

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND JOBTRAIN, INC.**

This Agreement is entered into this Saturday, February 1, 2025, by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and JobTrain, Inc., hereinafter called "Contractor."

\* \* \*

Whereas, pursuant to Section 31000 of the California Government Code, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof; and

Whereas, it is necessary and desirable that Contractor be retained for the purpose of JobTrain, Inc..

**Now, therefore, it is agreed by the parties to this Agreement as follows:**

**1. Exhibits and Attachments**

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

Exhibit A—Services

Exhibit B—Payments and Rates

**2. Services to be performed by Contractor**

In consideration of the payments set forth in this Agreement and in Exhibit B, Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A.

**3. Payments**

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed Six Hundred Seventy Two Thousand, Two Hundred and Two Dollars and Forty Cents (TBD). In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. Contractor is not entitled to payment for work not performed as required by this agreement.

**4. Term**

Subject to compliance with all terms and conditions, the term of this Agreement shall be from Saturday, February 1, 2025 through Tuesday, June 30, 2026.

**5. Termination**

This Agreement may be terminated by Contractor or by the Sheriff Elective or his/her designee at any time without a requirement of good cause upon thirty (30) days' advance written notice to the other party. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that prorated portion of the full payment determined by comparing the work/services actually completed to the work/services required by the Agreement.

County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon the unavailability of Federal, State, or County funds by providing written notice to Contractor as soon as is reasonably possible after County learns of said unavailability of outside funding.

County may terminate this Agreement for cause. In order to terminate for cause, County must first give Contractor notice of the alleged breach. Contractor shall have five business days after receipt of such notice to respond and a total of ten calendar days after receipt of such notice to cure the alleged breach. If Contractor fails to cure the breach within this period, County may immediately terminate this Agreement without further action. The option available in this paragraph is separate from the ability to terminate without cause with appropriate notice described above. In the event that County provides notice of an alleged breach pursuant to this section, County may, in extreme circumstances, immediately suspend performance of services and payment under this Agreement pending the resolution of the process described in this paragraph. County has sole discretion to determine what constitutes an extreme circumstance for purposes of this paragraph, and County shall use reasonable judgment in making that determination.

## **6. Contract Materials**

At the end of this Agreement, or in the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and other written materials (collectively referred to as "contract materials") prepared by Contractor under this Agreement shall become the property of County and shall be promptly delivered to County. Upon termination, Contractor may make and retain a copy of such contract materials if permitted by law.

## **7. Relationship to Parties**

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent contractor and not as an employee of County and that neither Contractor nor its employees acquire any of the rights, privileges, powers, or advantages of County employees.

## **8. Hold Harmless**

### **a. General Hold Harmless**

Contractor shall indemnify and save harmless County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of Contractor under this Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following:

- (A) injuries to or death of any person, including Contractor or its employees/officers/agents;
- (B) damage to any property of any kind whatsoever and to whomsoever belonging;
- (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or
- (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County and/or its officers, agents, employees, or servants. However, Contractor's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

## **9. Assignability and Subcontracting**

Contractor shall not assign this Agreement or any portion of it to a third party or subcontract with a third party to provide services required by Contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without County's prior written consent shall give County the right to automatically and immediately terminate this Agreement without penalty or advance notice.

## **10. Insurance**

### **10.1. General Requirements**

Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this Section has been obtained and such insurance has been approved by County's Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. Contractor shall furnish County with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending Contractor's coverage to include the contractual liability assumed by Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to County of any pending change in the limits of liability or of any cancellation or modification of the policy.

### **10.2. Workers' Compensation and Employer's Liability Insurance**

Contractor shall have in effect during the entire term of this Agreement workers' compensation and employer's liability insurance providing full statutory coverage. In signing this Agreement, Contractor certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.

### 10.3. Liability Insurance

Contractor shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Contractor and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor's operations under this Agreement, whether such operations be by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below:

(c) Professional Liability..... \$1,000,000 , (b) Motor Vehicle Liability Insurance..... \$1,000,000 , (a) Comprehensive General Liability..... \$1,000,000

County and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that (a) the insurance afforded thereby to County and its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy and (b) if the County or its officers, agents, employees, and servants have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, County, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work and payment pursuant to this Agreement.

