

**COUNTY OF MENDOCINO  
STANDARD SERVICES AGREEMENT**

This Agreement, dated as of December 5, 2017, is by and between the COUNTY OF MENDOCINO, hereinafter referred to as the "COUNTY", and ClientFirst Technology Consulting, 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 IT Master Plan and consulting 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

The term of this Agreement shall be from December 5, 2017 through December 5, 2018.

The compensation payable to CONTRACTOR hereunder shall not exceed Ninety Nine Thousand Nine Hundred and Two Dollars (\$99,902) for the term of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

DEPARTMENT FISCAL REVIEW:

Melle Rana 11-3-17  
DEPARTMENT HEAD DATE

Budgeted:  Yes  No

Budget Unit: 1960

Line Item: 862189

Grant:  Yes  No

Grant No.: N/A

CONTRACTOR/COMPANY NAME

FOR CONTRACTOR'S SIGNATURE,  
PLEASE SEE PAGE 2A

NAME AND ADDRESS OF CONTRACTOR:

ClientFirst Technology Consulting

1181 California Ave., Ste 270

Corona, CA 92881

COUNTY OF MENDOCINO

By: John M. Cowen  
JOHN MCCOWEN, Chair  
BOARD OF SUPERVISORS DEC 06 2017

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:

CARMEL J. ANGELO, Clerk of said Board

By: Karla Van Hagen  
Deputy DEC 06 2017

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

KATHARINE L. ELLIOTT,  
County Counsel

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

CARMEL J. ANGELO, Clerk of said Board

By: Karla Van Hagen  
Deputy DEC 06 2017

By: K. Elliott  
Deputy

INSURANCE REVIEW:

By: Carmel J. Angelo  
Risk Manager

FISCAL REVIEW:

By: [Signature]  
Deputy CEO/Fiscal

EXECUTIVE OFFICE REVIEW:

APPROVAL RECOMMENDED

By: [Signature]  
CARMEL J. ANGELO, Chief Executive Officer

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: \_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

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DEPARTMENT HEAD \_\_\_\_\_ DATE \_\_\_\_\_  
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Budget Unit: 1960 \_\_\_\_\_  
Line Item: 862189 \_\_\_\_\_  
Grant:  Yes  No  
Grant No.: N/A \_\_\_\_\_

**CONTRACTOR/COMPANY NAME**

By: \_\_\_\_\_  
NAME AND ADDRESS OF CONTRACTOR:  
ClientFirst Technology Consulting  
1181 California Ave., Ste 270  
Corona, CA 92881

**COUNTY OF MENDOCINO**

By: \_\_\_\_\_  
JOHN MCCOWEN, Chair  
BOARD OF SUPERVISORS

**ATTEST:**

CARMEL J. ANGELO, Clerk of said Board

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

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**COUNTY COUNSEL REVIEW:**

APPROVED AS TO FORM:

KATHARINE L. ELLIOTT,  
County Counsel

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

**INSURANCE REVIEW:**

By: \_\_\_\_\_  
Risk Manager

**FISCAL REVIEW:**

By: \_\_\_\_\_  
Deputy CEO/Fiscal

**EXECUTIVE OFFICE REVIEW:**

APPROVAL RECOMMENDED

By: \_\_\_\_\_  
CARMEL J. ANGELO, Chief Executive Officer

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 CONTRACTOR'S and 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.

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  
501 Low Gap Road, Room 1010  
Ukiah, CA 95482  
Attn: Janelle Rau

**To CONTRACTOR:** ClientFirst Technology Consulting  
1181 California Ave., Ste 270  
Corona, CA 92881  
ATTN: David Krout

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 and display the same in a location that is reasonably conspicuous, as well as file copies of same with the County Executive Office.

Before the COUNTY will issue a notice to proceed with the Services, CONTRACTOR and any subcontractors must acquire, at their expense, a business license from County in accordance with MCC 6.0. Such licenses must be kept valid throughout the Agreement term.

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 IT Master Plan and consulting services shall not exceed \$99,902 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 Exhibit A or Exhibit B, 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.

[END OF GENERAL TERMS AND CONDITIONS]

## EXHIBIT A

### DEFINITION OF SERVICES

CONTRACTOR shall provide the following services:

#### I. Needs Assessment:

- A. Conducts needs assessment workshops with the seven County functional areas and special districts.
- B. Prepare and distribute Needs Assessment Surveys and Questionnaires to serve as interview guides before conducting the workshops.

