address or facsimile number by giving the other party notice of the change in any manner permitted by this Agreement.

11. USE OF COUNTY PROPERTY: CONTRACTOR shall not use COUNTY property (including equipment, instruments and supplies) or personnel for any purpose other than in the performance of his/her obligations under this Agreement.
12. EQUAL EMPLOYMENT OPPORTUNITY PRACTICES PROVISIONS: CONTRACTOR certifies that it will comply with all Federal, State, and local laws, rules and regulations pertaining to nondiscrimination in employment.
 - a. CONTRACTOR shall, in all solicitations or advertisements for applicants for employment placed as a result of this Agreement, state that it is an "Equal Opportunity Employer" or that all qualified applicants will receive consideration for employment without regard to their race, creed, color, pregnancy, disability, sex, sexual orientation, gender identity, ancestry, national origin, age, religion, Veteran's status, political affiliation, or any other factor prohibited by law.
 - b. CONTRACTOR shall, if requested to so do by the COUNTY, certify that it has not, in the performance of this Agreement, engaged in any unlawful discrimination.
 - c. If requested to do so by the COUNTY, CONTRACTOR shall provide the COUNTY with access to copies of all of its records pertaining or relating to

its employment practices, except to the extent such records or portions of such records are confidential or privileged under State or Federal law.

- d. Nothing contained in this Agreement shall be construed in any manner so as to require or permit any act which is prohibited by law.
 - e. The CONTRACTOR shall include the provisions set forth in this paragraph in each of its subcontracts.
13. **DRUG-FREE WORKPLACE:** CONTRACTOR and CONTRACTOR's employees shall comply with the COUNTY's policy of maintaining a drug-free workplace. Neither CONTRACTOR nor CONTRACTOR's employees shall unlawfully manufacture, distribute, dispense, possess or use controlled substances, as defined in 21 U.S. Code § 812, including, but not limited to, marijuana, heroin, cocaine, and amphetamines, at any COUNTY facility or work site. If CONTRACTOR or any employee of CONTRACTOR is convicted or pleads *nolo contendere* to a criminal drug statute violation occurring at a COUNTY facility or work site, the CONTRACTOR, within five days thereafter, shall notify the head of the COUNTY department/agency for which the contract services are performed. Violation of this provision shall constitute a material breach of this Agreement.
14. **ENERGY CONSERVATION:** CONTRACTOR agrees to comply with the mandatory standards and policies relating to energy efficiency in the State of California Energy Conservation Plan, (Title 24, California Administrative Code).
15. **COMPLIANCE WITH LICENSING REQUIREMENTS:** CONTRACTOR shall comply with all necessary licensing requirements and shall obtain appropriate licenses. To the extent required by law, CONTRACTOR shall display licenses in a location that is reasonably conspicuous. Upon COUNTY's request, CONTRACTOR shall file copies of same with the County Executive Office.

CONTRACTOR represents and warrants to COUNTY that CONTRACTOR and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions.

16. **AUDITS; ACCESS TO RECORDS:** The CONTRACTOR shall make available to the COUNTY, its authorized agents, officers, or employees, for examination any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the expenditures and disbursements charged to the COUNTY, and shall furnish to the COUNTY, within sixty (60) days after examination, its authorized agents, officers or employees such other evidence or information as the COUNTY may require with regard to any such expenditure or disbursement charged by the CONTRACTOR.

The CONTRACTOR shall maintain full and adequate records in accordance with COUNTY requirements to show the actual costs incurred by the CONTRACTOR in

the performance of this Agreement. If such books and records are not kept and maintained by CONTRACTOR within the County of Mendocino, California, CONTRACTOR shall, upon request of the COUNTY, make such books and records available to the COUNTY for inspection at a location within County or CONTRACTOR shall pay to the COUNTY the reasonable, and necessary costs incurred by the COUNTY in inspecting CONTRACTOR's books and records, including, but not limited to, travel, lodging and subsistence costs. CONTRACTOR shall provide such assistance as may be reasonably required in the course of such inspection. The COUNTY further reserves the right to examine and reexamine said books, records and data during the four (4) year period following termination of this Agreement or completion of all work hereunder, as evidenced in writing by the COUNTY, and the CONTRACTOR shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any manner whatsoever for four (4) years after the COUNTY makes the final or last payment or within four (4) years after any pending issues between the COUNTY and CONTRACTOR with respect to this Agreement are closed, whichever is later.