### 10.4. Special Insurance Requirements - Cyber Liability

Cyber Liability	<b>\$5,000,000</b> per occurrence for Privacy and Network Security,  <b>\$1,000,000</b> per occurrence for Technology Errors and Omissions  To be carried at all times during the term of the Contract and for three years thereafter.
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If the work involves services or goods related to computers, networks, systems, storage, or access to County data or to any data that may, alone or in combination with other data, become Confidential Information or Personally Identifiable Information, the following insurance is required.

#### (1) Privacy and Network Security

During the term of the Contract and for three years thereafter, maintain coverage for liability and remediation arising out of unauthorized use of or access to County data or software within Contractor's network or control. Provide coverage for liability claims, computer theft, extortion, network breach, service denial, introduction of malicious code, loss of Confidential Information,

or any unintentional act, error, or omission made by users of Contractor's electronic data or systems while providing services to the County. The insurance policy must include coverage for regulatory and PCI fines and penalties, crisis management expenses, and business interruption. No exclusion/restriction for unencrypted portable devices/media may be on the policy.

## **(2) Technology Errors and Omissions**

During the term of the Contract and for three years thereafter, maintain coverage for liabilities arising from errors, omissions, or negligent acts in rendering or failing to render computer or information technology services and technology products, including at a minimum, coverage for systems analysis, design, development, integration, modification, maintenance, repair, management, or outsourcing any of the foregoing.

## **11. Compliance With Laws**

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, regulations, and executive orders, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder, as amended (if applicable), the Business Associate requirements set forth in Attachment H (if attached), the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving any Federal or County financial assistance, as well as any required economic or other sanctions imposed by the United States government or under state law in effect during the term of the Agreement. Such services shall also be performed in accordance with all applicable ordinances and regulations, including but not limited to appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable State, Federal, County, or municipal law, regulation, or executive order, the requirements of the applicable law, regulation, or executive order will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

## **12. Non-Discrimination and Other Requirements**

### **12.1. General Non-discrimination**

No person shall be denied any services provided pursuant to this Agreement (except as limited by the scope of services) on the grounds of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information.

### **12.2. Equal Employment Opportunity**

Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County upon request.

#### 12.3. Section 504 of the Rehabilitation Act of 1973

Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual with a disability shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of any services this Agreement. This Section applies only to contractors who are providing services to members of the public under this Agreement.

#### 12.4. Compliance with County's Equal Benefits Ordinance

Contractor shall comply with all laws relating to the provision of benefits to its employees and their spouses or domestic partners, including, but not limited to, such laws prohibiting discrimination in the provision of such benefits on the basis that the spouse or domestic partner of the Contractor's employee is of the same or opposite sex as the employee.

#### 12.5. Discrimination Against Individuals with Disabilities

The nondiscrimination requirements of 41 C.F.R. 60-741.5(a) are incorporated into this Agreement as if fully set forth here, and Contractor and any subcontractor shall abide by the requirements of 41 C.F.R. 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

#### 12.6. History of Discrimination

Contractor certifies that no finding of discrimination has been issued in the past 365 days against Contractor by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other investigative entity. If any finding(s) of discrimination have been issued against Contractor within the past 365 days by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or other investigative entity, Contractor shall provide County with a written explanation of the outcome(s) or remedy for the discrimination prior to execution of this Agreement. Failure to comply with this Section shall constitute a material breach of this Agreement and subjects the Agreement to immediate termination at the sole option of the County.

#### 12.7. Reporting; Violation of Non-discrimination Provisions

Contractor shall report to the County Executive Officer the filing in any court or with any administrative agency of any complaint or allegation of discrimination on any of the bases prohibited by this Section of the Agreement or the Section titled "Compliance with Laws". Such duty shall include reporting of the filing of any and all charges with the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other entity charged with the investigation or adjudication of allegations covered by this subsection within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include a general description of the circumstances involved and a general description of the kind of discrimination alleged (for example, gender-, sexual orientation-, religion-, or race-based discrimination).

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Executive Officer, including but not limited to the following:

- i. termination of this Agreement;
- ii. disqualification of the Contractor from being considered for or being awarded a County contract for a period of up to 3 years;
- iii. liquidated damages of \$2,500 per violation; and/or
- iv. imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Executive Officer.

To effectuate the provisions of this Section, the County Executive Officer shall have the authority to offset all or any portion of the amount described in this Section against amounts due to Contractor under this Agreement or any other agreement between Contractor and County.

