

COUNTY OF MENDOCINO  
STANDARD SERVICES AGREEMENT

JUN 21 2016

This Agreement, dated as of \_\_\_\_\_, 2016, is by and between the COUNTY OF MENDOCINO, hereinafter referred to as the "COUNTY", the MENDOCINO COUNTY WORKFORCE DEVELOPMENT BOARD, hereinafter referred to as the "WDB" and Mendocino Private Industry Council, Inc. 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 employment and training services for adults, dislocated workers and businesses, hereinafter referred to as "SERVICES" per the Workforce Innovation and Opportunity Act (WIOA); 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 and the WDB.

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 Assurance of Compliance with Nondiscrimination
- Appendix A Certification Regarding Debarment, Suspension, and other Responsibility Matters – lower tier covered transactions

The term of this Agreement shall be from July 1, 2016 through June 30, 2017.

The compensation payable to CONTRACTOR hereunder shall not exceed Six Hundred Twenty-Nine Thousand One Hundred and Ninety-One (\$629,191) 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:

[Signature] 6/7/16  
STEVE DUNNICLIFF, PBS DATE

Budgeted:  Yes  No

Budget Unit: 0413

Line Item: 862189

Grant:  Yes  No

Grant No.: \_\_\_\_\_

CONTRACTOR/COMPANY NAME

By: Candy De Los Santos  
Candy De Los Santos 6-7-16  
NAME AND ADDRESS OF CONTRACTOR:

Mendocino Private Industry Council, Inc.

631 S. Orchard Ave.

Ukiah, CA 9548

COUNTY OF MENDOCINO

[Signature] JUN 21 2016  
By: \_\_\_\_\_  
DAN GJERDE, Chair  
BOARD OF SUPERVISORS

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: [Signature]  
Deputy

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: [Signature]  
Deputy

By: [Signature]  
Deputy

INSURANCE REVIEW:

RISK MANAGER

By: [Signature]  
ALAN D. FLORA, Risk Manager

FISCAL REVIEW:

By: [Signature]  
Deputy CEO/Fiscal

EXECUTIVE OFFICE REVIEW:

APPROVAL RECOMMENDED

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

WORKFORCE INVESTMENT BOARD:

By: [Signature]  
JOHN KUHR, Chair  
WORKFORCE INVESTMENT BOARD

## 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:** CONTRACTOR shall indemnify, defend, and hold harmless the COUNTY, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever including damages to property and injuries to, or death of persons, reasonable attorney's fees, expert fees and court costs occurring or resulting, or alleged to be occurring or resulting, to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connections with the CONTRACTOR'S performance or its obligations under this AGREEMENT, and from any and all claims, liabilities, and losses occurring or resulting, or alleged to be occurring or resulting, to any person, firm, or corporation for damage, injury, or death arising out of or connected with the CONTRACTOR'S performance of its obligations under this AGREEMENT, unless such claims, liabilities, or losses arise 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.
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.
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 agrees to provide to a private, not-for-profit, successor and if there is none then 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.

CONTRACTOR shall pay all royalties and license fees which may be due for any patented or copyrighted materials, methods or systems selected by the CONTRACTOR and incorporated into the work as set forth in Exhibit "A", and

shall defend, indemnify and hold the COUNTY harmless from any claims for infringement of patent or copyright arising out of such selection.

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  
Workforce Development Board  
631 S. Orchard Ave.  
Ukiah, CA 95482  
Attn: WDB Administrator

To CONTRACTOR: Mendocino Private Industry Council, Inc.  
631 S. Orchard Ave.  
Ukiah, CA 95482  
ATTN: Executive Director