17. DOCUMENTS AND MATERIALS: CONTRACTOR shall maintain and make available to COUNTY for its inspection and use during the term of this Agreement, all Documents and Materials, as defined in Paragraph 8 of this Agreement. CONTRACTOR's obligations under the preceding sentence shall continue for four (4) years following termination or expiration of this Agreement or the completion of all work hereunder (as evidenced in writing by COUNTY), and CONTRACTOR shall in no event dispose of, destroy, alter or mutilate said Documents and Materials, for four (4) years following the COUNTY's last payment to CONTRACTOR under this Agreement.
18. TIME OF ESSENCE: Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.
19. TERMINATION: The COUNTY has and reserves the right to suspend, terminate or abandon the execution of any work by the CONTRACTOR without cause at any time upon giving to the CONTRACTOR notice. Such notice shall be in writing and may be issued by any COUNTY officer authorized to execute or amend the contract, the County Chief Executive Officer, or any other person designated by the County Board of Supervisors. In the event that the COUNTY should abandon, terminate or suspend the CONTRACTOR's work, the CONTRACTOR shall be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment. Said payment shall be computed in accordance with Exhibit B hereto, provided that the maximum amount payable to CONTRACTOR for its [Services] shall not exceed \$[Contract Amount] payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment or lack of funding.

20. **NON APPROPRIATION:** If COUNTY should not appropriate or otherwise make available funds sufficient to purchase, lease, operate or maintain the products set forth in this Agreement, or other means of performing the same functions of such products, COUNTY may unilaterally terminate this Agreement only upon thirty (30) days written notice to CONTRACTOR. Upon termination, COUNTY shall remit payment for all products and services delivered to COUNTY and all expenses incurred by CONTRACTOR prior to CONTRACTOR's receipt of the termination notice.
21. **CHOICE OF LAW:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by the laws of the State of California, excluding any laws that direct the application of another jurisdiction's laws.
22. **VENUE:** All lawsuits relating to this contract must be filed in Mendocino County Superior Court, Mendocino County, California.
23. **WAIVER:** No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure, right or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.
24. **ADVERTISING OR PUBLICITY:** CONTRACTOR shall not use the name of COUNTY, its officers, directors, employees or agents, in advertising or publicity releases or otherwise without securing the prior written consent of COUNTY in each instance.
25. **ENTIRE AGREEMENT:** This Agreement, including all attachments, exhibits, and any other documents specifically incorporated into this Agreement, shall constitute the entire Agreement between COUNTY and CONTRACTOR relating to the subject matter of this Agreement. As used herein, Agreement refers to and includes any documents incorporated herein by reference and any exhibits or attachments. This Agreement supersedes and merges all previous understandings, and all other Agreements, written or oral, between the parties and sets forth the entire understanding of the parties regarding the subject matter thereof. This Agreement may not be modified except by a written document signed by both parties. In the event of a conflict between the body of this Agreement and any of the Exhibits, the provisions in the body of this Agreement shall control.
26. **HEADINGS:** Herein are for convenience of reference only and shall in no way affect interpretation of this Agreement.
27. **MODIFICATION OF AGREEMENT:** This Agreement may be supplemented, amended or modified only by the mutual Agreement of the parties. No

supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by authorized representatives of both parties.