#### **12.8. Compliance with Living Wage Ordinance**

As required by Chapter 2.88 of the San Mateo County Ordinance Code, Contractor certifies all contractor(s) and subcontractor(s) obligated under this contract shall fully comply with the provisions of the County of San Mateo Living Wage Ordinance, including, but not limited to, paying all Covered Employees the current Living Wage and providing notice to all Covered Employees and Subcontractors as required under the Ordinance.

#### **13. Compliance with County Employee Jury Service Ordinance**

Contractor shall comply with Chapter 2.85 of the County's Ordinance Code, which states that Contractor shall have and adhere to a written policy providing that its employees, to the extent they are full-time employees and live in San Mateo County, shall receive from the Contractor, on an annual basis, no fewer than five days of regular pay for jury service in San Mateo County, with jury pay being provided only for each day of actual jury service. The policy may provide that such employees deposit any fees received for such jury service with Contractor or that the Contractor may deduct from an employee's regular pay the fees received for jury service in San Mateo County. By signing this Agreement, Contractor certifies that it has and adheres to a policy consistent with Chapter 2.85. For purposes of this Section, if Contractor has no employees in San Mateo County, it is sufficient for Contractor to provide the following written statement to County: "For purposes of San Mateo County's jury service ordinance, Contractor certifies that it has no full-time employees who live in San Mateo County. To the extent that it hires any such employees during the term of its Agreement with San Mateo County, Contractor shall adopt a policy that complies with Chapter 2.85 of the County's Ordinance Code." The requirements of Chapter 2.85 do not apply unless this Agreement's total value listed in the Section titled "Payments", exceeds two-hundred thousand dollars (\$200,000); Contractor acknowledges that Chapter 2.85's requirements will apply if this Agreement is amended such that its total value exceeds that threshold amount.

#### **14. Retention of Records; Right to Monitor and Audit**

(a) Contractor shall maintain all required records relating to services provided under this Agreement for three (3) years after County makes final payment and all other pending matters are closed, and Contractor shall be subject to the examination and/or audit by County, a Federal grantor agency, and the State of California.

(b) Contractor shall comply with all program and fiscal reporting requirements set forth by applicable Federal, State, and local agencies and as required by County.

(c) Contractor agrees upon reasonable notice to provide to County, to any Federal or State department having monitoring or review authority, to County's authorized representative, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

#### **15. Merger Clause; Amendments**

This Agreement, including the Exhibits and Attachments attached to this Agreement and incorporated by reference, constitutes the sole Agreement of the parties to this Agreement and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties.

#### **16. Controlling Law; Venue**

The validity of this Agreement and of its terms, the rights and duties of the parties under this Agreement, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

#### **17. Notices**

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of County, to:

Name/Title: Melissa Wagner/Program Services Manager II  
Address: Maple Street Correctional Center, Redwood City, CA, 94063  
Telephone: (650) 599-3017  
Email: mwagner@smcgov.org

In the case of Contractor, to:

Name/Title: JobTrain, Inc./ATTN: Barrie Hathaway  
Address: 1200 O' Brien Drive Menlo Park, CA 94025



Telephone: 650-330-6451  
Email: bhathaway@jobtrainworks.org

**18. Electronic Signature**

Both County and Contractor wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law and County's Electronic Signature Administrative Memo. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.

**19. SB1383**

**20. Prison Rape Elimination Act (PREA) of 2003**

Contractor shall comply with the Prison Rape Elimination Act (PREA) of 2003 (Federal Law 42. U.S.C. 15601 ET. Seq.), and applicable PREA Standards including but not limited to those regarding preventing, reporting, monitoring, and eradicating any form of sexual abuse within San Mateo County Sheriff's Office Facilities/Programs /Offices owned, operated or contracted. Failure to comply with PREA, including PREA Standards and related San Mateo County Sheriff's Office Policies, may result in termination of the contract.

SIGNATURE PAGE TO FOLLOW

In witness of and in agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For Contractor: JobTrain, Inc.


Barrie Hathaway  
Barrie Hathaway (Jun 25, 2025 15:08 PDT)  
Contractor Signature

25/06/2025  
Date

Barrie Hathaway  
Contractor Name (please print)

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COUNTY OF SAN MATEO

By:   
President, Board of Supervisors, San Mateo County

Resolution No. 081374

Date: August 12, 2025

ATTEST:

By:   
Clerk of Said Board

## **Exhibit A: Services**

*In consideration of the payments set forth in Exhibit B, Contractor shall provide the following services:*

### **DESCRIPTION OF SERVICES TO BE PROVIDED BY CONTRACTOR**

#### **Culinary Arts** (JobTrain Completion Certificate)

An introduction to professional cooking. The Culinary Arts course prepares students through hands-on instruction, lectures, reading assignments, workshops, and group projects. Students learn all basic rules of working in a commercial kitchen and are prepared for employment in entry level jobs in the food service industry as dishwashers, food preps, line cooks, and servers.

