

**AMENDMENT TO BOARD OF SUPERVISORS
AGREEMENT NO. BOS 20-093, BOS 20-093-A**

This Amendment to BOS Agreement No. 20-093 is entered into this _____ day of _____, 2021, by and between the COUNTY OF MENDOCINO, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and GEO Reentry Services, LLC, hereinafter referred to as "CONTRACTOR".

WHEREAS, BOS Agreement No. 20-093 was entered into on June 24, 2020; and

WHEREAS, BOS Agreement No. 20-093 was amended on March 2, 2021 (BOS Agreement No. 20-093-A) to permit GEO Reentry Services, LLC to contract with CDCR/WestCare Foundations to provide rehabilitative services to state parolees utilizing excess participant capacity of BOS Agreement No. 20-093 to an initial maximum of 10 participant slots per month at a daily per diem rate of \$19.73 per participant and would issue a credit on COUNTY's monthly invoices accordingly; and

WHEREAS, upon execution of this document by the Chair of the Mendocino County Board of Supervisors and GEO Reentry Services, LLC, this document will become part of the aforementioned contract and shall be incorporated therein; and

WHEREAS, BOS Agreement No. 20-093 provided that Mendocino County would provide space for the Day Reporting Center (DRC) located in or near Ukiah, pursuant to a lease agreement separate from BOS Agreement No. 20-093; and

WHEREAS, the space provided for the DRC located at 559 Low Gap Road, Ukiah, was irreparably damaged by fire on July 6, 2021, rendering the space unusable; and

WHEREAS, it is the desire of CONTRACTOR and COUNTY for CONTRACTOR to relocate to a CONTRACTOR leased facility and amend Exhibit A of the original BOS 20-093 regarding location; and

WHEREAS, it is the desire of CONTRACTOR and COUNTY to amend Exhibit B and increase total contract amount set out in the original BOS Agreement No. 20-093 from One Million Four Hundred Forty Thousand Dollars (\$1,440,000.00) to One Million Six Hundred Nineteen Thousand Seven Hundred Fifty Two Dollars (\$1,619,752.00)

NOW, THEREFORE, we agree as follows:

1. Exhibit A of the original BOS Agreement No. 20-093 is amended per the attached Exhibit A Amendment 1 amending location of DRC;
2. The total contract amount set out in BOS Agreement No. 20-093 will be increased from One Million Four Hundred Forty Thousand Dollars (\$1,440,000.00) to One Million Six Hundred Nineteen Thousand Seven Hundred Fifty Two Dollars (\$1,619,752.00) per the attached Exhibit B Amendment 1;

All other terms and conditions of BOS Agreement No. 20-093, 20-093-A shall remain in full force and effect.

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

DEPARTMENT FISCAL REVIEW:

[Signature] 7/27/21
DEPARTMENT HEAD DATE

Budgeted: Yes No

Budget Unit: 2560

Line Item: 862189

Grant: Yes No

Grant No.: AB109 – Community Corrections

CONTRACTOR/COMPANY NAME:

By: *[Signature]*
Derrick D. Schofield

NAME AND ADDRESS OF CONTRACTOR:

GEO Reentry Services, LLC

4955 Technology Way

Boca Raton, FL 33431

COUNTY OF MENDOCINO

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: _____
Deputy

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

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

CHRISTIAN M. CURTIS,
County Counsel

[Signature]
By: _____
Deputy

By: _____
Deputy

INSURANCE REVIEW:

By: *[Signature]* **07/27/2021**
Risk Management

EXECUTIVE OFFICE/FISCAL REVIEW:

APPROVAL RECOMMENDED

By: *[Signature]* **07/27/2021**
Deputy CEO

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: _____

EXHIBIT A – AMENDMENT 1

DEFINITION OF SERVICES

CONTRACTOR shall provide the following services:

CONTRACTOR shall operate a Day Reporting Center (DRC) as directed by the COUNTY.

Location:

CONTRACTOR will provide space for the DRC located in or near Ukiah, subject to approval by COUNTY's Community Corrections Partnership (CCP) Executive Committee. Location must include a secure office for one (1) COUNTY staff member to occupy on a full-time basis. CONTRACTOR will provide anything needed to make the DRC space operational (i.e. furniture, equipment, office supplies, telephones, utilities, janitorial insurance, computers, internet, facility modifications, etc.). COUNTY will be responsible for providing office furniture, equipment and office supplies for the COUNTY's staff.