28. **ASSURANCE OF PERFORMANCE:** If at any time the COUNTY has good objective cause to believe CONTRACTOR may not be adequately performing its obligations under this Agreement or that CONTRACTOR may fail to complete the Services as required by this Agreement, COUNTY may request from CONTRACTOR prompt written assurances of performance and a written plan acceptable to COUNTY, to correct the observed deficiencies in CONTRACTOR's performance. CONTRACTOR shall provide such written assurances and written plan within thirty (30) calendar days of its receipt of COUNTY's request and shall thereafter diligently commence and fully perform such written plan. CONTRACTOR acknowledges and agrees that any failure to provide such written assurances and written plan within the required time is a material breach under this Agreement.
29. **SUBCONTRACTING/ASSIGNMENT:** CONTRACTOR shall not subcontract, assign or delegate any portion of this Agreement or any duties or obligations hereunder without the COUNTY's prior written approval.
 - a. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. Any Agreement that violates this Section shall confer no rights on any party and shall be null and void.
 - b. Only the department head or his or her designee shall have the authority to approve subcontractor(s).
 - c. CONTRACTOR shall remain fully responsible for compliance by its subcontractors with all the terms of this Agreement, regardless of the terms of any Agreement between CONTRACTOR and its subcontractors.
30. **SURVIVAL:** The obligations of this Agreement, which by their nature would continue beyond the termination on expiration of the Agreement, including without limitation, the obligations regarding Indemnification (Paragraph 2), Ownership of Documents (Paragraph 8), and Conflict of Interest (Paragraph 9), shall survive termination or expiration for two (2) years.
31. **SEVERABILITY:** If a court of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected, unless an essential purpose of this Agreement would be defeated by the loss of the illegal, unenforceable, or invalid provision.
32. **INTELLECTUAL PROPERTY WARRANTY:** CONTRACTOR warrants and represents that it has secured all rights and licenses necessary for any and all materials, services, processes, software, or hardware ("CONTRACTOR PRODUCTS") to be provided by CONTRACTOR in the performance of this

Agreement, including but not limited to any copyright, trademark, patent, trade secret, or right of publicity rights. CONTRACTOR hereby grants to COUNTY, or represents that it has secured from third parties, an irrevocable license (or sublicense) to reproduce, distribute, perform, display, prepare derivative works, make, use, sell, import, use in commerce, or otherwise utilize CONTRACTOR PRODUCTS to the extent reasonably necessary to use the CONTRACTOR PRODUCTS in the manner contemplated by this Agreement.

CONTRACTOR further warrants and represents that it knows of no allegations, claims, or threatened claims that the CONTRACTOR PRODUCTS provided to COUNTY under this Agreement infringe any patent, copyright, trademark or other proprietary right. In the event that any third party asserts a claim of infringement against the COUNTY relating to a CONTRACTOR PRODUCT, CONTRACTOR shall indemnify and defend the COUNTY pursuant to Paragraph 2 of this Agreement.

In the case of any such claim of infringement, CONTRACTOR shall either, at its option, (1) procure for COUNTY the right to continue using the CONTRACTOR Products; or (2) replace or modify the CONTRACTOR Products so that that they become non-infringing, but equivalent in functionality and performance.

33. ELECTRONIC COPIES: The parties agree that an electronic copy, including facsimile copy, email, or scanned copy of the executed Agreement, shall be deemed, and shall have the same legal force and effect as, an original document.
34. COOPERATION WITH COUNTY: CONTRACTOR shall cooperate with COUNTY and COUNTY staff in the performance of all work hereunder.
35. PERFORMANCE STANDARD: CONTRACTOR shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in CONTRACTOR's profession. COUNTY has relied upon the professional ability and training of CONTRACTOR as a material inducement to enter into this Agreement. CONTRACTOR hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, as well as the requirements of applicable Federal, State, and local laws, it being understood that acceptance of CONTRACTOR's work by COUNTY shall not operate as a waiver or release. If COUNTY determines that any of CONTRACTOR's work is not in accordance with such level of competency and standard of care, COUNTY, in its sole discretion, shall have the right to do any or all of the following: (a) require CONTRACTOR to meet with COUNTY to review the quality of the work and resolve matters of concern; (b) require CONTRACTOR to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of paragraph 19 (Termination) or (d) pursue any and all other remedies at law or in equity.