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 and state laws pertaining to equal employment opportunity and that it shall not engage in any unlawful discrimination.
  - 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, disability, sex, sexual orientation, national origin, age, religion, Veteran's status, political affiliation, or any other non-merit factor.
  - 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.
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 prior written notice. 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 employment and training services shall not exceed \$629,191 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.
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. CONTRACTOR shall use subcontractors identified in Exhibit "A" and shall not substitute subcontractors without COUNTY's prior written approval.
  - 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 or 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. PATENT AND COPYRIGHT INDEMNITY: CONTRACTOR represents that it knows of no allegations, claims, or threatened claims that the materials, services, hardware or software ("CONTRACTOR Products") provided to COUNTY under this Agreement infringe any patent, copyright or other proprietary right. CONTRACTOR shall defend, indemnify and hold harmless COUNTY of, from and against all losses, claims, damages, liabilities, costs expenses and amounts (collectively, "Losses") arising out of or in connection with an assertion that any CONTRACTOR Products or the use thereof, infringe any patent, copyright or other proprietary right of any third party.
- a. COUNTY will: (1) notify CONTRACTOR promptly of such claim, suit or assertion; (2) permit CONTRACTOR to defend, compromise, or settle the claim; and, (3) provide, on a reasonable basis, information to enable CONTRACTOR to do so. CONTRACTOR shall not agree without COUNTY's prior written consent, to any settlement, which would require COUNTY to pay money or perform some affirmative act in order to continue using the CONTRACTOR Products.
  - b. If CONTRACTOR is obligated to defend COUNTY pursuant to this Section 32 and fails to do so after reasonable notice from COUNTY, COUNTY may defend itself and/or settle such proceeding, and CONTRACTOR shall pay to COUNTY any and all losses, damages and expenses (including attorney's fees and costs) incurred in relationship with COUNTY's defense

and/or settlement of such proceeding.

- c. 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.
- d. Notwithstanding this Section 32, COUNTY retains the right and ability to defend itself, at its own expense, against any claims that CONTRACTOR Products infringe any patent, copyright, or other intellectual property right.

33. OTHER AGENCIES:

Other tax supported agencies within the State of California who have not contracted for their own requirements may desire to participate in this contract. The CONTRACTOR is requested to service these agencies and will be given the opportunity to accept or reject the additional requirements. If the CONTRACTOR elects to supply other agencies, orders will be placed directly by the agency and payments made directly by the agency.

[END OF GENERAL TERMS AND CONDITIONS]

## EXHIBIT A

### DEFINITION OF SERVICES

CONTRACTOR shall provide the following services:

#### A. ADULT/DISLOCATED WORKER PROGRAM SERVICES

1. Provide Universal Access to Career Services which include informational and self-service activities and may be available physically or electronically. Provide Career Services to eligible, enrolled customers. (per the Workforce Innovation and Opportunity Act, WIOA Law H.R. 803, Section 134) at physical locations in both Fort Bragg and Ukiah. In the first Quarter the Fort Bragg Office Hours will be reduced to 2 days per week and, beginning 10/01/2016 the schedule will return to 4 days per week.
  - a. Labor exchange tools to include Employment Development Department (EDD) New CalJOBS internet access.
  - b. Computer applications software
  - c. Résumé writing software
  - d. Career exploration software
  - e. Job, career, and skill self-assessment tools
  - f. Career, job, and labor market information
  - g. Career planning information
  - h. Job search information
  - i. Interviewing information
  - j. Information on writing résumés and cover letters
  - k. Information on job retention
  - l. Eligibility determination for additional services through the Workforce Innovation and Opportunity Act (WIOA)
  - m. Outreach, intake processing, information on WIOA and partner services available within the Mendocino Works One-Stop system aka America's Job Center of California.
  - n. Initial assessment including skill levels supportive service needs
  - o. Job search and placement assistance
  - p. Provision of employment statistics for the labor market area
  - q. Job vacancy listings
  - r. Information on skills requirements for occupations
  - s. Local occupations in demand, earnings and skill requirements for jobs
  - t. Performance and cost information on training providers in the area
  - u. Labor Market Information
  - v. Access to EDD Wagner-Peyser services
  - w. Internet access, including career and job search
  - x. Access to computers with resume-writing programs
2. Provide Career Services to WIOA registered customers as follows:
  - a. Comprehensive assessment
  - b. Comprehensive Case Management
  - c. Specialized assessment
  - d. In-depth interviewing and evaluation to identify employment barriers and appropriate goals

