

Seneca Family of Agencies
Agreement to Provide
LIFELONG CONNECTIONS PROGRAM SERVICES
Funding Amount: **\$150,000**
Term: **07/01/2023 to 06/30/2024**
Agreement Number: FYC-SFA-LLC-2324
Funding Source: 2011 Realignment

AGREEMENT FOR PROVISION OF SERVICES

This agreement ("Agreement"), dated as of July 1, 2023 ("Effective Date"), is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), and Seneca Family of Agencies, a California non-profit Corporation (hereinafter "Contractor").

RECITALS

WHEREAS, Contractor represents that it is duly qualified by reason of training, experience, equipment, organization, staffing, and facilities to provide the services contemplated by this Agreement and is experienced in foster youth program services and related services; and

WHEREAS, in the judgment of the Board of Supervisors and Human Services Department it is necessary and desirable to employ the services of Contractor for Lifelong Connections Program Services;

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

AGREEMENT

1. **Scope of Services.**

1.1. **Contract Documents.** The following documents, if checked, and the provisions set forth therein are attached hereto and incorporated herein, and shall be dutifully performed according to the terms of this agreement:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Exhibit A: Scope of Work | <input checked="" type="checkbox"/> Exhibit B: Fiscal Provisions/Budget |
| <input checked="" type="checkbox"/> Exhibit C: Insurance Requirements | <input type="checkbox"/> Exhibit D: Assurance of Compliance |
| <input type="checkbox"/> Exhibit E: Additional Federal Requirements | <input type="checkbox"/> Exhibit F: Professional
Licensure/Certification |
| <input type="checkbox"/> Exhibit G: Media Communications | <input type="checkbox"/> Exhibit H: Accessibility |
| <input checked="" type="checkbox"/> Exhibit I: Data System Requirements | <input type="checkbox"/> Exhibit J: Adverse Actions / Complaint
Procedures |

1.2. Contractor's Specified Services. Contractor shall perform the services described in "Exhibit A: Scope of Work" (hereinafter "Exhibit A"), attached hereto and incorporated herein by this reference, and within the times or by the dates provided for in Exhibit A and pursuant to Article 7, Prosecution of Work. In the event of a conflict between the body of this Agreement and Exhibit A, the provisions in the body of this Agreement shall control.

1.3. Cooperation With County. Contractor shall cooperate with County and County staff in the performance of all work hereunder.

1.4. 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 Article 4; or (d) pursue any and all other remedies at law or in equity.

1.5. Assigned Personnel.

1.5.1. Contractor shall assign only competent personnel to perform work hereunder.

1.5.2. Any and all persons identified in this Agreement or any exhibit hereto as the project manager, project team, or other professional performing work hereunder are deemed by County to be key personnel whose services were a material inducement to County to enter into this Agreement, and without whose services County would not have entered into this Agreement. Contractor shall not remove, replace, substitute, or otherwise change any key personnel without the prior written consent of County.

1.5.3. Contractor is required to ensure that all persons working with minor(s) under this Agreement have successfully undergone appropriate and adequate fingerprinting and background checks through the Department of Justice, Federal Bureau of Investigations and Child Abuse Central Index (CACI).

1.5.4. In the event that any of Contractor's personnel assigned to perform services under this Agreement become unavailable due to resignation, sickness or other factors outside of Contractor's control, Contractor shall be responsible for timely provision of adequately qualified replacements.

1.5.5. In the event that at any time County, in its sole discretion, desires the removal of any person or persons assigned by Contractor to perform work under this Agreement, Contractor shall remove such person or persons immediately upon receiving written notice from County.

2. Payment.

For all services and incidental costs required hereunder, Contractor shall be paid on a cost reimbursement basis in accordance with the budget set forth in "Exhibit B: Fiscal Provisions/Budget" (hereinafter "Exhibit B"), attached hereto and incorporated herein by this reference. Contractor shall be paid an amount not to exceed One Hundred Fifty Thousand Dollars (\$150,000.00), without the prior written approval of County. Expenses not expressly authorized by the Agreement shall not be reimbursed.

Unless otherwise noted in this agreement, payments shall be made within the normal course of county business after presentation of an invoice in a form approved by the County for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by the County.

2.1. Overpayment. If County overpays Contractor for any reason, Contractor agrees to return the amount of such overpayment to County 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.

2.2. Pursuant to California Revenue and Taxation code (R&TC) Section 18662, the County shall withhold seven percent of the income paid to Contractor for services performed within the State of California under this agreement, for payment and reporting to the California Franchise Tax Board, if Contractor does not qualify as: (1) a corporation with its principal place of business in California, (2) an LLC or Partnership with a permanent place of business in California, (3) a corporation/LLC or Partnership qualified to do business in California by the Secretary of State, or (4) an individual with a permanent residence in the State of California.

2.2.1. If Contractor does not qualify, County requires that a completed and signed Form 587 be provided by the Contractor in order for payments to be made. If Contractor is qualified, then the County requires a completed Form 590. Forms 587 and 590 remain valid for the duration of the Agreement provided there is no material change in facts. By signing either form, the contractor agrees to promptly notify the County of any changes in the facts. Forms should be sent to the County pursuant to Article 12. To reduce the amount withheld, Contractor has the option to provide County with either a full or partial waiver from the State of California.

3. Term of Agreement.

The term of this Agreement shall be from 07/01/2023 to 06/30/2024 unless terminated earlier in accordance with the provisions of Article 4 below.

4. Termination.

4.1. Termination Without Cause. Notwithstanding any other provision of this Agreement, at any time and without cause, County shall have the right, in its sole discretion, to terminate this Agreement by giving five (5) days written notice to Contractor.

4.2. Termination for Cause. Notwithstanding any other provision of this Agreement, should Contractor fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violate any of the terms of this Agreement, County may immediately terminate this Agreement by giving Contractor written notice of such termination, stating the reason for termination.

4.3. Change in Funding. Contractor understands and agrees that County shall have the right to terminate this Agreement immediately upon written notice to Contractor in the event that (1) any state or federal agency or other funder reduces, withholds, terminates or funds are not made available for which the County anticipated using to pay Contractor for services provided under this Agreement or (2) County has exhausted all funds legally available for payments due to become due under this Agreement.

4.4. Delivery of Work Product and Final Payment Upon Termination. In the event of termination, Contractor, within 14 days following the date of termination, shall submit to County an invoice showing the services performed, hours worked, and copies of receipts for reimbursable expenses up to the date of termination.