36. **ATTORNEYS' FEES:** In any action to enforce or interpret the terms of this Agreement, including but not limited to any action for declaratory relief, each party shall be solely responsible for and bear its own attorneys' fees, regardless of which party prevails.

[END OF GENERAL TERMS AND CONDITIONS]

EXHIBIT A

DEFINITION OF SERVICES

CONTRACTOR shall provide the following services:

I. COMMUNITY EARLY INTERVENTION, PREVENTION, EDUCATION AND TREATMENT: \$90,000

CONTRACTOR will provide early intervention, prevention, education, and direct counseling services to youth in the community as outlined in the following programs with the goal of maximizing opportunities for these youth to lead productive, successful lives.

A. Youth Success Coaching:

1. Program Description:

a) CONTRACTOR shall provide paraprofessional supportive services geared towards maximizing youth's potential and success. Services include positive youth development, educational groups and presentations, mental health awareness and stigma reduction, social emotional learning, provision of basic needs such as food, hygiene products, transportation support, a youth-friendly clothing closet, crisis intervention 24/7 crisis line, referrals and linkage to other community supports and services;

2. Deliverables & Program Curriculum:

a) CONTRACTOR shall provide prevention, early intervention and educational services utilizing motivational interviewing, Signs of Safety, harm reduction, positive youth and other evidence-based and trauma informed curriculum and practices as approved by COUNTY;

b) CONTRACTOR shall provide a Youth Success Coach to provide at a minimum 60 minutes weekly of individual and/or group sessions;

(1) Eligible participants include justice involved youth and at-risk middle school or high school youth with no other funding service options;

(2) Group services require a minimum of five (5) participants;

c) CONTRACTOR shall provide services at the CONTRACTOR main office in Ukiah and various Mendocino County school sites;

B. Life Skills Training:

1. Program Description:

a) CONTRACTOR shall provide paraprofessional supportive services to provide a variety of life skills including money

management, employability, transportation, cooking, housing, accessing community resources, lawful citizenship, conflict resolution, coping skills, substance use, self-control, pro-social skills, physical and sexual health education, and enrichment activities;

2. Deliverables & Program Curriculum:
 - a) CONTRACTOR shall provide prevention, early intervention and educational services utilizing CONTRACTOR developed life skills curriculum targeted for youth at high risk for justice involvement and adverse childhood experiences;
 - b) CONTRACTOR shall provide a Youth Success Coach to provide at a minimum 60 minutes bi-weekly of individual and/or group sessions;
 - (1) Eligible participants include justice involved youth and at-risk middle school or high school youth with no other funding service options;
 - (2) Group services require a minimum of five (5) participants;
 - c) CONTRACTOR shall provide services at the CONTRACTOR main office in Ukiah;

C. Positive Parenting Program:

1. Program Description:
 - a) CONTRACTOR shall provide education about child development and positive parent skills training to pregnant/parenting youth. Triple P is a parenting and family support system designed to help children to realize their potential. Triple P is designed to be with parents on every step of their journey, providing help and guidance to families when they need it. The five core principles of positive parenting form the basis of Triple P: safe and engaging environment, positive learning environment, assertive discipline, realistic expectations, and parental self-care;
2. Deliverables & Program Curriculum:
 - a) CONTRACTOR shall provide educational services utilizing a combination of CONTRACTOR developed curriculum to provide individualized support to meet youths specific parenting challenges and needs and The Triple P – Positive Parenting Program®;
 - (1) Triple P is an 8 to 12-week evidence-based curriculum that can be utilized in both group and 1:1 setting to increase 1) parents' confidence, competence in parenting 2) improve parent/child relationships 3) de-stigmatize parenting information and family support 4) provide

