

AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND APPLIED SURVEY RESEARCH

This Agreement is entered into this _____ day of _____ by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and Applied Survey Research, 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 conducting a process and outcome evaluation of County Human Services Agency's Foster Youth Employment, Education and Family Resource Center programs.

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
- Exhibit C – Performance Measures
- Exhibit D – Sample Invoice
- Attachment I—§ 504 Compliance

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 ONE HUNDRED THOUSAND TWO HUNDRED TEN DOLLARS (\$100,210). In the event that County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by 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 September 24, 2019, through June 30, 2020.

5. Termination

This Agreement may be terminated by Contractor or by County 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 of 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.

Notwithstanding anything in this Section to the contrary, Contractor will have no obligation or liability to County under this Section to the extent any otherwise covered claim is based upon: (a) any aspects of the services under this Agreement which have been modified by or for County (other than modification performed by, or at the direction of, Contractor) in such a way as to cause the alleged infringement at issue; and/or (b) any aspects of the services under this Agreement which have been used by County in a manner prohibited by this Agreement.

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

a. 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.

b. 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.

c. 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:

- (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 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.

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, and regulations, 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. 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 or regulation, the requirements of the applicable law or regulation 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

a. 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.

b. 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.

c. 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.

d. 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.

e. 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.

f. 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 County.

g. Reporting; Violation of Non-discrimination Provisions

Contractor shall report to the County Manager 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 Manager, 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 Manager.

To effectuate the provisions of this Section, the County Manager 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.

h. 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 if this Agreement's total value listed in the Section titled "Payments", is less than one-hundred thousand dollars (\$100,000), but Contractor acknowledges that Chapter 2.85's requirements will apply if this Agreement is amended such that its total value meets or 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 facsimile to the telephone number listed below or 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: Jennifer Valencia, Director of Children and Family Services
Address: 1 Davis Drive, Belmont, CA 94002-3001
Telephone: 650-802-3390
Email: jdvalenciar@smcgov.org

In the case of Contractor, to:

Name/Title: Kim Carpenter, Project Manager II and Bay Area General Manager
Address: 1871 The Alameda, Ste. 180, San Jose, CA 95126
Telephone: 408.247.8319
Email: kim@appliedsurveyresearch.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.

* * *

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

For Contractor: APPLIED SURVEY RESEARCH

DocuSigned by:  <small>5104F66801BE404...</small>	8/27/2019 5:00 PM PDT	Kim Carpenter
Contractor Signature	Date	Contractor Name (please print)

COUNTY OF SAN MATEO

By:
President, Board of Supervisors, San Mateo County

Date:

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:

Contractor will conduct both a process and outcome evaluation of the Human Service Agency's Foster Youth Employment, Education, and Family Resource Center programs. The programs are operated in collaboration with the Central Labor Council Partnership ("CLCP"), Silicon Valley Children's Fund ("SVCF"), StarVista and Achieve Success Tutoring. For each of the programs being reviewed, the Contractor shall specifically perform the activities listed below.

1. Contractor will assemble an evaluation team.
2. Contractor will work with County and its contractors to develop a logic model and theory of change for the programs being evaluated. The documents should specifically describe how the program's outcomes are created by the various interventions that are being used.
3. Contractor will help County and its contractors clarify and describe the basic constructs of the program, e.g. types of activity/services, characteristics of program participants, characteristics of staff offering the service, frequency of service delivery, duration of service, scope of services, service dosage, fidelity to service model, client satisfaction and performance targets. (Note: client satisfaction is to be measured as part of the process evaluation, not the outcome evaluation.)
4. Contractor will identify the immediate, short-term and long-term outcomes of the programs being evaluated.
5. Contractor will develop evaluation plans that detail the design and the methods that will be used to conduct the evaluation and analyze the findings.
6. Contractor will develop a project plan using a Gantt chart that depicts major project deliverables or accomplishments along with their due date.
7. Contractor will collect the evaluation information and select or develop the needed information collections procedures and instruments. This includes determining who will participate in the data collection, how it will be collected and when it will be collected.
8. Contractor will analyze the evaluation information and prepare an executive summary and the final evaluation report, i.e., write the comprehensive document that describes the program and provides the results of the information analysis and the executive summary. The final report should include:
 - a. Interpretation of the results for understanding the program.
 - b. Recommendations that clearly follow and can be supported by the evaluation results, includes both immediate and long-term activities. Provide multiples options rather than just one course of action; considers the risks and benefits of implementing the recommendations as well as the risks and benefits of not implementing them.
9. Contractor will provide quarterly reports to County.

County will:

1. Provide Contractor with access to program subject matter experts who will be assigned to the evaluation team.
2. Provide Contractor with access to data to the extent permissible by law.
3. Provide Contractor with technical assistance related to County programs or the data from its various informational systems.

Exhibit B – Payments and 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:

- A. Contractor will submit invoices and activity reports according to the work plan and rates found in Table B1 below.