4.5. Payment Upon Termination. Upon termination of this Agreement by County, Contractor shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total payment specified in the Agreement as the services satisfactorily rendered hereunder by Contractor bear to the total services otherwise required to be performed for such total payment; provided, however, that if services which have been satisfactorily rendered are to be paid on a per-hour or per-day basis, Contractor shall be entitled to receive as full payment an amount equal to the number of hours or days actually worked prior to the termination times the applicable hourly or daily rate; and further provided, however, that if County terminates the Agreement for cause pursuant to Article 4.2, County shall deduct from such amount the amount of damage, if any, sustained by County by virtue of the breach of the Agreement by Contractor.

4.6. Authority to Terminate. The Board of Supervisors has the authority to terminate this Agreement on behalf of the County. In addition, the Purchasing Agent or the Director of the Human Services Department, in consultation with County Counsel, shall have the authority to terminate this Agreement on behalf of the County.

5. Indemnification.

Contractor agrees to accept all responsibility for loss or damage to any person or entity, including County, and to indemnify, hold harmless, and release County, its officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including Contractor, that arise out of, pertain to, or relate to Contractor's or its agents', employees', contractors', subcontractors', or invitees' performance or obligations under this Agreement. Contractor agrees to provide a complete defense for any claim or action brought against County based upon a claim relating to such Contractor's or its agents', employees, contractors, subcontractors, or invitees performance or obligations under this Agreement. Contractor's obligations under this Section apply whether or not there is concurrent negligence on County's part, but to the extent required by law, excluding liability due to County's conduct. Subject to Contractor's approval, County shall have the right to select its legal counsel at Contractor's expense. Contractor may not reasonably withhold its approval. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

6. Insurance.

With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain, insurance as described in "Exhibit C: Insurance Requirements" (hereinafter "Exhibit C"), which is attached hereto and incorporated herein by this reference.

7. Prosecution of Work.

The execution of this Agreement shall constitute Contractor's authority to proceed immediately with the performance of this Agreement. Performance of the services hereunder shall be completed within the time required herein, provided, however, that if the performance is delayed by earthquake, flood, high water, or other Act of God or by strike, lockout, or similar labor disturbances, the time for Contractor's performance of this Agreement shall be extended by a number of days equal to the number of days Contractor has been delayed.

8. Extra or Changed Work.

Extra or changed work or other changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. Minor changes which do not significantly change the scope of work or significantly lengthen time schedules, and amendments to the Agreement which do not increase the amount of payment under the Agreement (taking into account all prior amendments) more than \$50,000 from the original Agreement amount, may be executed by the Department Head in a form approved by County Counsel. The Board of Supervisors/Purchasing Agent must authorize all other extra or changed work. The parties expressly recognize that, pursuant to Sonoma County Code Section 1-11, County personnel are without authorization to order extra or changed work or waive Agreement requirements. Contractor further expressly waives any and all right or remedy by way of restitution and quantum meruit for any and all extra work performed without such express and prior written authorization of the County.

9. Representations of Contractor.

9.1. Standard of Care. County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees that all its work will be performed and that its operations shall be conducted in accordance with generally accepted and applicable professional practices and standards 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.

9.2. Status of Contractor. The parties intend that Contractor, in performing the services specified herein, shall act as an independent contractor and shall control the work and the manner in which it is performed. Contractor is not to be considered an agent or employee of County and is not entitled to participate in any pension plan, worker's compensation plan, insurance, bonus, or similar benefits County provides its employees. In the event County exercises its right to terminate this Agreement pursuant to Article 4, above, Contractor expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.

9.3. Subcontractors. No performance of this Agreement or any portion thereof, may be assigned or subcontracted without the express written consent of the County. Any attempt by the Contractor to assign or subcontract any performance of this

Agreement without the express written consent of the County shall be invalid and shall constitute a breach of this Agreement.

9.3.1. In the event the Contractor is allowed to subcontract, the County shall look to the Contractor for results of its subcontracts. The Contractor agrees to be responsible for all the subcontractor's acts and omissions to the same extent as if the subcontractors were employees of the Contractor. No subcontracts shall alter in any way any legal responsibility of the Contractor to the County. Whenever the Contractor is authorized to subcontract or assign, the terms of this Agreement shall prevail over those of any such subcontract or assignment.

9.4. No Suspension or Debarment. Contractor warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. Contractor also warrants that it is not suspended or debarred from receiving federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the General Services Administration. If the Contractor becomes debarred, Contractor has the obligation to inform the County.

9.5. Taxes. Contractor agrees to file federal and state tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. Contractor agrees to indemnify and hold County harmless from any liability which it may incur to the United States or to the State of California as a consequence of Contractor's failure to pay, when due, all such taxes and obligations. In case County is audited for compliance regarding any withholding or other applicable taxes, Contractor agrees to furnish County with proof of payment of taxes on these earnings.

9.6. Records Maintenance. Contractor shall keep and maintain full and complete program, client, and statistical documentation and financial records, subcontracts and other records concerning all services performed that are compensable under this Agreement and shall make such documents and records available at County's request for inspection at any reasonable time.

9.6.1. Contractor shall retain all records pertinent to this Agreement, including financial, statistical, property, and participant records and supporting documentation for a period of four (4) years from the date of final payment of this Agreement. If, at the end of four years, there is ongoing litigation or an outstanding audit involving those records, Contractor shall retain the records until resolution of the litigation or audit.

9.7. Monitoring, Assessment & Evaluation. Authorized federal, state and/or county representatives shall have, with advance notice and during normal business hours, the right to monitor, assess, evaluate, audit, and examine all administrative, financial and program performance activities and records of Contractor and its subcontractors pursuant to this Agreement. Said monitoring, assessment, evaluation, audit and examination may include, but is not limited to, administrative, financial, statistical, data and procurement processes, inspections of project premises, inspection of food preparation sites as appropriate, interviews of program staff and participants, and examination and/or duplication of records with respect to all matters covered by this Agreement. Contractor shall cooperate with County in this process and shall make

program and administrative staff available during any monitoring, assessment, evaluation, audit or examination.

9.8. Conflict of Interest. Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Agreement no person having any such interests shall be employed. In addition, if requested to do so by County, Contractor shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with County disclosing Contractor's or such other person's financial interests.

9.9. Statutory Compliance/Living Wage Ordinance. Contractor agrees to comply, and to ensure compliance by its subconsultants or subcontractors, with all applicable federal, state and local laws, regulations, statutes and policies – including but not limited to the County of Sonoma Living Wage Ordinance, applicable to the services provided under this Agreement as they exist now and as they are changed, amended or modified during the term of this Agreement. Without limiting the generality of the foregoing, Contractor expressly acknowledges and agrees that this Agreement may be subject to the provisions of Article XXVI of Chapter 2 of the Sonoma County Code, requiring payment of a living wage to covered employees. Noncompliance during the term of the Agreement will be considered a material breach and may result in termination of the Agreement or pursuit of other legal or administrative remedies.