- accessible parenting strategies 5) understand how to positive “parent apart”;
- b) CONTRACTOR shall provide a Youth Success Coach to provide at a minimum 60 minutes weekly of individual and/or group sessions;
 - (1) Eligible participants include pregnant/parenting justice involved youth and pregnant/parenting at-risk middle school or high school youth with no other funding service options;
 - (2) Group services require a minimum of five (5) participants;
- c) CONTRACTOR shall provide services at the CONTRACTOR main office in Ukiah;
- D. Wellness Recovery Action Plan (WRAP):
 - 1. Program Description:
 - a) CONTRACTOR shall provide paraprofessional facilitation of WRAP training services to support youth experiencing mental health challenges and/or substance use disorders. The program supports youth in identifying existing strengths and coping skills and helps build additional skills to support increased wellness and recovery;
 - 2. Deliverables & Program Curriculum:
 - a) CONTRACTOR shall provide intervention services utilizing WRAP® curriculum;
 - (1) WRAP is an 8 to 12-week group curriculum focusing on wellness and recovery approach that helps people to: 1) decrease and prevent intrusive or troubling feelings and behaviors; 2) increase personal empowerment; 3) improve quality of life; and 4) achieve their own life goals. Participants monitor uncomfortable and distressing feelings and behaviors and, through planned responses, reduce, modify, or eliminate those feelings. Curriculum includes plans for responses from others when an individual cannot make decisions, take care of themselves, and/or keep themselves safe;
 - b) CONTRACTOR shall provide a Youth Success Coach to provide at a minimum 60 minutes weekly of group sessions;
 - (1) Eligible participants include justice involved youth and at-risk middle school or high school youth with no other funding service options;
 - (2) Group services require a minimum of five (5) participants;
 - c) CONTRACTOR shall provide services at the CONTRACTOR main office in Ukiah;
- E. Substance Use Disorder Treatment (SUDT):

1. Program Description:
 - a) CONTRACTOR shall provide counseling services for outpatient substance use disorder treatment to support youth to remain sober and/or to reduce harm risks of current substance use;
2. Deliverables & Program Curriculum:
 - a) CONTRACTOR shall provide treatment services utilizing Substance Abuse and Mental Health Services Administration (SAMHSA) approved curriculum, evidence-based practices and promising practices including, harm reduction, and motivational interviewing. CONTRACTOR may use CONTRACTOR developed curriculum and presentations approved by COUNTY;
 - b) CONTRACTOR shall provide a Certified SUDT Counselor, Intern SUDT Counselor, or Youth Success Coach to provide at a minimum 60 minutes weekly of individual and/or group sessions.
 - (1) Eligible participants include justice involved youth and at-risk middle school or high school youth with no other funding service options;
 - (2) Group services require a minimum of five (5) participants;
 - c) CONTRACTOR may provide peer support groups and community educational presentations;
 - d) CONTRACTOR shall provide services at the CONTRACTOR main office in Ukiah;

F. Anger Management:

1. Program Description:
 - a) CONTRACTOR shall provide counseling services for anger management to explore healthy coping skills aimed to support reduction of the impacts of stress. Topics to include boundaries, impulse control, stress management, triggers and protective factors;
2. Deliverables & Program Curriculum:
 - a) CONTRACTOR shall provide treatment services utilizing WRAP® curriculum, anger management, workbooks and CONTRACTOR developed curriculum approved by COUNTY;
 - b) CONTRACTOR shall provide a Certified Anger Management Specialist/Facilitator, Certified Cognitive Behavioral Therapy Facilitator, Certified SUDT Counselor, Intern SUDT Counselor, or a Youth Success Coach to provide at a minimum 60 minutes weekly of individual and/or group sessions.
 - (1) Eligible participants include justice involved youth and at-risk middle school or high school youth with no other funding service options;
 - (2) Group services require a minimum of five (5) participants;

- c) CONTRACTOR shall provide services at the CONTRACTOR main office in Ukiah;