Discussion points will include:

- 1. Enterprise/Departmental Application Needs
- 2. Gov 2.0 (E-Government)
- 3. Business Process Improvements
- 4. Improvements/Automation
- 5. Transparency/Open Data
- 6. Application Interfaces and Data Sharing
- 7. GIS
- 8. Reporting Issues
- 9. Best Practices
- 10. Policies and Procedures
- 11. User IT Support Needs
- 12. User Training Recommendations
- 13. Departmental Application Analyst Needs
- 14. Enterprise Communications
- 15. Remote Access and Mobile Computing
- 16. Emerging Technology Considerations
- 17. Regulatory Compliance Issues
- 18. ROI/Cost-Benefit Considerations

#### II. Conduct Infrastructure Review:

- A. Assess the County's network, hardware, topology, and security, as well as day-to-day IT support.
- B. Tour the County's existing IT facilities, computer rooms, telecommunications, closets, and demarcation points.
- C. Following the overview meetings, Contractor will propose a detailed discussion regarding the existing hardware platforms, systems architectures, and processing environment. These interview(s) with both County IT and the Sheriff's Department will assess the status and direction of the information processing function, including, but not limited to, the following:

## Hardware and Network

1. Website and Web server configuration
2. Standard desktop and server configuration
3. Current Windows Domain and Active Directory designs
4. Software licensing
5. Disk storage and backup methodologies
6. Email and message archiving
7. Existing network management and IT measurement
8. Perceived performance issues
9. Existing remote-access methods
10. Hand-held and mobile devices
11. Printers
12. Any problem areas

## Systems software

1. Current software licensing methodology
2. Network management or automation software
3. Mobile device management
4. Systems security
5. Patch management

- D. Planned or anticipated equipment and software additions or upgrades
- E. Current IT staff and contracted support services capabilities
  1. Perceived staff and user department training needs
- F. Help Desk requirements
- G. Disaster Recovery Plans
- H. Information Technology-related policies and procedures

Emerging and future technologies, such as:

1. Cloud computing
2. Cloud storage
3. Next generation security devices
4. Virtual networks

### III. **Meet with IT management:**

- A. Examine the current budget
- B. Examine existing and planned IT-related projects

- C. Address potential areas for improvement, such as staff productivity, collaboration alternatives, policies and procedures, security, disaster recovery, etc.

**IV. Risk Assessment:**

- A. Review network configurations and network security with County IT staff
- B. Address server security and redundancy which will include the following related findings, recommendation, and initiatives:
  - 1. IT Network and Infrastructure
  - 2. Storage and Backups
  - 3. Servers, Serve Applications, and Management
  - 4. Policies and Procedures
  - 5. Desktop Environment

**V. IT Security Review:**

- A. Develop recommendations for improvements to the County's IT security posture

**VI. Communication Systems Review:**

- A. Address current communications services, operation, support, and service arrangements
- B. Interview key personnel to gather input regarding the performance of the existing telecommunications system and services, including:
  - 1. Telephony
  - 2. VoIP
  - 3. Cabling
  - 4. Carrier Services and Costs

**VII. IT Staffing Review:**

- A. Perform a needs review for IT staff
- B. Identify strengths and weaknesses and discuss potential structures, skills sets, and training options
- C. Pay Scale

**VIII. IT Initiative Determination:**

- A. Assess the County's overall IT strengths and weaknesses
- B. Determine key strategies, goals, and objectives to address the issues identified
- C. Summarize findings and observations and determine preliminary IT initiatives
- D. Provide initiatives for the following categories:
  - 1. Best Practices
  - 2. IT Governance

3. Applications and Departmental Systems
4. Gov 2.0 (E-Government)
5. IT Infrastructure
6. IT Operations
7. IT Security
8. Telecommunications
9. IT Staffing/ Pay Scale

**IX. IT Initiative Development:**

- A. Identify approximately 50-100 IT initiatives in the following categories:
1. Application Enhancements
  2. Business Process Improvements and Training Needs
  3. GIS Improvements
  4. Network Infrastructure
  5. Telecommunications Infrastructure
  6. Servers and Server-Based Applications
  7. Storage and Back-Ups
  8. Business Continuity
  9. Network and Data Security
  10. Desktop Environment
  11. Software Licensing
  12. Printers
  13. Microwave
  14. Public Safety Radio
  15. Cable TV
  16. Help Desk and Reporting
  17. Policies and Procedures
  18. Document Management and Retrieval (ECMS)
  19. Email and Message Archiving
  20. Emerging Technologies
  21. Information Technology Staffing and Training- Pay Scale
  22. IT Governance
- B. Include planning for hardware and software support, maintenance and support budgets, and the development of project durations for each major initiative

**X. Planning and Prioritization Workshops**

- A. Conduct planning and prioritization workshops
- B. Discuss findings and recommendations with the Project Manager, IT Department, IT Planning Committee, and executive management
- C. Conduct department and project team business function workshop
- D. Conduct IT Infrastructure and Operations Workshops
- E. Conduct Prioritization Workshop
- F. Executive Management Workshop

**XI. Final Report and Presentations:**

- A. Create the County's IT Master Plan Report with supporting documentation
- B. Final report presentations will be made to County Executive Management and to the County Board of Supervisors.

**XII. Deliverables:**

- A. Provided in hard copy and electronically in the Acrobat Reader (PDF), MS Word, MS Excel, and/or MS PowerPoint file formats.