**EXHIBIT A – Page 2**  
**DEFINITION OF SERVICES**

- e. Career Planning and the development of the Individual Employment Plan (IEP)
  - f. Customer-centered case management
  - g. Individual or group job and career counseling
  - h. Access to support services through the One-Stop partners or under WIOA
  - i. Work Experience Contracts
  - j. Short – term prevocational services
3. Provide Training Services to WIOA registered customers as follows:
- a. Skill upgrading and retraining
  - b. GED and basic skills
  - c. Job readiness
  - d. Vocational and Occupational skills
  - e. Entrepreneurial training
  - f. Customized training
4. Contractor will serve thirty-seven (37) Dislocated Workers and forty-one (41) Adults.

**B. Management Information System (MIS)/Participant Performance Reporting**

- 1. Review and enter all completed WIA/WIOA forms in the State EDD Workforce Services Division case management system, The New CalJOBS, to ensure real time data is available to the WDB and State. Ensure accuracy prior of data transfer from the CalJOBS system to EDD, per State requirements.
- 2. Produce and provide monthly CalJOBS\VOS reports. Produce and provide CalJOBS reports to the WDB/County Administrative Staff. The universal access reports for each center shall include numbers indicating the following:
  - a. Unique customers
  - b. Total customers
  - c. Total customer services
  - d. Partner customers
  - e. Employer visits
  - f. Employer services
- 3. Provide file review to ensure that all Federal, State and Local guidelines and policies are being followed.
- 4. Maintain in-house hard copy files for all registered participants containing:
  - a. All required eligibility and supportive service documentation
  - b. MIS forms
  - c. IEP for adults

**EXHIBIT A – Page 3**  
**DEFINITION OF SERVICES**

- d. Approved Individual Training Accounts (ITA) documentation progress reports, and time and attendance if receiving training
  - e. Case notes (electronic file acceptable)
5. Provide files to WIOA Administrative Agency Staff for yearly Local and State monitoring.

**C. MANAGEMENT OF PROGRAM BUDGET**

1. The total allocation will be expended to deliver the Program services as specified within Exhibit B of the Contract per the Workforce Innovation and Opportunity Act and delineated in sections A and B above.
  - a. Actual vs. Budget by fund and service component
    - i. Analyze the current expenditures compared to budgeted amounts.
    - ii. Make adjustments as necessary to assure projected expenses are allowable and within funding levels.
    - iii. Create and present monthly budget to actual report to the WDB/County Administrative Unit.
    - iv. Present all budgets and budget revisions for approval to the report to the WDB/County Administrative Unit.
  - b. Analyze year-to-date expenditures to assure that they are accurate and allowable, and are within funding levels.
2. Perform duties and functions as necessary to perform:
  - a. Staff and participant payroll
  - b. Accounts payable
  - c. Accounts receivable
3. Reporting
  - a. Submit monthly Expenditure reports to the WDB/County Administrative staff with back-up documentation and invoices broken out by appropriate cost categories per the schedule delineated in Exhibit B of the contract.
  - b. Submit information as requested by the Administrative Agency, State EDD and the Workforce Investment Board to comply with Local and State requirements.
4. Annual CONTRACTOR, Corporation Reports shall be submitted per State and Federal law.
5. WIA/WIOA Purchased Property
  - a. An inventory of WIA/WIOA purchased property located at all One-Stop centers will be checked once per year and submitted to the Administrative Staff.
  - b. All WIA/WIOA purchased property will be maintained as needed.

**EXHIBIT A – Page 4**  
**DEFINITION OF SERVICES**

6. Maintain records and access to records per the WIA/WIOA regulations.
7. Provide WDB/County administrative staff with program data as needed for State mandated reports, surveys or compliance reviews.
8. Provide data for applications for funding opportunities to the WIOA Administrative Agency.