9.10. Nondiscrimination. Without limiting any other provision hereunder, Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment practices and in delivery of services because of race, color, ancestry, national origin (including limited English proficiency), religious creed, belief or grooming, sex (including sexual orientation, gender identity, gender expression, transgender status, pregnancy, childbirth, medical conditions related to pregnancy, childbirth or breast feeding, sex stereotyping), marital status, age, medical condition, physical or mental disability, genetic information, military or veteran status, or any other legally protected category or prohibited basis, including without limitation, the County's Non-Discrimination Policy. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated herein by this reference.

9.10.1. Contractor understands and agrees that administrative methods and/or procedures which have the effect of subjecting individuals to discrimination or otherwise defeating the objectives of the applicable and aforementioned laws will be prohibited.

9.10.2. Contractor shall provide County with a copy of their Equal Employment Opportunity and Affirmative Action policies upon request.

9.10.3. Contractor and subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

9.10.4. Any and all subcontracts to perform work under this Agreement shall include the nondiscrimination and compliance provisions of this article.

9.11. AIDS Discrimination. Contractor agrees to comply with the provisions of Chapter 19, Article II, of the Sonoma County Code prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection during the term of this Agreement and any extensions of the term.

9.12. Confidentiality. Contractor agrees to maintain the confidentiality of all client information in accordance with all applicable state and federal laws and regulations, including the requirement to implement reasonable and appropriate administrative, physical, and technical safeguards to protect all confidential information. Contractor shall be in compliance with all State and Federal regulations pertaining to the privacy and security of personally identifiable information (hereinafter "PII") and/or protected health information (hereinafter "PHI").

9.12.1. Contractor agrees to comply with the provisions of 45 Code of Federal Regulations 205.50, Section 10850 of the Welfare and Institutions Code, Section 827 of the Welfare & Institutions Code and Division 19 of the California Department of Social Services Manual of Policies and Procedures to assure that all records are confidential, and will not be open to examination for any purpose not directly connected with the administration of any public social services program.

9.12.2. Contractor shall protect from unauthorized disclosure, confidential, sensitive and/or personal identifying information, concerning persons receiving services pursuant to this Agreement, except for statistical information not identifying any client. The Contractor shall not use such information for any purpose not directly connected with the administration of the services provided herein. The Contractor shall promptly transmit to the County all requests for disclosure of such information not emanating from the client. The Contractor shall not disclose, except as otherwise specifically permitted by this Agreement or authorized by the client in writing, any such information to anyone other than the County without prior written authorization from the County. "Personal identifying information" shall include, but not be limited to: name, identifying number, social security number, state driver's license or state identification number, financial account numbers, and symbol or other identifying characteristic assigned to the individual, such as finger or voice print or a photograph.

9.12.3. No person will publish, disclose or use or permit or cause to be published, disclosed or used any confidential information pertaining to an applicant, recipient, or client.

9.12.4. Contractor agrees to inform all employees, agents and partners of the provisions and that any person knowingly and intentionally violating the provisions of this Article may be guilty of a misdemeanor.

9.12.5. Contractor understands and agrees that this Article shall survive any termination or expiration of this Agreement in accordance with 9.6 above.

9.13. Information Security. In addition to any other provisions of this Agreement, all parties to this Agreement shall be responsible for ensuring that electronic media containing confidential and sensitive client data is protected from unauthorized access. Contractor agrees to report any suspected security incident or suspected breach of PHI, PII or other confidential information within twenty-four (24) hours to the County via email to Privacy&Security@sonoma-county.org.

9.13.1. Contractor shall ensure that all computer workstations, laptops, tablets, smart-phones and other devices used to store and transmit confidential client

data and information are: 1) physically located in areas not freely accessible to or in open view of persons not authorized to have access to confidential data and information, 2) protected by unique secure passwords, and 3) configured to automatically lock or timeout after no more than 30 minutes of inactivity. Contractor shall ensure that users of such computing devices log off or lock their device before leaving it unattended or when done with a session.

9.13.2. Contractor shall encrypt all confidential client data, whether for storage or transmission on portable and non-portable computing and storage devices using non-proprietary, secure, generally-available encryption software. Proprietary encryption algorithms will not be acceptable. Such devices shall include, but not be limited to, desktop, laptop or notebook computers, optical or magnetic drives, flash or jump drives, and wireless devices such as cellular phones and other handheld computing devices with data storage capability.

9.13.3. Contractor shall ensure all electronic transmission of confidential client data sent outside a secure private network or secure electronic device via email, either in the body of the email or in an attachment, or sent by other file transfer methods is sent via an encrypted method.

9.13.4. Contractor shall apply security patches and upgrades in a timely manner, and keep virus software up-to-date on all systems on which County data may be stored or accessed.

9.13.5. Contractor shall 1) perform regular backups of automated files and databases, and 2) destroy or wipe all confidential client data from all electronic storage media and devices in a manner that prevents recovery of any and all confidential client data in accordance with Article 9.6 above.

9.13.6. All information security requirements stated herein shall be enforced and implemented immediately upon execution of this agreement, and continue beyond the term of the Agreement in accordance with Article 9.6. above.

9.14. Political and Sectarian Activities. Contractor warrants as follows: (a) it shall comply with requirements that no program under this Agreement shall involve political or lobbying activities; (b) it shall not employ or assign participants in the program to any sectarian facility, except as provided by federal and state law or regulation; (c) it shall not use funds made available under this Agreement for political or lobbying activities.

9.15. Drug-Free Workplace. Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by complying with all requirements set forth in the Act.

9.16. Facilities. Contractor warrants that all of the Contractor's facilities: (a) will be adequately supervised, (b) will be maintained in a safe and sanitary condition, (c) will be available for monitoring by County and/or state and federal monitors, (d) are accessible to handicapped individuals if appropriate, and (e) are nonsectarian.

9.17. Mandated Reporting. Contractor, and their employees, must comply with any applicable laws concerning the mandated reporting of abuse or neglect of children, elders age 60 and older or dependent adults, ages 18 to 59. Appropriate mandated reporter training is available from the County's Human Services Department through the Family, Youth and Children Services and Adult Protective Services Divisions. Any person who is not a mandated reporter, who knows or reasonably suspects, that a child

or elder or dependent adult has been a victim of abuse may report that abuse to the appropriate Human Services Division or local law enforcement.

9.18. Authority. The undersigned hereby represents and warrants that he or she has authority to execute and deliver this Agreement on behalf of Contractor.