Hours of Operation:

The Mendocino County DRC will be open Monday and Friday, from 8 a.m. to 5 p.m. and Tuesday through Thursday from 10 a.m. to 7 p.m., excluding holidays. The office will be closed for Case Staffing meetings Mondays between 12 p.m. – 2 p.m. The office will also be closed on those Fridays when Community Corrections Partnership meetings are scheduled between 12 p.m. – 1 p.m. to permit CONTRACTOR attendance at the meetings.

Programming:

CONTRACTOR's DRC model is built on evidence-based principles (EBP) distilled from "What Works" research. This research has identified the factors most strongly correlated to criminal behavior. These factors are called criminogenic risks and needs. The criminogenic risk and needs most strongly correlated with re-offending are called "The Central Eight". The top four identified in most studies are:

- Anti-social attitudes
- Anti-social associates
- Anti-social personality patterns (such as restless aggressive energy, egocentrism, a taste for risk, poor problem solving skills, and impulsivity)
- History of anti-social behavior

The other four factors are called "The Moderate Factors" and are:

- Problematic circumstances at home (such as low levels of affection, caring, and cohesiveness; poor parental supervision; neglect and abuse)
- Problematic circumstances at school or work (such as low levels of education and achievement, and unstable employment history)
- Problematic leisure circumstances (such as poor use of recreational time)
- Substance abuse

Assessments:

A risk/needs assessment tool identifies the specific factors contributing to an individual's criminal behavior. The assessment results may include information for the following areas: criminal history; education/employment; family/marital; accommodations; leisure/recreation; companions (anti-social associates); alcohol/drug problems; emotional/personal (behavioral characteristics); and attitudes/orientation (attitudes, values, and beliefs). With this information, case managers create an individualized Behavioral Change Plan targeted to the client's identified criminogenic risks and needs. Not only does this ensure maximum efficiency in the use of resources, but it also ensures that clients do not receive treatment that they don't need. Unneeded treatment can actually increase the likelihood of criminal behavior.

CONTRACTOR staff will perform the assessment. In the event Probation has already completed an assessment, they will provide the Static Risk and Offender Needs Guide (STRONG) assessment results to the CONTRACTOR case managers in order to develop Behavior Change Plans with clients.

Our proposed individual Behavioral Change Plans (BCP) seek to reduce the chance of future criminal behavior by changing the client's criminogenic needs. For example, to specifically address anti-social attitudes, a client's BCP may include Moral Recognition Therapy (MRT), which teaches clients how to replace anti-social attitudes with pro-social attitudes.

Behavior Change Plans:

Using the assessment results, the CONTRACTOR case manager identifies and ranks the client's specific criminogenic needs.

The case manager identifies the client's two or three highest criminogenic needs and uses DRC program services and local community resources to address those needs. For example, if one of the client's highest needs is alcohol/drug problems, the case manager may assign the client to the onsite Outpatient Substance Abuse Education and Outpatient Substance Abuse Treatment groups using the Cognitive Behavioral Interventions for Substance Abuse (CBI-SA) curriculum, require the client to attend an AA/NA group, and/or make other community referral(s).

The BCP also includes responsibility factors, which are barriers that may prevent the client from making progress and strengths that can support the client's successful achievement. Case managers take responsibility factors into account when determining which services and resources will best support the client in achieving program success.

Behavioral goals are stated in positive and supportive language using the acronym SMART (Specific, Measurable, Attainable, and Realistic with an appropriate Timeframe). For example, a behavioral goal may be "achieve and maintain sobriety for three months" and actions may be completing the Substance Abuse Carey Guide during individual cognitive behavioral therapy, attending several AA meetings and choose a program, finding an AA sponsor, etc.

Cognitive Behavioral Treatment:

CONTRACTOR has been providing cognitive behavioral, evidence-based programs for over 15 years, and already has the infrastructure to train, monitor, and support staff in the delivery of cognitive behavioral treatment.