**D. MARKETING**

1. Create and maintain a website with information detailing all program services and include the America's Job Center's logo and the WDB logo with along with a statement referencing funding from the County/WDB. The WDB logo is to minimally of the same size and placement as contractors logo on all marketing materiel including web-site.
2. Provide written material in English and Spanish

**E. PERFORMANCE MEASURES (ADULTS AND DISLOCATED WORKERS)**

The Contractor will meet but not exceed all adult and dislocated worker performance measures as they are developed in negotiation with: the State Employment Development Department, Workforce Services Division, the Chief Local Elected Officials and the Mendocino County Workforce Investment Board.

<b>Performance Measures PY 2016-2017*</b>	
<b>Adults</b>	
Entered Employment Rate	72.5%
Retention Rate	81%
Average Earnings	\$13,500
<b>Dislocated Worker</b>	
Entered Employment Rate	73%
Retention Rate	79%
Average Earnings	\$14,900

*\*Performance measures listed are from the final PY 2014-2015 performance results posted in WSD 15-16, dated February 5, 2016 and will serve as the target for PY 2016-17, with the understanding they may be amended by the State*



**EXHIBIT A – Page 5**  
**DEFINITION OF SERVICES**

**G. RAPID RESPONSE AND LAYOFF AVERSION SERVICES**

1. The CONTRACTOR will provide Rapid Response and LayOff Aversion activities for local businesses including solutions for businesses in transition (growth and decline). *See the State Employment Development Department, Workforce Services Division Directive WSD 14-3 for a complete list of activities.*
2. The CONTRACTOR will provide Rapid Response Activities for workers including:
  - a. Information and direct reemployment services
  - b. Onsite customized services for workers upon notice of layoffs and plant closures.
  - c. Incumbent worker training to avert layoffs.
3. The CONTRACTOR will complete Rapid Response Assistance On-Site Visit Reports, the WIA 121, WIA 122 and locally development forms and submit them to the WDB/County Administrative Staff and to the State as required.

**H. BUSINESS/EMPLOYER SERVICES**

1. Local labor pool information
2. Business
3. Financial assistance for employee training
4. Employee recruitment and pre-screening
5. Employer workshops and seminars
6. HR (Human Resource) services
7. Tax credit information
8. Other

**I. SUBCONTRACTORS**

None

**J. OPEN PUBLIC MEETINGS**

All meetings held by the CONTRACTOR governing board shall be subject to the Brown Act.

End of Exhibit A



**EXHIBIT B  
PAYMENT TERMS**

COUNTY/WDB will pay CONTRACTOR as per the following instructions:

<b>Workforce Innovation and Opportunity Act*</b>		
<b>Adult *</b>		
7/1/2016 through 9/30/2017 - Round 1	\$ 28,600	
10/1/2016 through 6/30/2017- Round 2	\$ 168,131	
Program Year( PY) 15/16 Carry-Forward **	\$ 52,000	
		<b>\$ 248,731</b>
<b>Dislocated Workers *</b>		
7/1/2016 through 9/30/2017 - Round1	\$ 34,355	
10/1/2016 through 6/30/2017 - Round 2	\$ 161,310	
Program Year( PY) 15/16 Carry-Forward **	\$ 32,000	
		<b>\$ 227,665</b>
<b>Rapid Response ***</b>		
7/1/2016 through 9/30/2017 - Round 1	\$ 19,000	
10/1/2016 through 6/30/2017- Round 2	\$ 99,595	
		<b>\$ 118,595</b>
<b>Lay-Off Aversion ***</b>		
7/1/2016 through 9/30/2017 - Round 1	\$ 5,200	
10/1/2016 through 6/30/2017 - Round 2	\$ 29,000	
		<b>\$ 34,200</b>
<b>Total Funding</b>		<b>\$ 629,191</b>

\* Adult and Dislocated Worker funds are determined per the Employment Development Department, Workforce Services Division; Information Notice WSIN15-45 dated April 21,2016. First quarter limitations are imposed by the DOL.