10. Demand for Assurance.

Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may in writing demand adequate assurance of due performance and until such assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received. "Commercially reasonable" includes not only the conduct of a party with respect to performance under this Agreement, but also conduct with respect to other agreements with parties to this Agreement or others. After receipt of a justified demand, failure to provide within a reasonable time, but not exceeding thirty (30) days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of this Agreement. Acceptance of any improper delivery, service, or payment does not prejudice the aggrieved party's right to demand adequate assurance of future performance. Nothing in this Article limits County's right to terminate this Agreement pursuant to Article 4.

11. Assignment and Delegation.

Neither party hereto shall assign, delegate, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other, and no such transfer shall be of any force or effect whatsoever unless and until the other party shall have so consented.

12. Method and Place of Giving Notice.

All notices shall be made in writing and shall be given by personal delivery or by U.S. Mail. Notices shall be addressed as follows:

TO COUNTY: County of Sonoma, Human Services Department
Contracts Unit
3600 Westwind Boulevard
Santa Rosa, CA 95403
contracts@schsd.org

TO CONTRACTOR: Seneca Family of Agencies
8945 Golf Links Road
Oakland, CA, 94605

When a notice is given by a generally recognized overnight courier service, the notice shall be deemed received on the next business day. When a copy of a notice or payment is sent by facsimile or email, the notice shall be deemed received upon transmission as long as (1) the original copy of the notice is promptly deposited in the U.S. mail and postmarked on the date of the facsimile or email, (2) the sender has a written confirmation of the facsimile transmission or email, and (3) the facsimile or email is transmitted before 5 p.m. (recipient's time). In all other instances, notices shall be effective upon receipt by the recipient. Changes may be made in the names and

addresses of the person to whom notices are to be given by giving notice pursuant to this paragraph.

13. Miscellaneous Provisions.

13.1. No Waiver of Breach. The waiver by County of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement.

13.2. Construction. To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation, or law. The parties covenant and agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby. Contractor and County acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement, the language of the Agreement will not be construed against one party in favor of the other. Contractor and County acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.

13.3. Consent. Wherever in this Agreement the consent or approval of one party is required to an act of the other party, such consent or approval shall not be unreasonably withheld or delayed.

13.4. No Third Party Beneficiaries. Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

13.5. Applicable Law and Forum. This Agreement shall be construed and interpreted according to the substantive law of California, regardless of the law of conflicts to the contrary in any jurisdiction. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in Santa Rosa or the forum nearest to the city of Santa Rosa, in the County of Sonoma.

13.6. Captions. The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.

13.7. Merger. This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

13.8. Survival of Terms. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

13.9. Time of Essence. Time is and shall be of the essence of this Agreement and every provision hereof.

13.10. Counterpart; Electronic Signatures. The parties agree that this Agreement may be executed in two or more counterparts, each of which shall be deemed an

original, and together which when executed by the requisite parties shall be deemed to be a complete original agreement. Counterparts may be delivered via facsimile, electronic mail (including PDF) or other transmission method, and any counterpart so delivered shall be deemed to have been duly and validly delivered, be valid and effective for all purposes, and shall have the same legal force and effect as an original document. This Agreement, and any counterpart, may be electronically signed by each or any of the parties through the use of any commercially-available digital and/or electronic signature software or other electronic signature method in compliance with the U.S. federal ESIGN Act of 2000, California's Uniform Electronic Transactions Act (Cal. Civil Code § 1633.1 et seq.), or other applicable law. By its use of any electronic signature below, the signing party agrees to have conducted this transaction and to execution of this Agreement by electronic means.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

CONTRACTOR
Seneca Family of Agencies

COUNTY OF SONOMA

By: *Scott Osborn*
Name: Scott Osborn
Title: Chief Operating Officer

By: _____
Name: Angela Struckmann
Title: Director, Human Services
Department

Date: 5/15/2023

Date: _____

APPROVED AS TO SUBSTANCE FOR
COUNTY

By: *Donna Broadbent*
Name: Donna Broadbent
Title: Director, Family, Youth &
Children's Services Division

EXEMPT FROM COUNTY COUNSEL
REVIEW

APPROVED AS TO FORM FOR COUNTY

By: *Sharmalee Rajakumaran*
County Counsel

CERTIFICATES OF INSURANCE ON FILE
WITH COUNTY

INSURANCE REQUIREMENT CHANGES
APPROVED, WAIVED, OR EXEMPTED BY
RISK MANAGEMENT

By: *Cristin Tuider*

Exhibit A: Scope of Work

I. Program Description

The purpose of the Lifelong Connections Program (LLC) is to provide intensive family finding and engagement (FFE) services with the ultimate goal of identifying, locating, and engaging relatives, kin, and support networks to support the permanent placement and lifelong connection needs of youth aged five to twenty-one (5-21) placed in out-of-home care. Family finding and engagement services in Sonoma County will primarily focus on two difficult to place and high-risk target populations that include: a) youth who are entering the child welfare system and are new to out-of-home care and/or b) youth who are at risk of or who have been placed in residential care and need to transition to a family home. The ultimate goal of all family finding and engagement efforts is to secure stable, permanent homes for every enrolled youth.

II. Program Scope:

Service Goal: Contractor shall provide family finding and engagement services.

Average caseload per FTE: Six to nine (6-9) youth at a time

Duration of services: Up to 6 months

Direct service staff: .84 full time positions

- A. Contractor shall provide services for up to six (6) months. Extensions beyond six (6) months will be discussed on a case by case basis at Placement Assessment Review Committee (PARC).
- B. Services for all families, especially those referred pre-disposition, will begin as quickly as possible with a focus on building a network of committed individuals willing to take on the responsibility of permanency planning for the youth and finding a possible placement option as an alternative to Valley of the Moon Children's Home or a residential setting.
- C. Services shall be offered in person and in home or in the community. If a family requests remote services or the youth is currently located out of the Sonoma County area, remote services will be considered in consultation with the social worker.
- D. Referral and Building Alignment
 - 1. Contractor shall assign a case to LLC staff within twenty-four (24) hours of a referral being received via Apricot, the County's web-based data system. Within twenty-four (24) hours of the referral being assigned (forty-eight (48) hours from the time of receipt), staff will initiate contact with the referring Social Worker to schedule a face-to-face/Zoom meeting within three to five (3-5) days. During this meeting with the case carrying Social Worker, staff will begin to gather additional details about the referred youth, the County's goals in referring to LLC program, the youth's existing network of support,

and any safety concerns.