Individual Cognitive Behavioral Therapy:

Each client will meet with his or her assigned case manager once per week for 30 minutes. The client fills out the Outcome Rating Scale (ORS), a self-report instrument that gives the case manager an indication of the client's individual functioning, interpersonal relationships, and social role performance (such as work adjustment). The case manager uses the results to monitor the client's progress, evaluate the effectiveness of treatment, determine if there is a need for further treatment, or investigate why the client is not making progress. Then they take a few minutes to discuss the client's answer to "What is one thing you learned this week in the program?"

In addition to tracking progress, case managers use Carey Guides. Developed by the Care Group, the Carey Guides help corrections professionals by translating evidence-based practices into a series of strategies and short exercises called "15-Minute Tools." One set of Carey Guides provide case managers with strategies for effective case management, and the other set provides short practical exercises for offenders.

At the end of the session, the client completes a Session Rating Scale (SRS). The SRS is a self-completed instrument that assesses the relational bond between the client and case manager, and the degree of agreement between the client and case manager on goals, methods, and overall approach of therapy. It helps the case manager make sure that the client is engaged and therapy is responsive to the client.

Group Cognitive Behavioral Therapy:

CONTRACTOR uses Moral Reconnection Therapy (MRT) to provide cognitive behavioral therapy in a group setting. MRT is a step-by-step cognitive skills rehabilitation system designed to confront thinking errors. The intent of MRT is to develop moral decision-making strategies in individuals. The system is designed to positively alter how clients think; how they make judgments and decisions about the right and wrong thing to do in situations; and to promote actions and behaviors focused on changing negative relationships.

MRT teaches clients thinking and judgment skills in a systematic group process. Groups use a series of structured exercises and tasks to foster development of higher levels of reasoning, and also addresses other important treatment areas. A CONTRACTOR Case Manager leads this group, which uses the MRT workbook *How to Escape Your Prison*.

Computer-Based Cognitive Behavioral Therapy:

Computer- Based Cognitive Behavioral Therapy (CBT) ACCI will provide a unique treatment tool for offenders, presenting a series of interactive, multimedia programs that allow DRC participants to control the pace, direction, and even the nature of the presentation. To comprehensively target each participant's needs and further supplement group sessions, we will continue to maintain and operate a CBT Lab with

computers in the Mendocino County DRC. We propose to provide participants with access to the computer-based eLearning curriculum from the ACCI Cognitive Life Skills courses. ACCI develops and provides a variety of self-directed content and curriculum that places a strong focus on cognitive restructuring and is supported by published outcomes and research. DRC staff are always present during scheduled Lab times to supervise and assist participants in using DRC computers for assigned programming.

Daily Check-ins:

Each time a client arrives at the DRC, they first report to CONTRACTOR staff, which record the date and time of every check-in. As the client successfully progresses through the program, the number of required check-ins per week decreases. Typically, CONTRACTOR has clients report to the DRC in person five days per in Phase 1 and then decreases reporting based off progress and phase level.

Breathe Alcohol Testing:

For safety reasons, and to ensure a therapeutic environment, CONTRACTOR requires all clients to take a breath alcohol test every time they report to the DRC. If a test is positive for alcohol:

A CONTRACTOR staff member will immediately notify a pre-designated County contact and follow the pre-specified procedure approved by Mendocino County. No further client activity in terms of group or program participation is permitted for the day. If the alcohol level is high enough, the client may be detained and referred to the appropriate law enforcement agency.

CONTRACTOR staff records the administration and results of all alcohol tests in AccuTrax. If a client refuses to provide a breath sample, that fact is also documented and reported.

Random Drug Testing:

Clients are also subject to a random drug testing. Clients are assigned a word during intake – for example, a client may be given the word “community”. When clients check-in, their assigned word determines if they are required to provide a urine sample that day. If “community” is the designated word when that client reports on a specific day, then that client must provide a urine sample. CONTRACTOR staff can also conduct a urinalysis test at any time at the request of the County. If the drug test detects an illicit substance, a CONTRACTOR staff member will immediately notify the County, and follow pre-established procedures to administer consequences. CONTRACTOR staff records the administration of all drug tests and the results in AccuTrax. If a client refuses to provide a urine sample, that fact is also documented and reported.