Table - B1

Work Plan			
Activity	Est Total Hours	Cost @\$150/hr.	Total Amount
Project Management	67	\$150/hr.	\$10,050
HSA in-person project planning meetings (2 meetings with 2-3 ASR staff, including prep) DELIVERABLE: Project Plan Gantt chart of project deliverables and due dates Biweekly internal project check-ins and other communication (emails, phone calls, etc.) 4 hours per month for 10 months			
Phase I: Mapping Programs and Services	303	\$150/hr.	\$45,450
Project launch with HSA and providers (provider quarterly meetings) Protocol, interview, and write-up. Scheduling managed by HSA/providers. Focus groups and/or individual KIIs with clients of services (parents, foster youth, etc.) to better understand how well services addressed needs and what could be done differently to increase success/ positive impact (1 FG or 3 KIIs per provider (6) +2 extra for FRC sites). Includes protocol development, interview, and notes provided to HSA. Scheduling managed by HSA/providers. Meetings to draft Logic Models and Theory of Change with HSA & each provider (6); determine immediate, short, and long-term outcomes (estimated 6 hrs. per meeting for 2 staff, prep, and notes). DELIVERABLE: Draft Process Evaluation Report that summarizes the services, evidence-base, logic model, TOC and client feedback for each service provider. Meet with HSA to review findings and obtain feedback			
Phase II: Evaluation Planning	131	\$150/hr.	\$19,650

<p>Review and document existing data, data collection processes, and reporting for each provider (reports, surveys, current forms, data collection and sharing/reporting methods), and performance measures</p> <p>Conduct interviews to understand the process in which data are collected by each provider and utilized within each program. The focus will be on data that map onto the new Logic Model, issues with data collection, and suggested improvements (3 hrs per provider for interview and notes)</p> <ul style="list-style-type: none"> - HSA staff (3) - 5 providers: Star Vista, SVCF, CLCP, HSA FRC, Achieve Success Tutoring <p>DELIVERABLE: Draft Evaluation Plan specifying the sources of data and data points that will be provided by each program, when, how, and by whom; data security protocols, and an accounting of data and evaluation strengths and areas of improvement from both provider and funder perspectives. Recommendations for new indicators or tools to increase alignment and report on outcomes will be included, along with use of RBA to map service inputs and outcomes.</p> <p>Meet with HSA to review findings and determine action steps</p> <p>Assess need for IRB review of study</p>			
Report	98	\$150/hr.	\$14,700
<p>DELIVERABLE: Final Evaluation Report to include:</p> <ol style="list-style-type: none"> 1) Process Evaluation 2) Evaluation Plan 3) Interpretation of results 4) Set of recommendations that follow from the results, including recommended activities, risks and benefits of different options to strengthen service delivery, data sharing, and reporting as appropriate. <p>Cost includes professional graphic design of the cover and visual displays for publication.</p> <p>DELIVERABLE: Executive Summary</p> <p>Obtain feedback and incorporate HSA edits into the final report</p> <p>DELIVERABLE: PowerPoint slide deck and presentation of results</p>			
Other			\$1,250
Incentives for client participants (i.e. \$25 per interviewee, est. 50 people)			
Subtotal			\$91,100
Indirect @ 10%			\$9,110
TOTAL:			\$100,210

B. Contractor will invoice based on the due dates in table B2 below.

Table B2

Service Period	Invoice Due Date	Report Content
September 25, 2019 - December 31, 2019	January 15, 2019	1. Project plan 2. Service period activities
January 1, 2019 - February 31, 2019	March 15, 2020	1. Draft Process Evaluation Report 2. Logic models & theories of change 3. Service period activities
March 1, 2020 - March 31, 2020	April 15, 2020	1. Draft Evaluation Plan 2. Service period activities
April 1, 2020 – June 30, 2020	July 5, 2020	1. Final Evaluation Report 2. Executive Summary 3. PowerPoint slide deck and presentation of results 4. Service period activities

C. Contractor shall provide an invoice corresponding with the scheduled service period in Table B2 that includes supporting documentation of actual units, or hours of services delivered using the sample form in Exhibit D. County will pay Contractor within thirty (30) days upon receipt and approval by the Director of Children and Family Services or their designee of Contractor's invoices for actual services delivered.

D. Contractor will email invoices and activity reports to the following designated HSA contacts:

1. Jennifer Valencia, Director of Children and Family Services
jvalencia@smcgov.org
2. Jazzalyn Lamadora, Management Analyst
jlamadora@smcgov.org

Exhibit C – Performance Measures

Contractor agrees to meet the following performance measures:

Performance Measure	FY 2019-20
Activity Reports will be completed and submitted to Children and Family Services by the end of the scheduled service periods.	100%

Exhibit D – Sample Invoice

[CONTRACTOR LETTERHEAD, INCLUDING ADDRESS]

AGREEMENT # _____ **(County Assigned)**

INVOICE # _____ **(Contractor assigned)**

FOR THE PERIOD OF [Start Date] TO [End Date]

DELIVERABLES				
Service Description	Hours	Rate/Hour	Total	Date Completed

Name of person completing report: _____ Title: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

*Email invoice to Jazzalyn Lamadora, Management Analyst, jlamadora@smcgov.org
by the due date in the contract.*

Certificate Of Completion

Envelope Id: D205C8CE40CC42CE9BDF054F711A0D8A	Status: Completed
Subject: Evaluation of Family Resource Centers & Educational Attainment Efforts	
Source Envelope:	
Document Pages: 16	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Lulu Lopez
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	400 County Ctr
	Redwood City, CA 94063-1662
	ldlopez@smcgov.org
	IP Address: 38.127.225.96

Record Tracking

Status: Original	Holder: Lulu Lopez	Location: DocuSign
8/27/2019 4:13:55 PM	ldlopez@smcgov.org	

Signer Events

Kim Carpenter
kim@appliedsurveyresearch.org
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

5104F66801BE404...

Signature Adoption: Pre-selected Style
Using IP Address: 97.45.129.58
Signed using mobile

Timestamp

Sent: 8/27/2019 4:14:24 PM
Viewed: 8/27/2019 4:52:27 PM
Signed: 8/27/2019 5:00:17 PM

Electronic Record and Signature Disclosure:
Accepted: 8/27/2019 4:52:27 PM
ID: 76b76916-d3cd-4432-8fc4-3206ad72bfb2

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/27/2019 4:14:24 PM
Certified Delivered	Security Checked	8/27/2019 4:52:27 PM
Signing Complete	Security Checked	8/27/2019 5:00:17 PM
Completed	Security Checked	8/27/2019 5:00:17 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		