G. Passages:

- 1. Program Description:
 - a) CONTRACTOR shall provide dual diagnosis counseling services to youth utilizing Cognitive Behavioral Therapy (CBT), psychotherapy and evidence- based motivational interviewing. The Passages program allows for seamless continuity of care of youth in custody when a youth detained in Mendocino County Juvenile Hall already has an established therapist with CONTRACTOR;
- 2. Deliverables & Program Curriculum:
 - a) CONTRACTOR shall provide treatment services including a biopsychosocial mental health assessment, plan development, individual and family therapy, collateral contacts with parents around parenting issues, case management to refer youth to community services and to coordinate treatment with the COUNTY;
 - b) CONTRACTOR shall provide a Therapist who is either a Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselors (LPCC), Associate Marriage and Family Therapist (AMFT), Associate Clinical Social Worker (ACSW), or an Intern working towards credential under the supervision of a licensed mental health professional, to provide at a minimum 60 minutes bi-weekly sessions of individual therapy;
 - (1) Eligible participants include justice involved youth and at-risk middle school or high school youth with no other funding service options;
 - (2) Group services require a minimum of five (5) participants;
 - c) CONTRACTOR shall provide services at the CONTRACTOR main office in Ukiah;

H. Interagency Communication:

- 1. Referrals & Intake:
 - a) COUNTY shall provide mutually agreed upon youth information to be shared with CONTRACTOR at the time of referral;
 - b) CONTRACTOR shall advise COUNTY of youth's Intake and case management plan;
- 2. Case Management Progress:
 - a) CONTRACTOR shall provide an agency representative to attend weekly transition meetings as applicable to discuss individual youth goals and programming progress;

- b) CONTRACTOR shall provide individual youth program progress and program completion to COUNTY;
- 3. Program Review:
 - a) CONTRACTOR shall meet quarterly to discuss program collaboration and to review program data and trends;

II. JUVENILE HALL FACILITY INTERVENTION, EDUCATION AND TREATMENT: \$94,609 per year

CONTRACTOR will provide intervention, education and therapeutic services to youth housed in Mendocino County Juvenile Hall (MCJH) as outlined in the following programs.

A. Youth Success Coaching:

- 1. Program Description:
 - a) CONTRACTOR shall provide paraprofessional supportive services geared towards maximizing youth's potential and success while detained in MCJH and in preparation for reentry into the community. Services include positive youth development, mental health awareness and stigma reduction, social emotional learning, positive parenting program, WRAP, anger management, and referrals and linkage to other community supports and services;
- 2. Deliverables & Program Curriculum:
 - a) CONTRACTOR shall provide one-on-one coaching targeting intervention and educational services utilizing motivational interviewing, Signs of Safety, harm reduction, positive youth, workbooks, other evidence-based, trauma informed curriculum and practices, and CONTRACTOR developed curriculum as approved by COUNTY;
 - b) CONTRACTOR shall provide Youth Success Coaches four (4) days a week to provide a total of 32 hours per week support services at MCJH;
 - (1) Youth Success Coaches shall provide one-on-one coaching to support youth in creating goals for personal growth, build pro-social skills, and support youth with their specific challenges including behaviors that may be deterrent to their success in MCJH;
 - (2) Youth Success Coaches shall collaborate with other mental health professionals working with MCJH detained youth to assist youth on their progress of their therapeutic goals;

- (3) Youth Success Coaches support shall include youth de-escalation, conflict resolution, safety assessments, safety planning, and referrals and linkage to other community supports and services;
- (4) Youth Success Coaches may facilitate groups. Groups may include life skills topics such as substance abuse, coping skills, anger management, processing groups, and enrichment activities and other group topics as requested and mutually agreed upon, such as The Triple P – Positive Parenting Program®, WRAP®, SUDT, and anger management;