2. If a Waiting List for the program is present, these timelines will be discussed, and the Social Worker will receive an update when a referral is moved from Waitlist to Pending status.
 3. Referrals will be prioritized when needed, prioritizing the youngest youth in residential care, youth with the greatest numbers of placements, youth with excessive lengths of stay in the shelter, and youth referred from E-Wrap.
 4. Once the meeting between the Social Worker and LLC Staff takes place and applicable consents are signed, the referral will be moved to Active Status.
- E. Contractor shall collaborate with the assigned Social Worker to develop a child-specific family finding strategy and establish a vision for the youth's permanency, including placement. Strategies developed may also include locating relatives and/or non-related extended family members and how to best engage the youth and family members. The LLC Staff and Social Worker will partner together to establish a clear process for communication and updates on Family Finding work, in order to maintain high levels of urgency and momentum.
- F. Proposed Family Finding and Engagement Model

The primary outcome of the service will be a focus on identifying permanent family homes.

Contractor shall:

1. Implement evidence informed Family Finding and Engagement Model Revision based on methods and strategies outlined by the National Institute for Permanent Family Connectedness (NIPFC). The Model Revision includes an emphasis on ensuring that every youth leaving out-of-home care have a uniquely tailored, lifetime network of committed advocates providing a community of relationships to welcome and sustain them.
2. Provide the six (6) steps of Family Finding which includes engaging youth and family, search, preparation, planning and decision-making, lifetime network, healing and development.
 - a. Engagement
 - i. Discuss Family Finding with youth and obtain youth's agreement to participate. Collaborate with youth and other important adults to identify individuals to include in the search and engagement process. These adults could become members of a youth's safety network as a lifelong connection or permanent placement option for the youth. The LLC staff will move into engagement phase with identified team members for all youth within forty-eight (48) hours of enrollment into the LLC program.
 - ii. Contact the family and additional individuals with the approval of the Social Worker to gather historical information, in order to explore relationships of affection and safety and identify whether these adults can be invited into relationships of support. The LLC staff

member may utilize pictures and questions from the youth as well as other network building tools (i.e. calendaring) to help family members understand the need of the young person for a permanent family connection.

- iii. Use trauma-informed communication techniques such as open-ended questions and active listening. The LLC Staff may meet with identified family in person at least twice per month, and more as needed, to further engage the family member by providing psycho-education about the youth's development or behavior, discussing barriers to engagement, or providing information about the youth's experience and trauma.
 - iv. Collaborate with the Social Worker, caregiver(s), Court Appointed Special Advocates (CASA), and therapist to prepare the youth for all possible outcomes. LLC staff may also support with facilitating and supporting supervised phone calls and zoom conversations, while supporting youth to respond promptly to letters received.
 - v. Obtain approval from the Social Worker prior to all in-person engagements between the young person and family member. The engagement can happen locally or out of state if approved by the County. LLC staff may also support in coordinating and supervising in-person engagements with potential team members.
 - vi. Travel, as needed to engage relatives and facilitate relationship-building activities. LLC staff can travel more significant distances with approval from the Contractor's Director and the County.
 - vii. Complete the Child and Adolescent Needs and Strengths (CANS) Permanency Module within thirty (30) days of enrollment to aid in the prioritization of youth and family needs.
- b. Search
- i. Review what is already known to identify currently involved supports and assess if greater discovery work is needed. If there is a shortage of known relatives or adult connections, then the appropriate search phase steps will be implemented to ensure diligent search occurs.
 - ii. This step may be paused if enough information is already known to LLC staff to begin engaging key supports.
 - iii. LLC staff will provide:
 - File mining
 - County database searches
 - Other online records
 - Seneca Search Services
 - iv. Reach out to the youth, Social Worker, and caregivers to establish contact and schedule a first meeting. The first meeting with the

youth occurs within one (1) week of enrollment at a time and location that is most comfortable to the youth (e.g. their home, foster placement, group home, Contractor's offices, or another community-based location). In collaboration with a youth's Child and Family Team (CFT), it may also be determined that LLC staff will not meet with youth directly due to specific mental health needs.

- v. Provide a flexible schedule that allows the LLC Staff to be available when it is most convenient for the client and family, including early mornings, after typical work hours (past 5 pm), and during the weekend. The first meeting may include other adults with whom the young person feels comfortable, including the Social Worker, youth's therapist, or legal representative.
 - vi. Utilize tools that will be shared with the Social Worker and client monthly, as updated, or requested. The four (4) visual family finding and engagement tools to be used by the LLC team as appropriate are:
 - Eco-mapping or Support Network Map (ages 5+)
 - Mobility Mapping (ages 15+)
 - Genograms or Family Connectedness Map (ages 8+)
 - Tree of Life (any age)
 - vii. Compile and document all relatives who were identified or discovered using any of the research methods in a Connections Log in Apricot. Maintain copies of all tools used to "discover" and engage relatives in the client's Seneca chart. Provide Monthly Progress Report for each client, with copies of any updated tools.
- c. Preparation
- LLC Staff will coordinate with youth's current child and family team to facilitate or participate regularly in monthly or as needed team meetings to provide team building updates and solidify action steps related to family finding progress. LLC Staff will work with Social Worker to coordinate or facilitate a natural support meeting or request a Permanency Team Decision Meeting (TDM), as needed. LLC staff will travel out of county to participate or facilitate meetings and promote engagement with identified family whenever preferable for the youth, family, and social worker.
- d. Planning and Decision Making
- i. Strive to establish that core supports are committed (not just identified) to lifelong relationships with the youth and, when appropriate, support social worker with developing multiple concurrent plans for the youth's placement.
 - ii. LLC Staff will be an active member of the treatment team by taking on and completing urgent action steps, in order to solidify the permanency plan.

- iii. Assess whether the planning and decision-making activities developed by and with the Child and Family Team are realistic, sustainable, and align with the permanency vision.
 - iv. Utilize Authenticity Scale and establish concrete activities of support to the youth:
 - Advocacy
 - Voice of Hope
 - Relationship and Support
 - Offers of compassion and wisdom
 - Offers of placement & legal permanency (if appropriate)
 - v. Implement Blended Perspectives Meeting Framework, Child Family Team (CFT) meetings, and Team Decision Making processes with the Lifetime Network members.
- e. Lifetime Network and Healing & Development
- i. When a permanent placement has been identified, LLC Staff will coordinate and/or participate in a CFT meeting and develop a plan to transition on-going engagement of natural supports to the youth's treatment team. LLC Staff will provide the information needed so that the CFT may continue to support the transition to the permanent placement. Information may include documents such as FFE progress report, Discharge Summary, Connections Logs, and Genograms.
 - ii. The LLC Staff will also work with the natural supports to solidify any plans for on-going contact with the youth and each other, in order to support the permanency vision. LLC Staff will make any referrals necessary to link the youth and family to any additional resources or supports they need.
 - iii. LLC staff will support network members in collaborating with the youth's social worker in order to monitor needs related to therapeutic, medical, and educational domains.
 - iv. LLC Staff will also complete a closing CANS Permanency Module, in order to assess for positive change related to youth's connectedness and living situation during enrollment in LLC services.
- f. Other Requirements
- i. Contractor will have a sufficient level of culturally competent, trained and qualified paid staff to effectively carry out program activities.
 - ii. Contractor will maintain policies and procedures and provide staff training to work towards reducing issues around equity and disproportionality in services.