Cognitive Behavioral Interventions for Substance Abuse (CBI-SA)

Our staffing includes a dedicated Substance Abuse Counselor within the Mendocino DRC. Our Substance Abuse Counselor facilitates onsite Outpatient Substance Abuse Education and Outpatient Substance Abuse Treatment groups using the CBI-SA curriculum from the University of Cincinnati. The CBI-SA curriculum was developed for individuals with moderate to high needs for substance abuse treatment—and is

especially well-suited for criminal justice populations. CBI-SA is informed by the National Institute of Corrections principles of effective intervention and incorporates a cognitive behavioral approach. The table below outlines the modules within the CBI-SA curriculum:

Table 7. Overview of CBI-SA Curriculum	
CBI-SA Module	Key Objectives
Module 1: Motivational Enhancement	<ul style="list-style-type: none"> • Increase motivation • Explore personal values, goals, and resistance
Module 2: Cognitive Restructuring	<ul style="list-style-type: none"> • Recognize risky thoughts and situations • Examine the connection between thoughts, feelings, and actions • Restructure thinking patterns
Module 3: Emotional Regulation	<ul style="list-style-type: none"> • Learn to understand, manage, and control feelings • Recognize cravings and urges as emotions • Practice regulation of emotions
Module 4: Social Skills	<ul style="list-style-type: none"> • Social learning / practice receiving feedback and modeling • Social skills training and supporting self-efficacy • Learn about assertiveness and responses to risky situations
Module 5: Problem Solving	<ul style="list-style-type: none"> • Develop cognitive and behavioral problem-solving skills • Learn and practice the eight steps of effective problem-solving
Module 6: Success Planning	<ul style="list-style-type: none"> • Create individualized plan based on risky situations • Integrate the behavior chain • Discuss coping options, lifestyle factors, and support systems

CBI-SA is designed for small group settings. This helps create an action-oriented environment conducive to intensive interactions between group members and skill development through use of roleplay, behavioral practice, and other activities.

Immediate Notification:

As part of the office closing procedure every day, a DRC staff member will email all Mendocino County Probation Officers who have a client assigned to the DRC. The email will include that day’s starting and ending active client count; the number of intakes, readmits, clients reactivated from authorized leave; clients placed on authorized leave; clients placed in aftercare; and clients discharged that day. It will also list the names of all clients who did not show up for a scheduled check-in, and clients with a positive breathalyzer and/or drug test.

In addition, DRC staff will notify officers regarding client violations as specified by each officer. For example, if an officer requests immediate notification by phone in the event of a positive drug screen, then a staff member will follow that procedure for clients supervised by that officer. Officers are also involved in any graduated sanctions that may be applied to a client, and are also welcome at the DRC's weekly staffings. Case managers will also communicate frequently with officers by phone and by email on an individual basis.

Referral Services:

The CONTRACTOR's case managers will work with local organizations and community service providers to develop Memoranda of Understanding that specify philosophy, approach, and delivery of evidenced based practices. Based on a client's Behavior Change Plan, the case manager will refer the client to the appropriate community service, and will track the delivery of these services. Clients will be responsible for any charges or fees required for community services.

Community Connections:

The Community Connections program works to match clients with needed services. Local faith-based organizations, service providers, and other community-based organizations visit the facility on a regular basis to present information about food, housing, mentoring, health services, support groups (NA, AA, etc.), education, employment, legal help, drug treatment, and vocational training. Clients also learn about specific job seeking and retention skills, key behaviors for successful reentry and relapse prevention behaviors. After these presentations, there is a question and answer period, and clients can also sign up for services, talk with the providers individually, and set up appointments.

When making referrals to community resources, case managers call the provider contact and set up the initial appointment for the client. The case manager prints out a form for the client that includes the name of the provider, the date and time of the appointment, and directions to the provider. For clients that need transportation, the case manager will provide bus tokens. Case managers also follow up with service providers to confirm that clients attended their appointments and to ensure seamless service delivery.

In addition to referring clients to resources to help address their criminogenic needs, case managers assess clients for basic needs such as food, shelter, and medical attention. The facility has a list of the options available in the community to meet the basic needs a client might have. Our experience shows that when basic needs are met, clients are more likely to remain in compliance with program requirements. Case managers also determine if their clients meet the criteria for any entitlements; (i.e. SSI, welfare, grants, etc.) and will assist clients in obtaining and completing appropriate applications.