B. Mental Health Therapist:

- 1. Program Description:
 - a) CONTRACTOR shall provide professional therapeutic services to support youth in managing behavioral and mental health challenges including those that may impact self-regulation while detained;
- 2. Deliverables & Program Curriculum:
 - a) CONTRACTOR shall provide mental health treatment services including CBT, psychotherapy and evidence-based motivational interviewing;
 - b) CONTRACTOR shall provide a Therapist who is either a Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselors (LPCC), Associate Marriage and Family Therapist (AMFT), Associate Clinical Social Worker (ACSW), or an Intern working towards credential under the supervision of a licensed mental health professional, one (1) day per week to provide a total of 8 hours per week professional mental health services at MCJH;
 - (1) Therapist shall provide biopsychosocial mental health assessment, crisis intervention assessment, counseling, case management, develop client treatment plans, provide individual, group and family therapy, and make referrals to other community supports and services;
 - (2) Therapist shall collaborate with Youth Success Coaches and MCJH staff on youth therapeutic goals and case management progress;
 - (3) Therapist shall collaborate with other mental health professionals working with MCJH detained youth regarding youth therapeutic goals and case management progress;

C. Interagency Communication:

1. Referrals & Intake:
 - a) COUNTY shall refer new youth detained to CONTRACTOR;
 - b) COUNTY shall provide mutually agreed upon youth information to be shared with CONTRACTOR at the time of referral;
2. Case Management Progress:
 - a) CONTRACTOR shall provide an agency representative to attend weekly transition meetings to discuss individual youth goals and programming progress;
3. Program Review:
 - a) CONTRACTOR shall meet quarterly to discuss program collaboration and to review program data and trends;
4. Absences:
 - a) CONTRACTOR shall notify COUNTY of any work-related absences that CONTRACTOR is unable to cover;

[END OF DEFINITION OF SERVICES]

EXHIBIT B

PAYMENT TERMS

COUNTY will pay CONTRACTOR to provide services described in Exhibit "A" in accordance with the following budgets.

I. COMMUNITY EARLY INTERVENTION, EDUCATION, PREVENTION, AND TREATMENT

COUNTY will pay CONTRACTOR at the rates identified below on a fee for service basis, for which compensation shall not exceed \$90,000. In addition to the service deliverable, the total unit service cost includes clinical supervision, management staff oversight, administrative support, session supplies, materials, and individual client needs, and indirect operating and overhead costs. Invoicing will be prorated per quarter hour increments based on actual services delivered.

Job Title	Service Type	Unit Value	Total Unit Service Cost
Youth Success Coach	Group	One (1) Session	\$204
	Individual	One (1) Hour	\$162

Job Title	Service Type	Unit Value	Total Unit Service Cost
Therapist	Therapy	One (1) Hour	\$201

II. JUVENILE HALL FACILITY INTERVENTION, EDUCATION AND TREATMENT

COUNTY will pay CONTRACTOR with the following budgets, submitted by the CONTRACTOR, for which compensation shall not exceed \$94,609. These services are billed quarterly at a rate of \$23,652.25. In the event the Youth Success Coach and/or Therapist deliverables are unmet the quarterly rate will be prorated based on the number of hours services were unfulfilled during the quarter (not including vacation, holiday, sick leave allotments or mandatory agency-related trainings/meetings).

PERSONNEL EXPENSE	MONTHLY SALARY	HOURS PER WEEK	% FTE	MONTHS	TOTAL COST
Executive Director – Contract/Programmatic Oversight	\$7,071	.50	.013	12	\$1,061
CFO/COO – Contract/Fiscal/Data Management Reporting Oversight	\$8,574	.50	.013	12	\$1,286
Youth Success Coach	\$4,040	32	.8	12	\$38,784
Therapist – AMFT/LFMT/ASW/LCSW	\$5,395	8	.2	12	\$12,948
Clinical Supervision	\$7,149	1	.025	12	\$2,145
Subtotal Salary/Wages					\$56,223
Tax & Benefits @ 44.19%					\$22,848
Total Personnel Expense					\$81,069
OPERATING EXPENSE	MONTHLY AMOUNT (AVERAGE)		MONTHS	TOTAL COST	
Mileage/Phone/General Office Supplies/Educational Supplies & Materials	\$100		12	\$1,200	
Total Operating Expense					\$1,200
Subtotal Program Cost					\$82,269
Indirect Admin/Fiscal/Operating Expense @15%					\$12,340
TOTAL JUVENILE HALL SERVICES					\$94,609