- iii. Contractor will ensure that the networks of support developed through this program are reflective of the youth's background, culture and natural support system.

III. Reporting Requirements

- A. Contractor shall have information up to date in Apricot to provide an aggregate report, on a quarterly basis, detailing the following:
 1. Number of youth referred to services, average time between referral and enrollment (waitlist), number of youth served, duration of services (months between intake and discharge), number of face-to-face contacts, percentage and number of referred/enrolled families that have a permanent plan and/or placement with family, and percentage and number of referred/enrolled families that successfully complete services.
- B. Contractor shall complete a Family Finding and Engagement (FFE) Monthly Report in Apricot that is automatically sent to the primary Social Worker for each enrolled youth which describes (a) the progress in performing the scope of work, (b) includes copies of updated family finding tools, and (c) the following data:
 1. Mother's full name.
 2. Child's full name.
 3. Child's birth date.
 4. Dependency status.
 5. Placement information/status.
 6. Referral request.
 7. Referral outcome/services provided.
 8. Relative/family friend contact information (name, address, phone number and those efforts and attempts to locate).
 9. Identified permanent plan and placement options.
- C. At the time that the County has provided full access to the CWS/CMS system, Contractor shall input contact information for discovered supports in the appropriate child welfare data system to support centralized collection of contact information for a youth's Network of Support.

In order to implement this requirement, contractor shall:

1. Designate a specific management staff member to oversee policies and practices related to file mining and data entry in the Child Welfare System / Case Management System (CWS/CMS) and CWS-CARES systems as related to the specific youth/families they are working with.
2. Engage in regular training on practices related to confidentiality, especially digital confidentiality. Promptly notify the County should Contractor discover any abuse, intrusion, or loss of CWS/CMS and/or CWS-CARES digital data records.

3. Ensure that only designated staff have access to CWS/CMS and CWS-CARES information and secure the access accounts to any digital CWS/CMS and/or CWS-CARES components properly.
 4. Only access CWS/CMS and CWS-CARES data for assigned cases and in the specific areas where family contact information is listed. Contractor staff shall not view, copy, or duplicate the following in any form:
 - a. Psychological evaluations
 - b. Child/youth behavioral or development assessments
 - c. Medical records and reports
 - d. Medical correspondence with doctors, psychologists, psychiatrists, and other medical professionals
 - e. Evidentiary reports
 - f. California Health and Disability Program (CHDP) documentation
 - g. Medical/dental exam verifications
 - h. Any other prohibited documentation identified by the County
 5. Enter information in CWS/CMS about family members newly identified through Seneca programming.
 6. Take reasonable steps to keep any digital data or records retrieved from the CWS/CMS and/or CWS-CARES applications in a secure fashion, applying technical controls where appropriate including but not limited to the application of data encryption at rest and while in transit, system and application security patches, and a systematic review of system security and access logs.
- D. Submit a FFE Discharge Summary for all youth at the time of discharge that includes the elements of the FFE Monthly Report, the FFE Fidelity Tool, and any recommendations or referrals made for each youth and family.

IV. Results Based Accountability (RBA) Performance Measures

- A. County and Contractor will maintain a RBA Plan to develop performance measures reflective of outcomes included in the scope of work. Development of outcomes will be a collaborative effort between the County and Contractor.
- B. Contractor will apply, document, and report on performance measures and activities detailed in the RBA Plan.
- C. At the request of the County, Contractor shall ensure that at least one management or supervisory staff member attends Anti-Racist Results Based Accountability (AR-RBA) Training, led by Sonoma County Human Services Department Upstream Team.
- D. At the request of the County, Contractor shall meet with County designated staff to revise existing RBA performance measures to align with AR-RBA and update the existing plan for AR-RBA implementation specifically related to the contract.

- E. At the request of the County, Contractor shall participate in Turn the Curve meetings twice annually to review and discuss performance measure outcomes.
- F. Contractor will disaggregate the performance measures by demographics and geographic area for reporting when possible.
- G. Contractor will have information updated in Apricot so that the County may run performance data through Apricot by the 20th of the month following the month of the end of the quarter.
- H. The RBA Plan may be modified at any time as agreed to in writing by both parties.
- I. RBA Measures
 - 1. # of referrals that closed in date range with services or services complete.
 - 2. 75% of youth that referrals that closed in the date range had youth participate in a CFT meeting with a focus on family finding and permanency planning.
 - 3. 75% of referrals that closed in the date range had at least two (2) of the four (4) areas improved from two (2) or three (3) to a zero (0) or one (1); Questions #one through four (1-4) of the CANS assessment.
 - 4. 75% of referrals that closed in date range closed with a permanent plan and/or placement in a family home.

V. County Responsibilities

- A. Provide youth referrals (with referral form and manager signature) for family finding services.
- B. Offer, on a limited basis, co-location at FY&C.
- C. Team with Contractor to support family finding efforts.
- D. Invite and coordinate Contractor participation at PARC/CMC Meetings.
- E. Provide access to relevant case information to include hard case files and read-only access to CWS/CMS.
- F. Ensure that Contractor has appropriate access to CWS/CMS and CWS-CARES in order to enter Network of Support contact information for enrolled youth.
- G. Participate in or facilitate a final Safety Network Meeting at closure of the LLC referral when permanent placement options have been identified but not yet implemented.
- H. In order to implement the requirement in Section III, Reporting Requirements, Section C, the County agrees to:
 - 1. Designate a specific management staff member to liaise with Contractor specifically related to CWS/CMS and CWS-CARES utilization.
 - 2. Allow Contractor staff to access to each child/youth's dependency, legal, and services files for the purpose of identifying family members.
 - 3. Provide CWS/CMS and CWS-CARES Snapshot system login access to up to two (2) Contractor staff.

4. Provide the use of a County-owned and maintained computer.
5. Provide cubical/office space and a phone within a County office.
6. Add a Special Projects Code to CWS/CMS to track LLC cases and provide Case List reports as needed.
7. Provide training and technical assistance as needed related to CWS/CMS and CWS-CARES utilization.

Exhibit B: Fiscal Provisions/Budget

1. Fiscal Responsibilities

In consideration of the obligations to be performed by Contractor herein, Contractor shall be reimbursed for its actual costs, in accordance with the agreed upon budget included herein by reference. Notwithstanding the foregoing, the total amount to be paid to Contractor under the terms of this Agreement shall in no case exceed the amount stated in Article 2 of this agreement.