GEO Reentry Connect Website—a value-added service:

GEO strives to deliver innovative and future-driven solutions to changing behavior and

changing lives. In addition to the connections and referrals made by local staff, the Mendocino DRC will use www.georeentryconnect.com to assist justice involved individuals nationwide. The site is designed to offer a comprehensive suite of valuable tools to assist reentrants post-release. Available 24/7, the key features include a national resource database, employment toolbox, education and vocational information, and general tips and guidance to reduce the frustration of searching for information. The site is interactive, compatible with all desktop, tablet, and mobile devices, and features printer-friendly webpages and downloadable content.

Data Collection/Quality Assurance:

CONTRACTOR is committed to using collected outcomes to better enhance our program operations. By analyzing outcome measurements, CONTRACTOR can examine both the immediate results of program activities as well as long-term program implications, and then strengthen effective program elements and change ineffective ones. Tracking and reporting outcomes also allows CONTRACTOR to provide performance feedback to DRC staff, which helps our offices stay focused on the ultimate goal of reducing recidivism. In addition, CONTRACTOR provides continuous feedback to clients on progress, program attendance, skills acquisition, etc. and celebrates these achievements with positive reinforcements. Providing clients with information on their progress builds accountability, enhances motivation, and improves outcomes.

Accurate and detailed documentation is crucial to tracking program performance and outcomes. Therefore, for each program, CONTRACTOR establishes data collection procedures to ensure that staff collect and enter the required data. When a client goes through intake, the client works with staff to fill out the intake paperwork, which includes providing the required data. Not only is the required data part of the forms that the client fills out, staff enters the data into the electronic database, and the CONTRACTOR's Program Manager reviews that client's electronic case file after intake to verify that staff collected and entered the required data. The CONTRACTOR's Program Manager also performs monthly audits on randomly selected case files to monitor the accurate and complete collection of required data on an ongoing basis. In addition, National Compliance Specialists from the CONTRACTOR's corporate office conduct annual audits of the data stored in electronic and hardcopy formats to verify that required program data is collected and correct.

Client and program data is entered and stored in CONTRACTOR's proprietary case management system GEOtrack. GEOtrack is a secure, web-based system that tracks metrics and gives authorized users a real-time view of a client's status and progress in the program. DRC staff enter attendance data, alcohol and drug test results, assessment scores, and case notes for each client. GEOtrack includes numerous pre-defined reports that staff can use to produce statistical reports on one or all clients. CONTRACTOR will provide authorized Mendocino County staff secure access to GEOtrack.

Throughout the DRC's operation, CONTRACTOR's case managers collect a variety of basic program metrics called Key Performance Indicators (KPIs). KPIs include data for

each client (such as the number of incident reports and infractions, program and group attendance, alcohol and drug test results, etc.), and all KPI data for the DRC is compiled on a weekly basis and then reviewed each week by the program manager, area manager, and regional manager. This level of review further ensures the validity of the program's collected data.

Program Fidelity:

CONTRACTOR uses local and national quality assurance processes to ensure program fidelity as well as intermediate outcomes reports to show positive program impact. In the area of quality assurance, each program manager reviews assessments, treatment plans, case files, and group facilitation to ensure adherence to EBP and program design. The program manager also reviews each office for fidelity to EBP and program design. For intermediate outcomes, we measure program attendance, changes in assessment scores, change in employment, sobriety, housing, and connections to community resources. In addition, CONTRACTOR uses monthly internal quality assurance processes and annual audits to ensure the adherence to program design. Each CONTRACTOR DRC is required to follow the monthly quality assurance process which includes monthly staff meetings and reviews of client assessments, treatment plans, case files, and group facilitations.

CONTRACTOR also has two National Program Compliance Specialists who visit every CONTRACTOR DRC program annually to measure program compliance to contract requirements. These onsite visits include an audit of hardcopy case files of active and terminated clients for all required paperwork, and an audit of electronic case files for all required data. The Program Compliance Specialist also ensures that the monthly internal quality assurance processes are being completed as required.