#### **Baking Arts** (JobTrain Completion Certificate)

An introduction to professional baking and pastry arts. The Baking Arts course prepares students through hands-on instruction, lectures, baking science, reading assignments, and group projects to work in the food service industry. This course is a companion to Culinary Arts. Students learn all basic rules of working in a commercial kitchen and are prepared for employment in entry level jobs in the industry as bakers' preps, pastry specialists, servers, and delivery packers.

#### **Hospitality Program** (Industry Recognized Certification)

This class is a companion to Culinary Arts and Baking Arts. This course introduces students to the field of hospitality and provides them with the foundational knowledge and skills they need to be marketable in the industry. Students learn how to offer the best services to customers, food safety, communicating with guests, housekeeping, safety & compliance, and industry policies and procedures. At the completion of the course exam, students receive a certificate through American Hotel and Lodging Educational Institute.

#### **ServSafe Food Handler** (Certification)

A companion to Culinary Arts, Baking Arts and Hospitality Program, this course teaches students basic food safety, personal hygiene, cross-contamination and Allergens and cleaning and sanitation techniques. The passage of the course exam culminates with a Certification awarded by the National Restaurant Association.

#### **Digital Literacy**

Students receive an introduction to keyboarding, operating systems and customization, networks and main software programs including MS Word, Excel, PowerPoint, and navigating the digital landscape for the purpose of job search (no open internet access involved). Students also learn how to create documents, format resumes, create basic spreadsheets, and create presentations.

#### **Financial Literacy** (JobTrain Completion Certificate)

The Financial Literacy Curriculum gives participants the opportunity to explore their money management skills and their beliefs about finances. The course teaches strategies that can help participants develop plans to meet their financial goals. Topics include checking, saving, investing accounts, credit/repair and loans, insurance, financial pitfalls, budgeting, and strategies for building wealth.

### **Work Readiness & Success Coaching** (JobTrain Completion Certification)

These workshops, group discussions, and one-on-one counseling sessions focus on issues and skills necessary to be work-ready upon release from custody. Topics include mapping work history, resume writing, job search strategies, and networking skills. One-on-One success coaching sessions help students begin thinking about their re-entries back to their communities and what needs to be in place to make their re-entries successful.

### **Career Exploration** (JobTrain Completion Certificate)

The Career Exploration curriculum allows participants to explore how their current strengths, skills, and interests align with a career path. Participants develop a plan for pursuing their identified career paths and learn strategies to experience success in applying for, getting, and keeping jobs. The curriculum offers opportunities for practice, application, and hands-on learning while boosting participants' self-efficacy and skills.

### **Life Skills or Soft Skills/Cognitive Behavioral Intervention (CBI)** (JobTrain Completion Certificate)

This series of workshops targets developing competencies and interpersonal skills that help participants make informed decisions, solve problems, think critically and creatively, communicate effectively, control anger, build healthy relationships, empathize with others, and cope with and manage their lives in a healthy and productive manner. Student discussions include finding connections between their thoughts, feelings, and actions and increasing awareness of how these things impact their recoveries; students discuss strategies to change their thinking and behavior.

### **Introduction to Construction Trades/Construction Pre-Apprenticeship Training** (JobTrain Completion Certification)

Class is ongoing. The Multi-Craft Core Curriculum (MC3) general orientation course includes construction industry structure and the construction process; orientation to apprenticeship in each of the building trades; tools of the various trades and the safe handling of both hand and power tools; and industry standards of work responsibility and craft excellence.

### **General Population Programming & Re-entry Program Coordination**

Individual and group on-site programming at Maple Street and Maguire facilities offers constructive activities that provide opportunities for participants to develop social and technical skills. Activities are ad-hoc depending on the individual or collective needs of participants in the general population housing units. The staff interact daily with the Program Services Bureau and deliver a variety of programs and services to educate and inform participants to prepare them for their eventual releases.