1.1. Claiming and Documentation. Contractor shall receive reimbursement for actual costs by submitting an invoice by the tenth working day of each month. All costs reported by Contractor shall be supported by appropriate accounting documentation. The documentation shall establish that County is charged a fair and equitable portion of any indirect or shared costs attributable to services performed under this Agreement. Invoices shall be submitted to:

County of Sonoma Human Services Department
Family, Youth & Children's Services Division
Attn: Regina de Melo (rdemelo@schsd.org)
1202 Apollo Way
Santa Rosa, CA 95407

1.2. Allowable Costs. No amount or rate negotiated and included in the Contractor's program budget summary or budget backup shall be considered to be an allowable cost in and of itself; such amounts or rates are subject to final approval upon presentation of documentation establishing that actual costs were incurred and are allowable in accordance with Code of Federal Regulations Title 2 CFR Sections 200.420-475.

1.3. No Supplantation. Contractor must not claim reimbursement under this Agreement for expenditures reimbursed or financed by any other federal, state or local government source, such as Medi-Cal or private insurance. No supplantation of program financing by Contractor is contemplated or allowed.

1.4. Financial Records. Contractor understands and accepts its obligation to establish and maintain financial records of all program expenditures.

1.5. Procurement. No procurement is authorized which is not specifically identified and approved herein. Procurement of all services, supplies, and equipment by purchase, lease or rental shall be performed in conformance with Code of Federal Regulations 2 CFR 200.318-326, General Procurement Standards. For purposes of this Agreement, procurement shall mean purchase, lease or rental of any item with a single value exceeding \$5,000.

1.6. Funding Contingency. Notwithstanding anything contained in the Agreement to the contrary, Contractor acknowledges that any payments to be made to it as provided herein shall be expressly contingent upon the receipt of sufficient funds by County. This contingency is for the express benefit of County and may be waived only by giving express written and executed notice to Contractor.

1.7. Modification of Funding. County reserves the right to modify levels of funding for programs and renegotiate Agreement budgets, if needed, due to increases or decreases in funding from the state. County also reserves the right to request changes in program design in order to accommodate changes made by the state. The County Human Services Director has authority to request and approve program design changes.

2. Budget Adjustments.

2.1. Request. Request for transfer of funds between line items shall be submitted on a "Budget Modification Form" (Sub-schedule M01) as provided by the County. The Contractor must provide justification and supporting documentation for the requested revision.

2.2. Approval. The County Human Services Director is authorized to approve and execute a "Budget Modification Form", which details the transfer of funds between Budget line items, and to approve such changes without an Amendment to this Agreement so long as they do not result in an increase in County's maximum financial obligation.

2.2.1. Equipment. Requests to purchase or lease equipment in excess of \$5,000 and not included in original budget shall require County approval prior to purchase.

3. Financial Management Systems

3.1. Generally-Accepted Accounting Principles. Contractor shall maintain a financial management system which ensures control over the use of funds received by Contractor in accordance with generally-accepted accounting principles. Contractor must comply with the provisions for cost allocations contained in Federal Office of Management and Budget 2 CFR Part 200, Subpart E. The inability of Contractor to demonstrate compliance will cause a corresponding reduction in reimbursement.

3.2. Separate Account. All funds under this Agreement are not required to be maintained in a separate account, but funds on deposit provided through this Agreement shall be accounted for separately in accordance with Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards [2 CFR Part 200].

3.3. Program Income. Program Income is revenue generated by the Contractor from contract-supported activities. If activities of program participants or of staff funded under this Agreement result in any income to Contractor, that income shall be reported to County for directions as to disposition in accordance with instructions received by County from the State of California. In the event Contractor receives any compensatory credits and refunds, such as those resulting from workers' compensation dividend checks and annual insurance reductions, for which County has previously reimbursed Contractor, then Contractor shall remit such compensatory credits and refunds to County.

3.4. Indirect Cost Rate. Contractor is responsible for having an Agency indirect cost rate plan, when claiming indirect costs under this Agreement.

4. Audits.

4.1. Contractors who receive federal funding which taken together total over \$750,000 in a single fiscal year are required to have a single agency audit in accordance with the Federal Office of Management and Budget, 2 CFR Part 200, Subpart F. A copy of this audit must be forwarded to the County by the auditor as soon as it is complete.

4.2. If Contractor expends less than \$750,000 in federal awards in the fiscal year it may not charge the cost of an audit to the federal award.

5. Repayment.

5.1. Contractor is responsible for the repayment of all audit exceptions and disallowances taken by County, state, or federal agencies related to activities conducted by Contractor under this Agreement.

5.2. Where unallowable costs have been claimed and reimbursed, they will be refunded to the program that reimbursed the unallowable cost using a cash refund or offset to a subsequent claim.

6. Funding.

6.1. All or part of this Agreement may be paid with Federal funding. Federally awarded funds must be used in accordance with Federal statutes and regulations.

7. Budget.

Expenses		
Payroll	FTE	FY 23/24 Budget
Program Supervisor	0.10	\$11,255
Permanency Clinician	0.84	\$87,090
Health Information Specialist	0.03	\$2,308
Facility Manager		\$1,238
Total	0.97	\$101,891
Benefits @ 24%		\$24,454
Total Payroll		\$126,345
Operations		
Program Support		
Office Supplies		\$197
Subscriptions		\$69
Telephone		\$915
Conference & Training		\$112
Mileage Reimbursement		\$80
Staff Recruitment		\$320
Total Program Support		\$1,693

Occupancy		
Facility Expense		\$850
Utilities		\$480
Bldg Mt & Supplies		\$930
Equipment		\$87
Total Occupancy		\$2,347
Child and Family Related		
Treatment Supplies		\$50
Total Child and Family Related		\$50
Total Direct Expenses		\$130,435
Indirect Costs @ 15%		\$19,565
TOTAL AMOUNT NOT TO EXCEED		\$150,000

Exhibit C: Insurance Requirements

With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain insurance as described below unless such insurance has been expressly waived by the attachment of a *Waiver of Insurance Requirements*. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

County reserves the right to review any and all of the required insurance policies and/or endorsements, but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Contractor from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

1 Workers Compensation and Employers Liability Insurance

- a. Required if Contractor has employees as defined by the Labor Code of the State of California.
- b. Workers Compensation insurance with statutory limits as required by the Labor Code of the State of California.
- c. Employers Liability with minimum limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.
- d. *Required Evidence of Insurance*: Certificate of Insurance.

If Contractor currently has no employees as defined by the Labor Code of the State of California, Contractor agrees to obtain the above-specified Workers Compensation and Employers Liability insurance should employees be engaged during the term of this Agreement or any extensions of the term.