The Program Compliance Specialist then provides a written report of the results to the appropriate customer representatives and makes recommendations, if needed, to address any identified deficit. This report is also provided to the Area Manager, the Regional Director, and the VP of Reentry and Supervision Services . This team works together and designs Corrective Action Plans to address any deficit area of the reviewed program. Items within the Corrective Action Plan receive ongoing measurement until concerns are resolved.

Reports:

As an integral part of DRC reporting, staff electronically enters all assessment, personal, and program data for each referred client into our GEOtrack case management database. Staff consistently updates this information to reflect individual client progress through the program. This includes assessment results; breathalyzer and urinalysis results; appearance for scheduled activities (check-ins, groups, individual meetings, etc.); case notes, including significant events and staff observations; participation and progress in treatment groups; employment and education status; and the number of community referrals made. Our comprehensive data collection allows CONTRACTOR staff to provide the County with a variety of reports about the client population, intakes/discharges by type, and changes in assessment scores, etc.

At midnight every day, GEOtrack generates the scheduled services for the new day and generates violations for required services that were not completed the previous day. Each day, CONTRACTOR staff review the previous day's violations and either confirm or dismiss the violation. Confirmed violations are handled per County direction, and CONTRACTOR staff records the actions taken for all violations. County staff can also use the GEOtrack system to view the contacts CONTRACTOR has had with a specified client, as well as any written violations for that client.

Staffing/Management Plan:

CONTRACTOR will maintain operating hours of 8:00 a.m. to 5:00 p.m. on Monday and Friday, and 10:00 a.m. to 7:00 p.m. Tuesday through Thursday. This allows clients to check-in to the DRC five days a week, which is especially important in the beginning stages of DRC programming as new clients are often confused, overwhelmed, angry, and/or defensive. One of the most common times for a client to stop attending programming is between the first and second appointments. Therefore daily check-ins are a key component of client engagement. The office will be closed for Case Staffing meetings Mondays between 12 p.m. – 2 p.m. The office will also be closed on those Fridays when Community Corrections Partnership meetings are scheduled between 12 p.m. – 1 p.m. to permit CONTRACTOR attendance at the meetings.

When providing DRC services, extra care will be taken to ensure that clients receive a high enough dosage of services that support positive behavior change. Our experience has shown that cognitive behavioral therapy and other treatment services yield the best results when accompanied by regular check-ins with program staff. Without this additional dosage, we have seen decreased client attendance and participation, as well as higher client turnover.

[END OF DEFINITION OF SERVICES]

EXHIBIT B – AMENDMENT 1

PAYMENT TERMS

1 – 50 Participants Program Fee	\$30,000 per month
Net Program Cost	\$30,000 per month

Additionally, COUNTY will reimburse CONTRACTOR through the Community Corrections Partnership/AB109 realignment funds monthly for the following expenses:

1. Lease expense per executed lease agreement to a maximum as follows:
 - a. Year 1: 8/1/21 – 7/30/22: \$3,000 per month/\$36,000 per year
 - b. Year 2: 8/1/22 – 7/30/23: \$3,090 per month/\$37,080 per year
 - c. Year 3: 8/1/23 – 6/30/24: \$3,183 per month/\$38,196 per year
2. Monthly utilities (including gas, electric, water, sewer, trash, internet, phones, etc.), janitorial & insurance estimated at \$791.00 per month to a maximum of \$9,492 per year;
3. One-time expenses incurred to facilitate initial relocation as follows:
 - a. Moving expense: Maximum of \$5,000
 - b. Information technology setup: Maximum of \$5,000
 - c. Facility Improvements (require pre-approval of Chief Probation Officer): Maximum of \$30,000

CONTRACTOR will provide COUNTY a copy of the fully-executed lease agreement. All expenses are reimbursed for actual costs and must have supporting receipts included with invoice for reimbursement.

CONTRACTOR shall submit an invoice to COUNTY for payment monthly. Invoices shall be submitted to:

Mendocino County Probation Department
Attention: Administrative Services Manager
589 Low Gap Road
Ukiah, CA 95482

Payment shall be processed within 30 days of receipt of the invoice and will be mailed to:

GEO Reentry Services, LLC
4955 Technology Way
Boca Raton, FL 33431

[END OF PAYMENT TERMS]