### **Training and Development**

Training and development is an ongoing process—one that is important to deliver top quality programs and services in correctional settings. This time is critical and plays a crucial role in enhancing the staff's skills, knowledge, and competencies in delivering programming in correctional settings. Between workshop and training cohorts, Contractor assess and analyzes skills and competencies retained by participants through instruction based on the overall objectives, the effectiveness of training methods, curriculum design, delivery and topics covered, best practices in the industry, new curriculums to keep the program offerings fresh and relevant to the participants needs, resources and supportive training materials, plan for the next cohorts, and refresh and or repair technology used. When adjustments are needed, the staff use this time to make them.

## Exhibit B: Payments & Rates

*In consideration of the services provided by Contractor described in Exhibit A and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:*

### PROFESSIONAL SERVICES

Description of Services	Total Weekly Hours	# Weeks	Total Program Hours	Cost
<b>*Programs</b>				
Culinary Arts	35	58	2,030	\$107,630.60
Baking Arts	40	58	2,320	\$88,809.60
Hospitality/ServSafe	5	58	290	\$15,375.80
Digital Literacy	6	58	348	\$14,796.96
Financial Literacy/Work Readiness	22	58	1,276	\$54,255.52
Career Exploration	12	58	696	\$29,593.92
Life Skills/Cognitive Behavioral Intervention (CBI)	40	58	2,320	\$114,028.00
Construction Pre-Apprenticeship/OSHA	40	48	1,920	\$83,635.20
General Population Programming, Re-entry Program Coordination, and Program Management	40	58	2,320	\$125,140.80
<b>SUBTOTAL</b>				<b>\$633,266.40</b>
<b>Supplies/Materials</b>				
Supplies/Materials (General)				\$10,000
Culinary Food & Supplies				\$11,736
Hospitality/ServeSafe Books and Tests				\$4,900
Financial Literacy (Booklet and Teacher Guide)				\$2,000
Career Exploration (Booklets and Teacher Guide)				\$3,500
Construction Training – Multi-Craft Book & Workbooks				\$1,800
Training (CBI, Certification, Staff Training)				\$5,000
<b>SUBTOTAL</b>				<b>\$38,936.00</b>
<b>TOTAL</b>				<b>\$672,202.40</b>

\* Documentation to support direct payroll salary/wages and indirect costs will be a payroll journal report and other supporting spreadsheets that reconcile to the quarterly invoices. Vacation, sick, holiday, and retroactive (relevant to time period of services provided) hours are reimbursable.

**Total Not to Exceed Amount for this Agreement is \$672,202.40.**

### INVOICING

**Upon 100% Completion and County's acceptance of services rendered.**

County shall pay Contractor, upon receipt of an invoice, for services rendered. Each invoice submitted must include the following information, at a minimum:

- Invoice number and date
- Agreement number/PO number
- Time Period
- Detailed statement of services/work completed for the invoiced period
- Proof of payment (receipts) made for all reimbursable supplies
- Quarterly payroll journal report supporting direct salary/wages

- Monthly reporting
- Total amount of invoice

Contractor shall work with Sheriff's Office on ad hoc reports requested by Sheriff's Office or other related party and on changes to monthly reports to align with scope of work and staff job descriptions as needed. Contractor shall maintain monthly reporting and submit with quarterly invoice.

Contractor shall send invoices to [Sheriffs\\_Fiscal\\_Unit@smcgov.org](mailto:Sheriffs_Fiscal_Unit@smcgov.org) (cc: Melissa Wagner at [mwagner@smcgov.org](mailto:mwagner@smcgov.org)). Payments shall be made within 30 days from the date of the applicable, undisputed invoice. County shall have the right to withhold payment if County determines the quality or quantity of work performed is unacceptable.










# Agreement Between the County of San Mateo and JobTrain, Inc.

Final Audit Report

2025-06-25

Created:	2025-06-23
By:	Tiffany Chin (tchin@smcgov.org)
Status:	Signed
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## "Agreement Between the County of San Mateo and JobTrain, Inc." History

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-  bhathaway@jobtrainworks.org authenticated with Adobe Acrobat Sign.  
2025-06-25 - 10:01:37 PM GMT
-  Signer bhathaway@jobtrainworks.org entered name at signing as Barrie Hathaway  
2025-06-25 - 10:08:05 PM GMT- IP address: 198.27.166.209
-  Document e-signed by Barrie Hathaway (bhathaway@jobtrainworks.org)  
Signature Date: 2025-06-25 - 10:08:07 PM GMT - Time Source: server- IP address: 198.27.166.209
-  Agreement completed.  
2025-06-25 - 10:08:07 PM GMT