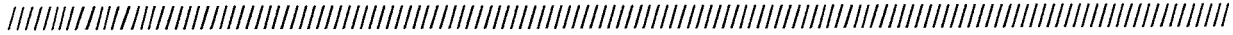
\*\* Carry-Forward amounts are an estimate and are subject to change.

\*\*\*Rapid Response and LayOff Aversion funds are an estimates and will require adjustment through an amendment upon receipt of the allocation from the State Employment Development Department, Workforce Services Division.

1. CONTRACTOR shall submit invoices that include actual expenditures per 20 CFR Section 667.220. Bi-weekly expense invoices will be submitted no later than 5:00 p.m. on dates scheduled by the WIOA Administrator. Bi-Weekly invoicing may move to monthly invoicing after 30 day notice to CONTRACTOR.
2. Monthly participant funding projections and obligation reports are to be submitted with the expense invoice.
3. Late submittals may result in delay of payment.
4. Job costing reports and payroll registers will be submitted each pay period.

5. Adult and Dislocated Worker funds must be expended with 30% of the total allocation to the LWDA being expended for training as defined by State Senate Bill 734 and per the State Employment Development Department, Workforce Services Division Directive WSD14-01, dated July 8, 2014.
6. Indirect costs not to exceed 24%
7. Leverage Reports with required documentation are to be submitted quarterly.
8. Payments under this agreement shall not exceed \$629,191 for the term of this agreement.

[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.

CONTRACTOR agrees to indemnify and hold harmless COUNTY, its elected or appointed officials, employees or volunteers against any claims, actions, or demands against them, or any of them, and against any damages, liabilities or expenses, including costs of defense and attorney's fees, for personal injury or death, or for the loss or damage to the property, or any or all of them, to the extent arising out of the performance of this Agreement by CONTRACTOR.

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.

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  
**CONTRACTOR ASSURANCE OF COMPLIANCE WITH**  
THE MENDOCINO COUNTY  
PLANNING AND BUILDING SERVICES AGENCY

**NONDISCRIMINATION IN STATE  
AND FEDERALLY ASSISTED PROGRAMS**

---

NAME OF CONTRACTOR: Mendocino Private Industry Council, Inc.

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended and in particular section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code section 11135-11139.5, as amended; California Government Code section 12940 (c), (h) (1), (i), and (j); California Government Code section 4450; Title 22, California Code of Regulations section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, sexual orientation, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE CONTRACTOR HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, CONTRACTOR agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code section 10605, or Government Code section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on CONTRACTOR directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

6-7-16  
Date

*Charles Santos*  
CONTRACTOR Signature

631 S. Orchard Ave. Ukiah, CA 95482  
Address of CONTRACTOR

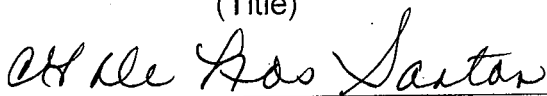
Appendix A

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, and OTHER RESPONSIBILITY MATTERS  
LOWER TIER COVERED TRANSACTIONS**

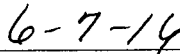
This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

- (1) The primary principal certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment tendered against them for commission of fraud or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsifications or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification, and
  - (d) Have not, within a three-year period preceding this application/proposal, had one or more public transactions (Federal, State, or local) terminated for cause or default.
  
- (2) Where the primary principal is unable to certify to any of the statements in this certification, such principal shall attach an explanation.

Candy De Los Santos  
\_\_\_\_\_  
(Type Name)  
Executive Director

\_\_\_\_\_  
(Title)  
  
\_\_\_\_\_  
(Signature)

Mendocino Private Industry Council, Inc.  
\_\_\_\_\_  
(Organization Name)  
631 S. Orchard Ave. Ukiah, CA 95482

\_\_\_\_\_  
(Organization Address)  
  
\_\_\_\_\_  
(Date)