[END OF DEFINITION OF SERVICES]

**EXHIBIT B**  
**PAYMENT TERMS**

Step	Mendocino County Information Technology Master Plan Work Plan	Scheduled Week	Total Billable Hours
<b>Project Coordination</b>			
1	Overall Project Coordination		18
<b>Phase 1: Project Initiation</b>		1	
2	Develop Questionnaires/Surveys for Needs Assessment		4
3	Kick-Off Meeting with County Project Manager and Key Personnel		14
4	Obtain and Review Background Information and Preparation		6
<b>Phase 2: Needs Assessment</b>		3-5	
5	General Data Collection/Gathering, Distribution of Questionnaire, and Collection of Completed Questionnaires/Surveys		13
6	<b>Management and Functional Department Interviews</b>	4-5	
	County Executive Management Team (County Exec. Mgr./Dept. Heads)		3
	General Government		8
	Public Protection		8
	Public Ways and Facilities		8
	Health and Sanitation		8
	Public Assistance		8
	Education and Recreation & Culture		8
	Special Districts		8
7	<b>IT Infrastructure, Operations, and Staffing Reviews (note: Both County IT and Sheriff will be assessed)</b>	4-5	
	IT Management Interview		4
	IT Information Gathering Activities, including: B. Tour IT Facilities, IT Staff Interviews, IT Management Team Interviews		48

	Assessment and Information Gathering, including: C. IT Policies and Procedures, Website Review, IT Network and Infrastructure, Storage and Back-Ups, Audiovisual Systems, Servers, Server Applications, and Management, IT Security, Disaster Recovery, Email & Message Archiving, Document Management, Help Desk, Desktop Environment, Printers, Software Licensing, Review IT Projects and Budgets, Telecommunications (Services, Lines & Equipment, Operations, including Support/Service Agreements) and GIS and GIS Integration.		
8	<b>Documentation</b>	6	
	Summarize Findings and Observations		52
<b>Phase 3: Research and Preliminary Plan Development</b>		7-10	
9	Develop Key Strategies		8
10	Define Goals and Objectives		8
	Current State Assessment D. Included: Risk Assessment, Policies and Procedures/Best Practices, Application Portfolio Analysis, Technical Infrastructure Analysis, Organizational Structure Analysis, IT Staffing Analysis		36
11	Develop Preliminary Initiatives, Findings, Alternatives, and Recommendations		88
	E. Included: Current IT Environment Summary and Condition, All Applications/Systems, Gov 2.0 (E-Government), Application Integration, Management & Operational Reporting, User Training Needs, Data Management, Transparency/Open Government, Site Security (Video & Physical), IT & Telecommunications Infrastructure (Network, Servers, Storage & Back-Ups, Handhelds/Mobile),, IT Operations (Desktops, Software Licensing, Printers, Help Desk & Report, Email & Message Archiving, Management & Productivity Tools), IT Policies & Procedures, IT Staffing Strategies & Options, IT Security, Business Continuity/Disaster Recover, Cloud Computing/Cloud Storage, Return on Investment Considerations & IT Master Plan Implementation Methodology		
12	Preliminary Budgets		28
13	Develop Assessment Report with Initiatives		32
14	Preliminary Prioritizations		7

<b>Phase 4: Planning and Prioritization Workshops</b>		12-14	
15	Develop Workshop Materials		6
16	Workshop – Departments and Project Team		8
17	Workshop – IT Infrastructure and Operations		8
18	Prioritization Workshop – Project Committee		8
19	Workshop – Executive Management		8
20	Revisions		14
<b>Phase 5: Final Report and Presentations</b>		15-16	
21	Development Final Report and Supporting Documentation		26
22	Develop Presentation Materials		4
23	Final Report Presentation – County Management	TBD	8
<b>HOURS BY CONSULTANT</b>			<b>515</b>

<b>Mendocino County Information Technology Master Plan Fees Summary</b>	<b>Total Hours</b>
Hours by Consultant	515
Rate	David: \$185 Steve: \$185 Tom J: \$190 Craig: \$165 Alex: \$125
Project Cost	\$90,820
Travel & Related (not-to exceed)	\$9,082
<b>Total Cost (not-to-exceed)</b>	<b>\$99,902</b>

Travel will be paid at the IRS reimbursable rate and includes hotel and mileage. CONTRACTOR will not be paid an hourly rate for travel time. All travel must be agreed upon, in advance, by both the CONTRACTOR and the COUNTY.

In order for payment to be processed, the CONTRACTOR must submit a County approved invoice.

[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 furnish to COUNTY certificates of insurance with Automobile Liability/General Liability Endorsements evidencing at a minimum the following:

- 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.

[END OF INSURANCE REQUIREMENTS]

## EXHIBIT D

### MENDOCINO COUNTY EPAYABLES INFORMATION

The County of Mendocino is currently making electronic payments to all of our vendors and suppliers who qualify. 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 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 payments help conserve the environment by eliminating printing and mailing of paper checks.

For information regarding the payment process, please contact Margaret Yates [yatesm@mendocinocounty.org](mailto:yatesm@mendocinocounty.org) or 707-234-6860.

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)