[END OF PAYMENT TERMS]

EXHIBIT C

INSURANCE REQUIREMENTS

Insurance coverage in a minimum amount set forth herein shall not be construed to relieve CONTRACTOR for liability in excess of such coverage, nor shall it preclude COUNTY from taking such other action as is available to it under any other provisions of this Agreement or otherwise in law. Insurance requirements shall be in addition to, and not in lieu of, CONTRACTOR's indemnity obligations under Paragraph 2 of this Agreement.

CONTRACTOR shall obtain and maintain insurance coverage as follows:

- a. Combined single limit bodily injury liability and property damage liability - \$1,000,000 each occurrence.
- b. Vehicle / Bodily Injury combined single limit vehicle bodily injury and property damage liability - \$500,000 each occurrence.

CONTRACTOR shall furnish to COUNTY certificates of insurance evidencing the minimum levels described above.

[END OF INSURANCE REQUIREMENTS]

EXHIBIT D

MENDOCINO COUNTY EPAYABLES INFORMATION

The County of Mendocino is currently making credit card payments to all of our vendors and suppliers who qualify. To qualify, vendors need to currently accept credit card payments. To achieve this more efficient form of payment, the County has partnered with Bank of America and their ePayables credit card program. This electronic initiative will yield many benefits to its participants:

- Expedited receipt of cash – electronic credit card payments provide cash flow benefits by eliminating mail and paper check float
- Elimination of check processing costs
- Remittance data transmitted with payment for more efficient back-end reconciliation
- No collection costs associated with lost or misplaced checks
- Reduced exposure to check fraud
- More efficient handling of exception items
- Fits with existing accounting software – requires no purchase of software, no modifications to existing accounts receivable system and no change to bank accounts.
- Going green with paperless electronic credit card payments help conserve the environment by eliminating printing and mailing of paper checks.

For information regarding the payment process, please email
Auditorap@mendocinocounty.gov

Additional information regarding the Bank of America Program is also available at:

[http://corp.bankofamerica.com/business/ci/landing/epayables-vendors?cm_mmc=sb-general- -vanity- -sg01vn000r_epayablesvendors- -na](http://corp.bankofamerica.com/business/ci/landing/epayables-vendors?cm_mmc=sb-general--vanity--sg01vn000r_epayablesvendors--na)

EXHIBIT E

CONTRACTOR REQUIREMENTS

CONTRACTOR shall provide the following documentation:

I. **BACKGROUND AND COMPLIANCE**

- A. CONTRACTOR personnel shall be required to complete and pass a personal background to gain entry to provide services at Mendocino County Juvenile Hall including; submission of MCPD Juvenile Hall Program Providers Application, fingerprinting and interview with the Juvenile Hall Division Manager;
 - 1. Only upon successful completion of the above requirements shall CONTRACTOR personnel be permitted access to the Mendocino County Juvenile Hall
- B. CONTRACTOR shall comply with the rules and regulations set forth by the Mendocino County Juvenile Hall and the MCPD Program Providers Handbook;

II. **PROGRAM CURRICULUM**

- A. CONTRACTOR shall provide curriculum and assessment tools used for services described in Exhibit A;

III. **CREDENTIALS**

- A. CONTRACTOR must provide proof of personnel credentials in good standing to perform services described in Exhibit A and maintain such credentials throughout the term of the Agreement;
 - 1. CONTRACTOR shall provide updated credentials should they expire during the term of the Agreement.

[END OF CONTRACTOR REQUIREMENTS]