2 General Liability Insurance

- a. Commercial General Liability Insurance on a standard occurrence form, no less broad than Insurance Services Office (ISO) form CG 00 01.
- b. Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance. If Contractor maintains higher limits than the specified minimum limits, County requires and shall be entitled to coverage for the higher limits maintained by Contractor.
- c. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$25,000 it must be approved in advance by County. Contractor is responsible for any deductible or self-insured retention and shall fund it upon County's written request, regardless of whether Contractor has a claim against the insurance or is named as a party in any action involving the County.
- d. **The County of Sonoma its Officers, Agents and Employees** shall be endorsed as additional insureds for liability arising out of operations by or on behalf of the Contractor in the performance of this Agreement.

- e. The insurance provided to the additional insureds shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by them.
- f. The policy definition of “insured contract” shall include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard (broad form contractual liability coverage including the “f” definition of insured contract in ISO form CG 00 01, or equivalent).
- g. The policy shall cover inter-insured suits between the additional insureds and Contractor and include a “separation of insureds” or “severability” clause which treats each insured separately.
- h. ***Required Evidence of Insurance:***
 - i. Copy of the additional insured endorsement or policy language granting additional insured status; and
 - ii. Certificate of Insurance.

3 **Automobile Liability Insurance**

- a. Minimum Limit: \$1,000,000 combined single limit per accident. The required limits may be provided by a combination of Automobile Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance.
- b. Insurance shall cover all owned autos. If Contractor currently owns no autos, Contractor agrees to obtain such insurance should any autos be acquired during the term of this Agreement or any extensions of the term.
- c. Insurance shall cover hired and non-owned autos.
- d. **Required Evidence of Insurance:** Certificate of Insurance.

4 **Professional Liability/Errors and Omissions Insurance**

- a. Minimum Limits: \$1,000,000 per claim or per occurrence; \$1,000,000 annual aggregate.
- b. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$25,000 it must be approved in advance by County.
- c. If Contractor’s services include: (1) programming, customization, or maintenance of software: or (2) access to individuals’ private, personally identifiable information, the insurance shall cover:
 - i. Breach of privacy; breach of data; programming errors, failure of work to meet contracted standards, and unauthorized access; and
 - ii. Claims against Contractor arising from the negligence of Contractor, Contractor’s employees and Contractor’s subcontractors.
- d. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.
- e. Coverage applicable to the work performed under this Agreement shall be continued for two (2) years after completion of the work. Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

- f. Required Evidence of Insurance: Certificate of Insurance specifying the limits and the claims-made retroactive date.

5 **Standards for Insurance Companies**

Insurers, other than the California State Compensation Insurance Fund, shall have an A.M. Best's rating of at least A:VII.

6 **Documentation**

- a. All required Evidence of Insurance shall be submitted prior to the execution of this Agreement. Contractor agrees to maintain current Evidence of Insurance on file with County for the entire term of this Agreement and any additional periods if specified in Sections 1 – 4 above.
- b. The name and address for Additional Insured endorsements and Certificates of Insurance is:

The County of Sonoma, its Officers, Agents and Employees
Contracts Unit
3600 Westwind Boulevard
Santa Rosa, CA 95403
Or pdf to: contracts@schsd.org

- c. Required Evidence of Insurance shall be submitted for any renewal or replacement of a policy that already exists, at least ten (10) days before expiration or other termination of the existing policy.
- d. Contractor shall provide immediate written notice if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.
- e. Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.

7 **Policy Obligations**

Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

8 **Material Breach**

If Contractor fails to maintain insurance which is required pursuant to this Agreement, it shall be deemed a material breach of this Agreement. County, at its sole option, may terminate this Agreement and obtain damages from Contractor resulting from said breach. Alternatively, County may purchase the required insurance, and without further notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance. These remedies shall be in addition to any other remedies available to County.

Exhibit I: Data System Requirements

- I. Child Welfare Services/Case Management System (CWS/CMS) Access Requirements
 - A. Contractor agrees to require all persons who have access to the information in CWS/CMS to comply with the provisions of Section 10850 of the Welfare and Institutions (W & I) Code, Section 827 of the W&I Code and Division 19 of California Department of Social Services Manual of Policy and Procedures.
 - B. Access to CWS/CMS shall only be allowed for designated staff who work with HSD clients and only for the purpose described in this Agreement. Accessing client information related to anything other than what is described in this Agreement is strictly prohibited.
 - C. Access to CWS/CMS will be allowed only for Contractor staff that have signed and submitted a HSD Security & Confidentiality Agreement. This Agreement must be received by HSD prior to the issuance of a secure user name and password.
 - D. Contractor will provide written notification to HSD of any employee change that relates to this Agreement, including termination of access due to leave, job change or other reason, within two (2) business days of the change.
 1. When access for an employee is either requested or terminated, an updated roster of all Contractor employees with CWS/CMS access shall be submitted along with the written notification of the employee change.
 2. All notices to HSD regarding CWS/CMS shall be made in writing via e-mail and addressed as follows:

Kerry Stokes, CWS/CMS Administrator
stokeka@schsd.org
(707) 565-4394
 - E. Contractor will ensure that usernames and passwords are not shared by Contractor employees.
 - F. Contractor understands that there is a criminal penalty for release or use of the information by Contractor for any purpose other than stated in this Agreement.
- II. Apricot Data System Access Requirements
 - A. Contractor agrees to require all persons who have access to the information in Apricot to comply with the provisions of Section 10850 of the Welfare and Institutions (W&I) Code, Section 827 of the W&I Code and Division 19 of California Department of Social Services Manual of Policy and Procedures.
 - B. Access to Apricot shall only be allowed for designated staff who work with HSD-referred clients and only for the purpose described in this Agreement. Accessing client information related to anything other than what is described in this Agreement is strictly prohibited.
 - C. Access to Apricot will be allowed only for Contractor staff that have signed and submitted an HSD Security & Confidentiality Agreement. This Agreement must be received by HSD prior to the issuance of a secure user name and password.

- D. Contractor will provide written notification to HSD of any employee change that relates to this Agreement, including termination of access due to leave, job change or other reason, within two (2) business days of the change.
1. When access for an employee is either requested or terminated, an updated roster of all Contractor employees with Apricot access shall be submitted along with the written notification of the employee change.
 2. All notices to HSD regarding Apricot shall be made in writing via e-mail and addressed as follows:

Vickie Miller, Apricot Administrator
vmiller@schsd.org
(707) 565-4372
- E. Contractor will ensure that usernames and passwords are not shared by Contractor employees.
- F. Contractor understands that there is a criminal penalty for release or use of the information by Contractor for any purpose other than stated in this Agreement.